

i. President (Even years)

The President shall serve as the Chief Executive Officer of Rugby Manitoba Inc. He will represent Rugby Manitoba Inc. in all dealings with Rugby Canada, Sport Manitoba and similar organizations.

The President shall be an ex-officio' member of all standing and ad hoc committees of Rugby Manitoba Inc. & shall Chair the President's Committee.

The President shall preside over all meetings of Rugby Manitoba Inc. and the Board of Directors. In his absence the Executive Vice-President shall preside at any such meeting, and in his absence a chairperson shall be selected from among the remaining Directors by those at the meeting.

. Expenses

Rugby Manitoba will reimburse those employees who incur expenses while conducting business for the Union providing they complete the proper Expense Claim Form and provide backup receipts for records.

i. Travel

Out of town travel must be arranged through the Executive Director and the Executive Committee must approve Executive Director travel.

In province travel with private vehicles will be reimbursed by receipts.

Out of province air travel will be reimbursed for expenses not exceeding the cost of the most economical airfare.

Employees electing to use their own vehicles for out of province travel will be reimbursed for expenses not exceeding the cost of the most economical airfare.

Approved Rental vehicles must include collision and comprehensive insurance, the cost of which will be reimbursed on submission of contract.

Parking claims will be paid at the discretion of the Executive Director and must be accompanied by receipts.

ii. Accommodations

The Executive Director will provide a list of preferred hotels for Rugby Manitoba funded events or meetings. The Executive Director may approve other hotels at his/her discretion with cost reimbursement being negotiable.

iii. Meals

The Rugby Manitoba will provide a per diem for meals (all gratuities included) at a rate to be determined annually by the Rugby Manitoba Board. The rate as of today May 3rd, 2016 is \$50 per day.

Meal allowances for Rugby Manitoba representatives, who dine out with other Rugby Manitoba representatives of the same city, in that same city, will not be accepted.

iv. Hosting

From time to time it may be necessary for a Rugby Manitoba employee to host out of town guests. Such hosting should be approved by the Executive Director or the Executive Committee if necessary.

v. Miscellaneous

Telephone calls for Rugby Manitoba business are reimbursable. Babysitting, gifts, traffic/parking violations and other personal expenses are not reimbursable.

Credit Card Policy

The Rugby Manitoba credit card(s) is a purchase card system benefiting Rugby Manitoba through prompt payment to suppliers and delegates' responsibility for low value purchase authority.

The Credit Card can be used with any vendor that accepts Visa™.

The Credit card is issued at the discretion of the Rugby Manitoba Board of Directors to the current Executive Director who is granted a formal delegation of Rugby Manitoba purchasing authority. Delegation of Rugby Manitoba purchasing authority governs the use of the credit card as a tool for purchasing materials and services for less than \$5000 unless otherwise approved. The Executive Director agrees to comply with all applicable Rugby Manitoba policies and procedures and this Cardholder agreement. When signed and accepted, this form acts to assign the formal delegation of purchase authority to the current Executive Director to execute credit card purchases.

Credit Card violations include but are not limited to:

Purchase items for personal use

Use the credit card for cash advances

Failure to return the credit card when an employee resigns, is terminated or upon request

-Compliance with Policy, Violations and Consequences

Violations to this agreement or to any policy regarding the purchase of goods or services will be investigated and may result in either one or more of the following actions: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, disciplinary action, and termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

-Ownership and Cancellation of the Credit Card

The credit card remains property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the Executive Director. The Executive Director is accountable for the activity on the card. The bank or Rugby Manitoba may suspend or cancel Cardholder privileges at any time for any reason. The Executive Director will surrender the credit card upon request to Rugby Manitoba or any authorized agent of the Bank.

-Rewards earned on the Card

Any reward points under any name will always remain property of Rugby Manitoba. In order to redeem points the cardholder must have the approval of the Board of Directors.

-Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant each time the credit card is used. Individual transaction receipts are to be attached to monthly statements. The Rugby Manitoba office must keep statement data and proof of reconciliation, including receipts and packing slips, on file for a period consistent with the record retention requirements of the law. Each Month one designated signing authority will sign each monthly statement.

-Disputed Items

It is the Executive Director's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

-Protecting the Credit Card

The credit card is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties

-Validation and Safekeeping

Sign the credit card immediately upon receipt. The credit card should always be treated with the same care as personal credit cards, bankcards, cash and checks. Keep your card in an accessible but secure location. When using the credit card for Internet purchases, the Executive Director should ensure that the site utilizes industry recognized encryption transmission tools. When the expiration date is passed and/or after you have received a new credit card, cut the old credit card in half and dispose of it.

-Lost or Stolen Credit Cards

If the credit card is lost or stolen, contact the Bank's 24-hour toll-free number immediately