

A P P R O V E D  
**INLNA OPERATING PRACTICES**

*(Latest Update as per May 18, 2019 AGM)*

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*(Note: At June 23, 2016 a motion was approved to change name of document from Operating Principles to Operating Practices)*

**1. BACKGROUND, NAME, DEFINITION and MAINTENANCE**

*(Approved at Board Meeting of January 28, 2016)*

**Background:** Current INLNA By-Laws (adopted in 2014) are 'generic' in nature as required by the Federal Not-for-Profit Act. As a result, there is a need for INLNA to create and maintain a new document to clearly set out approved operating procedures and policies that are not specified in the By-Laws.

**Name:** This new document shall be called: INLNA Operating Practices. The initial development/suggested wording of operating practices are based on review of current and previous By-Laws, adopted motions, and accepted practices of INLNA.

**Definition:** Approval of the INLNA Board of Directors is required before any wording is incorporated into the INLNA Operating Practices document. In addition, the INLNA Board of Directors must approve any future changes, additions, or deletions to this document that may be required as INLNA needs evolve.

**Maintenance:** The INLNA Office shall maintain an updated version of the INLNA Operating Practices document in an electronic format so it is readily available to all INLNA Members as required.

**2. LOCATION OF INLNA OFFICE**

*(Approved at Board Meeting of January 28, 2016)*

Office of INLNA is located at: Room 103, 94-1st Ave., Gimli, MB, R0C 1B1  
Email: [inl@mymts.net](mailto:inl@mymts.net) Phone: 204-641-5325 Website: [www.inlofna.org](http://www.inlofna.org)  
Normal Office Hours: Monday to Friday, from 10 a.m. to 2 p.m.

**3. FINANCIAL YEAR OF INLNA**

*(Approved at Board Meeting of January 28, 2016)*

The financial year of INLNA shall start on the first day of January and end on the last day of December in each year.

**4. INLNA SIGNING OFFICERS**

*(Approved at Board Meeting of January 28, 2016)*

Signing officers of INLNA shall be the president, the first vice president, the second vice president and the treasurer.

## **5. INLNA CONVENTION RESPONSIBILITY**

*(Approved at Board Meeting of January 28, 2016)*

The INLNA shall be responsible for the costs of the opening night/award ceremony and reception, and the business portion of the AGM.

## **6. NOMINATION DEADLINES**

*(Date amended at Board meeting of November 8, 2018)*

End of February, of the year in which an award is to be made will be the deadline for nominations to be submitted to the INLNA office re: - Honorary Lifetime Membership in the INLNA  
- the Laurence S. G. Johnson Lifetime Achievement Award  
(contact INLNA office for details as required)

## **7. INLNA LIST**

*(Approved at Board Meeting of January 28, 2016)*

The purpose of the INLNA list is to provide a non-commercial online venue which distributes information of interest to the North American Icelandic descendent community. However, for profit commercial messages which clearly have an Icelandic-based subject should be acceptable for distribution through the INLNA list unless there are compelling reasons, as determined by the board of directors, not to do so. (THIS WILL ESSENTIALLY BLOCK COMMERCIAL PROMOTIONS. THE COMMUNICATIONS COMMITTEE TO CONSIDER IF THIS SHOULD APPLY TO ICELAND AIR)

## **8 CHARITY FOR ICELAND**

*(Amended at Board Meeting of December 13, 2018)*

As approved by the Board of Directors, the INLNA may act to facilitate the collection and transmission to Iceland of Member's donations to an Icelandic charity, or charities that have been selected by the Board.

## **9 WEBSITE**

*(Approved at Board Meeting of March 24, 2016)*

INLNA shall have a Website Director who shall maintain a regularly updated website where members, and the general public, can access information relevant to the purposes, programs, activities and history of the INLNA.

## **10 MINUTES OF MEETINGS**

*(Approved at Board Meeting of March 24, 2016)*

Members shall receive a copy of the minutes sent by electronic means of the Annual General Meeting, Special Meetings and meetings of the Board of Directors. The minutes shall be sent by the Executive Secretary as soon as possible after the meetings.

