



BRANDON PRIDE POLICIES

**ENACTED
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POLICY #1001 – SCHEDULING BOARD MEETINGS

1. The Executive Committee shall create the schedule of all Board Meetings for the year and voted by consensus at an Executive Committee meeting.
 - 1.1. This schedule shall contain the dates, times, and locations of each Board Meeting.
2. No error or omission in giving notice of any meetings shall invalidate such a meeting or any proceedings taken thereafter.

POLICY #1002 - MEETING AGENDAS

1. All regularly scheduled Board meeting agendas shall be made available, no later than two (2) days prior to the Board Meeting.
 - 1.1. The agenda shall contain the date, time, and location of the meeting as well as the issues and motions to be discussed.
2. Board Members shall be responsible to submit their reports and any other items they wish to discuss no later than three (3) working days prior to the Meeting.
3. Agendas will be e-mailed to all Board Members no later than 24 hours prior to the meeting.
4. Should an agenda not be distributed to Board members in the time required, the Board may, by way of motion, table any issues they are not comfortable discussing.
5. Subject to any other provisions in the Bylaws, the following shall be, as far as may be considered practicable by the Chairperson, the order of business at Board Meetings:
 - 5.1. Attendance and determination of Quorum, or rescheduling of the Board Meeting if Quorum is not met;
 - 5.2. Land Acknowledgement;
 - 5.3. Approval of the Agenda;
 - 5.4. Approval of the Minutes;
 - 5.5. Presentations and Correspondence;
 - 5.6. Reports;
 - 5.6.1. Executive
 - 5.6.2. Committees;
 - 5.7. Old Business;
 - 5.7.1. Any business arising from the minutes of the previous Board Meeting;
 - 5.8. New Business;
 - 5.9. Closed Session, when necessary;
 - 5.10. Announcements;
 - 5.11. Adjournment.

POLICY #1003 – MOTIONS

1. The following shall be the order by which motions at Board Meetings shall proceed as far as may be considered practicable by the Chairperson of the Board:
 - 1.1. The motion is submitted to the Board by a Board Member or a Committee in one of the following ways:
 - 1.1.1. Submitted in advance prior to the meeting
 - 1.1.2. A motion can be made verbally during a Board Meeting.
 - 1.2. Motions must be dealt with under a respective agenda item.
2. All motions submitted in advance shall be provided to the Chair of the Board, by Board Members or the Committee Chairperson, in writing, no later than 3 business days prior to the meeting at which they are to be discussed, to allow for adequate time for the Chair of the Board to include the item on the agenda.
3. Motions that have been moved and seconded by Board Members shall be referred to the appropriate Committee as decided by the Chairperson of the Board;
 - 3.1. If referred to Committee, the motion is discussed, explored and the Committee may decide, at a later time to be determined by a majority vote in Committee, to
 - 3.1.1. bring the motion to the Board verbatim;
 - 3.1.2. bring the motion back to the Board with amendment(s) and explanation of said amendment(s); or
 - 3.1.3. table the motion.
 - 3.2. The Chairperson of the Board, at their discretion, may ask the Committee Chairperson considering any motion for a verbal progress report.
4. Debate of a motion by the Board and Members of the Brandon Pride shall follow:
 - 4.1. Speaking turns by Board Members shall be no longer than 4 minutes in duration and each Board Member shall be limited to 1 speaking turn;
 - 4.1.1. Upon the expiration of the speaking limit set, any Board Member may make a motion to extend the speaking limit.
 - 4.1.2. Any such motion to extend the time limit is not subject to debate and shall only pass by a 2/3 majority vote of the Board.
 - 4.1.3. A Board Member may be granted a second, and last, speaking turn on the condition that the second speaking turn only arises after any other Board Member who wishes to speak has exercised his or her rights to do so;
 - 4.1.4. Any such motion to be granted a second, and last, speaking turn is not subject to debate and shall only pass by a 2/3 majority vote of the Board.
 - 4.1.5. The Board shall vote on the motion.
5. Electronic motions must;
 - 5.1. be conducted platform such as survey monkey

- 5.2. be a $\frac{2}{3}$ majority vote by the designated deadline in order or an electronic motion to be passed.

