

SKAL INTERNATIONAL CANADA



MANUAL OF INSTRUCTIONS

Revised April 3, 2008

FOREWORD

The primary purpose of the Skål International Canada "Manual of Instructions" will be as a reference to Club Officers and Officers of Skål International Canada. Nothing in this Manual should be in conflict with Skål International Statutes and Bylaws or the Skål International Canada Statutes and Bylaws.

In the entire Skål movement there are only a few paid employees. Elected members who have volunteered their services carry out the vast bulk of activities and correspondence at the Club level. Needless to say, the duties at times are heavy but they must be carried out. Therefore, Nominating Committees must keep this in mind and no one should be asked to become a Club or Skål International Canada candidate for office who is not familiar with the demands and is not willing to make the sacrifice required of his or her personal time.

Skål International; Skål International Canada; the North American Area Affiliation of Skål Clubs; and the Skål International United States of America, are referred to in this Manual as Skål International, SICAN, NAASC, and SIUSA, respectively.

SICAN MANUAL OF INSTRUCTIONS

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SKÅL INTERNATIONAL STATUTES and BYLAWS and AMENDMENTS THERETO

The Skål International Statutes and Bylaws are reviewed and amended as required by the Skål International Statutes Director and the Statutes Committee. Subject to the approval of the Executive Committee, they shall have immediate effect. Any Member Club shall be entitled to oppose such decisions at the General Assembly immediately following their adoption.

Proposed changes to Skål International Statutes and Bylaws from Canadian Clubs must first be submitted to SICAN for discussion.

Skål International sends proposed revisions of the Statutes to each Club in advance of the General Assembly. Approval or rejection will occur at the General Assembly.

Skål International sends Bylaws revisions to the Clubs immediately after Executive Committee approval.

SICAN STATUTES and BYLAWS and AMENDMENTS THERETO

Any Club has the right to submit amendments to the SICAN Vice President, Administration, as per Article 20, Section 2 of the SICAN Statutes and Bylaws. The SICAN Executive Secretary-Treasurer will send adopted revisions to each Club, following acceptance by the National Committee at its Annual General Meeting.

CLUB STATUTES AND BYLAWS and AMENDMENTS THERETO

Each Club is required to send a copy of its Statutes and Bylaws to the SICAN Vice President, Administration, for ratification by SICAN and a copy to the SICAN Executive Secretary. Any amendments thereto must also be submitted to SICAN for ratification before their submission to Skål International.

Club Statutes and Bylaws must be based on the Skål International Model Statutes and Bylaws for a Skål Club. They may be more stringent but not less than those of SICAN.

NAASC

The North American Affiliation of Skål Clubs is an informal Area Committee.

NAASC continues the excellent relationship existing between the United States, Canada and Mexico. NAASC now includes several Affiliated Clubs in the North Atlantic, Caribbean and Central America, as well as SICAN, SIUSA and SIMEX.

SICAN

SICAN comprises all recognized Skål Clubs in Canada and its relationship with individual Clubs and their membership shall be as detailed in Article III, Section 3 of the Skål International Bylaws.

Note: There are three (3) Regional VP's of SICAN, one for Membership, one for Administration and one for Finance. These three Regional VP's also supervise Clubs in three regions, Western Region, consisting of Vancouver, Victoria, Calgary, Canadian Rockies, Edmonton and Saskatoon, Central Region with Winnipeg, Toronto, Toronto North, Hamilton, London and Thunder Bay and Eastern Region with Ottawa, Montreal, Quebec City, Halifax and St. Johns.

DUTIES of SICAN OFFICERS and the ISC COUNCILLOR

These duties are as defined in Article 12, 14, 15 and 6 of the SICAN Statutes and Bylaws.

DUTIES of the SICAN EXECUTIVE SECRETARY-TREASURER

These duties are as defined in Article 13 of the SICAN Statutes and Bylaws.

DUTIES OF CLUB OFFICERS

These duties shall be as defined in each Club's Statutes and Bylaws.

Further along, in this Guide, there are sections devoted to the duties, responsibilities, and an Action Calendar for each Club Officer, **and in particular a section on the SICAN Representative position in greater detail**, as the duties of the Club's SICAN Representative(s) are not normally defined in the Club's Statutes and Bylaws.

DELEGATE(S) TO SKÅL INTERNATIONAL CONGRESSES and SICAN REPRESENTATIVE(S) to NAASC CONGRESSES

Each Club's annual dues shall be commensurate with the standards of Skål membership and sufficient to sustain the expenses of the Club, including the expenses of sending its SICAN Representative(s) to SICAN Board meetings, the NAASC Congress, and where possible, to the annual Skål International Congress.

