

Nepalese Canadian Society of Edmonton

General Policy and Guidelines



Amended and Updated in June 2017

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5624-53 Avenue Edmonton, Alberta, Canada

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Forms:

- FF1 - Expense Reimbursement Form**
- FF2 - Lost Receipt Declaration Form**
- FF3 - Payment Receipt Form**
- FF4 - Receipt Tracking Form**

- GF1 - Awards Nomination Form**
- GF2 - Board Candidate Nomination Form**
- GF3 - Board of Director Ethics Agreement Form**
- GF4 - Consent Document**
- GF5 - Membership Application Form**
- GF6 - Members Benefit Agreement Form**
- GF7 - NECASE Hall Rental Agreement Form**
- GF8 - NEMUDY School Registration Form**
- GF90 - Radio Kathmandu Program Host Agreement Form**
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NECASE Vision¹

May we thrive and prosper in Canada as good community members and continue to promote Nepali culture and heritage.

NECASE Mission²

To promote goodwill and understanding among people of Nepalese origin and Canadians at large in the development of a strong Community while fostering multicultural spirit of Canada.

NECASE Objectives

- To preserve and promote Nepalese language, culture and heritage.
- To provide opportunities for social and recreational interaction among members.
- To help newcomers of Nepalese origin in their initial settlement.
- To promote and support programs aimed at personal development of children, youths and seniors.
- To establish and develop a Nepalese Centre in Edmonton.
- To maintain the special bond and foster the relationship with Nepal.
- To engage in charitable and community development initiatives.
- To collaborate with other like-minded organizations to meet the society's objectives.

^{1,2} Approved by AGM 2015 and added in June 2015

Fundamental Principles of NECASE³

- To promote Nepalese heritage and culture
- To follow objectives stated in NECASE Bylaws
- To operate within the freedom and security under Canadian constitution.

Operational Guiding Principles of NECASE⁴

- Transparent
- Equal access to all members
- Little or no risk to the existence of NECASE (i.e. everything operates on an self-sustaining basis; no liability due to decisions or lack of decisions by any member)

NECASE Culture⁵

- Open and transparent
- Fairness and equal opportunity
- Accountable
- Within the context of the Bylaws

^{3,4,5} Approved by AGM 2015 and added in June 2015

Purpose of this Policy

The main purpose of this document is to provide general guidelines to smoothly conduct the business of the Nepalese Canadian Society of Edmonton (NECASE) in a transparent way. The main objectives are:

- a. To enlist duties and responsibilities of the individual Board member
- b. To provide general guidelines and procedure to execute the programs and events organized by the society (NECASE)
- c. To provide general guidelines on the use of NECASE property
- d. To provide fundamentals of NECASE fiscal Policy

This guideline has been prepared under the By-laws of NECASE, 2012 and also closely follows the spirit of the general practice of NECASE from the past. If any conflict arises due to the contents outlined in this document, NECASE Bylaws will supersede.

Guideline Implementation and Review

This Guideline will be implemented immediately upon approval by annual general meeting (AGM). The board may review this Guideline and recommend amendment to AGM for approval. Any amendment to the Guideline needs AGM's approval.

Distribution of this Policy

- a. Each board member and member-at-large should hold a copy of this document to be informed of his/her roles and responsibilities and the general policy of NECASE in conducting the programs and events.
- b. Each Board member should hold a copy of this document to help guide his or her fiduciary responsibility.
- c. NECASE Board should notify the general members about the policies through email
- d. The program coordinators should be given a copy of the guidelines and policy
- e. Post on the NECASE website

1 Duties and Responsibilities of the Board Members

Board members are elected from the general members in good standing. A member in good standing is the one who has retained NECASE's general membership at the time of request.⁶ There should be a practice of the Society to nominate individuals with past experience in the Board of at least one year or more to the positions of the Society President. This is to ensure the opportunity for adequate operational and cultural knowledge transfer of the past Boards to the new Board and to educate the new Board of their fiduciary responsibilities. The various roles and responsibilities of the Board members are as follows:

1.1 President

The President provides leadership to the Board and the society at large, charting direction and setting goals for the society; monitors the programs and activities of the society in order to ensure they function smoothly as per the objectives set forth by the by-laws. He/she initiates the corrective measures, should deficiencies arise. The President is the head and spokesperson of the Society and also represents the Society in a variety of forums. In the foreseeable situation of his/her absence, the president will delegate his/her responsibilities to the Vice President.

In addition, the duties and responsibilities of the President, but not limited to, are as follows:

- a. The President is responsible for ensuring that the Board of Directors and its members are aware of and fulfill their governance responsibilities
- b. Makes the decision to call a Board meeting as per provisions in the By-laws and develops the agenda items. Requests the General Secretary to schedule the Board meeting and circulate the draft agenda at least one week before the meeting
- c. Presides over the Board meetings and General meeting and ensures that the Board governs as per the By-law
- d. Ensures all communications and registrations with Alberta Registries, Alberta Gaming and Liquor Commission (AGLC), Revenue Canada, etc. are up to date.
- e. Plans the General Meeting with the help of Board members
- f. Ensures the Board members are performing their duties and responsibilities on time

⁶ Approved by AGM 2017 and added in June 2017

- g. Responds to concerns raised by General members that cannot be handled by the concerned Board member
- h. Maintains liaison with outsiders, other societies, the community, and the various levels of the Government(s)
- i. Provides updates of society's activities to general members on a regular basis
- j. Makes every effort to ensure the decisions of the Board keeps the Society financially sound

1.2 Vice-President

The Vice-President generally helps the President in the administrative dealings and temporarily takes over the responsibilities of the president in his/her absence. Other duties and responsibilities are as follows:

- a. Designs and develops programs within the scope of the Society's objectives in consultation with the Board.
- b. Ensures that the policies and guidelines of Society's programs and events are in place, reviews as and when needed, and provides them to the respective Directors.
- c. Provides update to the Board in every meeting on the status of the annual programs and progress on development of new programs.
- d. Leads the large-scale projects or programs that are not regular programs.
- e. Develops the detailed annual calendar of the Society's programs and events in coordination with other Directors and manages the roster of program coordinators for the year.
- f. Collects proposals for new programs from the Society members, if any, and facilitates communication between the Board and the Society members who proposed that program.
- g. Manages all contracts of NECASE with external parties to keep the Society free of liabilities

1.3 General Secretary

The General Secretary is the Board's contact person and is responsible for communication within the Board members. He/she oversees and maintains the communication documents, minutes and records. The general duties and responsibilities of the General Secretary are as follows:

- a. Manages the communication between the Board and the General members and among the Directors, keeps record of all official communications of the Society, and maintains the documents for the Society.

- b. Coordinates with the Members Outreach Director and the Information Technology and Communication Director to ensure the Society's official correspondences, documents and members' register are complete and archived.
- c. Coordinates with the President and the information Technology and Communication Director for communication and liaison with communication media, such as newspapers and radios as required basis.
- d. Makes a return to the Registrar before the 30th day of June of each year containing the postal address of the Society, the full name, address and occupation of each officer and director of the Society, the audited financial statement presented at the immediate past Annual General Meeting.
- e. Files the notice with the Registrar within fifteen (15) days after a change in the location of the registered office of the Society.
- f. Prepares the meeting agenda in consultation with the President and circulates to the Directors at least seven (7) days prior to the meeting.
- g. Keeps minutes of the Board meetings and General meetings, and keeps a signed copy of the approved minutes on file.

1.4 Treasurer

The main task of the Treasurer is to keep the financial records of the society up to date. The Treasurer performs the following duties:

- a. Prepares annual budget, within one month of taking office, and long-term financial plan with input from other Directors, and in accordance with Society's expenditure guidelines.
- b. Makes the Non-Profit Organization Information Return (T1044) as required by the Canada Revenue Agency.
- c. Maintains account ledger books, payments voucher binders, receipt books, bank statement binders and inventory book for all the financial transactions of the Society.
- d. Maintains the society's Bank accounts and keeps a log of updated signing authority for the same.
- e. Provides the updated financial report in each Board meeting.

- f. Ensures that all the Society expenditures obtain appropriate Board approval and reimbursement cheques are issued within reasonable time signed by at least two Board members with signing authority.
- g. Prepares account ledgers by using the computer software and/or the ledger book.

1.5 The Asset Management Director:

The Asset Management Director is responsible to ensure the assets of NECASE are managed, recorded and preserved, and to ensure payments of all other operational fees are current. The responsibilities of this position are as follows:

- a. Manages the usage of NECASE Center, its resources and associated contracts.
- b. Ensures the collection of NECASE Centre usage fees and payment of utility bills on time.
- c. Develops and maintains record of the inventory of NECASE assets up to date.
- d. Keeps the up to date log of all activities carried out in the NECASE Centre.
- e. Keeps the keys of the NECASE Centre and the log of key holders.
- f. Provides an update to the Board on the status of the above responsibilities in the Board meetings.

1.6 The Sports and Recreation Activities Director:

The Sports and Recreation Activities Director works closely with the Vice President, The Youths, Newcomers and Seniors Engagement Director, and chairs and coordinators and ensures that the activities are fully incorporated into the programs where possible and feasible. The responsibilities of this position are as follows:

- a. Develops sports and recreational activities in consultation with the Vice-President and the Society members.
- b. Recommends sports and recreational event coordinators and works actively and closely with them to ensure these activities are executed effectively.
- c. Ensures participation of children and youths in Society's activities in coordination with Newcomers, Youths and Seniors Engagement Director, wherever appropriate.

1.7 The Members Outreach Director:

The Members Outreach Director keeps a record of the NECASE members and promotes purchase and renewal of membership to the Society. The following are duties and responsibilities of this position:

- a. Develops and executes programs aimed at promoting membership and at members' welfare.
- b. Outreaches the potential members, collects membership applications and fees, and submits to the Board in the next meeting.
- c. Assists new members to obtain subscription to the society's group email list.
- d. Organizes welcome program, in coordination with Newcomers and, Youth and Senior Engagement Director, for new comers at least once every year.
- e. Maintains the members' register and provides updates to the society members from time to time while ensuring full confidentiality of the members' privacy.
- f. Reconciles the membership sales with the record from the previous director
- g. Keeps a record of members in good standing
- h. Adds the email addresses of new members in the existing list and sends welcome email to the new member as a welcome gesture. In the email, the membership-benefits should be highlighted. The new-comer welcome kit may also be provided
- i. If a member moves out of town, his/her access to email list will be discontinued six months after the membership expiry date
- j. Appoints membership representatives in different areas of the city
- k. Communicates with the membership representatives every month and obtains updates from them
- l. Provides updated membership list to the program coordinators as needed
- m. Provides membership update to the Board at every meeting
- n. Sends emails to general members to provide updates on the status of total society members, such as new arrivals, departures, etc., making sure that full confidentiality of the members' personal record is maintained
- o. Sends reminder emails to the members every three months (starting in January) to purchase or renew their membership
- p. Hands over the collected membership fee to the Treasurer within the next Board meeting

- q. Develops member benefit programs and informs about membership benefits to general members on regular basis
- r. Develops and executes member welfare programs, overlapping with social and recreational activities

1.8 The Fund Raising Director:

The Fund Raising Director works closely with the Vice President. His/her responsibilities are as follows:

- a. Plans and executes fund raising programs in consultation with the Vice-President, and with the other program coordinators to utilize the fund raising opportunity.
- b. Manages the Alberta Gaming and Liquor Commission (AGLC) Casino Fund Raising program and other AGLC related businesses in consultation with the Treasurer and General Secretary.
- c. Hands over the proceeds and submits the status report to the Board in the next imminent Board meeting following the execution of a Fund Raising event.

1.9 The Cultural Programs Director:

The Cultural Programs Director works closely with Vice President, program/event chairs and other coordinators to ensure that the cultural activities are fully incorporated into the society's programs, where applicable. The Cultural Programs director is responsible for the following:

- a. Provides leadership to promote Nepalese culture in Canadian community in coordination with the Vice-President and with Steering Committee of Nepalese Culture Centre.
- b. Makes every effort to ensure the participation of children and youths in the cultural programs.
- c. Represents the Board in the Steering Committee of Nepalese Culture Centre.
- d. Develops cultural programs and assigns coordinator(s) to execute each program.
- e. Consults with other event coordinators to ensure cultural activities are appropriately incorporated into the society's events, wherever applicable.
- f. Manages the cultural costumes, jewelry and instruments and ensures that they are functional and well maintained.

- g. Keeps account of the expenses and revenues from the cultural programs, and hands over to the Treasurer within two weeks after the event date.

1.10 The Information Technology and Communications Director:

The Information Technology and Communications Director is responsible for the following activities:

- a. Ensures the electronic equipment such as computer, printer, projector, sound system and related hardware and software are functional and well maintained.
- b. Administers the Society's website and maintains it.
- c. Establishes and updates the members' database and administers the group email list in coordination with the Members Outreach Director.
- d. Manages and develops internal and external communications media.
- e. Manages the inventory of photos, videos relevant to the Society
- f. Coordinates with the President and the General Secretary for managing contacts and liaison with communication media, such as newspapers and radios as required basis.
- g. Works on any other useful information that can help society achieve its objectives
- h. Updates website information after the board approves new contents
- i. Moderates group emails.

1.11 The Youths, Newcomers and Seniors Engagement Director:

The Youths, Newcomers and Seniors Engagement (YNSE) Director is responsible for the following activities:

- a. Facilitates and promotes programs for the Youths and coordinates activities with the Cultural Programs Director and the Sports and Recreational Activities Director.
- b. Organizes welcome programs, in coordination with Members Outreach Director, for new comers at least once a year
- c. Facilitates and promotes programs to assist resettlement efforts of Newcomers.
- d. Facilitates and promotes programs for the seniors.
- e. Organizes social interaction and networking events for the Newcomers, for the Youths and for the seniors.

2 Procedure of the Regular Board Meeting

The meeting procedure is as follows:

- a Board members meet at the NECASE Center at the specified dates and times. The meeting can proceed if the number of members as required by By-Laws are present
- b General Secretary sends the reminder email for upcoming board meeting with proposed agenda at least a week in advance
- c Other board members can add or update the agendas if needed
- d General Secretary circulates the meeting minutes within two (2) weeks of the meeting through email
- e Other board members provide the comments or feedback on the minutes
- f The minutes need to be approved in the next board meeting and signed copies put on file for record. Decisions on urgent matters should be communicated with general members immediately and the minutes should be provided to the general members upon request
- g In case of any amendment/addendum deemed necessary on already decided motion of a Board meeting, instead of writing 'note of descent' in the approved meeting minutes, a written proposal with amended motion could be submitted to the Board before the start of implementation of already decided motion. The written proposal, if received by the Board and if time permits, could be discussed in the board meeting and decision would be made following the standard decision making process of the NECASE.⁷
- h Board's approval is needed in advance if the meeting is to be held at a venue, date or time different from regular ones
- i Board may decide matters by electronic voting using the following protocol:
 - When a motion is brought to the President, he/she decides on whether the motion can be voted electronically or needs the face to face discussion in the Board meeting.
 - After a motion is moved and seconded a minimum of five working days is allowed for discussion
 - The President calls for a vote of "in favour, against or abstain" after the discussion period five days is over.

⁷ Approved by AGM 2015 and added in June 2015

- The secretary prepares a minutes summarizing the motion, any discussion and the results of the vote and circulates it to the Board members
 - This minute of the electronic voting is recorded at the next face-to-face meeting of the Board.
- j When Board members are away for more than two weeks, they are advised to delegate their authority to a fellow Board member until their return through an e-mail notice sent to the Board General Secretary and copied to all the Board members in advance.

3 Membership Privileges and Benefits

The general membership fee is \$10, family general membership is \$20⁸ and organizational membership is \$50 valid from January 1 until December 31 of the membership year. Family includes spouse and dependent adults sharing same living space⁹. Life membership fee is \$500 valid for the life. Membership fee can be paid in cash or cheque (payable to NECASE) to the Director of Membership, or to one of the membership collection volunteers. Membership fee can also be paid online through NECASE website (www.necase.ca). A member in good standing may have certain privileges and benefits as follows:

- a Subscription to the NECASE group mailing list.
- b Participate in the programs that are open to “Members” only
- c Use NECASE Hall for private functions abiding by hall rental policy
- d Enroll kid(s) in Nepali Language School
- e Get member rates for the society event tickets. In some events, general members may be offered lower price than the actual price of the ticket. The members’ rate is 25% less than the non-members’ rate unless otherwise agreed upon by the Board.
- f Voting privilege in the General Election of NECASE
- g Only members in good standing will be eligible to participate in standing or temporary Committees of NECASE
- h Eligible to file the nomination for Board Member candidate
- i Opportunities to use items held in NECASE inventory such as cooking utensils, overhead projector, stoves, cultural dresses, musical instruments, etc. at the risk of the individual

^{8,9} Approved by AGM 2015 and added in June 2015

member (member responsible for replacement or repairs) for use in private community functions following strict limited rules set by the Board.