POLICY #1004 – MINUTES AND RECORDS OF MOTIONS

OPEN SESSION

1. Open Session Minutes shall include:
 - 1.1. All Discussion Points
 - 1.2. Documents
 - 1.3. Presentations
 - 1.4. Reports
 - 1.5. Any other items that are deemed necessary by the Board.
2. These minutes shall be:
 - 2.1. kept in the Minute Record, this record shall also include a separate list of all motions passed and defeated by the Board in Open Session;
 - 2.2. copied (electronic or hard copy) and provided to every Board Member and to any other Member who requests copies thereof;
 - 2.3. Board Meeting minutes will be made available online for access no later than two (2) business days after they are approved by the Board.

CLOSED SESSION

3. Closed Session Minutes shall include:
 - 3.1. All Discussion Points
 - 3.2. Documents
 - 3.3. Presentations
 - 3.4. Reports
 - 3.5. Any other items that are deemed necessary by the Board.
4. These minutes shall be:
 - 4.1. kept in a separate, confidential Minute Record, this record shall also include a separate list of all motions passed and defeated by the Board in Closed Session;
 - 4.2. copied (electronic or hard copy) and provided to every Board Member;

IN-CAMERA SESSION

5. No Minutes or Recordings shall be taken during an in-camera session.

POLICY#1005 – BOARD MEETING ROLES

CHAIR

1. The duties of the Chair of the Board shall include the following:
 - 1.1. call to order all Board Meetings;
 - 1.2. chair all Board Meetings;
 - 1.3. take attendance at Board Meetings;
 - 1.4. conduct Board Meetings in accordance with the:
 - 1.4.1. Constitution;
 - 1.4.2. Bylaws;
 - 1.4.3. Policies;
 - 1.5. present all motions and resolutions requiring a vote by the Board, and record the votes cast on those motions and resolutions;
 - 1.6. recognize Board Members and other persons desiring to address a Board Meeting as guests of the Board and maintain a speaker list;
 - 1.7. declare all motions that are passed or defeated by the Board; and
 - 1.8. In the absence of the Chair, or by delegation, Chair of the Board shall be as follows:
 - 1.8.1. Vice-Chair Finance
 - 1.8.2. Vice-Chair Communication
 - 1.8.3. Vice-Chair Events & Programming
 - 1.8.4. Vice-Chair Operations
 - 1.8.5. In the absence of an Executive Member named above, a member of the Board, as selected by the Board, shall act as Chair.
 - 1.9. The Chair of the Board shall only vote in the event of a tie, unless they are a guest Chair.

SECRETARY

2. The responsibilities of the secretary shall be to:
 - 2.1. advance publication of notices of Board Meetings in accordance with the Bylaws and Policies;
 - 2.2. post, or ensure posting, of Board Meeting agendas online no less than three days prior to a subsequent meeting;
 - 2.3. record accurate minutes and attendances at all Board Meetings;
 - 2.4. The secretary must also keep and maintain cloud-based digital copies of all written material used throughout the year.
 - 2.5. prepare and edit the minutes and attendance at Board Meetings for distribution;
 - 2.6. ensure all outstanding business arising from Board Meetings is properly documented;
 - 2.7. maintain a list of motions deliberated by the Board;
 - 2.8. Make the appropriate changes to the Governance documents after amendments are passed by the committee.

3. Subject to other provisions in the Bylaws, the Secretary may utilise recording devices to record the proceedings of a Board meeting.
 - 3.1. In the absence of the Secretary, the Chair of the Board shall appoint an acting Secretary for the Board Meeting to take minutes.
4. The deadline for the distribution of minutes and attendances shall be minimum 24 hours before the next Board Meeting to be considered for approval

EXECUTIVE

5. Members of the Executive may request to delegate responsibilities to other Executive members or to the Chair of a Committee to perform as needed.
 - 5.1. These requests must be approved by the individual to whom the responsibility is being delegated as well as a majority of the Executive Committee as a whole.
 - 5.2. The delegated authority can be revoked at any time.
6. Are to assist in guiding Pride in its long term strategic direction;
7. Executive members shall also perform any other duties and responsibilities as directed by the Bylaws, the Chair or the Board;

