



General SOP

BYLAWS

- The SALHRA bylaws take precedence over any other document.
- Please refer to the bylaws of the SALHRA with regards to membership, duties, elections, meetings.

EXECUTIVE

- The following positions make up the Executive of the SALHRA. All have voting rights at Executive meetings:
 - President
 - Vice-President
 - Treasurer
 - Secretary
 - Membership Officer (Medicine Hat)
 - Membership Officer (Edmonton)
 - Regimental History Officer
 - Serving CO
 - Serving RSM
 - Kit Shop – Appointed
 - Edmonton Events – Appointed
 - Medicine Hat Events – Appointed
- Please refer to the SALHRA bylaws for information on voting and duties of the Executive and Project Officers.

POLITICAL ACTIVITY

The SALHRA shall not become involved in political activity. Some additional considerations:

- Members of the Association are encouraged to lead active lives as citizen-soldiers. This may entail developing and maintaining relationships with political leaders of all stripes. Association members may become personally involved in civic duties and this is encouraged and to be supported.
- Participation in the National Council of Veterans Organizations may, from time to time, include lobby efforts. Those lobby efforts are understood to be in the best interests of veterans and soldiers.
- No member of the Association shall present themselves publicly in support of or opposition to any political cause in any manner that indicates or seems to indicate that the Association in any way supports that position.
- The Association Executive shall refrain from becoming involved in political affairs as an Executive, except to the extent that a political matter is directly related to the welfare of



Cadets, serving soldiers, or veterans. Even in those cases, substantial discretion must be exercised.

BEREAVEMENT

On the death of a member of the Association, the Association shall:

- Post any public death notice on the Association Facebook page.
- Donate \$50 to the cause identified in the member's obituary or similar document.
- Barring that, shall send flowers to family or to the funeral home at a cost of no more than \$50.
- As a last resort, a donation shall be made to the Mess of which the deceased member was most recently a dues-paying member.

FINANCIAL

All Funds

- An annual budget shall be used to authorize as many expenses as possible.
- Expenses not captured in the annual budget, except for automatic recurring fees, shall be authorized by the Executive. Reserve Fund expenditures shall only be approved by the General Membership.
- Reimbursements made personally by a member must be reviewed for proof of purchase by a different member of the executive prior to reimbursement.
- Reimbursements require proof of purchase such as an invoice. Proof of purchase and an email confirming review and acceptance of the purchase shall be sent to the Treasurer for reimbursement and audit records.
- To the greatest extent possible, funds shall not pass through Executive Members' hands. When this is required, the treasurer should be notified immediately (within 24 hours) with an explanation for the transaction in question.

SALHRA Maintains the Following Funds

- Operating Fund: Receives revenue from memberships and pays for all SALHRA operating expenses. Uses the General Account. E-transfers: membership.pmt@salhra.net OPI: President
- Donations Fund: Pays for donations to outside organizations. Uses the General Account. OPI: President
- Special Projects Fund(s) as approved by the Executive. Generally used for historical projects and plaques. Uses the General Fund. OPI: President
- Kit Shop Fund: Receives revenue from kitshop sales and pays for kitshop supplies and related expenses. Uses its own bank account. E-transfers: kitshop.pmt@salhra.net OPI: Kit Shop Officer
- Events Fund: Pays for social events held for Association members. Uses the General Account. E-transfers: edmevents.pmt@salhra.net or mhevents.pmt@salhra.net OPI: Edmonton Events Officer for Edmonton Events; MH Events Officer for MH Events



- Reserve Fund: Acts as a contingent balance for the Association with all expenditures being approved by the general membership body. Uses the General Account. OPI: Voting Members

Deposits Held in Trust

- Light Horse Park. The SALHRA serves as a flow-thru for the Light Horse Park project. These funds will be used for the development and maintenance of Light Horse Park, in conjunction with the Regiment. Uses its own bank account. OPI: LHP Committee Chair
- Battlefield Tour. The SALHRA also maintains a separate bank account to hold deposits made by specific individuals for Battlefield Tours. Uses its own bank account. E-transfers: bft.pmt@salhra.net OPI: BFT Committee Chair

Membership Dues

- Membership dues shall be collected by September, unless the Member has purchased a lifetime membership. Member dues not paid by 1 November shall be marked as inactive on the membership list.
- Lifetime Membership Certificates shall be signed by the SALHRA President. An acceptance letter shall be sent out to all new members of the SALHRA by the Membership Officer.

