

## **205. PROCEDURES FOR HANDLING CLUB BUSINESS**

### **FINANCES**

#### **FINANCIAL REQUESTS FOR SERVICE WORK**

Each request is investigated by the appropriate service committee.

The service committee forwards requests to the Fund Distribution Committee for review and recommendation to the Executive.

The Executive reviews and determines the action to be taken, by either a meeting or by telephone.

The results are reported to the club at the next following business meeting.

#### **ADMINISTRATIVE EXPENSES**

The Executive reviews and determines the action to be taken, by either a meeting or by telephone.

The results are reported to the club at the next following business meeting.

#### **OTHER BUSINESS**

Matters are reviewed and decided at an Executive Meeting or if it is determined by the Executive that a particular item requires club approval, then it will be brought before a club meeting for decision.

### **PROCEDURES FOR HUMAN CRISIS & TIME OF FAST COMMITTEE 1988-89**

To ensure that financial assistance is provided from the Epsilon Y's Men's Club in an appropriate and responsible manner and in amounts based on greatest need, the following procedures are approved.

#### **TYPE OF NECESSITY**

**IMMEDIATE** - Eg. Fire, Family Crisis re Food, Heat, Power, etc.

**PROCEDURE** - The committee decides and requests that the club Treasurer

prepare a cheque accordingly.

AMOUNT - Up to a maximum of \$250.00 for each case from a budget of \$1500.00 for this type of necessity.

MID TERM - Eg. Family Financial Problems, Requests from individuals for financial assistance, etc.

PROCEDURE - The committee checks: with the individual and/or other agencies to determine the extent of the need, and sources and amounts of other assistance; with appropriate governmental agencies to determine if assistance can or is being provided. The results of this investigation are passed to the Fund Distribution Committee if financial assistance is determined to be required.

AMOUNT - Human Crisis & Time of Fast Committee recommends amount to Funds Distribution Committee, or either the Executive or the general membership at a regular meeting depending upon the urgency of the request.

LONG TERM - Eg. Disasters in any part of the world such as food, famine, earthquake, etc.

PROCEDURE - The committee conducts an investigation appropriate to the specific need.

AMOUNT - Human Crisis & Time of Fast Committee recommends amount. to Funds Distribution Committee.

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(Reviewed 2024)