BOARD MEMBERS

In addition to the Executive, there are six (6) additional Board Members on the Brandon Pride Board:

Volunteer Coordinator

8. Under the direction of the Vice Chair Events and Programming or designate;
 - 8.1. Recruit and retain volunteers,
 - 8.2. Develop and coordinate a Volunteer Orientation,
 - 8.3. Communicate with volunteers on a regular basis, notifying of any volunteer opportunities,
 - 8.4. Manage and organise Brandon Pride Inc. volunteer stations,
 - 8.5. Outline volunteer responsibilities and delegating volunteer tasks,
 - 8.6. Serve as a member of the Events, Programming and initiatives committee
 - 8.7. Other relevant duties as assigned.

Accessibility Coordinator

9. Under the direction of the Vice Chair Operations or designate;
 - 9.1. Research best practices to ensure that events, communication, and governing documents are accessible to all members, including members that have physical or mental disabilities,
 - 9.2. Other relevant duties as assigned.

Merchandise Coordinator

10. Under the direction of the Vice Chair Communication or designate;

- 10.1. Communicate with vendors for the needs and purposes of Brandon Pride Inc.
- 10.2. Develop a marketing strategy for Brandon Pride Inc. merchandise throughout the year, including events during Brandon Pride celebrations,
- 10.3. Other relevant duties as assigned.

Advocacy Coordinator

11. Under the direction of the Chair or designate;
 - 11.1. Assist in the advocacy needs of the members of Brandon Pride Inc.,
 - 11.2. Communicate to members of Brandon Pride Inc. to inform and educate of advocacy needs as they arise,
 - 11.3. Ensure that, when possible, events have some aspects of education and resources of the 2SLGBTQIA+ Community,
 - 11.4. Other relevant duties as assigned.

Fundraising & Sponsorship Coordinator

12. Under the direction of the Vice Chair Finance or designate;
 - 12.1. Assist in the grant writing and proposal process,
 - 12.2. Work with businesses in Brandon and Westman Area, local when possible, and
 - 12.3. Other relevant duties as assigned.

Social Media Coordinator

13. Under the direction of the Vice Chair Communication or designate;
 - 13.1. Assist in making social media posts
 - 13.2. Assisting with planning and scheduling social posts,
 - 13.3. Other relevant duties as assigned.

POLICY #1006 – OATH OF OFFICE

1. The Oath of Office for the Chairperson shall be:

“I, (name), do hereby promise that i will diligently, faithfully, and to the best of my ability fulfil the duties, responsibilities, and expectations of the office of the Chairperson of Brandon Pride, in accordance with the Act and the Bylaws of Brandon Pride, and above all else in the best interests of the members who belong to the organisation. I humbly acknowledge and accept the great privilege and honour bestowed upon me, and shall not violate the trust placed in me by the Board and Members of Brandon Pride.”

2. The Oath of Office for the Vice-Chairs shall be:

“I, (name), do hereby promise that I will diligently, faithfully, and to the best of my ability fulfil the duties, responsibilities, and expectations of the Office of the Vice-President (position title) of the Brandon Pride, in accordance with the Act and the Bylaws of the Organisation, and above all else in the best interests of the members who belong to Brandon Pride. I humbly acknowledge and accept the great privilege and honour bestowed upon me, and shall not violate the trust placed in me by the Board and the Members of Brandon Pride.”