Reporting

- Reporting at each meeting shall be provided in written form to the secretary, comprising the following:
 - President:
 - Events attended
 - Upcoming events
 - Correspondence rec'd
 - Correspondence sent
 - Initiatives or project updates
 - Significant issues
 - Vice-President:
 - Events attended
 - Upcoming events
 - Correspondence rec'd
 - Correspondence sent
 - Initiatives or project updates
 - Significant issues
 - Secretary:
 - Bylaw updates
 - Reports pending
 - Reports filed
 - AGM issues



- Next meeting
- Treasurer:
 - Financial statements
 - Summary of financial position
 - Financial or banking concerns
- Events:
 - Upcoming events
 - Date and venue
 - Budget
 - Report on past events
 - Attendance
 - Financial results
- Membership:
 - Total Membership numbers:
 - New Annual and Life memberships
 - Unpaid annual dues
 - Initial vetting of applications is done via consultation between the two membership officers
 - Membership applications that may be in question
- Kit Shop:
 - Sales
 - Profit Margin
 - Advertising
 - Next orders
 - Inventory status
- BFT:
 - Participation levels
 - Schedule adjustments
 - Correspondence to and from Europe
 - Financial concerns
- Regimental History Officer:
 - Duties as assigned by the Executive

Year End

- The Year End of the SALHRA is July 31st. Any outstanding account or issues shall be communicated to the Treasurer well in advance and shall be recorded for the year end, to ensure the accuracy of the Year End Financial Statements.

KITSHOP SOP

Kitshop Officer

- The Kitshop Officer shall be appointed by the Executive.



- The Kitshop Officer shall be the chair of the Kitshop Committee and shall organize all meeting agenda items. The Kitshop Officer shall maintain minutes of the Kitshop Committee and ensure that all activities follow their SOP.

Kitshop Committee

- The Kitshop Committee shall be constituted by the Kitshop Officer.
- A Kitshop committee shall be comprised of a minimum of 4 SALHRA members and the Kitshop Officer and shall be responsible for all aspects of Kitshop activities.
- All decisions of the Kitshop Committee shall be recorded in the minutes and retained for audit purposes.

Inventory Purchases

- Purchases over \$500 require 3 quotes prior to ordering. Final selection of a vendor shall be made by majority vote of the Kitshop Committee.
- PT Strip should be maintained in inventory in various sizes.
- All other orders require pre-commitment to cover at least 50% of expected costs.
- Purchases of inventory shall be paid directly by the SALHRA through the kit shop account. In rare situations, where an inventory purchase must be made personally by a member, it must be authorized by a different member in order to pay the amount.

Sales

- Payment for all sales must be collected prior to distribution of inventory. Sales deposits shall be made through e-transfer to the Kitshop directly. In rare cases where a member wishes to make a payment to the Kitshop Officer, an email shall be sent to the Treasurer and the deposit of monies shall be made within a week of the sale.
- Sales of inventory shall include a minimum 20% profit margin. Consideration shall be given to market value for kit shop items. Profit margins for new purchases shall be reported to the Board.

Accounting

- The Kitshop Officer shall ensure that there are detailed accounting records kept of inventory purchases, sales and profit margins of each type of inventory as well as the year end inventory listing.

Inventory count

- An inventory count shall be conducted of all inventories in all locations by June 30th each year. Any exemptions to this must be approved by Executive. The listing with final quantities and associated costs shall be tallied up and provided to the Treasurer no later than July 15th in time for the SALHRA Year End.
- The inventory shall be done by an independent member, not a member of the kit shop committee. At least one member shall be appointed in each location where kit shop inventory is held.



SOCIAL MEDIA

Commercial activity

- The Association shall maintain a Facebook page and other social media as appropriate. No commercial activity shall be permitted on that page unless explicitly endorsed by the Association Executive via a motion at a meeting. The Association Kit Shop shall be the exception and is permitted to use Association social media for commercial purposes.

Controversial content

- Content of a controversial nature shall not be permitted. The moderators of any Association social media account shall have complete discretion to remove posts that may be perceived as controversial.