Clubs are required to send their elected SICAN Representative(s) or Alternate(s) to all meetings of SICAN. This means that SICAN Clubs must be represented by their elected Representative or Alternate to exercise their vote. If a Club has two (2) elected Representatives and chooses to send only one (1) to the Board Meeting, they will only be entitled to a single vote. Any Club that is a "no show" at any regularly called SICAN Board Meeting shall be obligated to pay to SICAN, the single Registration assessment. Proxy votes are not accepted. Any Club sending an Alternate to a SICAN meeting must furnish a letter from the Club President, identifying and deputizing the individual in question. This letter must be given to the SICAN Executive Secretary-Treasurer prior to taking his/her place at the Boardroom table.

Clubs are encouraged to send their elected Representative(s) to the Skål International Congresses. Proxy votes are not accepted.

Club delegates to Skål Congresses should register as soon as the Registration forms are available so that their names will appear in the official program. Procedural instructions from Skål International must be followed exactly so that the Secretary General of Skål International can certify the delegate's credentials.

The delegate(s) to the Skål International Congress, as well as the SICAN Representative(s) to the SICAN Meetings, must attend all working sessions.

HOSTING SKÅL INTERNATIONAL and NAASC CONGRESSES

When hosting a Skål Congress, the host Club must realize that the reputation of Skål is involved. Therefore, every effort must be made to ensure that the Congress is a success. While the social aspects are important, there are meetings and general assemblies to be held and these must be given full recognition. To assist those Clubs that are desirous of hosting a Congress in the future, contact the SICAN Executive Secretary-Treasurer and request a copy of the Manual produced by either Skål International or NAASC on "Hosting a Congress", before committing your Club.

PROPOSAL FOR MEMBERSHIP

All SICAN Clubs must use the official electronic Membership Proposal Form located on the SICAN website.

The procedures and qualifications necessary to extend an invitation for membership are contained in Skål International's "Model Statutes for a Skål Club". A new member must qualify to join as an Active or Associate member only.

Only the electronic membership form will be accepted. All requested information must be included on the electronic form. The final approval at the Club level is the President, who must indicate the Club's "Affirmation" section with regard to payment of dues. Following submission of the online Membership Form, a cheque payable to SICAN for the full applicable dues, is required. The sponsors of any new member must be either Active, Retired or Life members and cannot be the President, Secretary and/or the Executive Secretary-Treasurer. After the SICAN Executive

Secretary-Treasurer approves the application, it will be forwarded electronically to Skål International for final approval. Once approval is granted, the SICAN Executive Secretary-Treasurer, as well as the nominee and Club officials involved in the nomination process, will be notified. The new member's profile will be automatically entered into the SICAN database and login instructions will be forwarded to the member. It is then the responsibility of the member to ensure that his/her data is correct and completed on the SICAN Website and to update his/her information. A Membership Card will then be issued by Skål International and will be sent to the SICAN Executive Secretary-Treasurer for onward distribution.

INTRODUCTION of VISITING SKÅLLEAGUES and GUESTS

One's introduction to, and association with a person or organization has a lasting memory and effect, and it is with this thought in mind, certain suggestions are offered, which you may find helpful in welcoming a guest or a fellow Skålleague to your gathering.

Skål, with "friendship" as one of the principal parts of its traditional toast, should be the one organization whose members go out of their way in making any Skålleague immediately feel at home. This should include any visiting guest of a Skålleague as well, whether he/she is a prospective member or not.

The Officers, particularly the President, should take upon themselves the responsibility of being hosts, unless a committee has been formed for this purpose.

In the case of both the non-Skålleague guest and the visiting Skålleague, it is usual for them to be formally introduced by the President at an appropriate time, prior to or during the meeting.

INDUCTION OF NEW MEMBERS

While no one would ever suggest that Skål become a reserved, staid type of organization, there are times for seriousness, and the induction of a new member is one of those occasions. It can become an enjoyable memory that will live forever, and at the same time, help you relive your own experience of induction.

Because of the frivolity that sometimes attends Skål Club activities; the induction procedures should allow for the sponsor(s) to introduce the new member and at the same time, give both a professional and personal background to enable all members to better acquaint themselves with the inductee. The inductee should then be presented with a Skål pin, along with a copy of the Club's Statutes and Bylaws. The new member, and all members, should be reminded that attendance at all meetings, is encouraged and a minimum of 30% attendance is required.

MEMBERSHIP CERTIFICATE

Each new member shall be presented with a standard Membership Certificate, signed by the President of the Club and the SICAN President. In addition, a Skål International certificate will be furnished, when received by the SICAN Executive Secretary-Treasurer. Both certificates will be sent to the Club at the same time.

INFORMATION GUIDE FOR NEW MEMBERS (To be handed out at induction)

Welcome as a new Skålleague. Here is some information that will be helpful to you.

