

## NEW POLICIES

Approved by Council - June 26, 2015

### Policy Statement on Refunds and Cancellations

ANLS luncheons, seminars, golf tournaments, AGM's and President Galas are prepared ahead of time with respect to materials, meeting space and other requirements in anticipation of membership attendance; following are the deadline dates and how these will affect refunds, cancellations and fees:

#### Luncheons and Seminars

A person who has registered and paid to attend a luncheon or seminar hosted by the Association may cancel and receive a full refund, if the cancellation is made **three** business days or more prior to the date of the luncheon or seminar.

No refunds will be made less than **three** business days prior to the date of the luncheon or seminar.

No refund will be made to any person who has registered and paid and who fails to attend the luncheon or seminar.

A member who has registered, but who has not paid, and who fails to attend the luncheon or seminar shall be invoiced for the price of the luncheon, where the Association actually incurs a cost as a result of the member's failing to pay and attend.

In the event a luncheon or seminar is cancelled, the Association will refund all registration fees that have been paid.

#### Courses

A person who has registered and paid to attend a course and who subsequently cancels and withdraws from the course shall be subject to a cancellation fee, which shall be applied as follows:

- Cancellation 3 days or more before the course shall result in a full refund minus a 10% Administration fee.

A person who has registered and paid to attend a course and who subsequently cancels and withdraws from the course may arrange for another person to attend the course in their place. The name and contact information of the replacement person must be provided to the Association. No refund will be provided.

Any person who has registered and paid and who fails to attend a course shall not be entitled to any form of refund.

No refund will be made once a course has commenced.

In the event a course is cancelled, the Association will refund all registration fees that have been paid.

#### Exhibitor's Booths

A person or company whose exhibitor application form has been approved and who has paid the exhibitor fee and who subsequently cancels and withdraws as an exhibitor in the AGM shall be subject to a cancellation fee, which shall be applied as follows:

- Cancellation 60 days or more before the AGM shall result in a full refund minus a 10% Administration fee.
- Cancellation 30 to 60 days before the AGM shall result in a 50% refund.
- Cancellation less than 30 days before the AGM shall result in no refund being made.

No refund will be made to any exhibitor who fails to show up and occupy their booth.

In the event the AGM is postponed to a date not suitable to the Exhibitor, the Association will refund all registration fees that have been paid.

### **Golf/Curling Tournament**

A person who has registered and paid to golf/curl in the Association's golf/curling tournament and who subsequently cancels and withdraws from attending the tournament shall be subject to a cancellation fee, which shall be applied as follows:

- Cancellation 3 days or more before the tournament shall result in a full refund minus a 10% Administration fee.

A person who has registered and paid and who subsequently cancels and withdraws from attending the tournament may arrange for another person to attend in their place. The name and contact information of the replacement must be provided to the Association. No refund will be provided.

A person who has registered and paid and who fails to attend the tournament shall not be entitled to any form of refund.

Any person who has registered and has been invoiced, but who has not paid, and who fails to attend the tournament shall be required to pay the invoiced amount.

In the event the golf/curling tournament is cancelled, the Association will refund all registration fees that have been paid.

### **President's Gala**

A person who has registered and paid to attend the President's Gala and who subsequently cancels and withdraws from attending the Gala shall be subject to a cancellation fee, which shall be applied as follows:

- Cancellation 3 days or more before the Gala shall result in a full refund minus a 10% Administration fee.

A person who has registered and paid and who subsequently cancels and withdraws from attending the President's Gala may arrange for another person to attend in their place. The name and contact information of the replacement person must be provided to the Association. No refund will be provided.

Any person who has registered and paid and who fails to attend the President's Gala shall not be entitled to any form of refund.

A member who has registered and has been invoiced, but who has not paid, and who fails to attend the Gala shall be required to pay the invoiced amount.

In the event the President's Gala is cancelled, the Association will refund all fees that have been paid.

The ANLS reserves the right to cancel any seminar / tournament, etc. in which the minimum registration is not achieved. If the ANLS cancels a seminar / tournament, etc. each participant will be notified and given a full refund.

## **Policy Statement on Formally Recognizing the Services of Outgoing Councillors And Public Members**

This policy outlines the process to be followed to acknowledge and formally recognize the service and contribution of out-going Councillors and Public Members.

The term of office for each Councillor is two years.

Immediate past Councillors of the Association of Newfoundland Land Surveyors (ANLS) are to be formally recognized for their contribution to the Association at the Annual General Meeting at the end of their two year term. A Councillor's Plaque of Service shall be presented at the Annual General Meeting with the name of the Councillor, the years of service given to Council and the term served.

The term of office for Public Members on Council is two years. The Public Member will receive an Honorarium as determined by the Annual Budget and will be paid March 31<sup>st</sup>.

The term of office Secretary-Treasurer is one year.

Immediate past Secretary-Treasurer of the Association of Newfoundland Land Surveyors (ANLS) is formally recognized for his/her contribution to the Association at the Annual General Meeting at the end of his/her

one year term. A Secretary-Treasurer's Plaque of Service shall be presented at the Annual General Meeting with the name of the Secretary-Treasurer, the years of service given to Council and the term served. The Secretary-Treasurer will receive an Honorarium as determined by the Annual Budget and will be paid March 31<sup>st</sup>.

The term of office for President is one year.

The President of the Association of Newfoundland Land Surveyors (ANLS) will be formally recognized for his/her contribution to the Association at the Annual General Meeting at end of his/her one year term. A President's Plaque of Service shall be presented at the Annual General Meeting with the name of the President, the years of service given to Council and the term served. A Past President's Lapel Pin is presented at the Annual General Meeting.

The names of all Councillors and their years of service will be noted in the Annual Report. Council Pictures to be displayed in the ANLS Board Room.

The term of office for Public Members appointed to Committees is two years. The Public Member will receive an Honorarium as determined by the Annual Budget and will be paid March 31<sup>st</sup>.

**ANLS Policy Statement can be viewed by visiting**

<http://www.anls.ca/resources/policy-statement/>

## **Council of Management**

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