



**Saskatchewan  
Archaeological  
Society**

**Policies**

**POLICIES OF THE SASKATCHEWAN ARCHAEOLOGICAL SOCIETY**  
**(Revised 2008, 2009, 2010, 2012, 2015, 2016)**

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### **POLICY ONE Amendments to Policies**

Amendments to the Policies shall be by a majority vote of the Board.

### **POLICY TWO Code of Ethics**

1. Members shall endeavour to serve the objectives of the Bylaws, Policies and practices of the Society.
2. Members shall behave in accordance with the spirit, as well as the letter, of provincial and Canadian laws and international conventions dealing with archaeological heritage.
3. Members shall respect the dignity and remains of the human societies, including those that are the subject of any investigation, acknowledging the sanctity and cultural importance that such remains may hold for all people.
4. Members shall endeavour to promote the conservation of archaeological resources as a public interest.
5. Members shall endeavour to act in such a manner as to maintain the integrity and competence of the profession and avocation of archaeology.
6. Members shall not willfully destroy or distort archaeological data and shall share information, in the spirit of free scientific inquiry, subject to law and contractual obligations.
7. Members shall respect the rights of landowners, tenants, interest holders (registered against the land title), and archaeological permit holders, in their field investigations.
8. Members shall encourage others who are not members of the Society to comply with heritage laws, and shall offer assistance to such persons so as to encourage protection and conservation of the resource.
9. The Officers, Board and all other members involved in the discharge of the Society's programs and activities shall endeavour to make each member's involvement in the Society as enjoyable and intellectually rewarding as possible, and to ensure that each member is given full opportunity to actively participate in the Society's affairs and activities, as their interest and abilities dictate.
10. Members of the Board and committees shall not discuss with those not specifically involved in the management of the financial and other affairs of the Society, business that the Board may choose from time to time to define as the confidential business of the Board. Any member has the right to appeal, in writing, to the Board its decision to declare a matter as the confidential business of the Board. The appeal shall be directed to the President and the Board.

### **POLICY THREE Membership Discipline**

1. The Board may in its discretion, censure any member who is shown to have willfully acted against any of the Society's Bylaws, Code of Ethics or who has violated any heritage law.
2. A member is entitled to a fair hearing before the Board before he/she is censured. The proceedings of this hearing shall be properly recorded.
3. In a case where the Board takes a decision to censure a member, the member has the right to make his/her statement of the case to the general membership at the Annual General Meeting and the Board and shall have the opportunity to make a statement in rebuttal. The assembled membership shall vote on what course of action to take.
4. A member of the Society may withdraw his/her membership status upon request to the President or the Treasurer. However, membership fees will not be returned in such a case.

### **POLICY FOUR Committees**

1. The standing committees shall be Program, Management, Archaeological Conservation, Education, Planned Giving, Public Relations, Nominating, Granting and Publications. The President may establish ad hoc committees as necessary to accomplish the objectives of the Society.
2. The Program Committee shall undertake the planning of general Society activities such as conferences, meetings, study tours and field trips.
3. The Management Committee shall be responsible for the preparation and presentation of a budget for the Board to consider and oversee and direct (as necessary) the work of the Executive Director to ensure that the Society's interests are best served. It shall oversee and direct as necessary the Executive Director at least once every year, for the purposes stated below.

- a. The Committee shall receive any information pertaining to the duties and policies pertaining to the staff, and such information relating to their performance.
  - b. The Committee shall complete annual performance reviews of the Executive Director.
  - c. The Committee may hold in camera meetings with the Board at Board meetings to receive any such information.
  - d. The President shall inform the Executive Director of all comments, complaints and suggestions received by the Committee relating to staff performance, and shall receive clarification, rebuttal or other informed comment on all the matters raised to arrive at satisfactory solutions.
  - e. The Committee shall seek or receive advice or recommendations from the Executive Director or other staff regarding any matters concerning the day-to-day and/or long-term operations, programs and plans of the Society.
  - f. The Committee consists of the President, First Vice-President, Second vice-President and Treasurer. The President shall chair meetings of the Committee.
4. The Archaeological Conservation Committee shall engage in activities to promote the protection of archaeological resources as approved by the Board.
  5. The Public Education Committee shall research and engage in such activities approved by the Board to promote the educational efforts of the Society.
  6. The School Education Committee shall engage in such activities approved by the Board to promote archaeology to students.
  7. The Planned Giving Committee shall engage in activities to promote the giving of donations to the Society.
  8. The Public Relations Committee shall promote and disseminate information about the Society's activities and publications and encourage membership in the Society.
  9. The Nominations Committee shall:
    - a. After its appointment by the Board ensure that a call for nominations is placed in the November Quarterly;
    - b. Approach those whose names have been volunteered, and others, for the available positions to ascertain both their interest in letting their names stand, their capability of attending meetings, and of fulfilling all other necessary duties;
    - c. Publish the names and brief biographies of those who have agreed to stand for office, in the February Quarterly;
    - d. Act as returning officers for the elections at the Annual Meeting.
  10. The Granting Committee shall establish guidelines for the operation of the member funding grants program and any scholarships or bursaries to be awarded by the Society;
  11. The Publications Committee shall assist the Society in the development of the Quarterly, Occasional Papers and other publications as directed by the Board.

**POLICY FIVE Duties of Officers**

1. The President or designated Chairperson shall exercise the right to vote only for the purpose of breaking a tie.
2. It shall be the duty of the President to:
  - a. Prepare the Agendas for all Board Meetings and any other meetings deemed necessary;
  - b. Review all Grant Applications and Final Report Forms and official correspondence and sign as necessary;
  - c. Appoint all standing Committees after the election of Officers at the Annual Meeting, by or at the first Board meeting held after the Annual Meeting, except for the Nominating Committee which shall be appointed by the Board;
  - d. Appoint all ad hoc Committees as required;
  - e. Prepare and present the President's Report at the Annual Meeting;
  - f. Chair the Management Committee;
  - g. Assign various duties, as necessary; and
  - h. Notwithstanding the foregoing, have general supervision over all Society affairs.
5. It shall be the duty of the First Vice-President to assist the President in any way possible and to serve on the Management Committee.

6. It shall be the duty of the Second Vice-President to assist the President in any way possible; to serve on the Management Committee; and to record the minutes of the meetings of the Board and annual general meeting.
7. The Treasurer shall retain records in a manner acceptable to the Board. The Treasurer shall report on the financial status of the Society, which shall be presented at each regular membership and Board meeting. It shall also be the duty of the Treasurer to ensure that the Society properly files the Annual Return to the Corporations Branch, the audited financial statements and any other required documents on a timely basis and to perform such other duties as may be required by the Society and which are compatible with his/her office.

#### **POLICY SIX Duties of Members-at-Large and Chapter Representatives**

1. Members-at-Large shall attend all Board Meetings and act on Committees as required.
2. Chapter Representatives shall:
  - a. Attend all Board Meetings or, if unable to attend, make the necessary arrangements to have their alternate attend;
  - b. Act on Committees as required;
  - c. Act as an information and communication link to keep both the Chapter and the Board fully informed in a timely manner on all issues concerning the Chapter and the Society;
  - d. Submit a written Chapter report at each Board meeting for publication in the Newsletter.

#### **POLICY SEVEN Board Meeting Dates**

There shall be a Board meeting in each month of March, June, September and December.

#### **POLICY EIGHT Contracts and Tendering**

1. For spending within budget limits, the persons below shall have authority to spend as follows:
  - a. Executive Director less than \$300.00;
  - b. Management Committee from \$300.00 to \$1,000.00;
  - c. Board over \$1,000.00.
2. The Board will have authority to authorize spending in excess of budget limits.
3. To protect against conflicts of interest, the Board recognizes that, first, the Saskatchewan archaeological community is small in size; second, that the most qualified potential contractors may well be the most active in the Society; and third, that every qualified person has the right, without discrimination, to be eligible to compete fairly for contracts. To avoid a real or potential conflict of interest insofar as a given contract or tendering situation is concerned, any person on the Board or any Committee who would stand to benefit financially from the awarding of a contract shall not be present during Board or Committee discussions or decisions on the matter, nor shall such a person vote on or undertake to otherwise influence the decision in the matter.