Skål International

This is the formal name of Skål and the organization to which all Skål Clubs belong. See more information on the history of Skål on www.skål.org

SICAN

For administrative purposes, Skål International authorizes Area or National committees for the direction of Skål activities in various sections of the world. SICAN is one of these committees for Canada and consists of 17 clubs. See www.sicanada.org

Skål International Statutes and Bylaws

These Statutes and Bylaws are available on the Skål International website. Generally, the Statutes and Bylaws of any Area Committee, National Committee, or Club, may be more stringent than those of Skål International but they may not be less stringent.

SICAN Statutes and Bylaws

These Statutes and Bylaws are available on the SICAN website. Again, these Statutes may be more stringent than the Skål International Statutes and Bylaws.

The Statutes and Bylaws of your Individual Club

At your induction, you will have received a copy of your Club's Statutes and Bylaws, which again may not be more lenient but may be more stringent than those of Skål International, and SICAN. Remember, we are part of Skål International and have agreed to support its principles.

The Statutes of your individual Club will spell out the various classes of membership, and procedures you should follow in proposing prospective members.

Four Things should be Emphasized

1. By accepting membership in your individual Club, you have also accepted membership in Skål International, which has more than 500 Clubs in more than 85 countries throughout the world. You have accepted the primary principle of the traditional toast of Skål, recognized throughout Canada and the rest of the world:

"To fellow Skålleagues everywhere; Happiness, Good Health, Friendship, Long Life ... SKÅL!"

2. You are required to demonstrate your continuing interest by attending the meetings of your individual Club. Visits to other Clubs may count toward your attendance record. You have the responsibility of sending your Club's Secretary/Executive Secretary-Treasurer the record of your attendance at their meeting.

3. If your business requires you to move out of the area of your individual Club, be sure you are thoroughly informed regarding Transfer privileges. It is your responsibility to request that an electronic membership transfer be initiated by your individual Club's Secretary.

4. From the start, resolve to attend the NAASC Annual Congress, and if possible, the Skål International Congress - where you will see Skål in action.

SICAN Database & Website

When you become a member of Skål, a profile is created on the SICAN website. It is your responsibility to keep this profile updated at all times, which in so doing, keeps your information current. By keeping your information up-to-date, it enables other Skålleagues to be able to contact you for the possibility of doing business with each other. Your Club has a designated Executive Secretary who will assist you if you are having problems with your login.

REQUIREMENTS

ATTENDANCE - MEMBERS

Every Active and Associate member is required to attend at least thirty (30) percent of the duly called meetings in each fiscal year. Credit will be allowed for verified attendance at any regular meeting of any other Skål Club, as well as attendance at approved "make-up" meetings held in Canada in conjunction with National or International Tourist Industry Conventions, i.e. ACTA, Rendezvous Canada, NTA, PATA and TIAC.

It shall be the duty of the Club's Secretary/Executive Secretary-Treasurer to send a complete report on member's attendance to the SICAN Executive Secretary-Treasurer. Such reports must be submitted biannually, on January 15 and July 15.

ATTENDANCE - VISITING SKÅLLEAGUES

When Skålleagues attend the meeting of another Skål Club, they should make sure that their home Club Secretary/Executive Secretary-Treasurer is notified of their attendance, as each member receives full credit for such attendance.

In fact, members are encouraged to take full advantage of attending meetings of other Skål Clubs, not only within SICAN but even more important, when they travel to other countries so they may exchange "amicale" with fellow Skålleagues.

The Attendance Card not only serves as identification for a visiting Skålleague, but as an attendance record as well. The Skålleague has the responsibility of turning in the card to his Club's Secretary/Executive Secretary-Treasurer, or mailing it immediately following the meeting.

A copy of the uniform Attendance Record and supplies of the Visiting Skålleague cards may be obtained from the SICAN Executive Secretary-Treasurer. A computerized SICAN Attendance Record is the only acceptable format for reporting purposes.

"SKÅL CLUB OF THE YEAR" AWARD

The SICAN Executive Secretary completes a form, awarding the points to each club for the Award. The three Regional VP's and The President of SICAN will make the judgment and selection of which Club should receive the award which will then be presented at the NAASC Congress during the SICAN Annual General Meeting.

The basis for awarding points for this Award is as follows:

<u>ITEM</u>	<u>MAXIMUM POINTS</u>
Submission of Executive Minutes and Meeting Bulletins – ON TIME	15
Submit Attendance Report – ON TIME (2 x 5 Points)	10
Submission of all Forms and Membership Dues – ON TIME	15
Public Relations (Newsletters, communication, website, etc)	10
Celebrating Int'l Skål Day/World Tourism Day	5
Presenting annual Skål Tourism Award locally	5
Education (Attendance at SI & NAASC Congresses – non Executive)	10
Club activities in Tourism Boards & Educational Institutions	5
Professional development of members	5
Community service, bursaries/scholarships	5
Increasing membership (pro-rated over previous year totals)	15
TOTAL POINTS	100

A comprehensive description of each of the above criteria is available from the SICAN Executive Secretary-Treasurer or the SICAN website.

