



## Congress Policy

Implementation Date: ????

Amendment Dates: Mar.'99 (#E.99.05S), Nov.'98 (#E.98.35S & #C.98.09S), March '98 (#E98.17.S & #E.98.18S), Nov.'97 (#E.97.08S), Nov.'96, Nov.'05 (#E.05)

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An annual meeting of the members, Congress, is a requirement of every Canadian not-for-profit organization. It is important that the WSWC Congress be managed effectively and efficiently.

1. If a Committee Chair attends Congress at their own cost, the registration fee will be waived.
2. WSWC pays the Congress registration fee for all EB members, WSWC staff, and WSWC invited committee chairs and guests. In addition, WSWC pays the travel costs of one (1) delegate per provincial member in good standing (pending approved budget each year).
3. Each member of the Executive Board shall prepare an annual report and deliver same to the Executive Director of the WSWC not later than thirty (30) days prior to the date of the annual meeting of the Congress. Such report shall be distributed to the delegates attending the annual meeting of the Congress.
4. Each Provincial Member shall, not later than thirty (30) days prior to the date of the annual meeting of the Congress, submit typewritten copies of its annual report, including audited financial statements, to the Executive Director of WSWC for distribution to the delegates attending the annual meeting of the Congress. Provincial members with fiscal year ending October 31 shall be allowed to present their prior year audited financial statement in the Congress Manual.
5. Each Provincial Member shall hold its annual meeting at least seven (7) days prior to the date of the annual meeting of the Congress and shall submit typewritten copies of the minutes of its annual meeting to the Executive Director of WSWC not later than the first day of registration of delegates at the Congress.
6. The Executive Board be empowered to determine resource people that will receive financial support to attend the Executive Board meetings and Congress.