#### **POLICY NINE Reimbursement of Volunteers' Expenses**

1. All out-of-pocket expenses incurred by a Board member relating to the business of the Society may be reimbursed upon submission of a completed SAS Expense Claim form. Allowable expenses are travel, meals, accommodation, phone, postage and photocopying. Committee members may also claim such expenses.
2. Accommodation reimbursement shall be at the rates established by the Board from time to time. Mileage and meal reimbursements shall be the rates established by the Government of Saskatchewan from time to time.
3. All claims for reimbursement are to be submitted to the Executive Director and made on the SAS Expense Claim form. Where receipts are required, these are to be attached to the Claim form.

#### **POLICY TEN Financial Donations**

Donors who make donations of \$10.00 or more will be issued an official receipt from the Society.

### **POLICY ELEVEN Awards**

1. The SAS annually seeks nominations from its members for the William A. Marjerrison Award (a major merit award named after a past President and Board member), for the Honourary Life Membership Award and for Certificates of Appreciation.
2. The William A. Marjerrison Award is conferred upon a person, group or agency for outstanding, provincially-significant contributions either to the work of the Society or to Saskatchewan's archaeological heritage.
3. The Honourary Life Membership Award is granted to an individual member who has made outstanding and long-term contributions to the goals and work of the Society, thereby enhancing the role of the Society in the cultural life of Saskatchewan. Honourary Life Memberships provides permanent membership in the Society free of the payment of dues.
4. All nominations are to be made on the form provided by the SAS office. Nominators should be prepared to include information on the nominee's background and contribution, as well as supplementary information such as letters of support, articles, etc. While every nomination will be carefully and thoughtfully considered, the Society will not necessarily make an award in each category in any given year, but it may also make more than one award. To make the awards meaningful, a very high standard for evaluation will be maintained. The deadline for postmarking nominations is December 31. Awards will be presented at the Annual Meeting.

### **POLICY TWELVE Media Communications (2012)**

Effective communication with the media will increase the visibility of the SAS, publicize SAS activities and events, and promote the conservation and protection of archaeological sites. The Executive Director serves as the official spokesperson for the SAS. Any media inquiries related to the SAS shall be directed to the Executive Director. The Executive Director is responsible for the preparation and distribution of all press releases. Press releases shall be submitted to the President, or designate, for approval prior to distribution. The President and the Chair of the Public Relations committee should be notified of all media contact so that they are kept informed of current media issues. At each board meeting the Executive Director will provide a summary of any media contact and discuss issues that have arisen as a result. The Executive Director may designate another individual to speak to the media under specific circumstances. If questions arise that are beyond the scope of the SAS mandate or expertise of the Executive Director the director should direct the media to the appropriate individual. If controversial issues arise, or there are issues that pose a risk to the reputation of the SAS, the Executive Director should notify the board as soon as possible. When controversial issues arise the Executive Director will consult with the President before speaking to the media. SAS members and Chapters are free to speak to the media about their own activities and research; however, they may not speak on behalf of the SAS or claim to represent the SAS without the approval of the Executive Director. Chapters who speak to the media are asked to inform the Executive Director of any media contact so that the office is kept up to date on current issues. This is especially important if there may be follow up media inquiries to the SAS. If possible, the Chapters are asked to provide the SAS office with a copy of any media coverage for archival purposes. Chapters and members of the SAS may not claim to represent the SAS in any publications including letters to the editor. The use of the SAS logo, letterhead, and web page content may not be used without the approval of the Executive Director.

### **POLICY THIRTEEN Publications**

1. The Newsletter shall contain general and specific information on happenings within the Society and may include short technical articles. The newsletter shall be published four (4) times a year.
2. An editor shall be appointed by the Board and shall be responsible for the Newsletter. An editor shall be appointed for the publication of an Occasional Papers in conjunction with the University of Saskatchewan.
3. There shall be an Occasional Papers publication published jointly with the University of Saskatchewan.
4. The Society shall publish a Newsletter for distribution without charge to members who are not in arrears for payment of dues.
5. Available publications may be sold to non-members at a price set by the Board. The titles of the regular publications shall be the "Saskatchewan Archaeological Society Newsletter", hereinafter called the Newsletter.

6. The Society may publish other scholarly works on archaeology as may be approved by the Board.
7. Annual reports from Officers, committee chairpersons, and Society chapters shall be published in the Newsletter.
8. It shall be the duty of the Newsletter Editor to:
  - a. Establish the format and general content of the Newsletter;
  - b. Work in concert with the Occasional Papers Editor to discuss submitted articles that might be more appropriately published in one publication rather than the other;
  - c. Actively seek information on activities, programs and events from the membership and other sources, and encourage the writing of articles by making personal contacts with appropriate groups and individuals, and provide all necessary assistance for the completion of submitted items;
  - d. Prepare each Newsletter for printing.
  - e. Arrange for the mailing of each Newsletter to those currently on the SAS mailing list.

**POLICY FOURTEEN Collections (Approved by Board – December 5, 2009)**

1. The Society will initially receive a collection of artifacts from a potential donor on a temporary basis, and will make a determination as to whether or not it will accept the donation. It will communicate its decision in writing to the donor. The decision on the acceptance and the use of artifacts will be made by either a standing committee or an ad hoc committee appointed by the President. This committee will keep a record of all requests and will include why a collection was or was not accepted.
2. The Society will make every attempt to find a suitable curatorial facility within Saskatchewan to which the donation can be made. In the majority of the cases, the Society will act as an agent rather than as a repository. In such instances, donors will sign a donation or loan agreement with the curatorial facility rather than with the Society.
3. If the heritage resources were collected outside of Saskatchewan and within Canada then the Society will assist the donor in identifying an appropriate curatorial facility in the appropriate province or territory, at minimal expense to the Society.
4. If the heritage resources were collected outside of Canada then the Society will attempt to identify an appropriate curatorial facility to repatriate the collection, at minimal expense to the Society. If no suitable curatorial facility can be found in the collection's country of origin then the Society will seek a reputable facility within Canada.
5. If the Society agrees to accept a collection, an agreement signed and dated both by the donor and the Society's representative shall be made, with copies to be retained by both parties.
6. A donation will be made without any conditions binding on the Society. However, the Society may agree to meet certain special conditions requested by a donor. If this is the case, those conditions shall be in writing and shall be appended to the donation agreement form.
7. Deaccessioning: A donation agreement shall be permanent, revocable only by mutual agreement in writing. If a donated artifact or collection can no longer be stored with the Society (due to lack of storage, etc.) the Society will find an appropriate repository to curate the item(s). A record of this transfer will be kept on file with the Society.
8. Under normal circumstances, collections without appropriate documentation will not be accepted, but the Society has the right to waive this requirement.
9. All available existing, authentic documentation shall be considered to be an integral part of the collection, to be preserved with the same standards of care as the artifacts themselves. This documentation will include written, pictorial, or verbal information regarding the history of the collection, origin or provenience of each piece, collector(s) involved, dates, or other pertinent facts.
10. While a collection is being curated with the Society, the Society will make every effort to ensure that the collections and associated documentation are secure from disaster or theft.
11. Access to and control of the collections will be only under the supervision of the Executive Director of the Society, who will seek the guidance and advice of the Board on an ongoing or ad hoc basis.