- j Members in good standing are entitled to use the Society Name for benefits for discounted fees etc. However, NECASE should not be held liable for any penalty or loss during the use of its logo. NECASE does not issue any formal letter authorizing use of its logo for private functions.
- k Members can use the Society’ name for the benefit of the individual member or the member in the following condition:

“If any NECASE member or group of members uses the name of NECASE to receive the membership benefit, they shall notify the Board. Neither individual nor any group of members of NECASE shall use the name of NECASE for their own benefits and purpose that harm the reputation of the Society. The Society does not bear any liability for their actions.”

4 Programs, Events and Other Activities

4.1 Active Programs

The society supports, organizes or administers certain programs/events based on the interest of society members. Common programs and events are listed below in Table 1. This list is updated regularly. Visit www.necase.ca for the current list. The proposals for the new programs from the society members can be brought to the Board through the Vice President. The Board will discuss and recommend its decision. In some circumstances, the Board may opt for general members’ opinion through email survey and polls. If the Board cannot take any decision through above methods, it will gather opinions of general members in the next imminent AGM and make a final decision.

4.2 Procedure to Conduct a Program

The programs that run on a regular basis, such as Nepali language school, Radio Kathmandu, Nepali Youth Dance, Soccer and Volleyball, are exempt from this procedure.

Table 1: List of Regular Programs/Activities

No.	Program Name	Tentative Schedule	Responsibility
1	Nepali Language School	Sept to June	Nepalese Culture Centre (NCC)
2	Nepali Music Dance and Yoga School	On regular basis	Nepalese Culture Centre (NCC)
3	Radio Kathmandu	On regular basis	Nepalese Culture Centre (NCC)
4	Sports (volleyball, badminton, yoga, soccer, etc)	On regular basis	Sports & Recreational Activities Director
5	Nepali New Year	Mid April	Vice President
6	Summer socializing event/picnic	June	Sports & Recreational Activities Director
7	Language school year-end picnic	June	Nepalese Culture Centre (NCC)
8	Family camping	July	Sports & Recreational Activities Director
9	Reunion with Other Nepalese Canadian Societies	Vary	Vice President
10	Heritage Festival	August	All Board members and Heritage Committee
11	Haritalika (Teej)	Aug/Sept	The Cultural Programs Director
12	Dashain	Sept/Oct	The Cultural Programs Director
13	Tihar (Deusi-Bhailo)	Oct/Nov	The Cultural Programs Director
15	Ski Camp	December	Sports & Recreational Activities Director
16	Casino Fund Raising Event	Vary	Fund Raising Director
17	Loshar/New Year	December	The Cultural Programs Director
18	Poojas	Vary	Nepalese Culture Centre (NCC)
19	Annual General Meeting	April/May	Board
20	New Comers Welcome and Newcomers Orientation	Vary	Membership and Outreach Director and Newcomers, Youth and Senior Engagement Director jointly

The general procedure for the other approved programs is as follows.

- a. The VP or Director (respective program) seeks experienced volunteers from the general membership, via an e-mail announcement, to lead a Society sponsored program. The VP or Director (respective program) makes recommendation to cancel or defer the program to the Board if no volunteer is available.
- b. The VP or program respective Director (respective program) makes recommendation to the Board to cancel a program if deemed not feasible

- c. The VP or Director (respective program) proposes candidate coordinator(s) for a specific program or event.
- d. The Board gives the decision on proposed candidate(s).
- e. The coordinator is advised to form a sub-committee to facilitate and execute the program.
- f. The Director of the concerned program should provide the guidelines and policy document and feedback and lesson learned documents from previous such events, if any available, to the new coordinator
- g. The Members Outreach Director provides updated list of regular member to the Program Coordinator, so that membership benefit could be availed to regular members
- h. The Communication and Information Technology Director must help the Program Coordinator in matters related to communication.
- i. The program coordinator should consult other respective coordinators of Radio Kathmandu; Juneli School; NEMUDYS; and Chair of Nepal Culture Centre to seek collaboration and input to the program design at hand.
- j. The coordinator should submit the budget plan, including the AGLC support, if deemed necessary, to the Board through the VP or Director (respective program) for review at least 2 months before the event
- k. The plan should include programs for youth/children to encourage their participation in the program
- l. In the request of a coordinator, the Treasurer should apply for the financial support from AGLC as per the guidelines of AGLC
- m. The Treasurer in direction of the Board issues the cheques if the program requires prepayment or deposit
- n. Following the program, the coordinator submits the financial report to the Board through the VP or Director (respective program).
- o. The coordinator is highly encouraged to submit a brief report of general feedback and lesson learned from the conducted program
- p. If the program coordinator needs any clarification or additional information, he/she should contact the VP or Director (respective program) first.

4.3 Programs and Events Policies

The general policies are as follows:

- a NECASE will make all attempts to hold programs to include as many members as possible at one venue on a first-come-first serve basis.
- b A member who volunteers or participates in a program is responsible for his/her safety.
- c The participant should arrange for his/her transportation. The society may help in some occasions, but the society is not responsible for the transportation
- d The society does not permit, recommend or promote consumption of alcohol in the community programs organized in the banquet halls even if appropriate liquor licenses are available
- e The society programs are expected to be financially self-sustained and the participants should not expect discount on their prices. When available, the society may provide partial financial support to the approved programs at Board's discretion in the form of facility rental fees. The Board considers these supports only to NECASE sponsored events that are open to all members and those programs that have historically high level of participation by the general members.
- f Program Organizing Committees are encouraged to raise funds and sponsorships using the NECASE logo.
- g In order to support the Society's fundraising efforts, 10% of sponsorship amounts larger than \$1,000 should go to the society's general revenues.
- h In case of a support received from any external sources, all profits from the programs should go to the society's general fund.
- i From time to time NECASE may engage itself in organizing cultural and social event that have financial commitments and may pose financial risks to the Society. It will be the policy of NECASE to engage in such events only after it receives a month's notice at the minimum and the members of the Board have had the opportunity to exercise their fiduciary responsibilities by engaging in a risk analysis to ensure the Society is not exposed to any financial risk and have approved through a voting process.
- j NECASE only supports programs that have been advertised as being open to all NECASE members on a first-come-first-serve basis.

- k NECASE accepts no liabilities for programs conducted independently by some of its members or others through unauthorised use of its brand name
- l NECASE will not award grants for travel support for NECASE programs that are participated by limited number of its members. These include Sports team travel, dance troop travels etc. Teams that wish to travel in competition and performances are encouraged to seek sponsorships. Teams may apply for a matching grant of 25% of their sponsorship revenues or a maximum of \$1000 (whichever is smaller), when representing NECASE on a competitive event.

5 Communication

5.1 Email Communications

Email is the accepted method of communication among the society members for the purpose of information sharing. The society has two group-mailing lists; one is intended for the NECASE Board members only, and the other for the communication with general members.

Email access provided by NECASE should not be used to Create or exchange messages that are offensive, harassing, obscene or threatening.

5.1.1 *Communication within Board Members*

Email address for the communication within the Board members is:

necase-board@googlegroups.com¹⁰

- a The email address is intended for Board members use for the Board's information sharing
- b It is the responsibility of a Board member to stay updated about the happenings communicated via Board member email address
- c It is the responsibility of each Board member to ensure subscription to this mailing list
- d Any external communication of the Board should be availed to this email list

5.1.2 *Communication within General Members*

The group mailing list intended for communication to all members of the society is:

¹⁰ Approved by AGM 2015 and amended in June 2015

necase@googlegroups.com¹¹

The use of this email address is encouraged to follow and respect following practices:

- a General members (including Board members) can send or receive the notification or messages intended for the general welfare and well-being of the society members. Board will reserve the right to moderate emails communication through this group mailing list.
- b Emails for business purposes are prohibited.
- c Members are expected to be civil in using this form of communication to disseminate information of benefit to the general membership. Members are requested to keep information limited to the activities of the Society. In no way is this intended as a forum to express one's political and religious views. Members are advised to resolve disputes through other more effective means such as face-to-face communication or through the use of a mediators, etc.
- d If this email address is misused by any individual, they will be respectfully warned. Further misuse will result in the termination of his/her subscription to the e-mail list at the Board's discretion.
- e Each member should ensure that his/her subscription to this list is working
- f It is the general member's responsibility to keep good membership standing by updating the information

5.1.3 Communication of Non-members to the Society

The email address for distribution to non-members for communication with the society is

necase@necase.ca

All the emails received through this email address are automatically forwarded to the General Secretary's or President's personal email address.

5.2 External Communication

External communication of NECASE should follow following protocols:

¹¹ Approved by AGM 2015 and amended in June 2015

- a. All external communication related to building and contracts through Asset Management Director or Building Committee.
- b. All NRN related communication through General Secretary
- c. All other external communication including media through Presidents or a person Designated by the Board.
- d. President should be consulted and/or informed of any important external communication.
- e. A copy of external communication should be forwarded to General Secretary. General Secretary should keep and maintain records of all external communication.

5.3 Internal Communication

Internal communication of NECASE should follow following protocols:

- a. All communications related to program and events by Vice President or Event Coordinator
- b. Minutes and Agenda by General Secretary
- c. All communication related to individual portfolio by the respective Directors
- d. Each individual who sends email on behalf of NECASE should identify the sender by using a signature including at least sender's Full Name, Position and Telephone number.

5.4 Social Media

The Society may use NECASE Facebook and NECASE Chautari as a communication platform to discuss issues, sharing interests and activities and collecting suggestions from and among its member. The Facebook and the Chautari will be updated periodically as required and as per user's suggestions.

The Information technology and Communication Director or a person designated by the Board is the authorised person to update/post news on behalf of NECASE on the Facebook and the Chautari.

NECASE member can post blog, article, message, classified ads., Nepali Sahitya, poems YouTube link, pictures, children art works by sending email to:

necaseblog@necase.ca

NECAE Chautari will allow viewing all the posting mentioned above at:

NECASE Facebook user should agree and follow NECASE Protocol for the Facebook.

6 Expenses and Reimbursement

- a The expenses for the items approved by the Board before purchase will be reimbursed
- b Entire receipts or invoice along with the receipt form (available to download from website) should be submitted to the Treasurer
- c In case the receipt is lost, the Board will review the request of the lost receipts case and take a decision.
- d The Board could consider reimbursement of expenses with lost receipt not exceeding \$50 on case by case basis.

7 Use of Society Facility and Property

The society owns variety of items, such as musical instruments, cultural dresses, cooking utensils, etc. A general member can borrow these items on their own responsibilities and also use the NECASE Hall for their private or charitable functions. More information on use of society facility and property is available on Appendix – 2: NECASE Facility and Asset Management Policy and Procedure.

7.1 Use of Facility

- a The users should follow the hall-rental policy and procedures of the society
- b The users should contact the Asset Management Director for formal process of hall rental
- c The users should fill-up, sign and submit the hall-rental request form to the Asset Management Director of the NECASE Board in advance (one week). The form is available on the website: www.necase.ca.

7.2 Use of NECASE Property

- a A member can request the Asset Management Director to borrow an item or items
- b A borrower need to fill-up and sign the check-out form
- c The borrower should return the item in a clean and tidy condition. Any abnormal wear, tear, strong stains, missing of parts, etc. will not be accepted

- d A refundable deposit is required to borrow. NECASE Board decides the deposit amount
- e If the item is damaged beyond use or is lost, the borrower must pay for the replacement cost.
- f If the item can be used after repair, the borrower pays the repair cost

7.3 Use of Electronic Devices and Equipment

NECASE owns variety of electronics items, such as Computer, Projector, Printer, iPod etc. The electronic equipment/devices owned by the NECASE may only be used for NECASE activities or activities approved by the NECASE. They may not be used for personal purposes.

If a Board member or general member required to use NECASE electronic devices/equipment for any purpose other than NECASE purpose, that individual must obtain permission from the Board.

The Board may designate a person(s) responsible for safe storage of electronic devices and equipment.

7.4 Possession and Use of Building Keys

- a Each Board member and coordinator of the regular programs held in the NECASE Hall are allowed to keep one key for the main entrance
- b The Cultural Programs Director should be responsible for the key of the cabinet that stores cultural dresses and musical instruments
- c The Nepali Language School coordinator can keep a set of keys for uninterrupted running of classes
- d The General Secretary should keep the keys of the file cabinet and of the mailbox
- e All other spare keys should remain secure with the Asset Management Director
- f The key holder is responsible for the replacement cost if any key is lost
- g Duplication of any key without the Board's approval is prohibited
- h Board members should not give the key(s) to anybody without a valid reason. The Board can seek for the justification if anyone is found distributing the keys without a valid reason.
- i The hall user should pay a \$20 deposit, in addition to hall rental deposit, for the entrance key. The deposit will not be refunded if the key is lost

8 Mailbox and Letters

- a The General Secretary should keep a key for the mailbox
- b General Secretary is responsible for timely checking, at least every two weeks, and emptying the mailbox and for informing the concerned Board member if any action is needed immediately
- c General Secretary can assign any other Board member to check mailbox on his behalf

9 Language and Education

Currently the society has been operating a Nepali Language School (Juneli School) for children. However, the society keeps its door open for inclusion of any other ethnic languages of Nepal if proposed by its members. For the school's:

- a The educational materials for any language classes should be designed to meet the objectives of the language school.
- b Any objections or concerns can be brought in writing to the attention of the Board for resolution.

10 Cultural Showcase and Music

The main objective of the Society organized cultural programs is to promote the Nepalese music and culture while providing entertainment. To help the program coordinator plan and execute the program comfortably, the following guidelines are suggested:

- a) The society members are encouraged to promote and showcase cultural presentations that are particularly recognized in the Nepalese culture.
- b) Any party who is interested in other presentations that do not meet the objectives or goals of the intended program or any function should seek approval from the program coordinator(s) to ensure the suggested presentations can be accommodated. The coordinator has the right to approve or decline the request. If decision cannot be made due to the complex nature of the subject, time permitting, the coordinator(s) reports the case to the Board for resolution. If there is not sufficient time for the Board to render its decision, the program should continue at the discretion of the coordinator.

- c) When conducting a variety program using invited guests and professional artists at a NECASE sponsored annual events, care should be exercised to ensure a strong balance of local talents in order to support local culture and heritage development as per the Objectives of the Society

11 Traditional and Cultural Activities

The society welcomes people of all race, religious faith, origin or heritage to be the members of our society who conduct their activities as per the NECASE's By-Laws. The society encourages its members to organize events and participate in the events that help promoting Nepali culture, tradition and values.

NECASE will promote Nepalese culture, arts, music, traditions, and heritage through a committee named Nepalese Culture Centre (NCC).

12 Funds and Finance

The main cash-at-hand that NECASE holds can be divided into two types in two different accounts

- a) Alberta Gaming and Liquor Commission (AGLC) Casino account
- b) General revenues in General account

The funds in the AGLC Casino Account comprises of funds that NECASE earns through working in Casinos licenced by AGLC. As a Charitable Organizations NECASE obtained licence to volunteer in gaming events assigned by AGLC and earn proceeds from this activity. Approximately every 18 months NECASE is invited to volunteer two days in a Casino and earn proceedings. AGLC rules permit NECASE to spend 50% of these earnings in programs and the other 50% in operating expenses. All expenditures from this account require approval and a strict accounting to AGLC.

The operating part of NECASE expenditures includes NECASE Centre utility fees, taxes, condo fees and other building operation items.

The Program fee includes expenditures to run NECASE programs such as sports, Radio, youth, hall rentals for cultural and community events etc.

The funds in the General Account comprise of earnings from membership fees, cultural events as the heritage festival, raffles, individual donations, silent auctions and many other fundraising events. Expenditures from this account only require Board approvals and do not require approval from AGLC. However, strict accounting practices are required for both these accounts with annual filing of audited financial reports to AGLC and Alberta Government and Revenue Canada.

Due to the inherent short supply of public funds, like all other not-for-profit organizations, NECASE Board adopts a policy of strict adherence to the principles of planning and conducting its programs in a **financially self-sufficient model**. Those programs that are open to all members, popular and meet or exceed the intent of the Society's objectives can apply to the Board for its approval of a program grant either from the AGLC account or the General Account.