## **11 SNORRI SUPPORT**

*(Approved at Board Meeting of March 24, 2016)*

The INLNA supports the Snorri Foundation in Iceland. The Snorri Foundation is a non-profit organization that operates the Snorri and Snorri Plus Programs and collaborates with the INLNA on the Snorri West program. In each year whether or not there will be financial support, and the amount of support, is determined by a Board resolution.

## **12 FISCAL YEAR AND ANNUAL YEAR END FINANCIAL STATEMENTS**

*(Approved at Board Meeting of March 24, 2016)*

The financial year of the League shall end on the last day of December in each year. All year-end statements and reports shall be prepared, signed and presented, in e mail or written hard form, to the Board of Directors not later than thirty (30) days prior to the Annual General Meeting.

## **13 BANKING**

*(Approved at Board Meeting of March 24, 2016)*

Funds of the League shall be deposited in an accredited financial institution and shall be assigned to the following accounts:

- (i) a Canadian chequing account and a US chequing account - to hold current operating funds of the League;
- (ii) a Canadian and a US non-chequing savings account to hold operating funds, not needed for current expenses, and interest from any investments made by the League;
- (iii) investment account - to hold any long term investments made by the League
- (iv) bonds and other valuable documents shall be deposited as directed by the Board of Directors.

## **14 MEMBER CLASSIFICATIONS AND CONDITIONS**

*(Approved at Board Meeting of March 24, 2016)*

### **A CHAPTER/CLUB MEMBERS**

Chapter/Club Members include each Chapter/Club belonging to the League at the time of the approval of the INLNA Bylaws (#1-39) on May 17, 2014 and each club that subsequently applies for, and is admitted to, Chapter/Club membership by the board of directors.

CONDITIONS: To become and to remain a Chapter/Club of the INLNA

- i) the Chapter's/Club's objectives and purposes shall be in keeping with the objectives and purposes of the League;
- ii) the chapter/club shall have paid its annual INLNA membership dues
- iii) the Chapter/Club shall have and maintain a membership of at least ten (10) individual persons for whom membership dues are submitted to the INLNA
- iv) each Chapter/Club (and the members thereof) shall be solely responsible for all obligations and liabilities (financial or otherwise) incurred or suffered by such Chapter/Club or by any member thereof for or on behalf of the Chapter/Club.

## **B ASSOCIATE MEMBERS**

Associate Members include each Associate Member organization belonging to the League at the time of the approval of the INLNA Bylaws (#1-39) on May 17, 2014 and each organization that subsequently applies for Associate membership.

CONDITIONS: To become and remain an Associate Member of INLNA (i.e. museums, cultural/heritage groups, book clubs, newspapers, etc.) the organization must:

- i) have parallel interests to those of the INLNA and wish to support INLNA efforts to preserve and strengthen Icelandic culture and heritage across North America
- ii) have paid their annual membership fee to the INLNA

## **C AFFILIATE MEMBERS**

Only those organizations designated as Affiliate Members of INLNA at the time of the approval of the INLNA Bylaws in 2011 and subsequently on May 17, 2014 can belong to this category.

CONDITIONS: To remain an Affiliate Member the Affiliate Member must

- i) have paid their annual INLNA membership fee.

## **D INDIVIDUAL MEMBERS**

Individual Members of INLNA include those persons who were in that category in the League at the time of the approval of the INLNA Bylaws (#1-39) on May 17, 2014 as well as those individuals who subsequently apply for and are admitted to Individual Membership by the board of directors.

CONDITIONS: To become and remain an Individual Member the person must

- i) support the objectives of the League and want to do so as an Individual Member regardless of whether or not they are members of a club or an organization that is a Chapter/Club Member, an Associate Member, an Affiliate Member or a Provisional Member of the INLNA.
- ii) have paid their annual INLNA membership fee.

## **E HONORARY LIFETIME MEMBERS OF INLNA**

Honorary Lifetime Members are those persons who were in that membership category in the League at the time of the approval of the INLNA Bylaws (#1-39) on May 17, 2014 or who subsequently have that title conferred upon them by the board of directors. Honorary Members are chosen from those nominated for the award by any Member of the INLNA.