12. If the collection has not been catalogued, the Society may issue or pursue a grant to assist in the cataloguing and recording of the collection or else assign a volunteer to complete the catalogue.
13. Since the sale of artifacts is illegal, the Society will not issue a tax receipt for artifacts.

#### **POLICY FIFTEEN Development and Chapter Assistance Guidelines**

1. Purpose of the Chapter System
  - a. To foster the growth of local affiliated archaeological societies in Saskatchewan.
  - b. To act as local agents to further the vision, mandate and goals of the SAS.
  - c. To facilitate the dissemination of SAS ideas and services to localities where they are not available, and
  - d. To enlarge SAS membership.
2. Eligibility for Chapter Status
  - a. The applicant group must supply a written description of their goals and objectives and in the judgment of the SAS Board, these must be compatible with the SAS vision, mandate and goals as outlined in the SAS Bylaws.
  - b. The applicant group must have at least ten individuals of whom at least five are also members in good standing of the SAS.
3. Application

A standard application form supplied by the SAS is to be used to apply for Chapter status.
4. Annual Chapter Fee

Each Chapter is assessed a single fee at the Chapter rate. The Chapter as a whole is a member of the SAS but its members, individually, are not SAS members unless they have applied for and paid their dues to the SAS as individuals.
5. Benefits of Chapter Status
  - a. Each Chapter receives one copy of each of the SAS publications published during the year, for its library.
  - b. Each Chapter maintains autonomous self-government.
  - c. Each Chapter is entitled to receive SAS services.
  - d. Each Chapter is eligible to receive a Chapter Assistance grant within the current year's grant limit to aid it in covering its costs for carrying out its activities. Any expenses incurred by the Chapter in carrying out its activities, consistent with the vision, mandate and goals of the SAS, is allowable.
6. Obligations of a Chapter
  - a. Each Chapter must appoint a Chapter Representative to attend all SAS Board meetings.
  - b. Chapters are expected to facilitate SAS programs and objectives.
  - c. Each Chapter must present written reports to at least two of the Newsletters published during the year (this generally being done at Board meetings.)
  - d. Each Chapter must send at least one delegate to the Annual General meeting of the SAS to present an oral and written annual report to the general membership.
  - e. Each Chapter shall supply a current membership list of its members, noting, so far as is possible which ones are also members of the SAS by December 15<sup>th</sup> each year.
7. Responsibilities of Chapter Representatives
  - a. The Chapter Representative shall be appointed by the Chapter. The individual chosen shall be a member in good standing of the SAS.
  - b. The Chapter Representative is a Director of the SAS with all the attendant privileges and legal responsibilities of any other voting member of the Board.
  - c. The Chapter Representative is responsible for ensuring that the checklist that accompanies the grant claim is completed and submitted by December 15<sup>th</sup>.
8. Chapter Records

All Chapter records should be kept by the Chapter for the life of the Chapter, for archival and historical reasons.
9. Dissolution of a Chapter
  - a. The SAS is empowered to dissolve a Chapter's membership in the SAS for cause to be determined in the sole discretion of the SAS.

- b. If a Chapter voluntarily dissolves, the SAS recommends that any assets on hand shall go to the SAS.

**POLICY SIXTEEN Member Funding Guidelines**

1. Background: The SAS supports locally-based projects and activities which will involve two distinct constituencies:
  - a. members of the SAS and/or Chapters, and
  - b. the general public.

In both cases, the intent is to support an increase in both the quantity and quality of involvement, so that a greatly enlarged number of people can learn about, appreciate and work toward the better protection of Saskatchewan’s archaeological sites, artifacts and information. It is the philosophy of the society that every individual member, wherever they live in the Province, should be given the opportunity to participate in our activities, and that the Society has a public duty to present archaeology and encourage resource conservation to as wide an audience as possible. The SAS provides two kinds of financial support to members; these are described below.
2. Definition of “Member Funding”

A member is defined for the purpose of the Member Funding Grants, as one of the following:

  - a. An individual, in good standing, of the SAS.
  - b. A Chapter, in good standing, of the SAS.
3. General Conditions Pertaining To All Grant Applications
  - a. The applicant must, except under exceptional circumstances, reside in Saskatchewan
  - b. The applicant must be a member in good standing of the SAS.
  - c. Applicant agrees to abide by the letter and spirit of the Bylaws and Policy of the SAS and funds are to be used for purposes, which are consistent with those Bylaws and Policies.
  - d. Individuals participating SAS-sponsored projects must be eligible to obtain all provincial and federal permits, which may be required to perform the tasks.
  - e. Individuals and groups participating in SAS-sponsored projects must meet all legal requirements during the performance of their work.
  - f. The SAS may fund, in part, projects, which receive government or private support, on a cost-sharing basis.
  - g. Applications for funds shall be submitted on forms for the purpose provided by the SAS office.
  - h. Individuals or groups performing SAS funded special projects must each submit a follow-up report describing the program/activity, accompanied by an acceptable, auditable financial statement to the SAS within three months following the end of their respective fiscal years. This statement must be signed by the individual or by two senior members of the group’s executive.
  - i. No payments will be made by the SAS after December 20 of the 2<sup>nd</sup> year in which the grant was awarded.
  - j. Receipts and invoices must be submitted with expense claims.
  - k. The amount of assistance allocated to each special project would be authorized in the annual report presented at the Annual Meeting. The information also will be supplied to members upon request.
  - l. Acknowledgment of funding support shall be made in any finished product of the project such as a publication, display or site marker, of the following: Saskatchewan Archaeological Society, Saskatchewan Lotteries Trust Fund for sport, Culture and Recreation, and Saskatchewan Lotteries. The Lotteries logo must be included.
  - m. With the exception of Chapter Assistance Grants the deadline for receipt of applications by the SAS is March 31<sup>st</sup>.
  - n. Non-compliance with either the general or specific conditions pertaining to grants received from the SAS may result in the withholding, by the Society, of further payments, or a request to the grant holder to return moneys already paid out by the SAS.
  - o. Projects that involve and/or invite other members and members of the public to participate or visit the project will have priority over those that do not include such involvement.
4. Member Funding Grants Available
  - a. Chapter Assistance Grants: Each Chapter must comply with the requirements of the Chapter Assistance grants, as embodied in the SAS Member Funding guidelines and summarized in the Checklist. A Chapter

Assistance Grant application form supplied by the SAS must be completed (accompanied by proper receipts), and the requirements in the Checklist must be met. The application for funding and accompanying documentation must be submitted by December 15<sup>th</sup>.