POLICY #1007 – CODE OF CONDUCT

1. All board members of Brandon Pride are expected to adhere to:
 - 1.1. The organisation's bylaws, policies, and ratified stances.
 - 1.2. This includes maintaining alignment with Brandon Pride’s mission, values, and objectives.
 - 1.3. Strict abstention from any type of act that has, or might reasonably be seen to have, an adverse effect on the reputation or the proper functioning of Brandon Pride or on the health, safety, or rights of any persons or groups; and
 - 1.4. Applicable federal, provincial, and municipal legislation and regulations;
2. A board member may be subject to removal if they make a statement, either verbally or in writing, that directly conflicts with Brandon Pride’s bylaws, policies, or ratified stances. Such conflicting statements may include but are not limited to:

- 2.1. Public declarations or communications that undermine the integrity or objectives of Brandon Pride.
 - 2.2. Advocacy or endorsement of positions that contradict Brandon Pride's established policies or ratified stances.
 - 2.3. Actions that breach confidentiality or compromise the interests of Brandon Pride.
 - 2.4. Poor performance, or insubordination;
 - 2.5. Actions or inactions that disregard, violate or otherwise grossly misrepresent the intent of Brandon Pride Governance Documents and Ratified Stances;
 - 2.6. Public declarations or communications that undermine the integrity or objectives of Brandon Pride.
 - 2.7. Chronic absenteeism or neglect of duties as required of each Board Member;
 - 2.8. Advocacy or endorsement of positions that contradict Brandon Pride's established policies or ratified stances.
 - 2.9. Harassment or violence towards others;
 - 2.10. Actions that breach confidentiality or compromise the interests of Brandon Pride.
3. All issues related to the conduct and accountability of Board Members or the subsequent disciplinary actions taken to address these issues, shall be brought forth to the Executive Committee.
 - 3.1. A report of issues related to the conduct and accountability shall be made to the Executive Committee.

Removal Process

4. Investigation
 - 4.1. Any concerns regarding a board member's statements conflicting with Brandon Pride's bylaws, policies, or ratified stances shall be thoroughly investigated by the Executive Committee or an ad-hoc committee appointed by the Board.
5. Opportunity to Respond
 - 5.1. The board member in question shall be provided with an opportunity to respond to the allegations and present their perspective.
6. Decision-Making
 - 6.1. Following the investigation and consideration of the board member's response, the Executive Committee or the appointed committee shall deliberate and decide whether the statements made by the board member warrant removal.

7. Removal
 - 7.1. If it is determined that the board member's statements indeed conflict with Brandon Pride's bylaws, policies, or ratified stances, the board member shall be removed from their position.
8. Once a complaint is received by the Executive Committee, they shall make all reasonable efforts to ensure the validity and severeness of the complaint.
9. If, in the view of the Executive Committee, the alleged issue is serious enough to potentially cause harm to other board members or others if not addressed immediately, the Executive Committee shall have the authority to immediately suspend said Board Member from their office until such time that a full investigation can be conducted by the Executive Committee and a recommendation be made to the Board.
10. If, after an investigation, the Executive Committee recommends that disciplinary action is necessary, the following options are available to the Committee;
 - 10.1. A written reprimand outlining a summary of the issue requiring a disciplinary action where a verbal warning does not suffice, and any recommended corrective actions ; and
 - 10.2. A suspension from their Brandon Pride position for a disciplinary issue where a written warning does not suffice, for a minimum of one (1) week, to a maximum of the remainder of the term without pay.
 - 10.3. Removal from Board.
11. For written reprimands recommended by the Executive Committee, the Chair of the Executive Committee shall have the authority to issue these disciplinary actions. A record of the decision and finding shall be kept on file for a minimum of two (2) years by Brandon Pride.
12. If suspensions or removal are recommended by the Executive Committee, the recommendation shall be issued to the Chair of the Board, who shall include the recommendation on the next available Board Meeting.
 - 12.1. a two-thirds ($\frac{2}{3}$) vote of the Board members present at the Board meeting shall be required to approve a suspension or removal from the Board.