Moderators

- The Association Executive shall review all moderators annually, at the meeting following the AGM. Moderators should be known to the Executive and known to be able to exercise discretion.

Members

- For any closed pages (e.g. the Association Facebook page) only those with a known connection to the Regiment shall be permitted as members. In case there is any doubt, Moderators should not accept connection requests.

BFT SOP

Scheduling

- BFTs shall be scheduled at least 3 years in advance of any departure date.
- The full tour schedule shall be developed at least 1 year in advance of any departure date. Changes can be made closer to the date based on input from Honorary SAR members in Europe.

Tour OPI

- Each tour shall have one OPI appointed by the Executive.
- The OPI shall stand up a Committee comprising at least 3 members to help with planning and coordination.
- Each major leg or activity of the tour may have an organizer.
- It is recommended that the OPI appoint an administrator for the tour.



Participants

- The BFT committee shall set a target for the # of participants based on the schedule and type of activities to be conducted.
- Participants should provide dietary restrictions at the earliest opportunity.

Comms with HSARs

- Initial communications shall be through the Foundation.
- Once lines of communication are established, comms shall be done by the Tour OPI or organizers.
- The Foundation shall be kept informed of ongoing communications with HSARs.

Events and Activities

- The committee shall attempt to host one dinner or social event which HSARs can attend in each of France, Belgium, and the Netherlands, if the tour visits those countries.
- Tour participants will fund their own costs for these dinners.
- Based on cultural norms, the Tour will bear the costs of dinners in France. In Belgium and the Netherlands, the HSARs will fund their dinner costs.
- The BFT Committee shall maintain an SOP for ceremonies at cemeteries, including wreath-laying.
- HSARs shall be encouraged to have maximum involvement at all Tour activities and events.
- Museum visits and similar activities shall be coordinated in advance. Wherever possible, payment shall be made in advance and costs built into the participant fees.

Music

- Where possible, a piper and bugler shall accompany the tour.
- If other musicians (e.g. vocalists) are present, they should be encouraged to participate to the maximum extent possible.

Travel Plan

- Tour participants shall make their own way to an RV where the tour shall commence.
- During the tour, all travel shall be coordinated by the BFT Committee. This will normally comprise ground transport and may include sea transport. To the greatest extent possible, the Committee will not be involved in booking air travel.
- The Committee shall arrange for all hotels, including breakfasts. To the greatest extent possible, the Committee shall arrange lunches as well.



- Return travel at the conclusion of the tour shall be the responsibility of tour participants.

Travel Agent

- The Committee will use the services of a travel agent to book accommodations, ground transportation, and museum visits.
- The travel agent will be provided with the itinerary as early as possible.

Health and Medical

- Each bus shall have a designated first aider.
- Tour participants who display possible symptoms of serious illness shall be encouraged to visit a physician at the earliest opportunity.
- Tour participants must provide proof of valid medical travel insurance before joining the tour and any other government-mandated travel information.

Financial

- Deposits shall follow a schedule of approximately:
 - 18 mos out: 20% deposit, fully refundable
 - 12 mos out: 30% deposit, refundable if no costs are incurred
 - 4 mos out: 50% remaining, non-refundable, except in extraordinary circumstances at the discretion of the Executive.
- Participant costs shall typically include:
 - Ground transportation including fuel, bus driver costs, tolls
 - Museum, activity fees, and similar venue admission fees
 - Hotels
 - Bus driver hotel and meals
 - Tour clothing
 - Tour gifts (approximately \$40-\$50 per major gift; approximately \$10-\$20 for a smaller gift)
 - Tour liability insurance
 - Travel agent fees
 - Recce costs
- Tour OPI and leg organizers shall have a maximum supplement of \$2,000 to cover tour costs, not to exceed the overall cost of the tour.
- All receipts and correspondence related to expenditures must be retained and submitted to the Treasurer.

Clothing

- Tours shall normally have clothing, including seasonally appropriate shirts and a jacket



Recce Plan

- To the greatest extent possible, recce shall be conducted virtually and via coordination with HSARs.
- Where necessary, the Committee shall conduct one recce to include any sites that cannot be otherwise recced. The recce budget shall not exceed \$2,000; any additional costs shall be borne by the one doing the recce.