- i. Purpose: To provide financial support annually to Chapters for expenditures relating to carrying out the activities of the Chapter which are in accordance with both the written constitution of the Chapter and the Bylaws and Policies.
  - ii. Amount Available: Each Chapter is eligible for an amount established by the Board in the SAS fiscal year (January 1 to December 31).
  - iii. Eligibility: The application must be made by a group which has been formally accepted as a Chapter of the Society at a meeting of the Board, and which, at the time of application, is a chapter member in good standing of the SAS.
  - iv. Procedure and Deadlines: The Chapter may apply for reimbursement of expenditures at any time during the calendar year. Application is to be made on the Chapter Assistance Claim Form (to be supplied by the SAS along with a checklist of requirements) and all items are to be supported by receipts. All final claims for the year are to be submitted and received by the SAS office by December 20<sup>th</sup> of the year in question.
  - v. Eligible Items: Any and all legitimate expenses considered necessary by the Chapter Executive to carry out the written goals of the Chapter and of the SAS are eligible. Such expenses may include items like travel expenses and honoraria for speakers, consumable supplies for (for example) local mapping or survey projects, telephone, postage, hall rental, etc. Major capital expenditures are eligible, provided the following two conditions are met: 1) agreement to purchase such items must be made by a majority of the Chapter Executive and duly recorded in the Minutes of a Chapter meeting and 2) in the event of the winding-up of the affairs of the Chapter such equipment shall be turned over to the Saskatchewan Archaeological Society.
  - vi. Reporting Requirements: The Chapter should make at least two brief reports on its activities for publication in the Newsletter, during the year. Included in one of the reports should be mention of the moneys received from the SAS in support of the Chapter activities.
- b. Research and Project Assistance Grants
- i. Purpose: These awards are designed to support salvage and mitigation of significant archaeological resources in situations where otherwise normal funding may not be available – e.g., agricultural impact, small business enterprises, non-profit recreational or conservation societies' developments. Priority will also be given to projects of an emergency nature where time does not allow for the application for funds from other sources.
  - ii. Amount Available: Individual awards are up to a maximum of \$1,000.00. The total amount available for the current fiscal year is indicated in the current year's budget. The Member Funding Committee may decide not to award funds, or the total available in any given year.
  - iii. Eligibility: Any member of the SAS may apply. If archaeological fieldwork is involved, the applicant must be able to obtain a valid research permit (for either Type A or B Research or for a Heritage Resources Impact Assessment or Mitigation Investigation) as required by the Archaeological Resource Management Section, Government of Sask., prior to the awarding of the fund. Applications that involve members of the SAS, member of the Chapters, and the public will be given the highest priority. Priority will also be given to projects that involve fieldwork or archaeological resource conservation. The funds are intended to cover expenses directly related to the project and, normally, not to provide remuneration for the director or assistants. Expenses might include transportation and room and board (director only), consumable goods, photography, drafting, typing and duplication, telephone, C-14 samples or technical analyses, and postage, etc. Capital equipment (e.g. cameras, etc.) will not be funded. Projects could make use of SAS field equipment, if available.
- c. Procedure and Deadlines
- A call for applications will be made in the SAS Quarterly. Application must be made on the form provided by the SAS. The Member Funding Committee will review each application and make recommendations to the Executive. The application should include a project proposal (similar to that required for a permit

application if field research is involved), a resume of background and skills of the applicant, a detailed budget outline, the applicant's permit number (if applicable), and an estimate of the termination date. The project proposal and budget should cover not only the fieldwork (if this is involved), but also the analysis and report writing phases. One copy of the application shall be submitted either by mail or email. The deadline for receipt of application at the SAS office is 4:00 p.m., March 31<sup>st</sup> (Time change and submission format approved March 14, 2015). Upon approval of a grant, the applicant shall signify acceptance by means of a letter to the President, whereupon a cheque for 60% of the grant shall be issued. The remaining 40% will be paid upon completion of the project and receipt of a satisfactory written final report and financial statement (supported by original receipts). The report will follow the format provided by the SAS. The report shall be submitted by December 20th of the following year (Payout structure change approved March 14, 2015).

- i. Eligible Items: See the statement of Purpose, above. Suitable projects might include: small salvage excavations and analysis carried out under professional, contracted supervision; inventory surveys and documentation of the heritage sites within a rural Municipality; staging an archaeology display or demonstration at craft festivals, regional games or fairs; fencing or otherwise protecting an important local archaeological site, etc.
  - ii. Reporting Requirements: The recipient must provide a financial statement, with original receipts at the completion of the work and a brief report. This report will also be suitable for publication in the April SAS Newsletter. (If photographs are included in the report, original photographs shall be submitted.) All grants supporting M.A. research require the submission of a bound copy of the completed thesis for deposit in the SAS library.
  - iii. General Conditions: In addition to those conditions and requirements outlined above, those presented in Section 3 above apply, Applications that have the support and involvement, financial and/or otherwise, of outside organizations (R.M. Councils, recreation boards, other Provincial Cultural organizations, local business or other sponsors, etc.) are encouraged. These projects that, as appropriate, involve as many as possible of the SAS membership and the general public are encouraged, as are those that will have tangible, lasting benefit.
- d. Receipt of Applications  
All applications are to be sent to the SAS office and any communications or inquiries should be directed to the Executive Director.
- e. Governance  
The member funding grants program is conducted under the direction of the Granting Committee. The Executive Director shall be responsible to administer the programs.
- f. For Chapter Assistance Grants  
The Chapter should make at least two (2) brief reports on its activities for publication in the Newsletter during the year. Included in one of the reports should be an acknowledgment of the money received from the Society in support of the Chapter's activities.

#### **POLICY SEVENTEEN Education Program Guidelines**

The basic goals of the Education Program are to educate SAS members and members of the chapters of the SAS in archaeological knowledge and techniques, and to extend this type of education insofar as is practicable, to the public in general. To accomplish these, the following types of activities are carried out: workshops or seminars on archaeological topics of relevance to members; archaeological field trips; annual archaeological bus tour; outreach talks to the public; assistance and provision of resource materials for educational purposes; coordination and direction of an annual archaeological field school.

#### **POLICY EIGHTEEN Human Resources Policy**

1. Letter of Employment
  - a. An offer of Letter of Employment will be provided to each prospective employee indicating the basic working conditions and terms of employment.

- b. The Letter of Employment will be forwarded by the Executive Director to the prospective employee (or President to the Executive Director) following the decision to offer the position.
  - c. The Letter will contain: notice periods, starting salary, starting date, probationary terms, general benefits, any special conditions of employment including expectations respecting hours of work, reporting relationship, reference to the SAS Human Resources Policy, job description and time in which offer is open to acceptance.
  - d. One copy of the letter will be kept in the employee's file.
  - e. The employee's acceptance must be provided in writing.
  - f. The employee's contract may supersede the Human Resources Policy.
2. Job Description
- a. There will be a job description for each position.
  - b. The job description will be reflective of the current needs of the Society and reviewed with each staff person at least once a year. For the Executive Director this will be reviewed by the Management Committee. For all other staff positions this will be reviewed by the Executive Director.
3. Hiring
- a. The hiring process will be carried out by the Board for the Executive Director and for all other positions it will be carried out by the Executive Director.
  - b. The Executive Director may involve appropriate personnel in the hiring process, including other staff and volunteers in an advisory role.
  - c. All prospective employees must provide a satisfactory criminal record check.
4. Probation Period
- a. A probation period will be mandatory for any new employee.
  - b. The probation period for permanent employees will be for 6 to 12 months and will be so stated in the Letter of Employment.
  - c. The Executive Director will submit a performance review with all other employees prior to the end of the probation period and will determine the status of the employee. The Executive Director will then inform the Management Committee in writing of the decision.
  - d. Following the performance review the employee will be notified in writing by the Executive Director as to the decision.
  - e. When an employee is released during the probation period, the Executive Director will inform the Management Committee and the Board in writing as soon as possible.
  - f. All issues relating to performance shall be filed in writing in the employee's personnel file.
  - g. When the employee is the Executive Director, the Management Committee will be responsible for reviews.
5. Personnel Records
- a. A personnel file on each employee will be kept by the Executive Director in confidence and will contain the following:
    - i. Copy of all material relating to hiring including the Offer of Employment and Acceptance by the employee.
    - ii. Resume
    - iii. References checked in completion of hiring process
    - iv. Job description
    - v. Salary history and current salary.
    - vi. Performance review signed by the employee.
    - vii. Any letter of commendation or discipline.
    - viii. Records of vacation, bank time, etc.
    - ix. Records of training completed.
    - x. Copies of any correspondence from the employee concerning the employee.
    - xi. Basic personnel data required to administer benefit plans, payroll, etc.
    - xii. Other material relevant to terms of employment and job performance.

