

## **CHAPTER 7: BRANCH AND REGIONAL COUNCIL/ASSEMBLY FINANCES**

### **60. MANAGEMENT OF FUNDS**

The efficient management and effective allocation of money received on members' behalf by Branches and Regional Councils is an important responsibility. This chapter provides general guidance to officers discharging this responsibility.

### **61. FUNDING OF BRANCHES AND REGIONAL COUNCILS**

- A. Branches and Regional Councils will receive funding to fulfill their mandates, as described in sections 9 and 31.
- B. The funds of a Branch consist of money received from Foresters House (which include but are not limited to revenues such as Branch dues, membership fees, subscriptions, donations, and interest, if any), and local revenue.
- C. If the International Fraternal President or a Regional Council has reason to believe that the funds provided to a Branch are not being used to fulfill the Branch's mandate, the International Fraternal President, or his or her representative, or the Regional Council may take steps, following a procedure determined by the Board of Directors, to direct the Branch in the use of funds held in its bank accounts.
- D. The funds of a Regional Council consist of money received from Foresters House and local revenue.
- E. If the International Fraternal President has reason to believe that the funds provided to a Regional Council are not being used to fulfill Foresters mandate within the region, the International Fraternal President or his or her representative may take steps, following a procedure determined by the Board of Directors, to direct the Regional Council in the use of funds held in its bank accounts.
- F. Funds raised for the purposes of charitable donations are to be considered trust funds and are not included in Branch or Regional Council funds.

- G. Foresters will not be responsible for any liability incurred by any Regional Assembly or Regional Council acting on its behalf. Regional Assemblies or Regional Councils may not incorporate, acquire any lands, buildings, or vehicles, or leasehold interests in these types of assets, without written consent of the Board of Directors. No Regional Assembly or Regional Council may issue any statement or publication relating to Foresters without the written consent of the Board of Directors. The Board of Directors will specify how consent is to be obtained for these activities.

## **62. HONORARIA AND EXPENSES**

- A. Officers may receive honoraria in recognition of their voluntary contributions to Foresters, as provided in Foresters Fraternal Network Policies.
- B. Travelling and other reasonable expenses may be reimbursed to officers, members, delegates, and representatives for expenses incurred in carrying out assigned duties on behalf of Foresters, as provided in Foresters Fraternal Network Policies.
- C. For matters related to Branch meetings or events, the decision to pay expenses, the definition of allowable expenses, the eligibility of individuals for reimbursement, and the level of per diem rates will be at the discretion of the individual Branch, as provided in Foresters Fraternal Network Policies.
- D. For matters related to Regional Council officers or delegate attendance at meetings of Branches, Regional Assemblies, or Regional Councils, the decision to pay expenses, the definition of allowable expenses, the eligibility of individuals for reimbursement, and the level of per diem rates will be at the discretion of the individual Regional Council, as provided in Foresters Fraternal Network Policies.
- E. For matters related to attendance by members of the International Assembly at meetings of Regional Councils, Regional Assemblies, or the International Assembly, the decision to pay expenses, the definition of allowable expenses, the eligibility of individuals for reimbursement, and the level of per diem rates will be at the discretion of the International Assembly or the Board of Directors, acting when the International Assembly is not in session.

**63. SIGNING AUTHORITIES OF BRANCHES AND REGIONAL COUNCILS**

- A. Branches and Regional Councils will pass resolutions identifying the officers who are authorized to sign documents and cheques for the Branch or Regional Council. The resolutions may limit the authority of these officers to signing certain types of documents only, or may establish maximum amounts of money to be paid.
- B. Payments by Branches and Regional Councils must be made on a timely basis in accordance with policies set out by the Board of Directors and contained in Foresters Fraternal Network Policies.
- C. Any Branch or Regional Council operating a bank or other investment account for Branch or Regional Council funds must ensure that the International Fraternal President or his or her representative has signing authority for the account, according to procedures determined by the Board of Directors from time to time.
- D. Officers who have signing authority for cheques, contracts, or other documents may not delegate that authority to anyone else.

**64. FINANCIAL REVIEWS AND AUDITS**

- A. At least once a year, each Branch and Regional Council will ensure that its books and financial records are reviewed by an independent third party who is not a member of, or related to a member of, the Branch Executive Committee or Regional Council being reviewed.
- B. Financial reviews will be carried out in accordance with the terms and instructions set out by the Board of Directors, and the results will be reported in writing to the Branch, Regional Council, Regional Assembly, Board of Directors, or International Fraternal President as required.
- C. The Board of Directors may require an audit of the books of any Branch or Regional Council.