- a) The Board avoids expenditure from the General account on programs and other expenditures that can be approved through the AGLC funds.
- b) The Board considers application for support only for programs and events that are approved or scheduled by NECASE.
- c) The Board is responsible for developing an annual budget prior to the end of its term and ensuring that the expenditures are made within the limits of the budget.
- d) The Board is responsible to produce semi-annual revenue and expenditure reports to examine their performance compared to the original budget.
- e) All expenses included in the budget that are larger than \$500 require a Board approval.
- f) All cheques issues by the Society shall have the signature of the president and one of the other members including the treasurer or vice-president.
- g) All profits from NECASE sponsored events unconditionally go into the general revenues.

12.1 Use of funds for Charitable Donations/Projects¹²

12.2 Grant Policy¹³

12.3 Budget Guideline

In the beginning of each calendar year, the Treasurer prepared a draft budget for deliberations at the Board meeting for the following year. The budget is based on the financial plan of the Board to

¹² Amended in NECASE Charity Grant Policy 2016; Approved by AGM 2016 and amended in May 2016

¹³ Amended in NECASE Charity Grant Policy 2016; Approved by AGM 2016 and amended in May 2016

allocate certain funds for each program, from the eligible 50% of AGLC and general account, for the programs listed in the Table in section 4. The initial budget estimates should base on the past year expenditure, inflation, revisions to awards/contracts and 10% increase on operating expenses such as power, water, etc. Budget estimate for NECASE regular programs is generally represented as a percentage of total budget of the year (\$X amount) with a maximum cap in dollar amount as shown in the Table 2 below. The funds can be considered for other needy expenditures if no proposals for its use are made by the end of October in the budget year.

Table 2: Budget guide for NECASE Regular Program/ Activities

Total Program Budget X = \$20,000

No.	Program Name	Budget	Eligible account / Conditions
1	Nepali Language School	5%, Max \$1000	AGLC account, upon approval
2	Youth Music & Dance School	5%, Max \$1000	AGLC account, upon approval
3	Radio Kathmandu	6%, Max \$1200	AGLC account, upon approval
4	Sports (volleyball, badminton, yoga, soccer, table tennis etc)	10%, Max \$2000	AGCL account, upon approval
5	Heritage Festival	18%, Max \$5000	Eligible costs on AGLC and rest from General account
6	Membership promotion and orientation welcome program	2%, Max \$500	AGCL account, upon approval
7	Charitable donations	5%, Max \$1000	AGLC first, then from General
8	Teej	2%, Max \$500	AGCL account, upon approval
9	Member subsidy in main programs - Nepali New Year, Dashain, Lhosar, Summer Picnic, Teej.....	18%, Max \$5000	AGLC account upon approval
10	Member Appreciation	2%, Max \$500	AGCL account, upon approval
	NECASE Centre condo fee	23%, Max \$6000	AGLC
	NECASE centre operating cost (utility)	4%, Max \$1000	AGLC

The Treasurer will present the draft budget for discussion at AGM for approval. Once approved by the AGM, this becomes the official operating budget for NECASE for the fiscal year. All the Board members must work within the financial limit stated or implied by the approved Budget.

12.4 Receipt of Funds

All funds, whether cash or cheque, received should be deposited intact into the bank account, with no monies removed to make payments or for other purposes. All cash receipts should be deposited into the bank as soon as possible. This allows for a complete accounting and independent verification of what happens to the fund.

The person accepting the cash on behalf of NECASE should provide a written receipt when taking the cash. The receipt should state the person's name, the date, the amount and purpose of the payment. A log of the NECASE receipts should be maintained by the Treasurer.

12.5 Authority to Sign Cheques

All cheques issued on behalf of the NECASE must be signed by two eligible signatories. Eligible signatories are: President, Treasurer and Vice President.

Signatories cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

The VP signs a cheque in following two cases:

- a. Either one of the President or Treasure is absent (e.g. out of town)
- b. The cheque is payable to either one of the President or Treasurer.

A list of all cheques issued must be documented including featuring amount, recipient, signatories and explanation.

12.6 Online Payments:

Online payment and money transfer is prohibited for NECASE business. However, electronic payments of regular utilities bills for power, water etc., are allowed and can be done by setting automatic payments to the vender from the general account or AGLC account (for NECASE

Centre operations) as applicable and as authorised by the Board. Board will¹⁴ make arrangements with the bank that allow the Chair of Advisory Committee and General Auditor¹⁵ to have online, read-only access to the account.

12.7 Petty Cash:

The petty Cash fund should only be used when payment by cheque is impracticable. The treasurer is responsible for the administration of the Petty Cash fund. The treasurer will require receipts for all purchases and keep records of petty cash payment. The record should state name of the person receiving payment, the date, the amount, purpose including signature of the person.

12.8 Credit and Debit Cards

NECASE will not obtain credit cards for its business. NECASE will not authorize the use of debit cards for any purchase and payments. Cash withdraw is not allowed with the debit cards.

13 Record Management

General Secretary will manage all documents in both hard and electronic copy if possible for the record. All other Board of Directors, Event Coordinators, Committee Chairs, or any special project lead will pass the documents to the General Secretary. The Society's records shall be managed as given in the table 3 below.

Table 3: Management of NECASE Records

Document	Hardcopy Document	Electronic Copy	Primary Owner
Main Documents <ul style="list-style-type: none"> - Certificate of Incorporation AGLC Licence - Bylaws & Objectives of the Society - Building Occupancy Permit 	Yes - all	Yes - all	General Secretary
Policy Documents and guidelines	Yes	Yes	General Secretary
Facility Management Document	Yes	Yes - Word Document	General Secretary
Nepal Cultural Centre (NCC) Charter	Yes	Yes - Word	General Secretary

¹⁴ Approved by AGM 2015 and amended in June 2015

¹⁵ Approved by AGM 2015 and amended in June 2015

		Document	
Minutes of the Board Meeting	Yes	Yes - Word Document	General Secretary
Minutes of electronic voting and decisions	Yes	Yes	General Secretary
NECASE Logo and Letter Head	Yes	Yes	General Secretary
A copy of external correspondences	No	Yes	General Secretary
A copy of certificates, appreciation, recognition and different awards	No	Yes	General Secretary
Up to date List of NECASE members and information of Nepalese families	Yes	Yes	Membership Director
Copy of NECASE Publications - Newcomers Welcome Kit, Booklet, Brochure, Newsletter, etc.	Yes	Yes	General Secretary
Program Events Calendar	No	Yes	General Secretary
Radio Kathmandu Related documents and volunteer log book	No	Yes	General Secretary
Building/facility related documents - Inventory of NECASE Asset - Document showing the annual condo fee - Log of key holders	Yes	Yes	Asset Management Director
AGLC Approvals (Request to Amend Use of Gaming Proceeds) and AGLC Related Documents	Yes	Yes	Treasurer/General Secretary
Annual Tax Return and Assessments	Yes	Yes	Treasurer
NECASE General Receipts and Register	Yes	Yes - Log of receipts	Treasurer
Heritage and Culture – - Inventory of Cultural Costumes - Edmonton Heritage Festival Application Package - Template of Food Menu and Volunteer Badge (Heritage Festival)	Yes Yes No	Yes Yes – if possible Yes	Cultural Director General Secretary General Secretary
Finance - Up to date long-term financial plan - Audit Reports - Annual Property Tax Assessment Notice from the City of Edmonton	Yes Yes Yes	Yes - Excel file Yes Yes – if possible	Treasurer - all
Sports - Indoor Gym Bookings/ Agreements and any sports proposals discussed and submitted	No	Yes	Sports Director/ General Secretary
ICT - All website and group email related documents	No	Yes	ICT Director
Nepali Class related	No	Yes	Nepali Class Coordinator/Cultural Director / General Secretary
President's Updates to the Society	No	Yes	General Secretary
Documents of program and events	No	Yes	General Secretary/Events Coordinator

14 Standing Committees

The Board may appoint following standing Committees, but not limited to:

14.1 Awards and Recognition Committee

The Board may form a Recognition Committee to recognize dedicated volunteers and leaders of the society. The Committee will be comprised of maximum of 5 members. One of the members of the Committee should be General Secretary of the NECASE board. The terms of the Committee will be 2 years and can be renewed for one additional term.

14.2 Nepalese Culture Centre (NCC) Steering Committee

The Board will appoint the Nepalese Culture Centre Steering Committee as per the NCC Charter.

14.3 NECASE Centre Development Committee

The Board appoints a five member NECASE Centre Development Committee for a two year term lead by the Asset Management Director from the Board. The four remaining members are nominated from the general membership, at least two of which are past Board members.

14.4 Grant Evaluation Committee¹⁶

14.5 Advisory Committee

The Board may appoint an advisory Committee consisting of past, at least one-year full-term presidents chaired by the immediate past president to seek advice on matters arising in the governance of the Society. There will be 5 members in maximum in the Committee. These advisors are non-voting members in the Board and are for one year term renewable to two additional years.

15 Grievance Process

When disputes arise in the course of conducting Society business, the disputed parties are encouraged to resolve disputes through appointment of a mutually agreed referee. If this is not

¹⁶ Amended in NECASE Charity Grant Policy 2016; Approved by AGM 2016 and amended in May 2016

possible then the members are advised to resolve disputes through arbitration as per dispute resolution process mentioned in the By-Law.

16 Privacy

The personal information about individuals that is gathered by the NECASE member will be used exclusively for the operation of the NECASE and its' programs and will not be made available to the public or sold for commercial use.

APPENDIX – 1: NECASE Facility Management Policy

1. Building Key Policy

- (i) Keys of the NECASE Building will be distributed as per Appendix 1-A. If any other person needs the key in a regular basis, for example, Nepali School Coordinator, Asset Management Director should be contacted. Asset Management Director will keep a record of the distribution of keys to the Regular Event Coordinators.
- (ii) A key holder may lend the key assigned to him/her to the other society members for the use of the society purpose. The key holder shall collect the key from the borrower after the purpose is met.
- (iii) While lending the key to other society members as per item (ii) above, the key holder should remind the key user to comply with NECASE Building Use Registration Policy and Building Cleaning after each use policy. See Section 2 and 3.1 below.
- (iv) It is the responsibility of the person who opens the NECASE building to ensure that the hall is cleaned, organized and left as before condition. For a regular program using the NECASE hall, the hall cleaning plan should be part of their program.
- (v) If anybody asks the key holders for the key of the NECASE building for private use, they shall inform the Requestor to contact Asset Management Director and give the key to the Requestor only if advised by the Asset Management Director.
- (vi) For private use, the NECASE building Rental Contract shall be completed before obtaining the key for the NECASE hall use. See Section 5.1.

2. NECASE Building Use Registration Policy

- (i) Person opening the NECASE building (key holder as per Appendix A or person who has borrowed key as per Section 1 (ii) or 1 (v)) shall fill out in the NECASE Building Use Registration Book kept inside the NECASE hall on entering the building and on leaving the building.
- (ii) NECASE Building Use Registration Book will contain the items as per Appendix 1-B sample.

3. NECASE Building Maintenance Policy

3.1 Building Cleaning after Each Use

- It is the responsibility of the person who opens the building:
- To ensure that the building is left in a neat and clean condition including the hall and washrooms. Both hall and the washrooms must be cleaned before leaving the hall.
- To ensure that all lights are off, water tap off, heating thermostat is lowered to 14 degree Celcius (14°C) and drapes are closed.
- To notify the Asset Management Director if there is any damage observed in the building or any shortage of the supplies for cleaning.

3.2 Miscellaneous Maintenance

The Asset Management Director shall monitor and inspect the conditions of the building regularly to ensure that the building is maintained at all the times. Some of the maintenance needs will be coordinated with and completed by the Condominium Management.

4. Facility Equipment/Materials Procurement Policy

The Asset Management Director will ensure all the necessary supplies are available for use in the facility. No equipment/materials shall be procured by individual users of the facility, without approval from the NECASE Executive Board.

5. NECASE Building/Equipment/Utensils Rental Policy

5.1 Building Rental

- NECASE hall may be rented to the NECASE members or non-members for a private use when the hall is not needed for the NECASE use.
- Rental fee for NECASE members in good standing is CAD 25 for first 4 hours, additional CAD 10 for every additional hour .
- Rental fee for non-members is CAD 50 for first 4 hours, additional CAD 10 for every additional hour.
- Deposit of CAD 100 is required for rental booking for both NECASE members and non-members.
- The Requester shall use the NECASE hall only after approval from the NECASE Asset Management Director.
- Refer to Appendix 1-D: Building Rental Policy for the Hall Rental Request form and terms and conditions.

5.2 Equipment/Utensils Rental

- Equipment and utensils owned by NECASE can be lent only to the NECASE members in good standing with nominal rental fees or without any fees as identified in the Asset List.
- Requester shall contact the Asset Management Director to borrow the NECASE equipment and utensils.
- Amount shall be paid in full along with Cheque (payable to NECASE) of CAD 100.00 as a deposit at the time of borrowing equipment/utensils.
- The borrower shall return all items borrowed on an agreed date in a condition as borrowed.
- The cost of repair will be deducted from the deposit if any damages are observed.
- The log as in Appendix C shall be maintained for items borrowed and returned. See Appendix 1-C.

6. Appendices

Appendix 1-A: NECASE Building Key Distribution

Appendix 1-B: NECASE Building Registration Book sample

Appendix 1-C: Equipment/Utensils Rental Log

Appendix 1-D: Building Rental Policy

Appendix 1-D: NECASE Building Rental Policy

NECASE Building Rental Request Form

Type of Event:

Rent Request Start Date/Time:

End Date/Time:

Rental Fees: (Make cheque payable to: Nepalese Canadian Society of Edmonton)

NECASE Non-Members - \$50.00 for first 4 hours and \$10.00 for each additional hour

NECASE Members - \$25.00 for first 4 hours and \$10.00 for each additional hour

Deposit - \$100.00

Have you included the cheque payable to Nepalese Canadian Society of Edmonton as above?

Rent Requester Information:

Organization (if applicable): _____

Contact Person (Full name): _____

Address: _____

Phone #: _____ Email: _____

I/WE AGREE TO ABIDE BY THE RENTAL POLICIES AND PROCEDURES OF THE NEPALESE CANADIAN SOCIETY OF EDMONTON (NECASE) AND ASSUME ANY/ALL RESPONSIBILITY FOR THE REPAIR COST OF ANY DAMAGE TO THE BUILDING AND PROPERTY DURING THE RENTAL PERIOD.

Signature(s):

Date:

For NECASE use only:

Approved/

Rental fees and deposit Received

Denied Reason(s) for denial: _____

NECASE Asset Management Director:

Signature:

Date:

Regulations for Rental of The NECASE Building

Any individual or organization receiving permission to use the NECASE building is required to comply with the following regulations as a condition of use. Your Signature on the application indicates your understanding of these procedures and your willingness to comply therewith:

I. RENTAL PROCEDURES

A. SCHEDULING

1. Filled on a first come, first served basis by contacting Asset Management Director and completing a NECASE Building Rental Request Form.

2. Completed NECASE Building Rental Request Form can be sent by email (necase@necase.ca)
Attn: Hall Rental)

3. Rental fees must be paid in full prior to the event along with a cheque for \$100 deposit.

4. The renter will be issued a key for opening and locking the rental facility. The key can be picked up with any of the key holders. The key must be returned to the same person after completion of the event.
5. All cancellations by applicant should be made at least two (2) working days prior to the intended use. Rental fees cannot be refunded after that period.
6. Renters shall fully comply with all ordinances, laws, by-laws and regulations pertaining to the use and occupancy of the facilities, including all fire, health, and safety measures. No activity shall be conducted which constitutes a violation of any Federal, Provincial, or Municipal laws.
7. Under no circumstances shall the applicant/renter, and or organization sublease or allow any other organization or individual to use the facility during the time and on the date for which they have contracted.
8. NECASE has the right to revoke or refuse permission for use of the hall at any time or for any reason.
9. NECASE is not responsible for any personal injuries incurred during the event or at a later date as a consequence of the event. Renters are advised to obtain third party liability insurance for coverage of their event.
10. No event shall be considered officially scheduled until the applying organization/ individual is so notified by the Vice President (A&C).

B. SET-UP/TEAR-DOWN

1. The renter is responsible for set-up and tear-down.
2. No nails or tacks allowed on the walls or woodwork.
3. Renters must comply with provincial and local fire codes. NO OPEN FLAME (e.g. candles or lamps) are allowed. Flammable substances or materials are not permitted in the building.
4. Health Department regulations require kitchen garbage and recycling to be removed immediately following the event. This is the responsibility of the client.
5. NECASE is not responsible for any personal or rented property before, during, or after the event.
6. All personal possessions, decorations, rental equipment, and catering supplies MUST BE REMOVED immediately after an event, unless special written permission is granted prior to the event.
7. Tables and chairs can be arranged in any manner during the event as long as they are replaced to their original position after the event. Special tables and chairs may be brought into the center, however, all tables and chairs not supplied by NECASE must be removed from the hall immediately after the event.