- b. With the exception of confidential personal references, the file is accessible to the employee upon reasonable notice.
  - c. Except as authorized by law or for the purposes of internal administration, no information will be released from the file without the express written permission of the employee. Access to the file is limited to the Executive Director and the individual employee. Other access may be authorized by Motion of the Board.
6. Hours of Work
- a. The normal work load for permanent full time staff is 35 hours per week.
  - b. The type of work undertaken by the Society necessitates irregular working hours by certain staff members on a regular basis.
  - c. The Executive Director is responsible for insuring that suitable procedures are in place for tracking hours of work and which information will be reported to the Management Committee on a regular basis.
7. Bank Time
- a. All time worked above 35 hours per week is considered bank time. The total bank time shall not exceed 25 hours and will be taken as time off in lieu.
  - b. Bank time will be compensated on an hour-for-hour basis.
  - c. All bank time is to be used up prior to the end of the fiscal year. This will be scheduled with the approval of the employee's immediate supervisor. In exceptional circumstances the employee may receive permission to carry over up to 15 hours into the next fiscal year.
8. Meeting Attendance
- Employees may be required to attend the Society's Annual General Meeting, special meetings of the Membership, Board Meetings, Field Schools, tours and other Society activities.
9. Performance Review
- a. There will be a performance review of each staff person to be completed annually. The review shall include, but not be limited to, a discussion of the annual objectives, professional development and performance of the employee and related considerations.
  - b. The performance review is the responsibility of the Executive Director. For the Executive Director position, the performance review is the responsibility of the Management Committee.
  - c. The performance review is carried out by the supervisor with the employee and filed in the employee's file. The employee will receive a copy of the report immediately upon completion and will sign the file copy as having read it. Any areas of dissent may be recorded and attached to the review.
  - d. The completed review for staff will be circulated to the Management Committee for information.
  - e. The report will contain recommendations for salary, professional development, remedial action where warranted or any other matter considered appropriate.
  - f. The performance review process includes a preliminary interview between the supervisor and the employee to provide the opportunity for the employee to have input into the process and to have comment on the working environment.
  - g. The review shall be completed prior to the expiry of each anniversary date of the employee.
  - h. The employee shall have the opportunity to record in writing any dissenting comments on the performance review for inclusion in the personnel file.
10. Compensation
- a. Through the Management Committee and the budget process, the Board establishes an incremental salary scale for each position based on industry rates, subject to resources available to the Society.
  - b. The salary scale may be adjusted annually through a cost of living allowance determined by the Board. This allowance is initially recommended by the Management Committee to the Board.
  - c. In the case of the Executive Director, the Management Committee is responsible to put forward recommendations through the performance review to the Board.
  - d. The group benefits packages determined from time to time is mandatory for all permanent staff except as stipulated in the package.
  - e. Employees are paid on the 15 and 30<sup>th</sup> day of each month.
  - f. Any extraordinary requests for salary adjustments are to be made to the Management Committee who will then report to the Board.

## 11. Vacation Leave

- a. The vacation period for a permanent full time staff is as follows:  
Years of Service:  
1 – 6 years = 1.67 days per month or 20 days per year  
7 – 16 years = 2.08 days per month or 25 days per year  
17+ years: = 2.50 days per month or 30 days per year.
- b. In the case of temporary employees and permanent part time employees, payment will be calculated and paid in accordance with *The Labour Standards Act*.
- c. Employees may seek vacation leave as it accumulates.
- d. For the purposes of calculation, the employee's anniversary date will be used. In the case of resignation or dismissal, the amount will be prorated.
- e. Vacation in excess of four (4) consecutive days must be approved by the Management Committee for the Executive Director and by the Executive Director for all other staff.
- f. A maximum of five (5) days of annual vacation may be carried over to the next year provided that the employee's supervisor is notified in writing prior to the anniversary date.
- g. It is the responsibility of the employee to insure that annual vacation is taken within the year.

## 12. Sick Leave

- a. Sick leave is granted at the rate of one and one-quarter days per month for full time employees (pro-rated for part time employees). For absences for more than two (2) days a medical certificate may be required.
- b. For existing employees sick leave will not accumulate in excess of 100 days. For employees who start employment after June 1, 2010, sick leave will not accumulate in excess of 20 days.
- c. Employees on short term disability will have their disability payments supplemented by the Society so that they do not lose any income. Employees may not receive sick leave benefits and disability payments at the same time.
- d. Sick leave will not be granted during any unpaid leave of absence or during any vacation leave.
- e. In cases of sick leave, the employee must keep their supervisor informed on a regular basis. Employees on sick leave benefits will apply for disability benefits as soon as they are available under the disability plan. After an employee has exhausted disability benefits they may apply for any remaining sick leave benefits.
- f. Sick leave may be used for medical appointments, personal illness or for illness in the family (to be defined as immediate family, parents, parents-in-law or siblings) to a maximum of five (5) days per year. An employee will not normally be docked for sick leave of less than a half day.
- g. Sick leave is credited at the end of the month and may not be taken in advance of earning it.
- h. Employees will not be compensated for accumulated sick leave upon termination of employment with the Society.
- i. Employees may take one day off per year as sick leave for matters of pressing necessity upon approval of their immediate supervisor.

## 13. Compassionate Leave

- a. An employee may take up to five (5) days per year compassionate leave, with pay, in the case of the death or serious illness of a spouse, child, parent, sibling, grandchild, grandparent, parent-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew or niece.
- b. Prior notification of use of compassionate leave must be made to the employee's supervisor.

## 14. Parental Leave

- a. Parental leave will be granted in accordance with federal legislation and regulations.

## 15. Statutory Holidays

- a. The following are paid statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day.
- b. Any statutory holiday that falls on a Saturday or Sunday is observed at a date to be determined by the Executive Director.

## 16. Religious Observance

The Society will make every reasonable effort to accommodate the religious observances of an employee. It is the responsibility of the affected employee to inform the Executive Director of any circumstance requiring consideration.

17. Leave Without Pay

- a. Leave without pay may be granted at the discretion of the employee's supervisor. Leave without pay for longer than five (5) days is considered a leave of absence.
- b. Employees will request leave of absences in writing to the Executive Director (or to the Management Committee in place of the Executive Director).
- c. During leaves of absence, vacation and sick leave credits will not accrue.
- d. During leave of absence, life, short and long term disability and health insurance must be maintained. The employee's contributions will be maintained by post-dated cheque. During leaves of absence of more than two (2) months, the employee must pay the employer's share of the premiums.

18. Professional Development

- a. A professional development plan will be developed-with each employee by the employee's supervisor.
- b. The plan will occur in conjunction with the performance review report and communicated to the Management Committee for information.
- c. Professional development opportunities are extended to all permanent employees.
- d. Resources allowing, the Society will cover travel, accommodation, tuition, and other expenses related directly to the program for approved professional development activities. If the Society is unable to provide full funding a partial subsidy will be offered.
- e. The employees will use their own time to travel to and from professional development activities, except where the employees are required to attend by their supervisor.

19. Outside Employment

- a. Employees shall be at liberty to pursue outside employment provided it does not interfere with job performance, does not conflict with the goals, objectives and public image of the Society and it does not create any real or perceived conflict of interest.
- b. The employee shall advise the Executive Director (or the Management Committee in place of the Executive Director) in writing prior to the commencement of such employment.
- c. The Executive Director shall keep the Management Committee informed of all outside employment circumstances on a regular basis.
- d. This policy does not apply to part time employees.

20. Professional Services

- a. Employees may provide such professional services as speeches, articles, interviews and others providing there is no conflict with the interest of the Society and the employee's work for the Society is not detrimentally affected.
- b. Employees will notify the Executive Director (or the Management Committee for the Executive Director) prior to providing professional services.
- c. Employees may retain fees or honoraria received for professional services rendered on their own time.

21. Jury Duty

If an employee is called for jury duty or subpoenaed to appear in Court in Canada, other than when the employee is the Plaintiff or Petitioner, they shall be granted a leave of absence. Up to two weeks salary will be paid by the Society with the remainder of the time to be taken as leave without pay. The employee will provide the Society with any jury duty supplement payment or any witness fees received during the initial two week period.