CONDITIONS:

- i) Honorary Lifetime Members have all the rights and privileges they had before becoming an Honorary Lifetime Member.
- ii) The INLNA does not collect dues for Honorary Lifetime Members

## **F PROVISIONAL MEMBER**

*(Amended as per May 18, 2019 AGM)*

Provisional Membership may be allowed for potential new member clubs who wish to gain some exposure to the League's activities for a two year period (*on a one time basis*). At the end of the provisional membership year the organization will make their decision on whether they will renew their membership with INLNA.

CONDITIONS: To become a Provisional Member the club must

- i) have objectives and purposes in keeping with those of the League
- ii) have paid their INLNA Provisional membership fee

## **15 MEMBERSHIP DUES / FEES**

*(Approved at Board Meeting of March 24, 2016)*

- Membership renewal forms and fees are due on or before January 31st of each year.
- Membership dues are established or revised by INLNA membership at an Annual General Meeting following a recommendation by the Board of Directors
- If dues are not paid within one (1) calendar month of the January 31st renewal date termination of membership will be at the discretion of the Board of Directors
- As of January 1, 2016 the INLNA Membership Dues are as follows:

### **Full Member/Club Fees**

Based upon the number of members the club had the previous year, INLNA Membership Fees will be calculated at: \$4.00 for the first 1 - 50 Members, plus \$2.00 for each additional member

*(not including those who have received Honorary Lifetime Membership in INLNA)*

### **Affiliate, Associate, or Provisional Fees**

\$100 per year

#### **Individual Fee**

\$25 per year

## **16 VOTING PROTOCOL**

*(Approved at Board Meeting of March 24, 2016)*

- For Annual General Meetings and Special Meetings of the INLNA  
*(as approved at February 26, 2015 INLNA Board Meeting)*

### 1) CHAPTER /CLUB MEMBERS OF INLNA

#### a) NUMBER OF VOTES

Each Chapter/Club member of the INLNA shall have as many votes as the Chapter/Club has paid up memberships on or before March 1st of the year of the meeting plus the number of Honorary Lifetime Members of INLNA in the Chapter/Club

i.e.: the total number of members noted on their INLNA membership renewal form.

#### b) SUBMIT NAMES OF VOTING DELEGATES / ALTERNATES

Each Chapter/Club shall appoint one or more voting delegates, and their alternates if desired, (or proxyholder(s) where necessary) to represent their Chapter/Club members at each annual or special meeting of the INLNA.

The names of voting delegates / alternates or proxyholders as well as the number of votes the Chapter/Club wishes to have assigned to each delegate/alternate/proxyholder shall be submitted, in writing by email from the President of the Chapter/Club, to the INLNA office at least 30 days prior to the annual meeting or at least 10 days prior to a special meeting

It is generally expected that each Chapter/Club delegate would represent from 10 to 50 votes, but this will depend on the number of delegates a Chapter/Club sends to represent their votes.

i.e. – if a club has a total membership of 22 then 1 delegate could represent all 22 votes

-- if a club has a total membership of 360 the club might appoint 7 delegates

(6 with 50 votes each and 1 with 60 votes) or they might appoint 3 delegates  
(3 with 120 votes each).

c) REGISTRATION OF CHAPTER/CLUB VOTING DELEGATES

Each delegate (or alternate) will register (sign in) prior to the beginning of the meeting at which time they will receive an INLNA voting card that clearly identifies the Chapter/ Club and the number of votes assigned to that delegate/alternate.

d) VOTING AT A MEETING

Delegates will vote on a motion/question by raising their voting card. Unless stated otherwise, prior to a vote being taken on a motion/question, the motion/question shall be determined by a simple majority of the votes cast.

In the event of an equality of votes, the chair of the meeting (in addition to an original vote) shall have a second or casting vote. (Bylaw 22)

e) PROXY

In the event a Chapter/Club will not have a member/delegate in attendance at a meeting, they can assign the Chapter/Club votes to a proxyholder(s) (as described in Section 1 (b) above) and provide a completed Proxy Form to the Proxyholder to present when signing in at the meeting. (See Proxy Form attached)

2) AFFILIATE OR ASSOCIATE MEMBERS OF INLNA

a) NUMBER OF VOTES

Each Affiliate or Associate organization member of the INLNA whose dues were paid in full, on or before March 1st of the year of the meeting, shall have 1 vote.