II. GENERAL RULES

A. BUILDING USE

1. Hours of Use: 9:00 AM to 10:00 PM
 - Event must end by 10:00 PM (NO EXCEPTIONS)
 - All personal items, catering supplies, food, garbage and recycling must be removed and premises be vacated by everyone (client, guests and organizer) by this time.
2. NECASE center is a smoke-free building – NO SMOKING allowed anywhere in the building.
3. Absolutely no serving or consumption of alcoholic beverages in the building.

4. The renter must notify the Hall coordinator at once of any facility problems discovered before or after the event. The premises must be left in good condition.
5. Halls will be inspected by a NECASE board member after use to check for cleanliness, damage or loss of equipment. The renter will be responsible for all damages, loss of equipment and lack of cleanliness.
6. Performer conduct and performance content, whether live or recorded, must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
7. Noise in the hall should be reduced sufficiently to not disturb adjoining neighbours during the event.
8. Individuals should not be playing in the yard of neighboring properties.
9. No food should be taken outside the hall and make sure that the adjacent outdoor areas including the playground is not littered.
10. No meal is allowed to be cooked in the facility.
11. There is limited parking available on property. These spaces are not reserved, and are available on a first-come, first-served basis. Additional, parking is available on streets outside the property. Vehicles illegally parked are subject to ticketing, towing, damage and/or removal at the owner's risk and expense.

B. CLEANING OF THE FACILITY

1. All garbage is to be collected and put in plastic bags. Bags are to be put in dumpster.
2. All decorations that have been put up are to be removed, including the removal of all tape or other wall fastening material.
3. Carpet floor in the main hall is to be vacuumed and cleaned.
4. Kitchen floor, washroom floors and hallway floors are to be swept or mopped.
5. Used washroom tissues to be replaced in receptacles and any spill of washroom soap to be cleaned from sink counters.
6. Stove and oven are to be cleaned and all dishes are to be washed.
7. The fridge is to be left clean and counter tops and sinks are to be wiped down.
8. Assure that the kitchen sink is completely drained.
9. The chairs and tables are to be cleaned and positioned to their original space.

C. BUILDING SECURITY/ LOCK-UP PROCEDURES

1. There are two exits in the building. All two exit doors must be locked properly.
2. All indoor and outside lights must be off when you leave.
3. The thermostat in the hallway is to be turned down to 14 degrees.
4. Drapes are closed.

CHECK LIST

The following check list is compiled to facilitate the renter in the clean-up procedures.

All decorations that have been put up are removed.

- Carpet floor in the main hall vacuumed and cleaned.
- Washroom floors and hall floors swept or mopped.
- Any spill of washroom soap or other materials cleaned from sink counters.
- Stove and oven are cleaned and all dishes are washed.
- Fridge is cleaned and counter tops and sinks are wiped down.
- All garbage collected in garbage bags and put in dumpster
- Chairs and tables are cleaned and positioned to their original space.

- All indoor and outside lights are off.
- Thermostat is turned down to 14 degrees.
- Adjacent outdoor areas are not littered.
- All two exit doors and windows are locked properly.

APPENDIX – 2: Nepalese Culture Centre (NCC) Charter

1. Objective:

The objective of Nepalese Culture Center (NCC) is to promote Nepalese culture, arts, music, traditions, and heritage as stated in the NECASE objectives.

2. Scope:

The NCC will cover the following programs.

- (i) Nepalese Dance School
- (ii) Nepalese Music School
- (iii) Nepalese Language School
- (iv) Nepalese Poem / Literatures reviews/ drama

3. Glossary:

NECASE: Nepalese Canadian Society of Edmonton

NCC: Nepalese Culture Center

NCC SC: NCC Steering Committee

NECASE Event Coordinator: Coordinator for the NECASE events such as Heritage Festival, Dashain, etc. as appointed by the NECASE Board/NECASE VP.

4. Coordination of the NCC Programs:

- (i) Coordinator for each program of the NCC: NCC SC will nominate one or more Coordinator(s) for each program of the NCC.
- (ii) The Coordinator will be a voluntary job (not paid).
- (iii) The tenure of the NCC Coordinator will be for a year from January to December of the Calendar year.
- (iv) The duties of the NCC Program Coordinator will be as follows:
 - (a) Promote, communicate, organize and document the program (scope) he/she is responsible for.
 - (b) Solicit, select and appoint instructor(s) for the program (Dance School, Music School) as applicable
 - (c) Determine the fees for the participants of the program (students) and honorarium for the instructor(s) in consultation with all stakeholders (Participants group and NCC SC).
 - (d) Collecting the fees from the program participants; paying the honorarium to the instructor(s) and keeping the records of it.
 - (e) Collaborate with the NECASE Event Coordinator when requested to participate in the NECASE event in every possible way to make the NECASE Event successful.

5. NCC Sustainability:

All the programs that can be operated by NCC through user fees shall be run on a self-sustaining basis to cover expenses for tutors or refreshment during the routine instruction season. The

program will be paid for by the participants of the program if any monetary expenses are incurred during the instruction period. NCC may seek financial support from NECASE for other capital and operating expenses by submitting proposals to the Board in a format suitable for possible approval from NECASE through AGLC program funds, should it fall under financial priorities set by NECASE.

(i) **Participants Contribution:** Participants will provide the monetary and voluntary contributions for the program they are attending as determined by the Coordinator of the program in consultation with the Participants group and the NCC SC.

(ii) **NECASE Support:** NECASE will provide the space for the above programs to run in the NECASE building. NECASE will put its best effort to provide the equipment and other materials needed for the NCC programs as far as its financial situation permits. The decision to procure the equipment and materials for the NCC program needs to be taken by the NECASE board once formal recommendations are received from the NCC SC.

6. Participation on NECASE Events:

(i) Participants of the NCC programs will perform in the NECASE Events as requested by the NECASE Event Coordinator through the respective NCC Program Coordinator.

(ii) The NCC Program Coordinator will collaborate with the NECASE Event Coordinator in every possible way to make the NECASE Event successful.

(iii) In return, the NECASE Event Coordinator will come up with the appropriate rewards for the participating NCC performers as agreed between the NECASE Event Coordinator and the NCC Program Coordinator. Rewards can be in the form of gifts, money or recognitions.

7. NCC Steering Committee (NCC SC):

(i) **Appointment and Composition**

- NECASE Board will appoint the NCC SC for one year term, renewal to two years.
- NCC SC will compose of seven members from the NECASE members in good standing.
- NECASE board will appoint one of the NCC SC members as the Chairperson of the NCC SC.

(ii) **Accountability**

- NCC SC Chairperson will give each member in the NCC SC accountability for overseeing and supporting at least one NCC program.
- NCC SC will nominate the Coordinator(s) for each program. NCC SC may nominate one of its members as the NCC Program Coordinator.
- NCC SC will ensure that there is no conflicting schedule to use the NECASE building/space/equipment among various programs.

(iii) **Relation with NECASE Board**

- NCC SC Chairperson will update the progress of NCC programs in the regular NECASE board meeting, at least once in every three months.
- NECASE Board may suggest any appropriate measures to NCC SC to make the NCC programs more effective.

APPENDIX – 3: Award and Recognition Policy and Guidelines

1.0 Background

The Nepalese Canadian Society of Edmonton (NECASE), a non-for-profit organization, is operated and run by volunteers. NECASE adopts volunteerism as the primary driver for operating its programs and activities. To promote voluntarism and recognize the outstanding contributions of the volunteers, NECASE has established a number of volunteer awards and recognition means. A systematic process of recognizing the outstanding contribution of volunteers is deemed necessary, such that appropriate volunteer candidates are recognized, honored and awarded.

The main purpose of this guideline is to select best candidates for the NECASE Awards, appreciate and recognize their contributions to the Society. NECASE Board appoints an independent committee to assess the nominations and make final recommendations to the NECASE Board. The committee will be named as Awards and Recognition Committee (ARC). This document describes the policy and guidelines for NECASE to form ARC, to call for nominations and evaluate the nominations from NECASE volunteers for an award or recognition. This will enable a transparent and systematic process for recognizing volunteer contributions. Guidelines for three types of honors are presented in this document: (1) NECASE Award, (2) NECASE Appreciation, and (3) NECASE Recognition. The types of NECASE Awards discussed in this guideline are special and different from a NECASE Appreciation given to the volunteers for their good work during society's regular activities or a NECASE Recognition extended by the Society to individuals.

2.0 Structure and Functions of Awards and Recognition Committee

2.1 Composition of the ARC

1. The Awards and Recognition Committee (ARC) consists of five members including the chair of the committee. All members are appointed by the NECASE Board.
2. Each member of this committee must be a NECASE member in good standing.
3. At least three members of this committee must be from the previous NECASE Boards within the past 10 years.
4. Only the General Secretary of NECASE will represent the Board in the Awards and Recognition Committee (ARC).
5. The term of the committee is for two years and can be renewed for another term.

2.2 Functions of the ARC

1. Calls for nominations from NECASE members
2. Receives nominations within the deadline
3. Evaluates nominations based on the Award and Recognition guidelines
4. Recommends the final candidate(s) to NECASE board for approval of the award or recognition

3.0 General Policy for honoring NECASE Volunteers

NECASE has adopted three ways to value and honor the contribution of volunteers: (1) award, (2) appreciation, and (3) recognition. From evaluation point of view all three categories are independent from one another. An 'award' is the highest level of honor NECASE can give to a volunteer. An 'appreciation' is appropriate for the voluntary contribution while executing NECASE programs and activities. 'Recognition' is given to a volunteer who has made exemplary contribution anywhere in the world for the betterment of a Nepalese society at large. The following general policy applies to all categories of honors:

1. A nominee for an award must be a NECASE member in good standing for last three years from the year of nomination except for NECASE Ingenuity Award.
2. An award will be presented to a volunteer candidate who has made significant contribution to the NECASE governance, programs and activities.
3. A member of ARC is not eligible for the nomination of an award.
4. An award may not be conferred in a given year if no nominee is suitable in the opinion of the ARC.
5. A nominee receiving higher level award will not be awarded with a lower level awards e.g. an individual receiving Everest Award is not eligible for Northern Light Award at the same time.
6. An award will be in the form of a plaque, not in the form of gift or cash.
7. NECASE volunteer may be recognized with an appreciation certificate, thank you note, or a letter of appreciation depending on the voluntary contribution.
8. The criteria developed under this policy may be used by the NECASE Board to nominate candidate for external community awards.

4.0 NECASE Awards

The following three NECASE Awards have been identified: (1) Everest Award, (2) Northern Light Award, and (3) NECASE Ingenuity Award. NECASE may expand the award categories in future as deemed necessary.

4.1 Everest Award

Everest award is the highest level of award NECASE can bestow on a volunteer candidate. This award carries highest merit of achievements. NECASE may honour only one most qualified candidate with the Everest Award in a given year. This award may be given to an individual for his or her superior voluntary contribution to the community in the following areas:

- Visionary Leadership
- Exemplary contribution
- Long Term Dedication

4.2 Northern Light Award

NECASE may honour only one most qualified volunteer candidate with the Northern Light Award in a given year. Northern Light Award may be given to an individual for his or her outstanding voluntary contribution to the community in the following areas.

- Nepali Culture and Heritage Promotion
- Nepali Language Promotion
- Heritage Festival Champion
- Youth Encouragement
- Newcomers Settlement
- Community Engagement

4.3 NECASE Ingenuity Award

The NECASE Ingenuity Award is independent of the Everest Award and the Northern Light Award. NECASE may honour its members or their children with NECASE Ingenuity Award for their significant achievements in any discipline. The achievement must be of an inspirational value to the community and exemplary in that discipline. The following do not qualify for NECASE Ingenuity Award: a general conferment of an educational degree, receiving a professional certification, starting a business, employer's award. NECASE may honour more than one candidate with this award in a given year.

5.0 Administration of NECASE Awards

Awards and Recognition Committee (ARC) is responsible for inviting, receiving and evaluating the nominations. The ARC shall follow the procedures mentioned in Sections 5.1, 5.2 and 5.3 to evaluate the nomination and recommend the name(s) for different awards to NECASE Board for consideration.

5.1 Eligibility

1. A person being nominated must be an active NECASE member in good standing for last three years from the year of nomination except for NECASE Ingenuity Award.
2. For children nominee, parent must be an active NECASE member in good standing.
3. An individual nominated for a higher level award will not automatically be nominated for a lower level award. Separate nominations must be made for each category of awards.
4. A nominee is eligible to receive NECASE Ingenuity Award in conjunction with either Everest Award or Northern Light Award.
5. If a nominee for an award has received that award in the past, the evaluation should be done for the period after the winning date of previous award.

5.2 Nomination Process

Awards and Recognition Committee (ARC) invites nominations for awards from NECASE members. The invitation of nominations will be announced through electronic media and during NECASE programs. Any NECASE member can nominate a volunteer by completing the nomination form listed in Schedule 1. The nominator must provide highlights of achievements of

the nominee. ARC may request for additional evidences from nominator during the evaluation process. The following tentative timeline should preferably be followed.

Table 1. Tentative Timeline for Award Nomination

Process	Timeline
Call for Nomination	November
Nomination Receiving Deadline	End of January
Evaluation Time	February
Candidate Recommendation	End of February

5.3 Selection Procedures

The nomination will be evaluated according to point based quantitative and qualitative criteria given in Table 3 and Table 4. A nominee must receive minimum points earned as specified in Table 2 from volunteer activities to be selected for an award. Points earned in last 10 years from the date of nomination will only be considered for this purpose. In case of multiple nominations, the nominee who receives highest points will be selected for an award.

Table 2. Minimum points required for an award

Award category	Minimum points
Everest Award	100
Northern Light Award	75
NECASE Ingenuity Award	N/A

Table 3. Points awarded for each volunteer activity

Volunteer Category	Specific or combined activity in one event	Points per event	Maximum points in the Category
General Volunteer	One event (> 4 hours)	1.0	30
Session coordinator	A program lasting more than 3 months (e.g. Nepali school coordinator, Sports coordinator, Dance/Music teacher, etc.)	10.0	20
Cultural performance in group of two or more	Performance in one event	3.5	11
Event coordinator	One event	4.5	14
Area Representative	One term	2.0	6
Heritage Specific Area lead	Setup, Dismantle, Arts and Crafts	4.5	9
Heritage Coordinator	Volunteer Coordinator, Entertainment Coordinator and Kitchen Coordinator	9.0	27
Heritage Chair	One time	14.0	28
NECASE Appointed Committee member [#]	One committee	6.0	18
NECASE Appointed	One committee	9.0	18

Committee Chair			
NECASE Board of Director* § (Except President, VP, GS and Treasurer)	One term	15.0	30
NECASE VP*, GS*, Treasurer*	One term	18.0	36
NECASE President*	One term	30.0	60

Note:

General Auditor and Returning officer are included in NECASE Appointed Committee Member category.

* The candidate must have held the position for a complete term.

§ Higher points will be awarded from qualitative criteria for a Board of Director and anyone who has done exemplary contribution (above and beyond the average) during his/her tenure.

The volunteer activity will be considered for the role with the highest points in case of engagement in multiple responsibilities during the period of that role. For example, if a Board of Director becomes a member of an appointed committee or an event coordinator, points will be counted only for the Board of Director.

Table 4. Qualitative Criteria for Awarding Points in ARC's Discretion

Qualitative Criteria	
1.	Exemplary leadership, mentorship, guidance and vision contributing to improved governance of the society,
2.	Exemplary initiatives and commitment to promote volunteerism and motivate members to engage in social and recreational activities,
3.	Outstanding planning and execution of the NECASE programs and events as a program leader
4.	Passionate and committed volunteer to promote Nepalese Heritage, Language and Culture.
5.	Exemplary commitment for newcomers integration, community engagement and youths development activities
6.	Maximum of 30 points for Everest Award and 25 points for the Northern Light Award may be awarded to a candidate based on the qualitative criteria in ARC's Discretion.

5.4 Award Ceremony

NECASE Board will present these awards annually during the Nepali New Year celebration event; NECASE Board may decide a suitable date, as deemed necessary.

6.0 NECASE Appreciation

6.1 Volunteer Appreciation

The NECASE has an established custom of appreciating its members for their volunteer contribution at the time of execution of NECASE programs and activities. The event coordinator in consultation with the NECASE Board can present a token of appreciation to the volunteers in the form of a Plaque, Thank You Note, a Letter or a Certificate. There is no cash value or gift presented to the volunteers in this category. These token of appreciation will be presented on the day of the event.

NECASE Board may present token of appreciation in the form of a Plaque to a volunteer for his/her long service and contribution (e.g. 5-year service appreciation or 10-year service appreciation) in the same volunteer category. The token of appreciation will be presented on the day of NECASE Award ceremony.