22. Copy Right

Materials produced for the Society by employees are the property of the Society.

23. Grievances

- a. A formal grievance by an employee must be provided in writing and addressed initially to the Executive Director stating the specific grievance and citing the circumstances.

- b. If the Executive Director has not addressed the grievance to the griever's satisfaction within 10 working days of receipt then the grievance may, at the discretion of the griever, be forwarded to the Management Committee which must act within 30 days of receipt. The Executive Director will file a written report with the Committee, a copy of which will be given to the griever.
  - c. The Committee may wish to interview the griever in which case the Executive Director will be present.
  - d. Minutes will be kept of the meeting and will be distributed to the griever, the Executive Director and the Board following the Management Committee's decision, for which there is no appeal. A written copy of the Management Committee's judgment and rationale shall be distributed to all parties to the grievance.
  - e. In the case of the Executive Director filing a grievance, the President and then the Management Committee will be the appropriate entities.
  - f. Any problems concerning any members of the society and an employee must be discussed with the Management Committee.
  - g. Formal complaints from members concerning any employee must be made in writing to the Management Committee.
  - h. Any member who has grieved to the Management Committee may, if their grievance is not been addressed within three (3) months, bring the complaint to the next meeting of the Board.
24. Resignation
- a. A notice period of a certain number of working days for each position will be specified by the Executive Director, usually in the hiring letter.
  - b. In the case of the Executive Director, the notice period is 60 days written notice to the Board.
25. Dismissal
- a. Discipline of an employee will be conducted by the Executive Director.
  - b. Discipline will be carried out only after consultation with the Management Committee to review policy procedures.
  - c. In cases where the Management Committee feels that the correct procedure has not been followed, the Executive Director will review the process prior to further action.
  - d. Where there is to be a summary dismissal for just cause, the Executive Director will immediately inform the President and the Management Committee.
  - e. In the event of a suspension, the employee will be informed by letter immediately and the Executor shall provide a written report to the Management Committee within 24 hours of the suspension.
26. Layoff
- a. The Board acknowledges that it may be necessary to lay off employees due to budget or program considerations. All layoffs will meet the minimum standards provided in *The Labour Standards Act*.
  - b. A recommendation to layoff an employee will be made by the Executive Director to the Management Committee. This recommendation shall contain a time frame that may be appropriate and the benefits that should be provided.
  - c. A recommendation for a layoff should be made in consultation with any Board committees with a direct interest in the position affected and will describe the program and service implications of such a layoff.
27. Job Descriptions
- a. Title: Executive Director
    - i. Job Summary: Provision of overall management and leadership in implementing board policy in a manner consistent with the Vision, Mandate and Goals of the Society.
    - ii. Reporting: To the Board of Directors
    - iii. Working Relationships: Society Members/Volunteers, Society Committees and Chapters, SaskCulture & Heritage Saskatchewan, Public and non-government organizations, National & Provincial Archaeological Societies, Government Agencies, and Educational Institutions.
    - iv. Responsibilities and Duties
      - 1) Implement board policy and decisions

- a) To give direction and leadership toward the achievement of the Vision, Mandate and Goals.
  - b) Act as a resource to Board of Directors so that policy decisions are made on an informed basis.
  - c) Implement Board policies and decisions.
  - d) Assist Board in developing a Strategic Plan and policies.
  - e) Attend Board meetings, Management Committee meetings and other Committee meetings as necessary.
  - f) Keep Board informed of significant issues affecting the development and delivery of programs and services.
- 2) Management of the Society
- a) Ensure development of the budget.
  - b) Coordinate preparation of financial reports and annual audit.
  - c) Prepare funding and grant requests.
  - d) Administer funding received from all sources.
  - e) Ensure the maintenance of all financial records.
  - f) Identify, prioritize & advise the Board in accessing potential fund-raising alternatives.
  - g) Maintain relationships with SaskCulture, Heritage Sask., SaskTrust, Government of Saskatchewan, National, Provincial and local associations, media and other agencies.
  - h) Responsible to provide an effective internal and external communication system for the organization.
  - i) Chief spokesperson for the Society
  - j) Responsible for the operation of the Archaeology Centre.
  - k) Recruit, select, orient, evaluate and train staff.
  - l) Ensure the safety of staff and volunteers in accordance with Occupational Health and Safety Standards.
  - m) Oversee design, promotion, delivery and quality of programs and services.
  - n) Ensure the Society and its programs and services are consistently presented in a strong, positive image to relevant stakeholders.
  - o) Ensure maintenance of the SAS Library.
- 3) Education
- a) Provide information and services concerning the society and archaeological heritage to Members and other agencies and individuals on a day-to-day basis.
  - b) Assist in the preparation of archaeological education materials for teaching and public education purposes.
  - c) Coordinate and present educational programs, seminars, talks and other activities to various audiences.
  - d) Coordinate Society events and activities.
- v. Qualifications
- 1) Master's degree in archaeology.
  - 2) Eligible for Saskatchewan Archaeological Resource Permit.
  - 3) Experience in working with a volunteer agency.
  - 4) Familiarity with computer applications.
  - 5) Experience in initiating, planning, implementing and evaluating programs and services.
  - 6) Experience in human resource management.
  - 7) Driver's license and willingness to travel.
  - 8) Satisfactory criminal record check.
  - 9) Excellent oral and written communication skills.
  - 10) Knowledge of Saskatchewan archaeology.
- b. Title: Business Administrator

- i. Job Summary: To provide bookkeeping, accounting, administrative and receptionist services to the Society along with other administrative functions.
- ii. Reporting: To the Executive Director.
- iii. Working relationships: staff resource person to the Board and provide support to the Executive Director.
- iv. Responsibilities and Duties
  - 1) Staff support to the Board through:
    - a) maintaining financial records as directed;
    - b) preparing cheques for review and signature and ensure prompt payment of bills;
    - c) making bank deposits and monitoring investments;
    - d) preparing all month-end, quarterly and year-end financial records.
  - 2) Providing support to the Executive Director as directed including:
    - a) assisting in budget preparation;
    - b) advising Executive Director on budget performance and budget control;
    - c) distributing minutes for membership, Board and other special meetings as required;
    - d) preparing routine correspondence and information for Executive Director's signature;
    - e) distributing correspondence to Board, Committees and Members.
  - 3) Maintenance of the SAS Library through:
    - a) entering library holdings into database;
    - b) recording all new additions to the library;
    - c) filing of all new library holdings;
    - d) assisting Members when using the library;
    - e) maintaining a list of all items borrowed from the library and ensuring their return after a reasonable length of time.
  - 4) Maintaining the membership records through:
    - a) processing all membership applications and renewals;
    - b) maintaining a current membership list;
    - c) maintaining a list of years of membership per member.
  - 5) Administrating Den of Antiquity store through:
    - a) processing of all orders to the store;
    - b) ordering of books, and other items upon consultation with Executive Director;
    - c) maintaining an inventory list.
  - 6) Providing support services to Society Members and the public through:
    - a) providing information and resource materials to further archaeological education in Saskatchewan;
    - b) directing inquiries to the proper authority;
    - c) maintaining Teaching Kits for use by SAS members and schools;
    - d) assisting in operating the Archaeological Centre;
    - e) other activities as directed by the Executive Director.
- v. Qualifications
  - 1) training and experience in bookkeeping, and basic accounting.
  - 2) extensive experience with computer applications and computer bookkeeping.
  - 3) Good communications, public relations and administrative skills.

**POLICY NINETEEN Occupational Health and Safety Policy**

The Saskatchewan Archaeological Society is committed to providing a safe work environment for its employees and for the volunteers engaged in the Society's numerous activities and events across the province of Saskatchewan. The Saskatchewan Archaeological Society Board of Directors is committed to preventing injuries and maintaining a healthy environment for its staff and volunteers. The Society will abide by the Standards and Guidelines outlined in the SAS Occupational Health and Safety Manual.