Application for Life Membership

Prior to April 26, 2005, Life membership was a category within Skål International. Subsequent changes to the Statutes of Skål International replaced this category with Retired (see below) and all members retiring from full time employment after this date, who meet the criteria, will be given this title. Those members who became Life members prior to this date will retain that title.

Clubs at their discretion may now grant the title Life Member to those members who have given distinguished service to the club by a proposal either from the Board of the Club or by seven (7) Active and/or Life members. The presentation of these proposals shall be included in the Agenda and its approval requires a two-thirds majority of the voting members present at an Annual General Meeting of the Club.

This Club distinction only gives special privileges within the Club. The person being honoured shall not receive any special badge or insignia, but may be given a diploma confirming the bestowal of the distinction.

Life membership must be revoked if the member is expelled from Skål, resigns or returns to any form of employment.

Application For Retired Membership

An Active member, who has reached the age of fifty-five (55), has fully retired from **all** business and has been an Active member for at least three (3) years before retirement, may through his Club, request Life membership.

HONORARY DISTINCTIONS

Skål International:

The procedures for nominating candidates for the distinctions of Honorary President or Membre d'Honneur of Skål International are to be found in the Bylaws of Skål International.

Nominations by Clubs of candidates for these titles must be approved by two-thirds of the voting members present at a Club Annual General Meeting, on a single vote.

Club Honorary Distinctions:

The distinctions of Honorary President or Honorary Member, followed by the name of the Club, may be given to former Club Presidents or to Active or Life members of the Club who have given distinguished service to the Skål movement. Such Club distinctions only give special privileges within the Club. The person being honoured shall not receive any special badge or insignia, but may be given a diploma confirming the bestowal of the distinction.

Such distinctions shall not be reported to Skål International and the members receiving them shall remain in the relevant category of Active or Life member.

The granting of Club distinctions may be proposed either by the Board of the Club or by seven (7) Active and/or Life members. The presentation of these proposals shall be included in the Agenda and its approval requires a two-thirds majority of the voting members present at an Annual General Meeting of the Club.

The Clubs shall not use the title Membre d'Honneur as this title is reserved solely for use by Skål International.

SICAN ANNUAL MEMBERSHIP DUES

The annual dues payable by the Club to SICAN include the dues payable to Skål International, the SICAN Congress Reimbursement Fund and the Florimond Volckaert Fund, as well as the portion for the annual operation of SICAN. Additional voluntary donations to the Florimond Volckaert Fund by individuals or clubs are encouraged throughout the year.

Dues are established annually at the Fall Board Meeting of SICAN in time for Clubs to set their budgets regarding membership fees for the following year. The Club's SICAN Representative will receive confirmation of the dues amount in their copy of the minutes from the Fall Board Meeting.

No later than January 1st of each year, the SICAN Executive Secretary-Treasurer will download the Club's membership data from the SICAN website. Invoices will be prepared and e-mailed to the Club's Secretary/ Executive Secretary-Treasurer, along with an Excel membership file, on the basis of what is reflected on the SICAN website.

Payment of these dues must be made to the SICAN Executive Secretary-Treasurer by the 15th of February in each year. Any amendments must be reflected on the Excel document **in red** and submitted with the Club's payment. Failure to submit payment on time will result in a \$100.00 fine.

CLUB DUES

Each Club shall establish its own annual dues, which will include operating expenses, plus the cost of sending its SICAN Representative(s) to the NAASC Congress, the SICAN Fall Board Meeting, and the Skål International Congress, where possible. Additional Club Executives may be assisted financially in attending any of the above meetings if the Club's Executive so wishes.

MEMBERSHIP CARDS

Skål International issues Membership Cards to SICAN for distribution to its membership, upon receipt of the annual dues for all approved members. The cards will reflect the information on hand at Skål International at the time of printing, as maintained through the SICAN website. Clubs cannot purchase additional blank cards in anticipation of an increase in membership. The card is valid from April 1 to March 31, and Skål International will not issue cards for new members after September of any given year. The fiscal year of SICAN is January 1 to December 31, while that of Skål International is April 1 to March 31.

NEW SKÅL CLUB FORMATION

In accordance with the SICAN Bylaws, (Article 3, Section 1 c), SICAN shall encourage the formation of additional local Skål Clubs in Canada.

When a group is interested in forming a new Skål Club, they should be referred to the SICAN Executive Secretary-Treasurer and the SICAN Region VP Administration.

All new Clubs must have a minimum of 20 potential members who are qualified for Active or Life membership.