6.2 Sponsor Appreciation

The NECASE Board will present a plaque to a program sponsor(s) who contribute \$500 or more (cash or equivalent goods) to the NECASE. An appreciation letter will be given to a program sponsor(s) for a contribution from \$100 to \$500 value. This token of appreciation to the sponsor(s) will be presented on the day of the event.

7.0 NECASE Recognition

The NECASE has practiced recognition to individuals who have contributed for the betterment of Nepalese community in the world. Recognition is not limited to NECASE member and NECASE may recognize any individuals for their great contribution in the Society.

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Schedule 1. Award Nomination Form

NECASE Awards Nomination Form

Date (YYYY-MM-DD):

Select only one: Everest Award
Ingenuity

Northern Light Award

NECASE

1. Personal Information

	Nominee (Nominee)	Nominator (You)
Full Name		
Address		
Phone		
Email		

2. Nominee's Volunteer History

Provide the nominee's volunteer activities for NECASE in the past 10 years in chronological order. Attach additional page if required. **If this nomination is for NECASE Ingenuity Award, skip this section.**

Date of event	Volunteer Activity (position /role)	Name of Event	Approx. Hours	Event Coordinator or Area Lead	
				Name	Phone
Example: Sept 1, 2005	Cashier / General volunteer	AGLC Fund Raising	8	First Name Last Name	(780) 123-4567

Significant Contributions / Achievement

Please explain why this nominee should be considered for the NECASE Awards in less than 250 words. For the NECASE Ingenuity Award, please provide the nominee’s inspirational or exemplary achievement. For the other awards, please provide the major contributions made to NECASE during the volunteer activities of the nominee. The contributions could be due to undertakings, dedication, governance and leadership in the Society. Attach additional page if required.

3. Terms and Conditions of Awards

1. The Awards and Recognition Policy and Guidelines govern NECASE awards. The policy and guidelines document is available at www.necase.ca.
2. The nominee must be the NECASE member in good standing for the last three years at the time of application.
3. A member of Award and Recognition Committee (ARC) is not eligible for the nomination.
4. The nomination is considered for the award it was submitted for. Only one award is given to the nominee if nominations for multiple awards are received for the same nominee. NECASE Ingenuity Award is exempt from this condition.
5. Volunteer activities for an award are considered for the last 10 years. If the nominee has received that award in the past, only volunteer activities since the nominee last received that award will be considered.
6. Award decision will be made based on the information submitted. The ARC may request evidences from the nominator and NECASE Board to verify the volunteer activities included in the nomination form.
7. An award may not be conferred in a given year if no nominee is suitable in the opinion of the ARC.
8. The ARC recommends the nomination for the award and the NECASE Board makes the final decision. There is no provision for appealing the decision.
9. A nomination will be rejected if information submitted is found to be misrepresenting.

4. Declaration

We agree with this nomination for the above NECASE Award and we declare that the submitted information is correct to the best of our knowledge.

Signature of Nominator:

Name (write in ink):

Date:

Signature of Seconder:

Name (write in ink):

Date:

APPENDIX - 4: Radio Kathmandu Operation Guidelines

OPERATION OF RADIO KATHMANDU

NECASE will run its radio program to those radio station(s) which provide free air-time to communities. Currently, NECASE has been given one-hour per week air-time by the CJSR 88.5 FM. To run a radio program, NECASE Board appoints a Radio Program Coordinator for one year. The tenure of coordinator may be renewed each year by the Board. The coordinator position is voluntary and no cash payment will be made.

The responsibilities of the Radio Program Coordinator are: (1) represent to the NCC SC, (2) hire radio hosts, (3) schedule the time of hosting, (4) keep track record of hosting, (5) submit the radio hosting record to the NECASE Board, (6) evaluate the quality of hosting from a radio host and recommend for improvement, (7) ensure that radio host(s) follow the CJSR program protocol, (8) recommend aspiring volunteers for training to CJSR. For the sustainability of radio program, the coordinator must enforce absentee rule of radio host. The absentee rule is “a radio host who is absent from three consecutive radio hosting without convincing reason shall be considered as having resigned and vacated the radio position”. Once the radio host post is vacated, the coordinator may hire another radio host.

Community member(s) with radio jockey (RJ) skill could run the Radio Kathmandu. However, training could be arranged for aspiring RJs. IT IS NECASE POLICY THAT YOUTH ARE ENCOURAGED TO RUN THE RADIO PROGRAM. Radio Program Coordinator will recommend the names for radio host training to CJSR. Unless CJSR is satisfied with the performance of the trainee, he/she cannot run the radio program. The responsibilities of a radio host are given in Schedule 1.

NECASE Board will strive to provide incentive to the radio host(s) for their special skill to run a radio program. The incentives must be provided from AGLC gaming proceeds. AGLC requires that radio host must not be a voting member and NECASE must get pre-approval of incentive in the name of the radio host. Radio host must sign an ethics agreement provided in Schedule 2 and must follow program protocol provided in Schedule 3.

SCHEDULE 1: RESPONSIBILITIES OF THE RADIO HOST

You are responsible for all aspects of tasks required to host a radio program. Specifically you will develop plan for the show, write the script for the show, compile list of Nepali songs and music for the show on a device, contact interviewee, if interview is included in the show, conduct the program by speaking and operating equipment simultaneously in the studio. You are responsible to acquire, the relevant clearances and licences, including copyright and music clearances. You will undergo training to operate equipment and controls, if deemed necessary. You will abide by the CJSR rules and regulations; and NECASE Bylaws and Policies; you will host the radio program under ethical agreement signed with NECASE.

Qualifications

- Have excellent presentation and performance skills.

- Be able to communicate knowledgeably and engagingly with audiences
- Have excellent communication skills and be able to draw information from people
- Have knowledge of all genera of Nepali music.
- Can understand the meaning of Nepali songs/music and present to the audience.
- Basic knowledge of equipment and control panels used in the studio.
- Be able to present while operating studio controls and co-ordinating a range of simultaneous technical activities
- Have strong IT skills, including internet search, word processing and data handling - and, ideally, audio editing.
- Committed and dependable.
- Have knowledge of the law, ethics and industry regulations around radio production
- Have knowledge of CJSR Rules, regulations and ethics
- Have knowledge of NECASE Bylaws and Policies
- Have arrangement for personal transportation to and from the CJSR studio

SCHEDULE 2: RADIO KATHMANDU (RK) HOSTING ETHICS

This agreement between individual radio host and the NECASE Board at large aims to ensure that individual radio host performs his duty to promote Nepali culture and heritage under NECASE’s rules and regulations. This agreement also provides a guideline to individual radio host to be honest, committed and responsible for the sustainability of the radio show.

Code of Ethics

- i. I will follow NECASE’s Bylaws, policies and procedures as well as CJSR’s rule and regulations.
- ii. I understand that Radio Kathmandu is mandated to promote and preserve Nepali culture and heritage, and I will perform my duty to fulfill NECASE’s objectives only.
- iii. All the time, I will promote NECASE and never bring any disrepute to the NECASE.
- iv. I will follow the standards and practices of the CJSR while conducting the radio show.
- v. I will not act on behalf of or lobby for any specific group, including political groups.
- vi. I will not present any controversial subject.
- vii. I will not present any subject that discriminates gender, race, religion or culture.
- viii. I will inform NECASE Board through the Radio Kathmandu coordinator about my intention to dissociate from Radio Kathmandu at least one month ahead.

Declaration

With solemn authority, I declare that I will not breach the Ethics Agreement between me, Mr/Ms/Dr _____ and the NECASE Board, by means of any kind of communication, or action, or intention. If conflict of interest arises, I will declare it and follow existing regulations and standard of practices to manage it. If the NECASE Board finds that I have breached any of the codes outlined in the Ethics Agreement, I give my consent to the NECASE Board to remove me from the post of Radio Kathmandu host, I am assigned to.

 President
 On behalf of the NECASE Board
 Date:

 Mr/Ms/Dr
 Designation: Radio Kathmandu Host
 Date:

SCHEDULE 3: PROGRAM PROTOCOL for RADIO KATHMANDU

1. Courtesy and Legal

- 1.1. Reach the station well before time to avoid rush. Remember the door code and update yourself with changes in door codes time to time. Do not ring the bell, because your bell ring may disturb radio host inside station.
- 1.2. Start (11:00 AM) and Finish on Time (12:00)
- 1.3. Log sheet must be completed correctly and should be legible
- 1.4. Orient yourself so that show-to-show transition is smooth

2. Program Content

- 2.1. The aim of running the Radio Kathmandu program is to fulfill NECASE's objective of preserving and promoting Nepali culture and heritage. Therefore the program content must be designed in relation to Nepali culture and heritage.
- 2.2. Show must be in consistent with Program motto i.e. Radio Kathmandu is solely a cultural program; it shouldn't discriminate gender, race, religion or culture. Program shouldn't be presented on behalf of or for lobbying of any specific group, including political groups.
- 2.3. Radio Promo – Start program with radio-promo provided by NECASE.
- 2.4. Introduce yourself and technical assistant, if any.
- 2.5. Station ID's – Give complete information of the station, (e.g. CJSR 88.5 MZ in Edmonton and cjsr.com throughout the world, Radio Kathmandu, Sunday Brunch in Nepal, 11:00 AM to noon, every Sunday).
- 2.6. Context – Provide a clear background of the content to make sure the listener feel completely informed even if they are unfamiliar with content.
- 2.7. Preparation – Program should be well prepared by writing script of the show to avoid poor quality presentation. The program host is advised to practice many times before coming to station for on-air show.
- 2.8. Research – The content of the program should have sufficient material to ensure balance and legitimacy.
- 2.9. Notice– Provide clear information to the listeners about upcoming or current NECASE events and any other relevant information that may be of interest to local Nepali community.
- 2.10. Information - Provide clear information about the regular community program to the listener to make sure they are well informed on the community activities.
- 2.11. Commercial/business advertisements and portions are restricted, because Radio Kathmandu does not have permission from CJSR to include.
- 2.12. Music content – Play typical Nepalese music to give different flavor to the listeners from other music and explore Nepalese musical among the listeners.
- 2.13. Flow of musical selections – Try to make diversity in musical presentation
- 2.14. Can Con quotas fulfilled (Canadian Content based on Canadian Broadcasting Act of Canada: certain percentage of content at least partly written, produced, presented or otherwise contributed by persons by Canada).

3. Verbal Presentation

- 3.1. Speaks clearly (avoid: lengthy pace, unmatched tone, umms, ahhs,)
- 3.2. Easy to follow train of thought; organized flow.
- 3.3. Absence of apologizing, technical references or radio lingo (unless qualified)

4. Interview

- 4.1. Introductions & context- Program host can invite any intellectuals and experts for interviews based on context; but it should be approved by the coordinator within NECASE's Bylaws and policies.
- 4.2. Strong focus in interview – while interviewing, host should focus on control of interview; a clear direction etc
- 4.3. Preparations on thoughtfulness and quality of questions are encouraged.
- 4.4. Interview should be relevant to the community interest.

5. Technical

- 5.1. Dead air absent.
- 5.2. Proper mic placement (moving mic; sibilance; popping “p”s; heavy breathing; snorts or sniffs).
- 5.3. Mic levels appropriate

APPENDIX – 5: NECASE Website and Email/Facebook Protocol

NECASE Website and E-mail Protocol (House Rules)

- The information contained in this website is for general information purposes only. NECASE assume no liability for any inaccurate, delayed or incomplete information.
- The information is provided by NECASE and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.
- In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.
- Some LINKS, ADVERTISEMENTS on individual and organization websites has been published here on NECASE Website. If you choose to visit any linked site or advertisements you may do so at your own risk and it is your responsibility to take all measurements to guard against viruses and other destructive elements.
- NECASE is not responsible for any content of any such linked sites or any other web page that is not part OF NECASE site.
- You agree that NECASE will not be responsible or liable in any way for the accuracy, relevancy, copyright compliance, legality, or decency of material contained in any third party site linked from NECASE Website.

NECASE Website Comments Protocol:

- NECASE thrive on your feedback, supports! Your comments, feedback, suggestions are so important to us for improvement towards the society. Please leave few comments below in the comment box (comment area). Your comments may be published here on NECASE website after the Web Administrator approves it. Thank you so much! (धन्यवाद !)
- You can also post comment in Nepali. Please click here to access Unicode Nepali Converter. Once you are done, please copy and paste your message in the comment box.
- If you have any questions regarding NECASE and general questions such as settlement in Edmonton, immigration issues or any other questions please write here. Please DONOT e-mail general questions to NECASE group e-mail.
- Please read the following protocol before posting any comments or sending e-mails to NECASE:
 - No profane language or derogative remarks shall be posted.
 - Users must follow privacy and copyright laws before posting comments.
 - Incidents of profane or derogative language will be submitted to the NECASE board.
 - Web Administrator can block, delete or remove any comments, links, e-mails or message violating these rules.
 - NECASE will not not responsible for any message, links, e-mails, comments posted by users.

All comments and NECASE group e-mails may be moderated.

APPENDIX - 6: Costumes and Sports Uniform Use Policy

Nepalese Canadian Society of Edmonton (NECASE) allows its general members to borrow costumes and uniforms for any activities related to cultural promotion or sports organized or authorized by NECASE. The costumes and uniforms will always be the property of NECASE. NECASE will control over the use of those uniforms and also prevent from unauthorized use.

- A. NECASE general members can borrow cultural costumes under the following conditions:
 - a) The cultural costumes should only be used to promote Nepali culture and tradition
 - b) The cultural costumes can be borrowed for cultural activities organized or authorized by NECASE
 - c) NECASE reserves right to decide on requests for costumes for private functions
 - d) The costumes must be washed and returned to NECASE by the stipulated date after the activity
 - e) Ownership of the costumes always remains with NECASE
 - f) The costume user should deposit the amount equal to the cost of the uniform in NECASE account for its use. The deposit will be refunded only after costumes are washed and returned to NECASE by stipulated date.

- B. NECASE general members and their children interested in sports can borrow uniforms under the following conditions:
 - a) Uniforms should only be used for sports activities (practices and games) organized or authorized by NECASE.
 - b) Ownership of these uniforms always remains with NECASE
 - c) Uniforms should be washed and returned to NECASE at the end of the event or season.
 - d) The uniform user should deposit the amount equal to the cost of the uniform in NECASE account for its use. The deposit will be refunded only after uniforms are washed and returned to NECASE.

APPENDIX - 7: NEMUDYS Operational Guidance Manual

To explore the cutting edge activities in the programs, Nepalese Canadian Society of Edmonton (NECASE) has developed Nepalese Culture Center (NCC) as its program implementation wing. Nepali Music, Dance and Yoga School (NEMUDYS) operates under NCC Charter. The main purpose of this document is to provide general guidelines for the operation of NEMUDYS.

1. NEMUDYS Objectives

- 1.1 To promote Nepali culture and heritage through music, dance and yoga in support of NECASE's objectives
- 1.2 To prepare dances, musical activities and yoga as decided by NCCSC and requested by NECASE's program director or Cultural Director

2. General Operational Policies

- 2.1 The NEMUDYS operates in self-sustaining mode under NECASE Policies. Self-sustainability includes financial sustainability as well as program sustainability.
- 2.2 The NEMUDYS operates under NCC Charter to fulfil NECASE objectives of promoting Nepali culture and heritage.
- 2.3 NEMUDYS and NCC Steering Committee (NCCSC) help NECASE develop project proposals for external funding when required. NECASE is the only authorized body to apply for external funding, neither NCCSC nor NEMUDYS.
- 2.4 The NEMUDYS will develop its programs to fulfill the need of NECASE regular programs designed by NECASE Board in its annual events calendar.
- 2.5 NCCSC must get pre-approval of NECASE Board to participate in any invited programs i.e. non-NECASE programs. Coordinator/instructor(s) cannot take NEMUDYS students to such invited programs without pre-approval of NECASE Board. To obtain approval from the NECASE Board, all information regarding the program including, safety plans and precaution taken should be presented to NECASE Board in writing well ahead of the scheduled date so that Board has sufficient time to review and provide a decision.
- 2.6 Any person in the executive position can become unpaid volunteer instructor. If a person in executive position claims salary for the instruction(s) he/she delivered in school, a conflict of interest may arise. According to common law, conflict of interest must be avoided by choosing one of either executive position or salaried instructor. This means a person in executive position must step down from that position to become a salaried instructor.
- 2.7 NCCSC will help design programs in NECASE events as requested by the NECASE Event Coordinator.
- 2.8 NEMUDYS Coordinator will collaborate with the NECASE Event Coordinator in every possible way to make the NECASE event successful.
- 2.9 NECASE will use its communication channels to disseminate information related to NEMUDYS and other NCC Programs.