b) SUBMIT NAME OF VOTING DELEGATE / ALTERNATE

Each Affiliate or Association organization shall appoint one delegate, and an alternate if desired, (or a proxyholder where necessary) to represent their vote at annual or special meetings of the INLNA. The name of the voting delegate /alternate /proxyholder shall be submitted, in writing by email from the President of the organization, to the INLNA office at least 30 days prior to the annual meeting or at least 10 days prior to a special meeting.

c) REGISTRATION OF VOTING DELEGATE

Each delegate (or alternate) will register (sign in) prior to the beginning of the meeting at which time they will receive an INLNA voting card that clearly identifies they have 1 vote.

d) VOTING DURING A MEETING

Voting delegates will vote on a motion/question by raising their voting card. Unless stated otherwise, prior to a vote being taken on a motion/question, the motion/question shall be determined by a simple majority of the votes cast.

In the event of an equality of votes, the chair of the meeting (in addition to an original vote) shall have a second or casting vote. (Bylaw 22)

e) PROXY

In the event an Affiliate or Associate member of INLNA will not have a member/delegate in attendance at a meeting, they can assign their organization's vote to a proxyholder (as described in Section 2 (b) above) and provide a completed Proxy Form to the Proxyholder to present when signing in at the meeting. (See Proxy Form)

### 3) INDIVIDUAL MEMBER OF INLNA

#### a) NUMBER OF VOTES

Each Individual member of the INLNA, whose dues were paid in full on or before March 1st of the year of the meeting, shall have 1 vote.

#### b) CONFIRM ATTENDANCE OR IDENTIFY A PROXYHOLDER

Each Individual member of the INLNA shall notify the INLNA office, by email or written letter, at least 30 days prior to the annual meeting or at least 10 days prior to a special meeting, that they will be attending in person to exercise their vote or name a proxyholder that will represent them.

#### c) REGISTRATION OF VOTING DELEGATE

Each individual member of the INLNA (or their proxyholder) will register (sign in) prior to the beginning of the meeting and receive an INLNA voting card that clearly identifies they have 1 vote.

#### d) VOTING DURING A MEETING

Voting delegates will vote on a motion/question by raising their voting card. Unless stated otherwise, prior to a vote being taken on a motion/question, the motion/question shall be determined by a simple majority of the votes cast. In the event of an equality of votes, the chair of the meeting (in addition to an original vote) shall have a second or casting vote. (Bylaw 22)

#### e) PROXY

In the event an Individual member of INLNA will not be in attendance at a meeting, they can assign their vote to a proxyholder (as described in Section 3 (b) above) to represent their vote and provide a completed Proxy Form to the Proxyholder to present when signing in at the meeting.

(See Proxy Form attached)

Note: the only Officer who gets to vote is the Chair of the meeting and a special resolution (2/3 majority) at an annual or special meeting of members is required to change that.

### PROXY FORM

This form can be used by any Member/Club, Affiliate/Associate Organization, or Individual member of INLNA who wishes to assign their votes to a proxyholder.

The name of Proxyholder(s) along with the name of the Member Club, Affiliate or Associate Organization, or Individual member and the number of votes being assigned to them should be submitted to the INLNA office at least 30 days before an Annual General Meeting, or at least 10 days before a Special Meeting of INLNA.

In addition, the form below, properly completed and signed by either

- President of a Member Club, - President of the Affiliate or Associate organization, or Individual member as appropriate..... shall be presented when the proxyholder is signing in to receive their voting card. (\*\* Below is a sample....Updated forms available from INLNA Office each year.)

**ICELANDIC NATIONAL LEAGUE OF NORTH AMERICA  
PROXY VOTE AUTHORIZATION**

**for: Annual General Meeting: on \_\_\_\_\_, in \_\_\_\_\_**

This document confirms that the following named member of INLNA

Club/Chapter \_\_\_\_\_  
(PRINT Name of INLNA Club/Chapter Member)

Affiliate/Associate \_\_\_\_\_  
(PRINT Name of INLNA Affiliate/Associate Member)

Individual \_\_\_\_\_  
(PRINT Name of Individual INLNA Member)

Hereby appoints \_\_\_\_\_ as a proxyholder for:  
(PRINT full name of Proxyholder)

\_\_\_\_\_ votes (Club/Chapter Member)  
(Specify # of votes)