If the interested group is located within the SICAN Territorial Area, the SICAN President and the SICAN Regional VP Administration will designate a SICAN member to:

1. meet with the interested individuals to explain the Skål movement;
2. review the list of potential members and verify that a minimum of 20 individuals qualify for Active membership in keeping with SICAN and Skål International membership requirements;
3. furnish a copy of both the SICAN Statutes and Bylaws and the Model Statutes and Bylaws for a Skål Club to the group so that they may write their local proposed Statutes

and Bylaws. These may be more stringent than Skål International, NAASC and SICAN Statutes, but may not be less stringent.

The interested group will file a letter of application with the SICAN President through the SICAN Executive Secretary-Treasurer and will include:

1. two (2) copies of their proposed Statutes and Bylaws;
2. the original, plus a copy of each individually and legibly handwritten Membership Proposal Form with completed "Affirmation" section;
3. two copies of their founding membership list and;
4. an application fee in the amount to be advised by SICAN.

The SICAN President and the Regional VP Administration will review the proposed Statutes and Bylaws as well as the membership list and submit the application to the SICAN Board for approval. Upon approval, SICAN will recommend the granting of the Charter for a new Club to the General Secretariat of Skål International and if approved at that level, the Secretary General of Skål International will notify the new Club and SICAN accordingly. The SICAN President and Regional VP Administration will assist the new Club in setting up their Charter Night plans.

NEW CLUB - INITIATION FEE

The amount established includes both Skål International and SICAN fees and is payable in US funds. It must be paid at the time that the application is filed with SICAN.

SPECIAL CONGRESS FUND

HISTORY

The Special Congress Fund was established in 1990 with a CA\$15.00 assessment per Club member. Its purpose was to improve attendance at NAASC Congresses by assisting Clubs hosting the Congress. The current assessment per Club Member is CA\$17.00.

In 1993, it was recommended and approved that "effective with the 1995 Congress, future Canadian Assemblies will be held at the site of the annual NAASC Congress each year".

In updating and revising the SICAN Statutes and Bylaws in 1993, they were changed to read, "A Special Congress Fund shall be maintained at a level sufficient to purchase one (1) double Skål Member Registration for the annual NAASC Congress per Canadian Club, per year. If the Club does not avail itself of the single registration, a single reimbursement will be made if only one (1) member attends the Congress. The Club can amortize the amount over a group of members attending the Congress. As well, a Club can auction or donate this reimbursement, as long as its members attend the Congress. A Club's SICAN Representative cannot use these Registrations. When the Club's elected SICAN Representative(s) are unable to attend, the Alternate Representative(s) cannot use the Registration reimbursement. The Special Congress Fund only applies when the SICAN Representative(s) have attended the NAASC Congress.

METHOD OF REIMBURSEMENT TO CLUBS

To be eligible for the reimbursement, the Club must submit the applicable form, together with the member's Registration Confirmation, and be signed by the Club's President. This request for reimbursement must be received **no later** than June 30th of each calendar year. There will be no exceptions or waivers to this rule.

The form will be given to each Club's Representative at the SICAN Board Meeting, during the NAASC Congress. This is the only way the form will be distributed. The form must be mailed to the SICAN Executive Secretary-Treasurer, requesting reimbursement of the Canadian Dollar

(CAD) share of membership assessments received for the current year. This amount is calculated by dividing the total assessment by the number of Clubs attending the NAASC Congress. Upon receipt by June 30th, and if in order, the SICAN Executive Secretary-Treasurer will issue a cheque to the Club for reimbursement. The cheque cannot be made payable to the member, it must be made payable to the Club.

Extra nights, airfares, entertainment expenses, optional Congress tours (including golf tournaments), Skål clothing and medallions, etc., will not be reimbursed by SICAN.

FLORIMOND VOLCKAERT FUND

The Florimond Volckaert Fund was formed in 1954 to honour the founder and first President of the Skål movement. It assists Skålleagues financially in times of need or distress. Contributions of \$2.00 per member are derived from the annual dues. Clubs are also encouraged to make additional donations from different sources, throughout the year. More information can be obtained by visiting the Skål International website at www.skal.org or from the Skål International Statutes, which are also located on the same website.

SUPPLIES

SKÅL INTERNATIONAL CHARTER CERTIFICATE

Each Club is granted a Charter at the time of its acceptance by Skål International. This document bears the official name, Club number, and date of acceptance, and is sent to the Club by the Skål International Secretary General.

It is suggested that the Charter Certificate be suitably framed and kept in the custody of the Club Secretary/Executive Secretary-Treasurer.

If lost, it is possible to secure a replacement from the Skål International Secretary General, who can advise the cost of the replacement.

"SKÅL NEWS" - Skål International Magazine

The "Skål News" is currently published on a quarterly basis, and having copies distributed directly to Club members is one method of making them more aware of the International aspect of Skål. The cost is incorporated into the annual dues paid to Skål International and therefore there is no additional cost to the Clubs or its members. Should any member wish to receive this document electronically, they can log into the Skål International website and update their Member Preferences accordingly.