3. Guiding Principles

- 3.1 NEMUDYS must operate in self-sustaining mode thus, minimizing liabilities to NECASE
- 3.2 NEMUDYS is open to Nepali community members of all ages
- 3.3 NCCSC ensures that NEMUDYS operation is transparent

4. NEMUDYS Operation

- 4.1. NCCSC appoints a coordinator to oversee operation of NEMUDYS for a year. This coordinator is either a member of NCCSC or selected from NECASE members in good standing. The Coordinator is a voluntary job (not paid). If the coordinator wishes to resign, he/she may submit resignation to NCCSC Chair. NCCSC decides on the resignation.
- 4.2. A three to five member NEMUDYS Advisory Council may be formed to help the coordinator. At least one of the member of the Advisory Council must be the past cultural programs director of NECASE. NCCSC appoints the members of the Advisory Council.
- 4.3. NEMUDYS coordinator prepares class schedules in collaboration with instructor(s) well ahead of session implementation and submits to NCCSC for the approval. NCCSC makes sure that there are no conflicting schedules for the NECASE Centre space.

5. Classes and Sessions

- 5.1. The Coordinator in collaboration with instructor(s) will develop class schedules for different skill levels. Session duration will be decided depending on whether the session is for music or dance as well as skill levels.
- 5.2. NEMUDYS Coordinator will announce the call for registration to NEMUDYS sessions by providing details of session, hours of classes, levels and fees.
- 5.3. NEMUDYS will develop guidelines on registration and withdrawal, class cancellation, and other session requirements.

6. Resources

- 6.1. NEMUDYS Coordinator announces opening of instructor(s) for NEMUDYS sessions. The NCCSC selects suitable instructor(s) from interested applicants. The instructor(s) must be experts in the field and must show commitment to: (a) teaching and (b) the duration of the session.
- 6.2. The Coordinator in collaboration with instructor(s) develops curriculum for the NEMUDYS sessions. The curriculum must be approved by NECASE Board on the recommendation of NCCSC.
- 6.3. The Chair of NCCSC is responsible to update NEMUDYS activities to NECASE Board in the Board meetings.
- 6.4. The NECASE Board will make NECASE Center space available for NEMUDYS programs. The space is provided in kind contribution by NECASE to NEMUDYS programs as long as the programs are aimed to Nepali community members. For any private lessons the space usage will be charged as per NECASE Facility Management policy.
- 6.5. NCCSC makes sure that there is no conflict of space usage schedules.
- 6.6. NECASE Board will consider purchasing reasonable equipment upon request for NEMUDYS within its capacity and as per policy. External funding will be sought for expensive equipment.
- 6.7. All the equipments used by NEMUDYS program belong to NECASE. The equipment for private use and use in non-NECASE programs can be borrowed by paying charges described in NECASE Facility Management policy.
- 6.8. The Coordinator and instructor(s) make sure that equipments are maintained in operational/usable condition and are always stored in NECASE Centre.
- 6.9. Proper Housekeeping procedures have to be followed after the use of the NECASE owned equipments and facility. The coordinator and / or Instructor (s) are required to make sure all

the equipment are cleaned and placed in proper manner in proper place. NECASE facility have to be cleaned, arranged as it was before, garbage disposed, washrooms cleaned, heating readjusted as it was before and doors of the cabinets used and of the facility locked before leaving the facility.

- 6.10. Any equipment or facility appliances, broken or not functioning as intended, must be reported to the NECASE asset management director as soon as possible.

7. Finance

- 7.1 NCCSC decides on participation fees and remuneration to the instructor(s). The Committee may get inputs from instructor(s) however; instructor(s) must refrain from being present during discussion of remuneration. The remuneration and fees can be reviewed depending the program performance and as deemed necessary.
- 7.2 There will be a one-time non-refundable registration fees of the amount decided by NCCSC, which is valid across all programs led by NCCSC. The registration fee is waived for existing participant/student in any of the school/ program led by NCCSC.
- 7.3 Each participant has to pay prescribed fee in full at the start of the session. No refund of the fee will be made for the missed class(s). Participant may get full fees refund if they quit the session on the 1st class of the session. No refund of fees will be made if participant(s) quit at latter part of the session.
- 7.4 An honorarium decided by NCCSC will be paid to each instructor.
- 7.5 The honorarium is fixed for a particular session. Any surplus incurred in that session will be used to increase the capacity of NEMUDYS, e.g. purchasing equipment.
- 7.6 NECASE may budget funds for operation and maintenance of NEMUDYS programs and equipment. NECASE funding cannot be used to pay honorarium to instructor(s).
- 7.7 NECASE will strive to get external funding to help run NEMUDYS programs.
- 7.8 NECASE encourages NCCSC to develop new short-term projects and prepare proposal for external funding.
- 7.9 NEMUDYS Coordinator keeps the record of finances. The finance record system must be up to date for audit purpose.

8. Evaluation and Reporting

- 8.1 Students will be evaluated and graded for different levels of classes. The instructor(s) will grade the students.
- 8.2 Students will receive certificate of completion after completing a level of classes.

Evaluation of NEMUDYS program operation must be conducted to improve the quality of the program. The evaluation may include lessons learnt and to know what was right and what went wrong.

APPENDIX 8 - General Policy and Guidelines for NECASE Charity Grant

1.0 Background

Established in 1999, the Nepalese Canadian Society of Edmonton (NECASE) is a not-for-profit organization operated and run by volunteer members. It was established with objectives of promoting and developing Nepalese culture, arts, music, tradition and heritage. The other objectives are aimed at promoting and supporting the personal development of children, youths and seniors. NECASE also aims to engage in charitable and community development activities.

NECASE has been supporting various charitable organizations under its objective #7 'to engage in charitable and community development initiatives'. Despite its limited resources and for not being a donor organization, the NECASE support has been focused on donating certain amount of fund to charitable organizations that deal with humanitarian and disaster relief activities. NECASE has also supported organizations working for societal development. NECASE envisions its engagement on charitable initiatives in two ways: (1) by supporting community participation based charitable initiatives, and (2) by providing financial support to victims of disasters directly or through humanitarian and disaster relief organizations. In order to fulfill NECASE objectives, a systematic and transparent process is deemed necessary to facilitate the NECASE Board to make appropriate decisions in timely manner on the evaluation of application/nomination for Charity Grant and subsequent award.

The objective of the Charity Grant policy is to provide guidelines and procedures for the evaluation of grant application/nomination and disbursement decision. This document will enable NECASE a systematic, transparent and logical process that is in compliance with existing financial and auditing rules in order to reach to the final decision.

2. Grant Evaluation Coordination

2.1 Amendment to NECASE's 'The General Policy and Guidelines 2013'

This Charity Grant Policy supersedes 'the general grant disbursement policies' described in Section 12.1, 'grant policy' described in section 12.2, and 'Grant Evaluation Committee' described in section 14.1 of NECASE General Policy and Guidelines 2013.

2.2 Grant Evaluation Committee and Its Functions

NECASE Board must be able to make appropriate decisions on the Charity Grant following the procedures provided in this policy. NECASE Board may form a three-member Grant Evaluation Committee (GEC), only if deemed necessary, to assist in the evaluation of application/nomination and make final recommendations to the NECASE Board. The members of GEC are nominated from a wide cross section of past Board members with one past President or a past Vice President as the Chair of the Committee. The term of the Committee is for the duration defined by the NECASE Board, but will not be more than a year.

The function of GEC is to assist evaluate applications/nominations received for the Charity Grant, as requested by NECASE Board. The evaluation is based on the criteria described in section 5 of

this policy document. The committee recommends selected applicant(s)/nomination to NECASE Board for final decision. General policies and procedures guiding GEC in different grant categories are described in the Section 4 of this policy document.

3. Scope of Grants and Funding Source

3.1 Scope of Grants

Primary purpose of Charity Grant is to support NECASE for fulfilling its objectives and supporting charitable initiatives aimed at community development and wellbeing of the community members. Regular programs and activities of NECASE are not eligible for charity grant. Geographical coverage of the disbursement of grant is Edmonton and its surrounding areas and the coverage is guided by the source of funding as well as by the need to meet NECASE objectives. However, there may be some circumstances where NECASE Board may need to go beyond its community boundary and help victims of disasters and calamities who are in dire need.

NECASE considers the following recipients for the disbursement of grants: (1) charitable organizations/institutions, (2) community member(s) proposing community based charitable initiative, (3) humanitarian and disaster relief organizations/institutions, and (4) individuals seeking relief and intervention to prevent worsening of the emergency situation.

3.2 Sources of Funding

NECASE Board will strive to include grant(s) in its annual budget, which has to be endorsed at the NECASE's Annual General Meeting (AGM). In order to ensure that there is sufficient oversight, grant disbursements are made only using the earnings from AGLC gaming proceeds under the purview of AGLC regulations. In situations where earnings from AGLC gaming proceeds cannot be used, NECASE may consider alternative options. A viable alternative is the crowdfunding. If crowdfunding is approved by NECASE board, fundraise activity will be done either by NECASE Board itself or the Board may ask GEC to lead the crowdfunding activity. Alternatively, the Board may choose to issue a letter of support for crowdfunding to the applicant or a volunteer of applicant's choice. A fixed amount will be targeted in crowdfunding. If amount raised during crowdfunding exceeds targeted amount, then the excess amount will be deposited in NECASE's general account for future Charity Grant disbursement.

3.3 Potential Areas of Charitable Initiatives and Charity Grant Disbursement

Availability of financial resource guides NECASE to how it could fulfil its charity engagement objectives. NECASE envisions fulfilling its objectives primarily by supporting Community Based Charitable (CBC) initiatives. In addition, NECASE will continue donating funds to victims of disasters and calamities, while still maintaining its status as community organization. NECASE puts CBC initiative as its top priority for its engagement among all other avenues, unless some sort of emergency arises. NECASE Board must decide whether 'emergency case' is warranted from prevailing situation.

A summary of potential areas for funding and maximum amount of grant disbursement is presented in Table 1 below.

Table 1. Potential areas of Charity Grant consideration and maximum disbursement amount

Type of Charity Grant	Recipient Category	Maximum Amount	Funding Source
1. Community Based Charitable (CBC) initiatives	Community member(s)	Up to \$1000	AGLC proceeds or Crowdfunding
2. Disaster Relief	Humanitarian and disaster relief organization	Up to \$1000	AGLC proceeds or Crowdfunding
3. Community Emergency	Community member	Up to \$1000	NECASE or Crowdfunding
4. Societal Development	Charitable organization	Up to \$1000	AGLC proceeds

4. Administration of NECASE Charity Grants

4.1 General Policy for Charity Grant

- a. NECASE will generally attempt to donate up to \$1000 to charitable initiatives annually. For the assessment of grant disbursement, NECASE Board will take into consideration of availability of budget, priority of projects in hand and demand of such fund and/or feasibility to organize crowdfunding initiatives.
- b. Disbursement of the Charity Grant will be based on the demand and availability of such funds, therefore disbursement may not be annual.
- c. Amount described in 4.1.a is the total amount for all categories of grants in consideration.
- d. NECASE Board proposes a fixed amount for the Charity Grant in its annual budget to society's Annual General Meeting (AGM) for endorsement. Only AGM endorsed amount is eligible for disbursement.
- e. When disaster strikes often and with high intensity then demand for the charity fund could escalate. NECASE Board may consider additional amount that exceeds the amount described in 4.1.a. In view of the urgency of such demand, NECASE Board may not have time to get AGM's approval for additional amount; therefore NECASE Board must get consent from general members at large through electronic media before grant disbursement. This consent from general members at large must be endorsed in the upcoming AGM.
- f. Application(s) for all categories of Charity Grant must be submitted to NECASE Board by a NECASE member.
- g. NECASE Board may consider disbursement of grant, without any application, to organizations that deal with rescue and relief to victims during the time of calamities or disasters.
- h. For grants acquired from AGLC gaming proceeds, the procedure must follow AGLC Gaming Policies 5.6 and 5.7. Accordingly, the applicant must provide document as required by AGLC Gaming Policies.
- i. The grant money must be used for intended purpose only.
- j. To avoid conflict of interest, fund cannot be disbursed to those organization(s) that have links with any member of NECASE Board.
- k. All NECASE bye-laws and policies of financial management apply while administering Charity Grants

4.2 Grant Administration

NECASE will apply the following processes to administer the Charity Grant(s). Application(s) must be submitted to NECASE Board. NECASE Board or its appointed GEC will assess the application received. The applicant may be invited for confidential interview, if deemed necessary, during assessment process. NECASE Board makes final decision on Charity Grant for disbursement based on application/nomination evaluation on a case by case basis. The final decision could be either to approve, refuse, or change the grant amount, if deemed necessary to do so. The Board will provide explanation to the applicant if it decides to refuse or change the amount requested. Evaluation criteria and scope for administering various types Charity Grants including geographical coverage are detailed in the following sub-sections.

4.2.1 Community Based Charitable (CBC) initiative

NECASE will support charitable initiatives proposed by its member(s) with top priority. The CBC initiatives are the projects proposed by NECASE member(s) that are executed by the strong participation of community members. NECASE will be the conduit to implement CBC initiatives. During the execution of CBC initiatives NECASE will provide fund as well as its resources. Since CBC initiative is implemented as a collaborative project, no grant will be awarded to an individual. However, reimbursement could be made for any expenses incurred during the execution of the charitable initiative.

4.2.2 Disaster Relief Grant

The disaster relief activities include the alleviation of the suffering and damage caused by disastrous calamities such as fire, floods, landslides, earthquakes, hurricanes, tsunami etc. NECASE may provide grant funding depending on the severity of the situation on a case by case basis. Submission of a formal application to NECASE Board is not necessary in this grant category, as NECASE Board must be able to assess disaster induced situation. The following organizations are eligible for the consideration of disaster relief grant. Globally reputed organization must be chosen for the disaster relief grant disbursement.

- 1) Organization that provide disaster rescue and relief
- 2) Organization that provide relief to human crisis

The source of funding for this category of grant is the AGLC gaming proceeds. Therefore the applicant must provide following documentation, in addition to the AGLC requirements, for the eligibility.

- Active registration supported by copy of annual return filing, and registered in Canada
- Document showing renewed registration of and tax clearance for past two years, if registered outside Canada

4.2.3 Emergency Grant

NECASE may provide an Emergency Grant to support its community members when emergency situation arises. The emergency situation is defined when sudden loss of life or loss of property due to calamities (e.g. fire or flood or hurricane) is observed. Terminal illness that is not covered by health insurance may qualify in this category. The severity and intensity of the situation will be considered in determining the range of the grant. For example, grant for sudden loss of life demands

maximum of allowable range of the grant in comparison to loss of property. The following are eligibility criteria for Community Emergency Grant:

- Applicant must be a NECASE member in good standing.
- Applicant must have volunteered in at least two programs and activities organized by NECASE in each year of the past two years, in the case of non-member.
- Application must be supported by two NECASE members.
- Applicant must be a resident of Edmonton and surrounding area.
- Applicant must demonstrate financial need as a result of an emergency situation.

The source of funding in this category of grant is from NECASE and crowdfunding. Procedure of fundraise by crowdfunding is described in Section 3.2.

4.2.4 Societal Development Grant

NECASE may provide a grant to support societal upliftment and community development. Eligible activities or projects are related to promoting cultural, educational and social values in the Nepalese community. This is not a regular funding activity and is fully based on the need and impact of the grants perceived by the Board. This is a onetime funding and only following entities will be able to apply for NECASE's consideration. Any organization or a member who once received funding through NECASE in this category is not eligible to re-apply for funding. The following organizations are eligible for the consideration of societal development grant:

- 1) Social and humanitarian organization
- 2) Charitable organization
- 4) Community welfare society

The source of funding for this category of grant is AGLC gaming proceeds. Therefore, AGLC requirements must be met. The following criteria determine eligibility for this grant:

- Active registration supported by copy of annual return filing, and registered in Canada.
- Clearly laid out objectives and rational of the fund request.
- Key indicators for success/expected results are included/identified in the request for funding.
- Has timeline to monitor the success of the program on an ongoing basis.

5.0 Evaluation Criteria for Grant Application/Nomination

NECASE Board or its appointed GEC will assess the proposal whether it meets the eligibility requirement set forth by NECASE including the following minimum requirements. The evaluation criteria described below may not be applicable for funding under Disaster Relief Grant (Section 4.2.2) and Emergency Grant (Section 4.2.3).

5.1 Minimum Requirements

An application must meet the following requirements to be considered for evaluation. If an application does not meet the criteria set forth below, it will not be further evaluated.

- Application made by NECASE member(s).
- Meets criteria set for all categories of grants described in Section 4.2.