13. All appeals to accountability decisions made by the Executive Committee shall be made to the Board;
 - 13.1. Appeals must be filed within thirty (30) days of the day the Executive Committee decision is made.
14. The Board, after hearing the appeal, has the following options
 - 14.1. order a new proceeding before the Executive Committee; and
 - 14.2. dismiss the appeal.
 1. The office of a Board Member shall be vacated immediately without opportunity for appeal, if;
 - 1.1. the Board member resigns office by written notice to the Chair;
 - 1.2. the Board member dies or becomes bankrupt;
 - 1.3. the Board member is found to be incapable of managing property by a court under Manitoba law;
 - 1.4. the Board member is absent from three (3) consecutive Board Meetings;
 - 1.5. the Board member is absent from a total of five (5) Board Meetings;
 - 1.6. an Board member is absent from three (3) consecutive Executive meeting;
 - 1.7. an Board member is absent from total of five (5) Executive meetings;
 2. In the event of dismissal:
 - 2.1. Any resulting vacancy shall be dealt with, as far as practicable, in accordance with Bylaws, as if the Board Member had resigned

POLICY #1008 – SUBCOMMITTEES

The standing subcommittees of Brandon Pride shall include, but not be limited to:

EXECUTIVE COMMITTEE

3. The Executive Committee shall comprise of the following Board Members
 - 3.1. Chairperson;
 - 3.2. Vice Chair Communications;
 - 3.3. Vice Chair Finance;
 - 3.4. Vice Chair Operations;
 - 3.5. Vice Chair Events/Programming;

4. Each Executive member shall manage one or more Pride Week events
5. Executives must manage and chair at least one sub-committee responsible for planning that event.
6. Subcommittees shall be created, managed, and chaired at the discretion of Executive members.

PROCEDURES

7. The Chairperson shall be the Chair of the Executive Committee
 - 7.1. In the absence of the Chairperson, the Vice Chair Communication shall be the chair of the Executive Committee
8. Quorum of the Executive Committee shall be at least 50% of the Executives
9. All meetings of the Executive Committee shall be in closed session unless otherwise decided upon by the Committee
10. The Executive Committee shall meet at least once every two weeks
11. Any financial commitments, contract issues, and other matters of importance as determined by the executive must be recorded in the minutes.

EVENTS, PROGRAMMING AND INITIATIVES COMMITTEE (EPIC)

12. EPIC has the delegated authority to;
 - 12.1. Plan and execute all pride events outside of Pride week
13. The committee will be made up of the following:
 - 13.1. the Vice Chair Events (committee chair)
 - 13.2. the volunteer coordinator, and
 - 13.3. Up to three (3) board members

DISCIPLINE, CONDUCT & ACCOUNTABILITY REVIEW COMMITTEE (DCAR)

14. Will be made up of the Executive Committee
 - 14.1. If there is a Conflict of Interest or the complaint is against one of the Executives then a Board Member will fill their place.

AD HOC COMMITTEES

15. Ad Hoc Committees may be formed when needed with up to 5 board members including at least one executive.

POLICY#1009 - SOCIAL MEDIA

DEFINITIONS

Bullying

Where someone purposely and repeatedly says or does hurtful things to someone else. For the purpose of this policy, bullying will include the following actions: name calling, put-downs, threats, teasing, spreading rumours, gossiping, excluding others, or making others look foolish or unintelligent.

Inappropriate

Material that is obscene, defamatory, profane, libellous, slanderous, threatening, harassing, abusive, hateful, untruthful, or embarrassing to another individual or organisation.

Officer

being a Representative or Executive member of Brandon Pride.

Social Media

forms of electronic communication (such as websites for social networking and/or microblogging) through which users create online communities to share information, profiles, ideas, personal messages, and other content (eg. videos, pictures, etc.).

ORGANISATION OFFICIALS USE

Brandon Pride's Elected officials and representatives accept that they are to be held responsible to the membership for their conduct, and they are also bound by Brandon Pride's Code of Conduct (Policy #1007), and this Social Media Policy. The visibility of social media platforms, together with the difficulty an officer would face in the separating of their actions as a representative from their personal conduct, means a lack of forethought in any number of online forums could result in damage to the officer's image and/or the Pride's reputation.

ORGANISATIONAL USE

Social media will be used to represent Brandon Pride in a positive light at all times. Use of social media accounts must reflect Brandon Pride's strategic plan, mission statements, vision, and values.

Brandon Pride will use social media for the following purposes: to engage students; to provide information regarding university and government decisions and initiatives; to promote events, services, programs and businesses; as well as to gather real-time feedback from students we represent.