Items of possible national or international interest should be sent by the Club's Communication & Public Relations Director to the SICAN PR Communications Director and the Publisher, Skål International, Palacio de Congresos, PO Box 466, 29620 Torremolinos, Spain or to skal@skal.org

CLUB BANNERS

SICAN presents each Club with a standard banner appropriately inscribed with its Club number and date of entry into Skål International. These banners should be displayed prominently at Club functions. Replacement banners can be obtained from the SICAN Executive Secretary-Treasurer at the going rate.

MINI BANNERS

Clubs may design and produce a small appropriate "mini banner" at Club cost, which can be presented to other Clubs when visits are made. The design requires SICAN approval. Contact the SICAN Executive Secretary-Treasurer for approval.

The SICAN Executive Secretary-Treasurer can provide the name and address of vendors of all banners.

STATIONERY

The standard format for Club stationery has been determined by SICAN. Clubs should select blue ink on white paper to facilitate usage on all photocopying and facsimile equipment. Print specifications are available from the Skål International website.

It is mandatory that individual Clubs be identified only as "Skål International (name of Club)" rather than by any other terms.

There is no objection if Clubs place a design indicative of their Club/City in the upper right hand corner, but it should not be larger than, or dwarf, the Skål insignia in the upper left hand corner.

CHAIN OF OFFICE

Club Presidents should wear their Club's "chain of office" at all Skål official functions. This "chain" must feature the Skål medallion. The neck support material may permit the naming of Past Presidents. The medallion must feature prominently the official Skål emblem. When attending a meeting of another Club, it is recommended that the "chain of office" not be worn. There are occasions during Skål Congresses where the wearing of the chain is recommended.

PLAQUES

Past Presidents - Clubs

This is a 6" x 9" walnut plaque, with a 4" x 4-3/4" Skål insignia and a 4" x 1½" brass plate on which the Past President's name and term of office can be inscribed.

Past Presidents - SICAN

This is a 10" x 15" walnut plaque with a 7" x 12" brass plate bearing a gavel and the name of the recipient.

The above two plaques can be ordered through the SICAN Executive Secretary-Treasurer.

MEMBER PINS and OFFICER'S PINS

Pins and Insignia shall be of a standard design, as approved for SICAN by Skål International and are available through the SICAN Executive Secretary-Treasurer.

Members The standard lapel pin is available to all members, presented to them at induction, and they should be encouraged to wear it at all times, especially at all Skål meetings. Skål members are urged particularly to wear their Skål pins when travelling, within their own country or in other countries. Club Officer's standard lapel pins with the words "President", "Vice President", "Secretary" or "Treasurer" at the bottom of the pins, are available for purchase by the Clubs. These pins remain the property of the Club and are presented to the incoming officers at the annual meetings.

Past Club Presidents A standard lapel pin with the words "Past President" on the bottom of the pin is available for purchase by the Clubs. Many Clubs have an annual "Past President's Night" and make the presentation to the Immediate Past President on that occasion or on the occasion of the new President taking office.

Life Members Special lapel pins are available for Life Members.

SICAN Representative is provided with a standard lapel pin mounted on a red maple leaf. The pin is the property of the individual Club and therefore must be turned over at time of election.

Past SICAN Presidents are provided with a standard lapel pin mounted on a gold maple leaf and will be retained by the Past President in recognition of his past service.

The above pins are **only** available from the SICAN Executive Secretary-Treasurer. Current prices are \$7.00 each for the Member pin and \$12.00 each for the Officers and SICAN Representative's pins. These prices do not include taxes or shipping. In the case of rush orders, e-mail your requirements to the SICAN Executive Secretary-Treasurer, advising that the cheque has been sent by mail. The order will be sent out by courier, if requested, at the Club's expense.

CLUB OFFICERS RESPONSIBILITIES AND ACTION CALENDARS

PRESIDENT

The President shall authorize the calling of, and preside at all of the Club's monthly Executive and General Meetings, the Club's Annual General Meeting and any special meetings, and shall exercise the usual functions of a presiding officer.

The President shall be responsible for the appointment of any Committee Chairpersons.

He/she shall, together with the Treasurer or the Secretary when authorized by an Annual General Meeting or by the Executive Committee, sign all written contracts and obligations and countersign cheques.

The President is required to approve all online Membership Proposal Forms, Applications for Life Membership, Nominations for the title of Membre d'Honneur, and the annual Form 2 for Skål International.

ACTION CALENDAR

JANUARY: Appoint Committee Chairpersons, i.e. Program, Membership, and Publicity, etc.

SEPTEMBER: Appoint a Nominating Committee for the next year's Club elections.

OCTOBER: Present a report by the Nominating Committee, to the Executive Committee.

NOVEMBER: Election of Officers for the following year.