- Demonstrates real need to be funded.

If a proposal meets the minimum requirements, NECASE Board or its appointed committee will evaluate the proposal using the following Evaluation Matrix. The total score an applicant can obtain is 100 and minimum score required for an application to be eligible for consideration is 75. Total score will be calculated averaging scores from all evaluators.

Evaluation Criteria	Score card	Score obtained
1. Meets the NECASE objective	0-----5-----10-----20 Poor Fair very Good Excellent	20
2. Meets the eligibility criteria under grant type/heading	5-----10-----20-----40 Poor Fair very Good Excellent	40
3. Demonstrates dire need of funding	5-----10-----20-----40 Poor Fair very Good Excellent	40
4. Total maximum		100
5. Minimum score to be qualified for funding		75

Note: Marks can be allocated at the step of 5 (eg 15 if considered between fair and very good or good and excellent)

6. Risk mitigation and awareness activities:

“Life is unpredictable. Unforeseen events can sometimes wreak havoc on the best laid plans.”

NECASE will support its member to develop risk mitigation strategies through various educational activities. This is an educational approach to reduce the risk impact severity of occurrence by educating on ‘will or testament’, ‘power of attorney’, ‘life insurance’ etc.

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Forms

FF1 - Expense Reimbursement Form

FF2 - Lost Receipt Declaration Form

FF3 - Payment Receipt Form

FF4 - Receipt Tracking Form

GF1 - Awards Nomination Form

GF2 - Board Candidate Nomination Form

GF3 - Board of Director Ethics Agreement Form

GF4 - Consent Document

GF5 - Membership Application Form

GF6 - Membership Benefit Agreement Form

GF7 - NECASE Hall Rental Agreement Form

GF8 - NEMUDY School Registration Form

GF9 - Radio Kathmandu Program Host Ethics Agreement Form

GF10 - Radio Kathmandu Program Host Agreement Form

GF11 - Sports Participant's Waiver and Liability Release Form

GF12 - Volunteer Code of Ethics

Expense Reimburse Form

Please attach your receipts with this form and fill in the summary of items below:

Name of the Program:	Date of Program/Activity:
Submitted by:	Items/paid for:

Comments:

ITEMS	NO. OF UNITS	PER UNIT COST (\$)	TOTAL COST (\$)
GRAND TOTAL (\$)			

Amount Paid:	Date:
Cheque #:	Type of A/C: Regular/Casino
Cheque Prepared by	Checked by:
Signature of recipient:	Approved by:
Date:	

Note: Please attach your valid receipts for the reimbursement. It is important for us to keep track of our cash flow. No payment will be made without this form with valid receipts. All receipts must be submitted to the Treasurer within one month after the program. For lost receipts, use the Declaration form.

Lost Receipt Declaration Form

LOST RECEIPTS:

If a duplicate cannot be obtained, the claimant must submit the following signed memorandum with their details to the Treasurer.

Re: Original Receipt I, _____ hereby declare that I have lost, or have never received, the original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follow:

Vendor Name: _____

Date of Purchase: _____

Amount of Purchase: _____

Description of goods/services purchased:

Printed Name of Claimant

Address

Signature

Date

Payment Receipt Form

Program name and date: _____

I, _____ hereby
acknowledge that I have received the payment of CAD _____ for my service
as _____ at the NECASE's program on _____ at
_____ in Edmonton.

Signature of Recipient

Date:

Address of the Recipient: _____

Tel.

NECASE Official Use only:

Cheque #

Date:

Treasurer

Receipt Tracking Form

I,, member of NECASE residing at, Edmonton, Alberta, have received receipt pad(s) of serial number from the Treasurer of NECASE to collect membership fees and any other kinds of donations.

I solemnly declare that I will use the receipts for the intended purpose only. I will be responsible for any misuse and unlawful distribution of the receipts. I confirm that I will submit the status of the receipt and money collected to the Treasurer, every week. I also confirm that I will submit the half portion of the receipt and undistributed receipts to the Treasurer after completion of my program/activity.

Signature

Name

Date

For office use only	
Number of Receipt Pad(s)	Serial Numbers
Issued Date	Returned date
Returned Number of pads	Remaining Serial Numbers

8. Terms and Conditions of Awards

10. The Awards and Recognition Policy and Guidelines govern NECASE awards. The policy and guidelines document is available at www.necase.ca.
11. The nominee must be the NECASE member in good standing for the last three years at the time of application.
12. A member of Award and Recognition Committee (ARC) is not eligible for the nomination.
13. The nomination is considered for the award it was submitted for. Only one award is given to the nominee if nominations for multiple awards are received for the same nominee. NECASE Ingenuity Award is exempt from this condition.
14. Volunteer activities for an award are considered for the last 10 years. If the nominee has received that award in the past, only volunteer activities since the nominee last received that award will be considered.
15. Award decision will be made based on the information submitted. The ARC may request evidences from the nominator and NECASE Board to verify the volunteer activities included in the nomination form.
16. An award may not be conferred in a given year if no nominee is suitable in the opinion of the ARC.
17. The ARC recommends the nomination for the award and the NECASE Board makes the final decision. There is no provision for appealing the decision.
18. A nomination will be rejected if information submitted is found to be misrepresenting.

9. Declaration

We agree with this nomination for the above NECASE Award and we declare that the submitted information is correct to the best of our knowledge.

Signature of Nominator:

Name (write in ink):

Date:

Signature of Seconder:

Name (write in ink):

Date:

Board Candidate Nomination Form

I _____ of _____
(Name) (address)

nominate _____ for position _____
(Name of candidate)

Signature _____ Date _____

I _____ of _____
(name) (address)

second _____ for position _____
(Name of candidate)

Signature _____ Date _____

I _____ of _____
(name of candidate) (address)

accept the nomination for the position _____

and promise that I will serve for complete tenure of this position. If elected, I will perform my duties as Board director in such a manner that members' confidence and trust in the integrity, objectivity and impartiality NECASE are conserved and enhanced. I confirm that I am the NECASE member in good standing.

Signature _____ Date _____

Position to be contested for:

- | | |
|---|--|
| 1. President | 2. Vice President |
| 3. General Secretary | 4. Treasurer |
| 5. Asset Management director | 6. Sport and Recreation Activities Director |
| 7. Members Outreach Director | 8. Fund Raising Director |
| 9. Cultural Program Director | 10. Newcomers, Youths and Senior Engagement Director |
| 11. Information Technology and Communication Director | |
| 12. General Auditor 1 | 13. General Auditor 2 |

Note: Please submit this completed form to the Returning Officer within due date. This form can be photocopied or printed. Please visit our website at www.necase.ca if you would like to know more about NECASE by laws 2012 and NECASE General Policy and Guidelines 2013 for responsibilities of Board of Directors and General Auditors.

Board of Director Ethics Agreement Form

This agreement between individual Director and the NECASE Board at large aims to create healthy working environment for the volunteers to work harmoniously in the NECASE Board. This agreement also provides a guideline to individual director as well as NECASE Board to develop a culture of mutual trust, honesty, respect and belongingness and to carry out their duties in open, transparent and responsible manner.

Objectives:

The objectives of this agreement are: to facilitate healthy discussion without biasness; to participate in the discussion with fairness and respect; to enhance outcome based healthy discussion; and to create workable environment free from apprehension during discussions of the matters related to good governance of the NECASE.

Code of Ethics:

A. General

- i) I will conduct the business affairs of the NECASE in good faith and with honesty, integrity, due diligence, and reasonable competence.
- ii) I will uphold the strict confidentiality of all deliberations and communications of the Board.
- iii) I will always hold the betterment of the membership of the NECASE as my priority, including during all participation in discussions and voting matters.
- iv) I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
- v) It is my responsibility to contribute to the board of directors any suggestions of ways to improve the organization's policies, standards, practices or ethics.
- vi) I will not abuse my position as a board member by suggesting to any organization employee that I am entitled to or expect any special treatment beyond regular members of the organization.
- vii) I dedicate myself to leading by example in serving the needs of the NECASE and its members and also in representing the interests and ideals of the NECASE at large.
- viii) I will not engage in or facilitate any discriminatory or harassing behavior directed toward NECASE members, Board directors, volunteers, meeting attendees, sponsors, or others in the context of activities relating to the NECASE.

B. Business Meetings

- 1) I will present my independent and knowledge based views/concerns in a respectful manner.
- 2) My views/concerns will be within the context of the issue in discussion.
- 3) I will not put my view/concern in public on the issue in discussion at Board meeting(s).
- 4) Once the decision on any issue has been made by the Board (unanimous or voting), I will accept the decision without prejudice and participate whole heartedly in the implementation of the decision.
- 5) I will keep my communications fair and unbiased.
- 6) I will present myself as part of solution, not as part of problem.

C. Conflict of interest in compliance of NECASE Bylaws 10.3

- i) I understand that the following activities are considered by the NECASE to be conflicts of interest, and that conflicts of interest are not limited to the following situations:
 - a) where a director makes a decision or does an act motivated by other or additional considerations than "the best interests of the organization",
 - b) where a director personally contracts with the organization or where he/she is a director of other organizations which are contracting with this organization,
 - c) where a director learns of an opportunity for profit which may be valuable to him/her personally or to another organization of which he/she is a member, or to other persons known to the director,
 - d) where a director, in any circumstance as related to the NECASE, puts his/her personal interests ahead of the best interests of the NECASE
- ii) I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.

- iii) If the Board decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion and I will leave the meeting at the Board's request. I understand that the Board's decision will be recorded in the minutes, either with or without the reasons for the decision being also recorded.

Declaration:

In establishing policy for and on behalf of NECASE's members, I am a custodian in trust of the assets of their society. The NECASE members recognize the need for competent and committed elected board members to serve in the Board and have put their trust in my sincerity and abilities. In return, the members deserve my utmost effort, dedication, and support.

Therefore, as a Board director of NECASE, I acknowledge and commit that I will observe a high standard of ethics and conduct as I devote my best efforts, skills and resources in the interest of NECASE and its members. I will perform my duties as Board director in such a manner that members' confidence and trust in the integrity, objectivity and impartiality of NECASE are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon me.

With solemn authority, I declare that I will not breach the Ethics Agreement between me, Mr/Ms/Dr _____ and the NECASE Board, by means of any kind of communication, or action, or intention. If the NECASE Board finds that I have breached any of the codes outlined in the Ethics Agreement, I give my consent to the NECASE Board to implement my resignation and remove me from the post of _____ I am assigned to.

President / General Secretary
On behalf of the NECASE Board
Date:

Mr/Ms/Dr
Designation:
Date:

Consent Document

This document provides consent to **Nepalese Canadian Society of Edmonton** (NECASE) for the use of audio, video and photographs taken during the performance at NECASE program celebrations and activities to be distributed, published, and republished in all media and all formats now known or hereafter devised (including but not limited to paper copy, CD-ROM, e-book, website publication, and compilations of the same) on a world-wide basis; and to be sub-licensed to aggregators and other electronic distributors.

___ I am the person identified in the video/photo

___ The person, _____, identified in the video/photo is a minor, and I am his/her parent or legal guardian

Name of the person providing consent
(Parent or legal guardian for children under 18 years)

Signature

Address

Telephone

Date

Form # GF5

Membership Application Form



Nepalese Canadian Society of Edmonton (NECASE)

5624, 53 Ave NW, Edmonton, Alberta, Canada T6B 3K1

Mailing Address: 5624, 53 Ave NW, Edmonton, Alberta, Canada T6B 3K1

www.necase.ca; E-mail: necase@necase.ca

Membership Application Form

Membership is open to all who accept the objectives of NECASE and agree to abide the NECASE bylaws and policies.

Membership for all member category is valid until December 31st of the membership year, except for life membership, which is valid life long for the applicant.

Ms/ Mr/ Dr _____
 Last Name First Name

Ms/ Mr/ Dr _____
 Last Name First Name

Address _____
 Street/Area City Province Postal Code

_____ Telephone/Cell _____ E-mail(s)

Annual Membership for Year: 20

Membership Category Applied: General Life Family Associate Organizational

Payment

Membership Fee _____

Donation _____

Other _____

Total Paid _____

Method of payment _____
 Cash/Cheque/Online

Membership Category and Fees	
General Member (GM)	\$10
Family Member (FM)	\$20
Life Member (LM)	\$500
Associate Member (AM)	\$10
Organizational Member (OM)	\$50

I/We hereby express my/our willingness to become member of the NECASE and agree to abide by the bylaws of the society for the time being in force. With my/our solemn declaration(s), I/we have provided correct information and I/we give my/our consent to the NECASE to collect and disclose my/our personal information for society's programs and activities.

 Signature Signature Date

Membership Benefits

1. All general members, family members and life members own the right to vote, to nominate and to contest for any positions of the Board;
2. Have access to all programs run by NECASE; get membership rate in self-sustaining programs organized by NECASE;
3. Be part of reputed organization and contribute for the betterment of the society;
4. Participate in standing or temporary committees of NECASE
5. Put personal classifieds at NECASE website for free;
6. Interact with own country folks and networking;
7. Get feelings of home away from home
8. Subscription in NECASE mailing list
9. Eligible for group discounts

To be completed by the Society's Representative

Receipt No.: _____ Date: _____

Approved by: _____ Position: _____

* More information is provided on the back of the sheet. When printing or copying, please do so for both sides of the sheet.

Objectives of the NECASE

1. To preserve and promote Nepalese language, culture and heritage.
2. To provide opportunities for social and recreational interaction among members.
3. To help newcomers of Nepalese origin in their initial settlement.
4. To promote and support programs aimed at personal development of children, youths and seniors.
5. To establish and develop a Nepalese Centre in Edmonton.
6. To maintain the special bond and foster the relationship with Nepal.
7. To engage in charitable and community development initiatives.
8. To collaborate with other like-minded organizations to meet the society's objectives.

Membership Category**a) General member**

An eligible person who has made application for membership to the Society, and has paid the prescribed membership fees for the Fiscal Year shall become the General member of the Society.

b) Family member

Eligible members of the family who have made application for membership to the Society, and have paid the prescribed membership fees for the Fiscal Year shall become the Family member of the Society. The family includes spouse and dependent adults sharing same living space. Family members have all the rights and responsibilities as the General members.

c) Life member

A person, otherwise an eligible General member, can pay the Society a prescribed fee to become a Life member. Life members do not pay annual dues, but they have all the rights and responsibilities as the General members.

d) Associate member

A person who wants to support the Society can be an associate member upon payment of prescribed fee. Associate members do not have the same rights and privileges as the General members, and cannot vote and hold office within the Society.

e) Organizational member

A duly registered organization can become an affiliated corporate member on payment of prescribed dues. The Board decides the privileges and rights to be given to such affiliated corporate members. Individual members of such organizations will not have voting rights and not hold office within the Society.

Collection and Protection of Personal Information

NECASE time to time collects personal information of the society members for its programs and activities. NECASE is committed to protect personal information of the society members. Personal information will not be given to a third party. NECASE may publish members' name and telephone number through printing to be distributed to society members only. Photographs, movies may be taken during NECASE programs and activities and may be published in NECASE website and other media.

Member's Duties and Obligations

Members are obliged to follow NECASE Bylaws and Policies. All members shall act in a manner that will not bring the Society, or likely bring the Society into disrepute. The duties of a NECASE member include, but not limited to: maintaining 'member of good standing' status (to maintain 'member of good standing' status, one has to pay membership dues regularly); actively participating in NECASE programs and activities; volunteering in NECASE programs and activities; helping newcomers in their initial settlement.

Membership Benefit Agreement Form

NECASE may allow its members or group of members in good standing to use Society name for benefits of discounted fees etc. Before using membership privilege, members in good standing agree to fulfil the following conditions:

1. The user of membership privilege must be a NECASE member in good standing.
2. All members of a group requesting for membership privilege must have status of member in good standing. Membership privilege cannot be used without NECASE membership.
3. The group must request NECASE Board for permission to allow use of society name. Once permission from NECASE Board is obtained, the group must sign this agreement form with NECASE Board before using NECASE membership privilege.
4. Membership privilege should not be used for private functions and NECASE does not issue any formal letter authorizing use of its logo for private functions.
5. Member(s) using privilege are responsible for any penalty or loss incurred while using the privilege.
6. Members using privilege must purchase liability insurance.
7. NECASE should not be held liable for any penalty or loss during the use of its logo. The Society does not bear any liability for their actions.
8. All members shall act in a manner that will not bring the Society, or likely bring the Society into disrepute.
9. Consumption of any drugs or alcohol is prohibited while using membership privilege.
10. In emergency situation, the member must inform NECASE Board immediately.

I, _____ NECASE member since _____, on behalf of the group, agree that each and every member of the group will fulfil the conditions set on this form. I assure that society's name will not be misused and there will be no act that could bring disrepute to the society.

