



BUDDHIST TEMPLE OF SOUTHERN ALBERTA

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POLICIES

(Approved by BTSA Board, July 9, 2008; amended as noted)

From time to time, it is necessary to rely on a decision that has been taken in the past to deal with a situation in hand. Some of these decisions are of a policy nature and others are guidelines for future action. With turnover of the Executive Committee and a tendency to forget decisions that have been taken, there is a need to have a ready reference source of decisions that have been taken in the past. The following is a compilation of decisions and policies established over the years by the founding Temples of the BTSA. This list is intended to serve as a guide for future actions.

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MEMBERSHIP

- Dependent children and non-paying members are members without voting privilege
- If one spouse is a senior for *keirokai*, both members are considered seniors
- Long-time members who are infirm are considered non-paying members
- Seniors are all members over the age of 80

MINISTERIAL ISSUES

- Families wishing to use the Temple with ministers other than resident minister, must have approval of the resident minister
- Members have responsibility to notify Minister when home visits are needed

FINANCES

- The Treasurer will issue receipts to members for contributions at the end of the year, and to non-member donors as soon as possible after receiving donations
- Donations for memorial services are treated as a regular donation to the Temple
- Non-budgeted expenditures greater than \$300 made on behalf of the BTSA must have prior approval of the Executive (amended March 10, 2010 by the Board.)
- Any member may request expenditures for items/services not enumerated in the annual budget, subject to board approval. (See BTSA Board Approval Request Form.) (added by the Board, May 13, 2009.)
- Request for payment of expenses should be made using the Requisition for Payment (see BTSA Requisition)

- All donations to the chow mein supper will be acknowledged in the Hikari newsletter
- All donations are counted by (2) independent Temple members.
- ~~Honoraria should be in cash not cheque~~ (deleted by the Board, Dec. 14, 2011)
- Donations from non-members will be acknowledged in the Hikari newsletter. Cards of thanks and receipts will be sent
- The Treasurer's report to the Board of Directors is to be presented in writing
- Annual membership fee amount will be published in the Hikari newsletter at the end of each year as a reminder for the coming year
- BTSA will reimburse members approved for travel to the JSBTC and JSBTCWF Annual General Meetings for travel, accommodation, reasonable meal expenses and registration fee. This applies to the portion of travel not covered by JSBTC travel directive
- In the event of a competitive bid for Temple work, all people/firms tendering bids be recognized and a member of the Board notify each person/firm of its decision regarding their submission. (added Dec. 9, 2009 by the Board)

BUILDING OPERATIONS AND MAINTENANCE

- Funerals and regular and special services have priority use of the Temple followed by Temple Committees and then by user groups
- The Temple use shall be reserved through the Temple Coordinator. Those who have reserved through the Coordinator will have priority
- Offers of material donations shall be the prerogative of the Executive Committee to accept or decline
- A document describing responsibilities of those with access to the building will be provided to members with keys (see Access Policy). Temple members are not required to sign the Key Holder Agreement
- Non-members requiring access to the temple must sign the BTSA Access Agreement (see Key Holder Agreement)
- ~~Generations Funeral Home are in possession of a Temple key to allow them to bring flowers to Temple before funerals~~ (deleted Feb. 10, 2010, Funeral Committee)
- Key holders include ATCO gas, Chariton and Hill, Wesbridge Construction, Enmax (Ken Dowse) and Lethbridge Fire Department (lock box),
- The Temple looks after the shrine, including flowers, *obuppan*, and fruit for all special services. This includes the set-up for the occasion
- Liability Insurance purchased by the Temple will cover the users of the Temple
- Other activities are to be judged permissible or not by the Executive Committee on the merits of the activity in question
- Policy with regard to serving liquor in the Temple:
 - When liquor is served it shall be in moderation
 - The serving of liquor at wedding receptions held in the Temple shall be permitted but it shall be the responsibility of the inviting families to maintain a dignified atmosphere at all times
 - Social functions open to the members and invited guests only, may serve liquor. Members bringing guests shall be responsible for the proper conduct of their guests
- All groups using the Temple for activities shall have at least one paid member amongst its members
- Groups presently using the Temple regularly are: ~~Momiji Dancers Society~~ Japanese dance group, Tonarigumi, Chojukai, NCS Taiko students, Southern Alberta

- Buddhist Choir, Lethbridge Karaoke Singers (Jan.'08) (deletion of “Momiji Dancers Society” and addition of “Japanese dance group”. Nov. 21, 2011)
- BTSA set aside capital replacement funds of \$30,000 /year; the first installment will be retroactive 5 years for a total of \$150,000. (added Oct. 9, 2013 by the Board)

RELATIONS WITH JSBTC AND OTHER TEMPLES

- Donations and/or congratulatory notes for special occasions are left to the discretion of the Board Of Directors
- Secretary sends invitations for special occasions for the BTSA as decided by the Board of Directors

BEREAVEMENT, HOSPITALIZATION, ILLNESS

- Temple as a matter of policy will provide *only* altar flowers for funeral services held in the Temple (amended Oct. 14, 2009 by the Board)
- ~~Temple will send flowers or a basket of fruit or a gift certificate to a restaurant to members who are hospitalized for one week or more~~ (amended to include “a basket of fruit”, Feb. 9, 2011 by the Board; further amended to add “or a gift certificate to a restaurant” Mar. 14, 2012 by the Board; item deleted at AGM, Mar. 2, 2014).
- The family is responsible for notifying the minister or the Temple president if a Temple member is hospitalized
- Funeral guidelines are to be given to families at or expecting bereavement. (see Funeral Guidelines)

SERVICES

- A simple flower arrangement may be used on the shrine
- *Kansho* bell will be rung on Sundays
- Bodhi Day and *Ho-Onko* will be observed separately
- ~~Names of families observing *Shotsuki* will be called during the service~~ (deleted Feb. 10, 2010, Funeral Committee)
- No burning of incense is allowed in the temple (added Mar. 2, 2014, by AGM)
- Formal services at the temple are suspended from the Sunday after Obon, resuming the first Sunday in September; a Toban will be assigned in the event of a funeral but will have no other duties during this period (added Mar. 2, 2014, by AGM)

PROCEDURAL

- Motions of a policy nature shall be added to this Policies document by the secretary and the updated version presented to the Annual General Meeting
- Constitution and policies are compiled in the Director's handbook provided to each Director

FUNDRAISING

- Guidelines for Chow Mein Supper are compiled in a binder (see Chow Mein Supper Guidelines)
- Fundraising for the Capital Account is coordinated by the Fundraising Committee.