DECEMBER: Receive reports from all Committee Chairpersons.

JANUARY: Annual General Meeting, recognition of outgoing and installation of incoming Officers.

JANUARY: Joint meeting of incoming and outgoing Executive.

VICE PRESIDENT

The Vice President shall fulfill the duties of the President during his absence and the usual functions of a presiding officer at meetings.

TREASURER

The Treasurer, in the absence of an appointed Executive Secretary-Treasurer, shall be responsible for the collection and receiving of all monies due and belonging to the Club, and their deposit in the authorized Bank or Trust Account. With any one of the authorized officers, he shall sign all cheques, have custody of all funds, securities, property, and title deeds, and pay all bills certified by the Committee Chairman responsible therefore. He shall keep the Club's regular and current accounts in the name of the Club, and shall submit a report on the Club's financial condition at the Executive Committee's monthly meetings. At the Annual General Meeting the outgoing Treasurer shall submit a complete financial report, which shall be audited internally on an independent basis by another Club member. He shall also prepare an annual budget for presentation at the Club's Executive Meeting in October of each year.

ACTION CALENDAR

JANUARY: Presentation of audited Financial Report.

FEBRUARY: In cooperation with the Club Secretary, prepare and issue cheque to SICAN for payment of annual dues and Florimund Volckaert Fund contributions.

OCTOBER: Presentation of next year's Budget to Club's Executive Committee.

DECEMBER: Send invoice for next year's annual dues to each Club member.

ALL MONTHS: Collection of any monthly contributions to Florimund Volckaert Fund.

SECRETARY or EXECUTIVE SECRETARY-TREASURER

For brevity, Secretary will be used to apply to either of the two positions.

The Secretary shall be responsible that a true record is made of all proceedings of the Executive Meetings as well as the Annual General Meetings and Special Meetings of the Club. He shall maintain records, send out notices, attend to the Club's correspondence and perform all other and usual duties pertaining to this Office.

He shall also maintain the mailing list of the Club's members and on a monthly basis ensure that the members have updated any or all changes to their information in the SICAN database. Only in the case where a member does not have Internet access, will the SICAN Administrator enter such changes on the member's part.

The Secretary, as well as the President, is required to sign all Membership Proposal Forms, applications for Life Membership, nominations for the title of Membre d'Honneur, and the annual Form 2.

On an annual basis, the SICAN Executive Secretary-Treasurer will update the Club's Executive listings, using the electronic Form 2.

The Secretary shall fulfill the duties of the President in the case of absence of both the President and Vice President. In Clubs where there is an Executive Secretary-Treasurer appointed, the elected Club Secretary will handle the duties of the Executive Secretary-Treasurer in his/her absence.

ACTION CALENDAR - Monthly

1) MEETING MINUTES & BULLETINS

Minutes of the Executive Committee monthly meetings and Annual General Meeting are to be prepared as soon as possible, at least within seven (7) days of the meetings. Copies of both meetings are to be sent by email to the, (a) SICAN President, b) SICAN Executive Secretary-Treasurer, and (c) the SICAN International Skål Councillor. The same applies to the Club's monthly Bulletin.

2) PREPARATION & SUBMISSION OF FORMS

a) Membership Proposal Forms

Prior to a new member being inducted, the online Membership Proposal Form should be completed and a cheque made payable to SICAN for the amount of the annual dues, must be sent to the SICAN Executive Secretary-Treasurer. For new members inducted after October 1st, the dues are pro-rated and this amount can be obtained from the SICAN Executive Secretary-Treasurer.

Before submitting the Membership Proposal Form, all necessary information must be obtained by the initial sponsor and confirmation that the applicant meets all qualifications, must be received. Membership in Skål cannot be considered until such time as Skål International has approved the Membership Proposal Form.

b) Inter-Club Transfer of Membership Form

The electronic Transfer Form is used to transfer an Active or Life member from his/her present Club to a new Club when he/she has relocated. The form is submitted by the Club Executive Secretary and must contain up-to-date contact information of the member's new place of employment and residence. When submitted, the form goes automatically to the SICAN Executive Secretary-Treasurer. When the receiving Club has approved the transfer, the form

goes automatically to Skål International for final approval. At that time, the profile of the transferring member is automatically updated on the SICAN website.

An Associate Member cannot be transferred to another Club.

SPECIAL NOTE: When members transfer to/from a Club from outside North America, a manual Transfer Form is used. Send a copy of this form to the SICAN Executive Secretary-Treasurer.

c) Deletion/Modification Form

This electronic form is extremely important. The online SICAN Roster will reflect the details as outlined, when submitted by the Member. These forms should be submitted as and when changes occur.

Members must be encouraged to complete their own changes to their SICAN profile. This information is automatically transferred to Skål International and allows for both databases to remain current.

d) Application for Life Membership

This form, as described earlier, is available from the Club's Secretary.

e) Nomination for Honorary Distinctions

The same comments apply as can be found in Page 6 above.

