

**South Western Ontario Bridge Association  
Unit 249, ACBL  
Policy and Procedures Manual**

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| <b>SUBJECT:</b><br><br>Payment of Honoraria  | <b>REF #:</b><br><b>2017-003</b>                           |
|  | <b>REVIEWED BY .....DATE.....SIGNATURE</b><br><br><br><br> |
| <b>APPROVED DATE:</b><br>Aug. 12, 2017   | <b>REVISION DATE:</b>                                      |
| <b>ISSUED TO:</b><br>Unit 249  | <b>EFFECTIVE DATE:</b><br>IMMEDIATELY                      |
| <b>POLICY:</b><br>An honorarium is an <i>ex gratia</i> payment made to a person for their services in a volunteer capacity, or for services for which fees are not traditionally or legally required. Unit 249 supports the use of honoraria to recognize the considerable input of time and talent for the following categories: <ul style="list-style-type: none"> <li>• <b>General Honoraria</b> for persons performing key technical administrative tasks for Unit 249.             <ul style="list-style-type: none"> <li>○ The designated positions for which General Honoraria apply, and the corresponding honoraria amounts are:                 <ul style="list-style-type: none"> <li>▪ Secretary, Board of Directors – not to exceed \$600.00 per year.</li> <li>▪ Unit Treasurer – not to exceed \$700.00 per year.</li> <li>▪ Unit Webmaster – not to exceed \$500.00 per year.</li> </ul> </li> </ul> </li> <li>• <b>Tournament Honoraria</b> for persons serving as Tournament Chairs of Sectional Tournaments sponsored by Unit 249, and for the Chair and Treasurer of Regional Tournaments hosted by Unit 249.             <ul style="list-style-type: none"> <li>○ The designated positions, and the corresponding honoraria amounts are:                 <ul style="list-style-type: none"> <li>▪ Regional Tournament Chair – not to exceed \$1,000.00 per tournament.</li> <li>▪ Regional Tournament Treasurer – not to exceed \$500.00 per tournament.</li> <li>▪ Sectional Tournament Chair – not to exceed \$500.00 per tournament.</li> </ul> </li> <li>○ In cases where there are co-chairs of a tournament the honoraria will be split between the co-chairs.</li> </ul> </li> <li>• <b>Special Honoraria</b> for persons who have made outstanding contributions over several years to the growth and development of the Unit.             <ul style="list-style-type: none"> <li>○ At the discretion of the Board of Directors.</li> </ul> </li> </ul> |  |
| <b>SCOPE:</b> Applies to Unit 249  |  |
| <b>Procedures:</b> <ol style="list-style-type: none"> <li>1. General Honoraria:             <ol style="list-style-type: none"> <li>a. The Board of Directors must approve, by motion, the payment of General Honoraria. This should normally be done at the first meeting of each fiscal year, to cover the preceding fiscal year.</li> <li>b. Where two or more persons have fulfilled the duties of the position for which a General Honoraria has been approved, the Board may vote an apportionment of the</li> </ol> </li> </ol>  |  |

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total award to those persons involved, usually on a pro-rata basis of the time served, or the effort expended.

2. Tournament Honoraria:

- a. The Board of Directors authorizes the Unit Treasurer, to issue Tournament Honoraria, upon the finalization of all tournament financial transactions and the complete and accurate reporting of the financial results of the tournament in accordance with ACBL and Unit 249 accounting procedures. The Unit Treasurer will make a report to the Board of Directors of all Tournament Honoraria paid, with the accompanying tournament financial report.
- b. In the event that the Unit Treasurer determines that there are unresolved concerns regarding the reported income, and/or the expenses incurred, and/or the finalization of the tournament transactions and financial reporting, the Unit Treasurer will refer the issue to the Board of Directors, with as much information as possible regarding his concerns. In such cases, an honorarium will only be paid, in full or in part, as directed by a specific motion of the Board, after their review of the circumstances and reporting available.

3. Special Honoraria:

- a. Special Honoraria will only be issued upon the passing of a specific motion of the Board of Directors, which may be proposed at any meeting of the Board of Directors.
- b. The motion should clearly state the following information:
  - Person for whom the honorarium is requested.
  - Reason for the honorarium.
  - Amount of the honorarium.
  - Date on which the honorarium is to be paid.

**AUTHORITY:** Authority is vested in the Unit Treasurer, subject to Unit 249's Financial Procedures, to issue honoraria cheques for the approved amounts, in accordance with this policy.