Member's Name:
Date:

President, NECASE
Date:

NECASE Hall Rental Agreement Form

Type of Event:

Rent Request Start Date/Time:

End Date/Time:

Rental Fees: (Make cheque payable to: Nepalese Canadian Society of Edmonton)

- NECASE Non-Members - \$50.00 for first 4 hours and \$10.00 for each additional hour
- NECASE Members - \$25.00 for first 4 hours and \$10.00 for each additional hour
- Deposit - \$100.00

Have you included the cheque payable to Nepalese Canadian Society of Edmonton as above?

Rent Requester Information:

Organization (if applicable): _____

Contact Person (Full name): _____

Address: _____

Phone #: _____ Email: _____

I/WE AGREE TO ABIDE BY THE RENTAL POLICIES AND PROCEDURES OF THE NEPALESE CANADIAN SOCIETY OF EDMONTON (NECASE) AND ASSUME ANY/ALL RESPONSIBILITY FOR THE REPAIR COST OF ANY DAMAGE TO THE BUILDING AND PROPERTY DURING THE RENTAL PERIOD.
Signature(s):

Date:

For NECASE use only:

- Approved/
- Rental fees and deposit Received
- Denied Reason(s) for denial: _____

NECASE Asset Management Director:

Signature:

Date:

Regulations for Rental of the NECASE Building

Any individual or organization receiving permission to use the NECASE building is required to comply with the following regulations as a condition of use. Your Signature on the application indicates your understanding of these procedures and your willingness to comply therewith:

I. RENTAL PROCEDURES

A. SCHEDULING

1. Filled on a first come, first served basis by contacting Asset Management Director and completing a NECASE Building Rental Request Form.
2. Completed NECASE Building Rental Request Form can be sent by email (necase@necase.org) Attn: Hall Rental)
3. Rental fees must be paid in full prior to the event along with a cheque for \$100.00 deposit.
4. The renter will be issued a key for opening and locking the rental facility. The key can be picked up with any of the key holders. The key must be returned to the same person after completion of the event.
5. All cancellations by applicant should be made at least two (2) working days prior to the intended use. Rental fees cannot be refunded after that period.
6. Renters shall fully comply with all ordinances, laws, by-laws and regulations pertaining to the use and occupancy of the facilities, including all fire, health, and safety measures. No activity shall be conducted which constitutes a violation of any Federal, Provincial, or Municipal laws.

7. Under no circumstances shall the applicant/renter, and or organization sublease or allow any other organization or individual to use the facility during the time and on the date for which they have contracted.
8. NECASE has the right to revoke or refuse permission for use of the hall at any time or for any reason.
9. NECASE is not responsible for any personal injuries incurred during the event or at a later date as a consequence of the event. Renters are advised to obtain third party liability insurance for coverage of their event.
10. No event shall be considered officially scheduled until the applying organization/ individual is so notified by the Vice President (A&C).

B. SET-UP/TEAR-DOWN

1. The renter is responsible for set-up and tear-down.
2. No nails or tacks allowed on the walls or woodwork.
3. Renters must comply with provincial and local fire codes. NO OPEN FLAME (e.g. candles or lamps) are allowed. Flammable substances or materials are not permitted in the building.
4. Health Department regulations require kitchen garbage and recycling to be removed immediately following the event. This is the responsibility of the client.
5. NECASE is not responsible for any personal or rented property before, during, or after the event.
6. 6. All personal possessions, decorations, rental equipment, and catering supplies
7. MUST BE REMOVED immediately after an event, unless special written permission is granted prior to the event.
8. 7. Tables and chairs can be arranged in any manner during the event as long as they are replaced to their original position after the event. Special tables and chairs may be brought into the center, however, all tables and chairs not supplied by NECASE must be removed from the hall immediately after the event.

II. GENERAL RULES

A. BUILDING USE

1. Hours of Use: 9:00 AM to 10:00 PM
 - a. Event must end by 10:00 PM (NO EXCEPTIONS)
 - b. All personal items, catering supplies, food, garbage and recycling must be removed and premises be vacated by everyone (client, guests and organizer) by this time.
2. NECASE center is a smoke-free building – NO SMOKING allowed anywhere in the building.
3. Absolutely no serving or consumption of alcoholic beverages in the building.
4. The renter must notify the Hall coordinator at once of any facility problems discovered before or after the event. The premises must be left in good condition.
5. Halls will be inspected by a NECASE board member after use to check for cleanliness, damage or loss of equipment. The renter will be responsible for all damages, loss of equipment and lack of cleanliness.
6. Performer conduct and performance content, whether live or recorded, must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
7. Noise in the hall should be reduced sufficiently to not disturb adjoining neighbours during the event.
8. Individuals should not be playing in the yard of neighboring properties.
9. No food should be taken outside the hall and make sure that the adjacent outdoor areas including the playground is not littered.
10. No meal is allowed to be cooked in the facility.
11. There is limited parking available on property. These spaces are not reserved, and are available on a first-come, first-served basis. Additional, parking is available on streets outside the property. Vehicles illegally parked are subject to ticketing, towing, damage and/or removal at the owner's risk and expense.

B. CLEANING OF THE FACILITY

1. All garbage is to be collected and put in plastic bags. Bags are to be put in dumpster.
2. All decorations that have been put up are to be removed, including the removal of all tape or other wall fastening material.
3. Carpet floor in the main hall is to be vacuumed and cleaned.
4. Kitchen floor, washroom floors and hallway floors are to be swept or mopped.
5. Used washroom tissues to be replaced in receptacles and any spill of washroom soap to be cleaned from sink counters.
6. Stove and oven are to be cleaned and all dishes are to be washed.

7. The fridge is to be left clean and counter tops and sinks are to be wiped down.
8. Assure that the kitchen sink is completely drained.
9. The chairs and tables are to be cleaned and positioned to their original space.

C. BUILDING SECURITY/ LOCK-UP PROCEDURES

1. There are two exits in the building. All two exit doors must be locked properly.
2. All indoor and outside lights must be off when you leave.
3. The thermostat in the hallway is to be turned down to 14 degrees.
4. Drapes are closed.

CHECK LIST

The following check list is compiled to facilitate the renter in the clean up procedures.

- All decorations that have been put up are removed.
- Carpet floor in the main hall vacuumed and cleaned.
- Washroom floors and hall floors swept or mopped.
- Any spill of washroom soap or other materials cleaned from sink counters.
- Stove and oven are cleaned and all dishes are washed.
- Fridge is cleaned and counter tops and sinks are wiped down.
- All garbage collected in garbage bags and put in dumpster
- Chairs and tables are cleaned and positioned to their original space.
- All indoor and outside lights are off.
- Thermostat is turned down to 14 degrees.
- Adjacent outdoor areas are not littered.
- All two exit doors and windows are locked properly.

Nepali Music, Dance and Yoga (NEMUDY) School Registration Form

Registration Form

Session: **Beginner / Level 1 / Level 2/ Level 3/ Level 4/ Advance**

Student name:		Date of birth:	
Name of Parent or Guardian (if minor):			
Address:			
Contact E-mail:			
Home phone:		Cellphone:	
Emergency Contact Name:	Relationship:	Phone no.	
Registration for : DANCE / MUSIC / YOGA (Circle your preference)			
Are you member of NECASE: Yes / No (Circle your status)			

Registration Fees: \$20 (one time registration to NEMUDYS)

Course Fees: \$40 per course

Total fees must be paid in advance. It is important that you read the Terms and Conditions as stated.

Signature of Parent/Guardian/Student _____ Date: _____

Terms and Conditions

Missed Lessons and Make-up Lessons: Makeup lesson(s) will be made if the classes are cancelled by the NEMUDYS. No make-up lesson(s) will be offered for missed lesson(s) by student. No refunds are given for missed lessons.

Late Students: Due to the fact that our classes are scheduled back to back we are unable to make up time for students who arrive late for their lesson.

Course Materials and Instruments: For certain lessons, course materials and instruments may be required in order for the student to obtain the best possible learning instruction. It is the responsibility of the parent or student to purchase required course materials and instruments when applicable.

Registration Fee: A non-refundable registration fee is required at the time of registration. All dues for the season must be paid at the start of the session.

Photo Release: The NECASE and NEMUDYS are hereby granted permission to take photographs or video of the students to use in brochures, websites, posters, advertisements and other promotional materials the NECASE. Permission is also hereby granted for the NECASE to copyright such photographs in its name.

Withdrawal Policy: Should you wish to withdraw from a class, one month notice from the first of the month is required to discontinue lessons. Refund of remaining session fee will be made after withdrawal approval; however, the registration fee will not be refunded.

Participation in NECASE Events: NEMUDYS will take students to NECASE events to perform. You agree that you will make all necessary arrangements for participation including transportation and registration to the event.

Liabilities: The NECASE and NEMUDYS accept no responsibility for personal injury occurring at any School activity (including transportation to and from the activity) nor for any damage to instruments or personal property, however caused. School events may be photographed, audio or video recorded for promotional purposes. No student will receive monetary reimbursement for use of such photographs or recordings.

I accept that all information provided above is true and accurate and I agree to abide by the school's terms and conditions.

.....
Student Signature (Or Parent/Guardian if minor)

.....
Date

Radio Kathmandu Program Host Ethics Agreement Form

This agreement between individual radio host and the NECASE Board at large aims to ensure that individual radio host performs his duty to promote Nepali culture and heritage under NECASE's rules and regulations. This agreement also provides a guideline to individual radio host to be honest, committed and responsible for the sustainability of the radio show.

Code of Ethics

- i. I will follow NECASE's Bylaws, policies and procedures as well as CJSR's rule and regulations.
- ii. I understand that Radio Kathmandu is mandated to promote and preserve Nepali culture and heritage, and I will perform my duty to fulfill NECASE's objectives only.
- iii. All the time, I will promote NECASE and never bring any disrepute to the NECASE.
- iv. I will follow the standards and practices of the CJSR while conducting the radio show.
- v. I will not act on behalf of or lobby for any specific group, including political groups.
- vi. I will not present any controversial subject.
- vii. I will not present any subject that discriminates gender, race, religion or culture.
- viii. I will inform NECASE Board through the Radio Kathmandu coordinator about my intention to dissociate from Radio Kathmandu at least one month ahead.

Declaration

With solemn authority, I declare that I will not breach the Ethics Agreement between me, _____ and _____ the NECASE Board, by means of any kind of communication, or action, or intention. If conflict of interest arises, I will declare it and follow existing regulations and standard of practices to manage it. If the NECASE Board finds that I have breached any of the codes outlined in the Ethics Agreement, I give my consent to the NECASE Board to remove me from the post of Radio Kathmandu host, I am assigned to.

President
On behalf of the NECASE Board
Date:

Mr/Ms/Dr
Designation: Radio Kathmandu Host
Date:

Radio Kathmandu Program Host Hiring Agreement Form

The following hiring agreement has been reached between Nepalese Canadian Society of Edmonton (NECASE), 5624, 53Ave NW, Edmonton, AB, T6H 5Y7 and _____, who is a specialized person in hosting radio program, residing at _____, Edmonton, AB, _____, to run a weekly Radio Kathmandu (RK) program as a Program Host (PH) on CJSR FM 88.5 effective _____, 2014. The PH is selected based on the qualifications set out by Radio Kathmandu Coordination Committee.

1. The agreement is valid for two years starting from _____, 2014.
2. The PH will receive a lump sum amount of \$25 per show to cover the expenses incurred for the show.
3. The payment will be made on a monthly basis based on the program report received from the coordinator of Radio Kathmandu Coordination Committee.
4. The recipient will pay tax as per the rules and regulations of Canada Revenue Agency.
5. The lump sum amount includes holiday entitlements and all required pension contributions.
6. The recipient will follow the volunteer requirement criteria set out by Radio Kathmandu Coordination Committee and approved by Alberta Gaming and Liquor Commission (AGLC).

(Designated PH)

President, NECASE

Date

Date

Sports Participant's Waiver and Liability Release Form

PARTICIPANT'S WAIVER AND LIABILITY RELEASE FORM

In consideration of being allowed to participate in sports event, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury from the activities involved in this program is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
2. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives, hereby release and hold harmless to the Nepalese Canadian Society of Edmonton (NECASE), their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners of premises used to conduct the event ("RELEASEES"), with respect to any and all injury, disability, death, or loss or damage to person or property, whether arising from the negligence of the RELEASEES or otherwise, to the fullest extent permitted by law; and,
5. I give my permission for the free use of my name and picture taken at this event (electronic or digital) in broadcast, telecast or written account of this event; and,
6. In signing the foregoing release, I hereby acknowledge and represent that I have read the foregoing release, I understand it and agree to it voluntarily, that I am 16 years of age or older and of sound mind; and,
7. By signing this form I am promising that I will not use any alcohols during travelling and sports event (during game period); and,
8. The information contained in this form may only be used to contact me regarding team rosters, game times, and any other information relevant to the sports event and,
9. By signing this form I am promising that I will follow all rules and regulations of the game set forth by organizer; and,
10. By signing this form I am promising that I will not use inappropriate and derogatory words against referee or any playmate(s) or event organizer during the sports event which may cause unnecessary tension and violence, and,
11. By signing this form I give my consent to expel me from the game and ban me from future games if I am found disobeying liability duties described in 9 and 10.
12. I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

PLEASE FILL THIS FORM IN CAPITAL LETTERS

TEAM NAME: _____

PARTICIPANT NAME: _____

DATE OF BIRTH: _____ ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE: _____ E-MAIL _____

EMERGENCY CONTACT: _____ PHONE NO. _____

SIGNATURE: _____ DATE: _____

WITNESS (Any person living permanently in Canada and whose age is more than eighteen years)

SIGNATURE: _____ DATE: _____

Volunteer Code of Ethics

Volunteer Definition: A person working for the benefit of other individuals and society as a whole, out of free will and without expecting any financial reward for these efforts.

Volunteer Work: Contributing time, services, expertise, knowledge, prestige and/or personal connections, for a mutually agreed period, directly or indirectly, for the benefit of individual known or unknown alike organizations, foundations and societies, community and/or the environment.

Volunteers' Obligations: Society constitutes the framework within which individuals may fulfill themselves. In joining the world of voluntary work, volunteers express a personal, human, honest commitment, a fundamental and essential element that enables the act of volunteering. This commits volunteers to a series of obligations through the contract between them and their organizations. Without these obligations, the contract is devoid of its mutual nature.

1. Volunteers must possess a sense of commitment and loyalty toward the organization.
2. Volunteers must conduct themselves according to the rules prescribed by the organization to regulate the process of volunteering.
3. Volunteers must act in accordance with the organization's goals.
4. Volunteers must protect the organization's good standing.
5. Volunteers must respect the organization's property.
6. Volunteers must respect and follow the organization's code of regulations, its rules, norms and accepted manners of conduct, as well as all other organizational demands.
7. Volunteers must aspire to excellence in the tasks they take upon themselves.
8. Volunteers must constantly strive to improve the skills required for their work by participating in personal and group training programs.
9. Volunteers must report in advance any change in their conditions of volunteering.

Confidentiality: Volunteers hereby agree not to disclose any information acquired while volunteering, whether written or verbal, to any persons, authorities or organizations, unless specifically instructed to do so by functionaries in charge of confidentiality issues with their organization, or unless so required by a legal order. In this clause, information refers to:

1. Information concerning the organization, its paid or voluntary workers, its financial resources or donors.
2. Information regarding the organization's clients.

Refusal to Accept Benefits: Volunteers pledge not to receive benefits in any form from the organization's clients or any other persons.

Avoiding a Conflict of Interests: Volunteers pledge to avoid a conflict of interests and to notify the organization of any such conflict existing between their activities, positions within the organization, or their association with it, and all other activities in which they engage.

Reporting Relevant Issues: Volunteers must notify their volunteer manager of any issue that might affect their ability to perform their functions (health or other factors) or cause harm to themselves or others, as soon as possible and before the commencement of the voluntary work.

Reporting Unethical Organizational Behaviour: Volunteers must report organizational behaviour that fails to comply with ethical criteria, including unlawful conduct (of directors, paid workers or other volunteers), using the organization's proper channels, or any other legal means.

Obligations Toward Clients: Volunteers must respect clients, treat them in a dignified, responsible, patient and tolerant manner, refrain from discriminating or biased treatment of clients, and respect individual difference.

The desire of individuals to share the gift of "selfless giving", together with the ever increasing gaps in society, make voluntary work a worthy framework within which personal needs may be fulfilled in an environment shaped by an age-old tradition that symbolizes all that is good in human interaction.

I have read and understand and agree to abide by the Code of Ethics for Volunteers.

Signed: _____

Name:

Date: