



POLICY # 8	RES #	LAST UPDATED:
POLICY NAME MISCELLANEOUS		SUPERSEDES POLICY: Not Applicable
		APPROVAL DATE:

MEMBERSHIP/CONVENTION REGISTRATION (61-91 NOV. 16/91)

- UMAAS membership is a prerequisite to Convention registration.

RECORDS RETENTION (14-90 JAN. 28/90)

- Minutes, Membership Registers and Financial Statements are to be kept always.
- Correspondence to be kept for three years.
- All other material is to be kept for five years.

MULTI MUNICIPALITY REQUESTS (31-91 JUNE 11/91)

- Multi-municipality requests will be approved when the applicant does not have a certificate where the cumulative population will not exceed 500.

CONVENTION SITES (20-89 APRIL 9-89)

- A minimum of 3/4 of the prior year's Convention registration must be able to be accommodated at the site considered as the central facility or within one square block walking distance.
- The central facility must be able to accommodate the banquet, the main session and must provide adequate meeting rooms.
- The facility must be able to handle food and beverage services required for the convention in-house.
- The availability of grants from the host city will be a consideration.

RETIRING PRESIDENTS AND MEMBERS (61-93 NOV. 20/93)

- Retiring Executive members will receive an Executive pin.
- Outgoing Past Presidents will be presented with a gift to be chosen by the current President, up to \$125.00 in value.

COMMITTEE APPOINTMENTS (62-93 NOV. 20/93)(83-94)(18-96)

- Members of the Executive who wish to volunteer for a particular committee should make their views known by August 15.
- The President appoint the chairpersons for each committee and, in consultation with the chairpersons, selects the committees, taking due consideration of Executive members' requests.

- The President is authorized to appoint Executive members to attend meetings with Government Departments at his/her discretion.

EXECUTIVE SUPPER (69-93 NOV. 20/93)

- We hold an Executive supper in conjunction with the annual Convention for the Executive, Fraternal Delegates, and Spouses.

EXECUTIVE MEETING AGENDAS (31-94 APR. 9/94)

- All correspondence and business for the Agenda shall be circulated 14 days prior to the Executive Board meeting.
- Once the Agenda has been accepted, no further correspondence may be added except with the unanimous consent of all Board members present.
- All additional Agenda items, not circulated prior to the meeting, will be numbered in red ink and the additions on the Agenda will be in red ink and presented in packages to the members upon arrival at the meeting.

INVESTMENT POLICY (32-94 APR. 9/94)

- Surplus savings of the Association shall be invested in guaranteed interest savings accounts. These accounts include but are not limited to: Treasury Bills, Guaranteed Investment Certificates and Canada/Saskatchewan Savings Bonds.

BOARD AND COMMISSION APPOINTMENTS (52-97 SEPT. 27/97)

- This Policy relates to the UMAAS representative on the Board of Examiners, the Board of Reference, and the Municipal Employees Superannuation Commission.
 - Regular written reports to the Executive are required for those not in attendance at the meeting. Written reports are requested, although verbal reports will be acceptable from those attending the Board meeting.
 - Appointments will be reviewed every two years at the September Executive meeting.

RETENTION OF LEGAL SERVICES (31-95 APRIL 29/95)

- Nussbaum & Company, 204-2102 8th St. E., Saskatoon (955-8890), is on an annual retainer to provide consultations for our members on employment issues.