Brandon Pride will only allow real individuals and/or organisations that make contributions that enhance its ability to serve and represent the 2SLGBTQIA+

Community to follow, join, or comment on social media content that is under its jurisdiction.

Brandon Pride Executives reserve the right to refuse access to Brandon Pride's social media on the grounds of what is perceived to be a not-real individual or organisation. Brandon Pride Executives may respectfully and factually respond to misrepresentations of Brandon Pride in social media, provided that the other Executives have been notified. If a Representative notices a misrepresentation, they will notify an Executive member to respond to the post and will not respond to the misrepresentation themselves. Brandon Pride Officers will not engage in prolonged arguments with others on Brandon Pride social media platforms.

When an error is made, Brandon Pride will acknowledge the error and correct it as soon as possible. Modified posts will be clearly labelled.

The quality of social media communications will be ensured by using spell check, confirming the accuracy of content with others, engaging in the best practices regarding the frequency of posting content, and using discretion with regards to time-sensitive information.

PROHIBITED ENGAGEMENT

Whether in a personal or an official capacity, the use of social media shall not:

1. Bring Brandon Pride into disrepute, for example by:
 - 1.1. Insulting members or other organisations. Discussion and debate is acceptable, personal and/or slanderous attacks are not;
 - 1.2. Making defamatory comments about individuals, other organisations, or groups;
 - 1.3. Posting images that are inappropriate or links to inappropriate content
2. Breach of confidentiality, for example by:
 - 2.1. Revealing confidential intellectual property or information owned by the organisation;
 - 2.2. Giving away confidential information about an individual or organisation;
 - 2.3. Discussing Brandon Pride's internal operations (such as future business plans, budgets, and other information that has not been communicated to the membership).
3. Breach copyright, for example by:
 - 3.1. Using someone else's images or written content without permission;
 - 3.2. Failing to give acknowledgement where permission has been given to reproduce something.
 - 3.3. Make any post that violates the governance documents.

4. Do anything that could be considered discrimination, or bullying or harassment, any individual.
 - 4.1. Making offensive or derogatory comments relating to sex, gender, sexual reassignment procedures, race (including nationality and/or ethnicity), disability, sexual orientation, religion or belief, age, or any other protected characteristic under either the Canada or Manitoba Human Rights;
 - 4.2. Posting images that are discriminatory or offensive, or links to such content.

PENALTIES

All penalties will be recorded in the Social Media Incident Log by the Vice-Chair Communication for continuity and consistency of reporting incidents and historical data.

MANAGEMENT

All passwords, username and other login information will be kept. Executives are the only people authorised to use the login information The Vice-Chair Communication is the main contact for all social media related inquiries and posts.

POLICY#1010 - FIPPA & PHIA

The Freedom of Information and Protection of Privacy Act (Manitoba) and The Personal Health Information Act (Manitoba) both apply to the Brandon Pride. The following policy sets out how the Brandon Pride will oblige these two pieces of legislation.

THE FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT (MANITOBA) ("FIPPA")

Brandon Pride upholds the principles of and follows FIPPA, which was proclaimed on May 4, 1998 and was extended to local public bodies, including all educational institutions in the Province of Manitoba, on April 3, 2000. By enacting this policy, the Chairperson is the designated head under the Act. The Chairperson may, in turn, delegate their duties and obligations under FIPPA as necessary.

FIPPA applies to all records in the custody or control of the Brandon Pride. A record is defined as information recorded in any form such as written and printed records, maps, plans and audio-visual recordings, as well as information stored and retrieved electronically, such as emails.

The purposes of FIPPA are:

1. to allow any person a right of access to records in the custody or under the control of the Brandon Pride, subject to the limited and specific exceptions set out in FIPPA;
2. to allow individuals a right of access to records containing personal information about themselves in the custody or under the control of the Brandon Pride, subject to the limited and specific exceptions set out in FIPPA;
3. to allow individuals a right to request corrections to records containing personal information about themselves in the custody or under the control of the Brandon Pride;
4. to control the manner in which the Brandon Pride may collect personal information from individuals and to protect individuals against unauthorised use or disclosure of personal information by the Brandon Pride; and
5. to provide for an independent review of certain decisions of the Brandon Pride under FIPPA.

THE PERSONAL HEALTH INFORMATION ACT (MANITOBA) ("PHIA")

Brandon Pride is also committed to FIPPA's companion act PHIA. PHIA came into effect on December 11, 1997. Personal health information is defined in PHIA as recorded information about an identifiable individual relating to that person's health or health care history, the provision of health care to the individual or payment for health care provided to that individual. Access to personal health information about someone else must be dealt with under FIPPA (unless the request is made by a person authorised to act on behalf of the other person under section 60 of PHIA). PHIA outlines rules for the collection, use and disclosure of personal health information.

The designated head under PHIA shall be the same as under FIPPA, and delegates their duties and obligations under PHIA as necessary.

The purposes of PHIA are:

6. to provide individuals with a right to examine and receive a copy of personal health information about themselves subject to the limited and specific exceptions set out in PHIA;
7. to provide individuals with a right to request corrections to personal health information about themselves;
8. to control the manner in which the Brandon Pride may collect personal health information;
9. to protect individuals against the unauthorised use, disclosure or destruction of personal health information by the Brandon Pride;
10. to control the collection, use and disclosure of an individual's personal health identification number; and
11. to provide for an independent review of certain decisions of the Brandon Pride under PHIA.

POLICY STATEMENTS

Should any of Brandon Pride's policies conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

POLICY#1011 - SIGNING AUTHORITY

1. Expenditures and charges against all Brandon Pride accounts, grant accounts and other administered funds can only be accepted when the properly designated signing authority to the designated representative has approved the originating document.
2. The Chair, Vice-Chair Finance and Vice-Chair Operations shall serve as the exclusive signing authorities of the Brandon Pride. All cheques require two of the three signatures.
3. It is not acceptable for others to sign the name of a designated signing authority or the names of designated representatives.

POLICY #1012 - CONTRACTS & AGREEMENTS

1. No Executive member shall enter into a contract or agreement of any kind without the prior authorization of the Executive Committee (including, but not limited, to contracts of goods, services, products, or financial sponsorship).
 - 1.1. Upon proper approval, only designated signing authorities shall be entitled to enter into contracts or agreements on behalf of Brandon Pride. In accordance with the signing authority policy, contracts and agreements shall require two signatures.
2. Should the Executive primarily involved with any negotiation of such contracts or agreements have a conflict of interest (any situation where the results of such negotiations would result in an advantage or material gain to the person in question), such conflict must be fully disclosed immediately to the Executive Committee. If a conflict of interest exists, the person in question must be removed from all negotiations and settlements with regards to the contract or agreement in question.

POLICY #1013 - CONFLICT OF INTEREST POLICY

INTENT

Brandon Pride continually strives to protect the organisational interests from real or potential conflicts of interest, and has adopted this policy to outline procedures for avoiding and reporting various situations where a conflict of interest may arise.

GUIDELINES

BOARD MEMBERS

1. Board members should avoid:
 - 1.1. Any interest, investment or association that creates a conflict of interest or that interferes with their ability to perform their duties with Brandon Pride; and
 - 1.2. The creation of any personal direct or indirect interest or relationship with any company that competes with or provides products and/or services to Brandon Pride.
2. Additionally, where a situation arises where a board member is required to conduct business or provide services to a family member, or associate, this may create a real or perceived conflict of interest for both the company and the employee in question.
3. Where our resources (including property, equipment and personnel) are used for unapproved purposes, they may create a negative impact on our business, and the community perception of the company. Brandon Pride strictly prohibits the use of personnel (including volunteers) and/or equipment for non-company business, as their use may be improper, illegal or create a conflict of interest.
4. If any board member has reason to believe that a conflict of interest has occurred or is possible, it is their duty to report it to the executive committee. .