3) NOTICE of MEETINGS

A notice of upcoming meetings should be sent to each member to arrive 10 days prior to the date of the meeting. This can take place in the form of a monthly bulletin or a section of the Club's website.

4) VISITING SKÅLLEAGUE CARDS and MAKE-UP CARDS

Visiting Skålleagues attending your Club Meeting should be issued a "Visiting Skålleague" card so that he/she can get credit for their attendance. In reverse, members of your Club may attend other Club's meetings and return with a "Card" verifying their attendance. These cards should be given to the Club's Secretary/Executive Secretary-Treasurer, for credit to the member.

5) STATUTES AND BYLAW CHANGES

Copies of any Statutes and Bylaw changes should be sent to the SICAN Vice President, Administration, for approval.

ACTION CALENDAR – Annual

JANUARY: The Club's electronic Form 2 is to be updated on the SICAN website by January 1st. The Past President should be identified for the year in which he served. Failure to update this information will result in all SICAN forms being unavailable for usage.

The SICAN Executive Secretary-Treasurer will send an Excel file and Invoice in January of each year, based on the SICAN database for your Club. All changes to the printout are to be indicated **in red**, resaved and sent back to the SICAN Executive Secretary-Treasurer by the specified deadline date in February, including payment of the annual dues for each member.

OCTOBER: Send details of the Nominating Committee's recommendations to the membership along with the notice of the regular meeting.

DECEMBER: Prepare the Annual Report for the President.

JANUARY: Arrange a joint meeting of incoming and outgoing Club Executives.

SICAN REPRESENTATIVE(S)

The SICAN Representative is the essential liaison officer between his/her Club and the SICAN body. He/she represents both the Club to SICAN and SICAN to the Club. If possible, it is preferable that a knowledgeable veteran member of the Club, who has experienced the various offices in the Club, including President, occupies this position.

The SICAN Representative must make certain that the Club's Officers discharge their duties and responsibilities to SICAN and that SICAN provides to the Club, any assistance and leadership required. The SICAN Executive Secretary-Treasurer makes most of his/her contacts and sends much of his/her correspondence to the SICAN Representative, relying on his/her expertise to pass along all information to the appropriate members of the Club's Executive Committee as well as the Club members.

The SICAN Representative is a member of his Club's Executive Committee.

The SICAN Representative will be elected every two (2) years. In the case where a Club is qualified to have two (2) Representatives, the elections will be alternated each year.

The Club is required to send the elected SICAN Representative(s) to the SICAN Meetings held in the spring of each year in conjunction with the NAASC Congress, and to the SICAN Board Meeting held annually in the fall. In addition, the Club is encouraged to send its elected SICAN Representative(s) to the annual Skál International Congress, as well as any other Executive members as the Club's budget permits.

The SICAN Representative is on the SICAN Board and as a result, is expected to consider moving up onto the SICAN Executive within 4 years of being on the SICAN Board.

The SICAN Representative position is an appointed position with an annual renewal, this renewal is to be confirmed at the club's AGM. It is in the club's interest to renew the position with the previous year's appointee so long as this appointee fulfills their responsibilities related to the position in the home club's best interest. Should there be a dispute as to concerns related to fulfilling the position's responsibilities, the membership shall be asked the question followed by a vote, the majority prevailing.

The Clubs SICAN Representative and the SICAN President can not be the same person.

ACTION CALENDAR

MONTHLY: Ensure through the Club's Secretary/ Executive Secretary-Treasurer that copies of all of his Club's Executive Meeting minutes have been sent to the SICAN President, the SICAN Executive Secretary-Treasurer, and the ISC Councillor, as well as the monthly bulletins. Ensure that the responsibilities in the Action Calendars for the Secretary and Treasurer have been completed.

JANUARY/JULY: In cooperation with the Club's Secretary and/or the Attendance Chairperson, have the Attendance Record on the approved electronic file covering the first six months to June,

and the previous year to December, submitted to the SICAN Executive Secretary-Treasurer by the deadlines of July 15th and January 15th.

SPRING/FALL: Attend scheduled SICAN Board Meetings and report on Club's activities and any problems requiring Executive Committee assistance.

COMMUNICATIONS & PUBLIC RELATIONS DIRECTOR

The Communications & Public Relations Director will endeavour to promote the Skål movement within the travel industry and the local community at large. He/she will also be the liaison person, forwarding items of interest to the SICAN PR Communications Representative, for appropriate distribution, adding to the SICAN newsletter or when appropriate to Skål International.

He/she should also work closely with the Executive Committee in developing an annual Marketing Plan which can encompass the goals of the local Club.

He/she will also work with the Membership Chairperson with the aim to increase membership in the Club.