**POLICY TWENTY Planned Giving Policy (Approved by the board June 7, 2015)**

1. Designation of Funds
  - a. Gifts of planned giving that are designated (restricted funds) by the donor will be allocated as directed. The Planned Giving committee is available for consultation when asked to determine the best use of the gift. When gifts with restrictions are accepted, restrictions will be honoured. These restrictions will be detailed in the donor's gift or pledge commitment letter and/or bequest.
  - b. Gifts of planned giving that are not designated (unrestricted funds) by the donor will be reviewed and assessed by the Board of Directors in determining a decision as to where such funds are to be allocated.
  - c. Gifts of planned giving may also be set up as an endowment fund by the donor. Terms of endowment fund will need to be addressed between the donor and the Planned Giving committee (in consultation with the SAS board).
2. Gift Acceptance Policy
  - a. The SAS seeks outright gifts and future gift commitments from donors, providing that such gifts are consistent with the beliefs, values and mission of the SAS. Any gifts that are counter to or beyond the scope of the SAS's mission and purpose will be refused. Donations generally will be accepted from individuals, partnerships, organizations, corporations and other entities. All donors are encouraged to seek independent professional counsel prior to making a gift to the SAS (i.e. individual making a bequest to the SAS). The SAS will seek independent, outside counsel, when appropriate, to determine the ramifications of accepting certain gifts. ( i.e. transactions governed by contracts or legal documents, transactions with potential conflicts of interest and any other circumstances that the SAS deems appropriate).
  - b. If appraisals of the gifts are required, the donor will be responsible for the appraisal.
  - c. Legal fees for the completion of the gift are the responsibility of the donor.
3. Types of Gifts

The SAS will accept the following types of gifts:

  - a. Cash-cash gifts will be accepted at any time.
  - b. Life Insurance Policies
  - c. Term-this type of policy will be accepted if the SAS has the cash flow to continue making premium payments
  - d. Whole Life- this type of policy will be accepted if the SAS has the cash flow to continue making premium payments; or the policy will be converted to a paid up policy; or the policy will be exchanged for its cash value
  - e. Marketable Securities- sold upon acceptance
  - f. Real Estate- (environmental review needed?, impact of easement agreement,)
  - g. Charitable Gift Annuities
  - h. Bonds and Securities
  - i. Bequests
  - j. SAS and the donor to work together to plan gifts for special purposes
  - k. SAS must be properly named in the will of the donor
  - l. RRSPs or RRIFs Upon where the SAS is named as the beneficiary
4. Donor Privacy Policy

All information concerning donors or prospective donors, including their names, addresses and telephone numbers, the names of their beneficiaries, the amount of their gift shall be kept strictly confidential by the SAS, its staff and volunteers, unless permission is obtained from donors to release such information.
5. Gifts in Kind Policy

The purpose of this policy is to ensure that the SAS accepts gifts-in-kind that support its mission, are consistent with its policies and are properly accounted for and acknowledged. A gift-in-kind is an item such as equipment, software or a product that a donor voluntarily transfers to the SAS without charge or consideration. Only the SAS executive director (board of directors) has the authority to accept gifts-in-

kind. Donors must complete a gift-in-kind form that includes the name of the donor, a description of the item(s), the retail value (accredited appraisal) of the item(s) and permission to publicly recognize the donation. Once accepted, the donated item(s) become the property of the SAS which retains the right to dispose of a gift-in-kind as it sees fit, unless another arrangement has been made with the donor.

6. Gift Acknowledgement Policy
  - a. All charitable donations over \$10.00 will be issued a charitable tax receipt in accordance with Canada Revenue Agency
  - b. All gifts will be acknowledged within 10 business days using appropriate thank you letters based on the gift level
  - c. Gifts of \$99.00 or less will be acknowledged with the appropriate thank you letter or pre-printed card by the executive director of the SAS
  - d. Gifts of more than \$100.00 will be acknowledged with a thank you letter (or card) by the executive director and an additional letter (or card) by the President of the SAS.
  - e. Gifts of more than \$300.00 will be acknowledged with thank you letters (cards) from the Executive Director and President of the SAS and a personal thank you to the donor by the Executive Director either in person or phone call.
  - f. All donors, regardless of the gift amount, will be acknowledged in the SAS Newsletter and AGM report at the gathering.
  - g. If donors request anonymity, such a request will be respected.
7. Gift Entry and Recording Policy
  - a. Register donor information (name, contact info.) in a database (update as required)
  - b. Record amount of gift
  - c. Record gifts according to the donor's intended use (i.e. unrestricted, restricted- specific event or project, endowment)
  - d. Record source of the gift- i.e. advertising about planned giving in the SAS Newsletter or personal solicitation by the Planned Giving committee.

**POLICY TWENTY-ONE Investment Policy (Approved by the board June 7, 2015)**

The SAS will invest its surplus funds and reserves in a managed fund account with the Saskatoon Community Foundation. This fund will include the Zenon Pohorecky Memorial Bursary, the SAS emergency fund, the SAS savings fund, and the SAS dissolution funds. The amount in the managed fund account may be allocated to these categories or others as required by means of the SAS's internal accounting. The SAS board will, by resolution, add to or withdraw from this fund as required.

**POLICY TWENTY-TWO Social Media Policy (Approved by the board March 19, 2016)**

1. Purpose

A social media policy allows employers to communicate to their employees what constitutes the appropriate use of social media. This increases productivity and protects the employer from postings that may harm the employer's reputation or expose the employer to liability. Saskatchewan Archaeological Society (SAS) employees are expected to uphold the organization's Code of Conduct when participating professionally and personally in social media channels such as Facebook, Twitter, LinkedIn, blogs, wikis, web forums, and websites. The goal of the SAS's Social Media Policy (the Policy) is to ensure each employee understands their rights and responsibilities as related to their participation on social media sites.
2. Acceptance of the Policy

All employees will sign a disclosure statement indicating that they have been notified of the policy and will adhere to the contents. This form will be kept in their employee file.
3. Definition

Social Media covers forms of electronic communication for social networking and micro-blogging through which users create online communities to share information, sign petitions, exchange ideas and personal

messages, as well as other content including videos, photographs, graphics, audio, and text. These communication mediums form an online channel for social interaction.

4. Approved Social Media Outlets

The SAS currently approves the use of Facebook, Twitter, LinkedIn, eVoice, and its own website to inform people about SAS events, programs and services (e.g., workshops, AGM, conferences, tours and field schools). The organization also shares articles of interest pertaining to archaeological research in Saskatchewan and globally. Furthermore, the organization provides information covering the archaeological preservation and conservation regulations and best practices in Saskatchewan.

5. Social Media Accounts

Establishing a social network account on behalf of the SAS requires approval from the Management Committee. Only those employees authorized as designated administrators of the social media site are permitted to update, alter, and edit those pages, in keeping with the Policy. Postings by Designate administrators must be in compliance with the Policy. In addition to this, Designated administrators will ensure that content posted by visitors on the SAS's social media page are in compliance to the Policy and that any controversial/offensive posts are removed as soon as possible. Should the designated administrator(s) have any questions or concerns regarding the appropriateness of posts, it is expected that they consult with the Executive Director. Any further questions or concerns will be forwarded to the Management Committee.