OUTSIDE EMPLOYMENT

1. Brandon Pride generally allows outside employment where:
 - 1.1. The employment causes no adverse effects on the board member's performance of job duties with the Brandon Pride;
 - 1.2. The work is performed after the board member's working hours with the Brandon Pride; and
 - 1.3. There is no conflict of interest.
2. Anyboard member that wishes to work part-time, or for any amount of time after their work hours with us should discuss the matter with the executive committee prior to accepting the employment. The board member may be required to disclose information pertaining to the proposed employment to allow a full review. The review will simply ensure that there is no conflict of interest.

3. Situations where a Brandon Pride board member is required to conduct business or provide services to a family member or associate may create a real or perceived conflict of interest for both the company and the board member in question. As such, Brandon Pride requires any board member who feels they may have a conflict of interest to immediately notify the executive committee for relief.
4. If any Brandon Pride board member has reason to believe that a conflict of interest has occurred or is possible, it is their duty to report it to the executive committee. Brandon Pride strictly prohibits any retaliation for fulfilling this obligation.
5. It is recommended for the health and safety of our board members, that board members have eight (8) consecutive hours of time for rest/sleep prior to reporting for their regularly scheduled work at Brandon Pride.

USE OF EQUIPMENT FOR NON PRIDE PURPOSES

The use of Brandon Pride equipment for non-company business must be approved, in writing, by the Executive Committee prior to its use.

CONFLICT OF INTEREST IN BOARD POSITIONS

FAMILY MEMBERS

An immediate family member shall not be considered for a board position if by doing so, it would create a direct supervisor/subordinate relationship with the family member. For the purposes of this policy, immediate family members shall be defined as: Spouse, Partner, Wife, Husband, Parent, Sibling, Child, or any In-Laws.

BOARD MEMBER RELATIONSHIPS

Brandon Pride board members involved in romantic relationships, or that become married or live in the same household shall not be perceived as presenting a conflict of interest, provided that there is neither a direct or indirect supervisor/subordinate relationship between the employees, or a conflict of interest, real or perceived, created as a result of the relationship. In the event that either a supervisor/subordinate, or conflict of interest issue arises, Brandon Pride will work with the board members to accommodate them in a reasonable fashion.

REPORTING A CONFLICT OF INTEREST

Board members who believe they have witnessed a conflict of interest, or where they reasonably believe that they may be engaged in any activity which could present a conflict of interest must report the matter immediately to the Executive Committee. Brandon Pride must be made aware of all conflicts of interest in order to take the appropriate action. Board members are obligated to report any conflict of interest to the Executive Committee.

INVESTIGATION

Brandon Pride seeks to resolve claims of conflicts of interest as expeditiously as possible. Investigations shall be conducted and the appropriate actions taken no longer than fourteen (14) days following the filing of a complaint.

In all cases, the Executive Committee shall retain the findings report for 1 year, or for as long as any administrative or legal action arising out of the complaint is pending.

ASSURANCE AGAINST RETALIATION

This policy encourages board members to report any conflict of interest encountered in their time as a board member at Brandon Pride. Retaliation against the Complainant is strictly prohibited and will result in appropriate disciplinary action. Retaliation by the Respondent, or anyone acting on behalf of the Respondent, against any witness providing information about a conflict of interest report, is also strictly prohibited. Acts of retaliation include (but are not limited to) interference, coercion, threats, and restraint.

This policy will not be used to bring fraudulent or malicious complaints against board members. Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action being taken against the individual lodging the fraudulent or malicious complaint.

POLICY #1014 - PRIDE WEEK

REPORTS

1. Two weeks after the annual Pride Week, the Executive Committee shall submit an end report outlining financials, reviews, challenges, and recommendations of that following Pride Week.

VOLUNTEERS

2. The Executive Committee along with the Volunteer Coordinator shall be responsible for coordinating, managing, and overseeing all volunteers during Brandon Pride Week.
3. The Volunteer Coordinator along with the Executive Committee shall plan a volunteer appreciation event within the 2 weeks following Pride week.
 - 3.1. The Volunteer appreciation event shall be open to all Brandon Pride Board members and volunteers.