6. Accountability and Communication

Anything that you post online is your responsibility if you identify yourself or could be readily identified as working as a representative of the SAS. As part of your employment contract, the SAS's Code of Conduct binds you. You may not make defamatory statements or knowingly false or malicious statement about SAS, its employees, officers, directors, vendors, suppliers, contractors, partnerships, residents, affiliates, chapters, government, or other non-profit or business organizations or individuals such as developers and industry representatives. Do not disseminate negative or offensive comments about the SAS, its employees, officers, directors, vendors, suppliers, contractors, partnerships, residents, affiliates, chapters, government, or other non-profit or business organizations or individuals such as developers and industry representatives. Do not communicate work related complaints or concerns through social media sites such as complaints or concerns that should be channelled through existing internal chain of commands or through the Public Relations committee via the Board of Directors. When in doubt, do not post and bring your concerns to the attention of the Executive Director or President. Always be aware that your participation in social media outlets, including dialogue between social media users, is public or could become public even if you have removed or deleted the content. Restricting access to your comments and information is not a guarantee that the comments, photographs, text, audio will not become public as those to whom you grant access may themselves share your comments and information with others. If a post on your personal page misrepresents the integrity of the SAS, its staff and/or members and/or contradict SAS values then you must end and/or remove the post. The Executive Director and the Management Committee will review the situation including the electronic posts from all parties to formulate a social media release response, including possibly contacting the individual(s) or organization to discuss the best course of action.

7. Posting on SAS Social Media Accounts

Only those employees designated by the Executive Director and the Management Committee as official spokespeople may engage in social media discussions on the behalf of the SAS. The comments must adhere to the SAS Mandate and Vision and cannot compromise the integrity of the SAS, its staff and/or members. It is a serious breach of your terms of employment to disseminate any confidential information held in trust by the SAS, and such dissemination may lead to your termination. Employee and Board Members who are not designated representatives, must submit a request to the Executive Director either in writing (i.e., email) or verbally regarding a post that the individual would like to make on the behalf of the SAS. This posting may cover a comment on either a SAS approved social media site or in response to an article or post made by another individual or organization. The Executive Director reserves the right and has the responsibility to contact the Management Committee to review the request prior to

approving the request. The use of SAS photographs, graphics, video or audio on social media sites must be approved by the Executive Director and the Management Committee.

8. Posting on Personal Social Media Accounts

Employees are entitled to the personal use of social media; however, job responsibilities and duties always come first. Accordingly, employees are not permitted to engage in the personal use of social media during business hours. These activities must be restricted to non-business hours (e.g., coffee and lunch breaks, weekends spent off work). If this limited right to use social media is abused or social media use is excessive or interferes with the productivity of any SAS employee, SAS reserves the right to prohibit any employee from engaging in social media at work. Excessive use of social media sites leads to loss of productivity, and loss of bandwidth, and risk of viruses. SAS is the owner of the computer systems and networks as well as the equipment that employees use in the course of their work. Employees who willingly engage in the personal use of social media must comply with the Policy. It is recommended that employees refrain from listing the SAS as their employer in their personal social media accounts and make efforts to disconnect their personal persona from their professional persona. If the employee decides to list the SAS as their employer, they must be aware that they will be accountable for any publications or postings that may compromise the integrity of the SAS or contradict SAS values. This includes posting inappropriate content as well as the use of negative language. In addition to this, employees are not permitted to engage in the personal use of social media using SAS equipment including computers, laptops, cell phones, and tablets. This applies to all social media use via SAS computer systems and networks as well as social media use via personal devices during working hours.

9. Confidentiality and Privacy

Protect confidential information and respect privacy. When using social media sites, all SAS employees are obligated to protect confidential information such as archaeological site locations, personal information about officers, directors, vendors, suppliers, contractors, partnerships, residents, affiliates, chapters, government, or other non-profit or business organizations or individuals such as developers and industry representatives. If there is a reasonable basis to believe that the person(s) could be identified from that information, it is considered confidential information under SAS policy. It is the obligation of all employees to notify the Executive Director or Public Relations committee if they encounter anything on social media sites that is suspected breach of confidentiality.

10. Monitoring

All employees are critical assets in monitoring SAS presence on social media sites. If you find positive or negative remarks about SAS, which you believe would be of interest to the SAS, please approach the Executive Director or Public Relations committee. It is the responsibility of the SAS to protect its reputation and provide proof that the reputation is under threat when a posting(s) is brought forward for review.

**POLICY TWENTY-THREE Anti-Harassment Policy (Approved by the board Dec. 1/12)**

Pre-Amble: The Society values the dignity of all individuals and is committed to creating and maintaining a respectful environment for all individuals involved with The Society. Every volunteer and employee is entitled to be free from harassment.

1. Application

This policy applies to all locations where the Society is active and to all employees and volunteers of the Society and members of the public.

2. Policy

The Society has zero tolerance towards harassment. Allegations of harassment will be taken seriously and, if substantiated, addressed through corrective measures.

3. Key Principles

- a. The Executive Director and Directors of the Society are ultimately responsible for fostering an environment free of harassment.
- b. All employees and volunteers are responsible for creating and maintaining a respectful environment.

- c. Early problem-solving mechanisms are preferred processes to resolve problems at the outset (where appropriate). These restorative processes focus on conflict resolution rather than blame or punishment.
  - d. The best resolution is that developed with direct participation of the Complainant and Respondent.
  - e. The complaint process, including the investigation, if necessary, should be completed without undue delay.
  - f. Corrective action must be timely.
  - g. Interference with the resolution of a complaint by threats, intimidation or retaliation, breach of confidentiality, or complaints filed in bad faith will not be tolerated.
4. Definition of Harassment
- a. "Harassment" means any inappropriate conduct, comment, display, action or gesture by a person: that either:
    - i. is based on race, creed, religion, colour, sex, sexual orientation, family status, marital status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
    - ii. adversely affects a person's psychological or physical well-being and that the person knows or ought reasonably to know would cause a person to be humiliated or intimidated;
    - iii. and that constitutes a threat to the health or safety of a person;
  - b. To constitute harassment for the purposes of paragraph 5.i. a.:
    - i. repeated conduct, comments, displays, actions or gestures must be established; or
    - ii. a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture that has a lasting, harmful effect on the person must be established.
5. Roles and Responsibility
- a. Maintaining a harassment-free environment is everyone's responsibility.
  - b. The Complainant is responsible for:
    - i. reviewing the policy;
    - ii. documenting the incident(s) of harassment, including name of the Respondent, date, place and time of incidents, names of any witnesses, circumstances leading up to the incidents, reasons why the incidents occurred and the actual incident that led to the complaint;
    - iii. making their concerns known to the Respondent or the Executive Director (or the Management Committee where the complaint involves the Executive Director) to review options for resolution; and
    - iv. participating in the process to resolve the situation constructively.
  - c. The Respondent must be notified in the event of a complaint. The Respondent should review the policy and may work with the Executive Director to review options for resolution. Respondents are encouraged to participate in a process to resolve the conflict constructively.
6. Bad Faith Complaints
- Complaints should be undertaken with great care because they may result in pain and damage to the Respondent's reputation and disruptions to the Society. Complaints made frivolously, maliciously, or without factual basis may constitute defamation, may be actionable by the Respondent, and may result in disciplinary action.
7. Process
- a. From receipt of complaint, the Executive Director shall initiate an investigation including interviewing the Complainant and Respondent and any other necessary witnesses or individuals deemed relevant by the Executive Director. Once all relevant information has been gathered and been reviewed, the Executive Director may take the matter to the Management Committee. At this stage a determination whether harassment has occurred will be made. If the investigation reveals the occurrence of harassment, the Executive Director or Management Committee will first endeavor to resolve the conflict through meetings with the Complainant and Respondent, mediation, or any other appropriate alternative dispute resolution mechanism. Corrective and/or disciplinary action may be taken by the Executive Director.
  - b. Where a complaint is made against or by the Executive Director, the Management Committee shall employ the above process and perform the role prescribed for the Executive Director above. Where the

complaint is against any other person and the Executive Director is unable to perform the above role, the Management Committee shall perform the role of Executive Director.

- c. The Complainant will be advised of any decision.