1 vote (Affiliate, Associate or Individual Member)

**Signed by: President of above-named Club/Chapter, Affiliate, Associate or Individual.**

\_\_\_\_\_  
PRINT NAME HERE

\_\_\_\_\_  
SIGNATURE HERE

**17 SEED MONEY AND PROFIT/LOSS SHARING FOR INLNA CONVENTIONS**

*(Approved at Board Meeting of November 8, 2018)*

*\* The Convention Coordination is responsible for maintaining the INLNA Convention Manual and major changes should be approved by the INLNA Board.*

- a) The INLNA shall have available for access by Members a Convention Manual that is regularly updated and based on best practises and convention experiences. The Manual shall contain the basic terms and conditions associated with a Chapter/Club hosting an INLNA convention.
- b) The INLNA shall endeavor to maintain a sum of money, all or part of which can be requested by the Host Chapter/Club, to be used as convention seed money. This seed money is in the form of a loan that is to be repaid to the INLNA at or before the end of the convention unless arrangements have been made with the INLNA Board to repay the seed money over an agreed upon period of time.
- c) The request for seed money must be made by the Host Chapter/Club to the INLNA secretary, in writing, by Sept. 30 of the calendar year prior to the convention. The request must include a preliminary budget.
- d) A Host Chapter/Club that requests and receives seed money need not enter into a profit/loss sharing agreement with the INLNA.



- e) A Host Chapter/Club may request that the INLNA enter into a profit/loss sharing agreement with the Host Chapter/Club whereby any profit or loss from the convention is shared equally between the INLNA and the Host Chapter/Club.
- f) The request for profit/loss sharing must be made in writing by September 30th of the calendar year prior to the convention.
- g) When the INLNA enters into a profit/loss sharing agreement with a Host Chapter/Club the Host Chapter/Club agrees that the INLNA must be actively involved in the convention planning and approve the convention budget and any revisions to that budget.
- h) When a Host Chapter/Club enters into a profit/loss sharing agreement with the INLNA the Host Chapter/Club agrees that the INLNA is entitled to financial documentation necessary to verify the convention profit or loss shown in the Host Chapter/Club's financial statement for the convention.
- i) The profit or loss of a convention for which seed money was received, and a profit/loss sharing agreement was entered into, will be determined after first removing the seed money from the calculation. The resulting true profit/loss will be used to determine the sharing of profit or loss. Examples can be found in the Convention Manual.
- j) The CONVENTION MANUAL should show the following examples that illustrate what happens when profit/loss sharing is in place and the seed money is included in the revenue side of the ledger for the convention financials.

EX1. \$5000 seed money is requested and at the end of the convention a profit of \$5000 is shown in the books, but the seed money is included in revenue - after removing the seed money of \$5000 from revenue, the profit/loss is now zero and the Host Chapter/Club returns the \$5000 seed money to the INLNA

EX2. \$5000 seed money is requested and at the end of the convention a profit of \$7000 is shown in the books. After removing the seed money of \$5000 from revenue, the true profit is really \$2000. The Host Chapter/Club returns the \$5000 seed money to the INLNA along with \$1000 or one half of the \$2000 dollar profit.

EX3. \$5000 seed money is requested, an \$8,000 loss shows on the books before removing the seed money from the revenue. After removing the seed money from the revenue the true loss shows as \$13,000. The split share of the loss is therefore \$6,500. Since the INLNA has already advanced the \$5000 seed money the INLNA must pay the Host Chapter/Club an additional \$1,500 along with the seed money of \$5,000.

- k) Should the Host Chapter/Club enter into a profit/loss sharing arrangement but do not request seed money the true convention Profit/Loss is simply the difference between the convention revenue and the convention expenses.
- l) Should the Host Chapter/Club choose to run the convention without any profit/loss sharing agreement with the INLNA the Chapter/Club will be under no obligation to share any detailed financial information with the INLNA. However, the INLNA, would greatly appreciate such Host Chapter/Clubs sharing their convention financial information as it is useful for future convention planning.
- m) Regardless of whether or not the Host Chapter/Club requests seed money, or whether or not they request profit/loss sharing, the Host Chapter/Club has an obligation to keep the INLNA Convention Co-ordinator apprised of the state of convention planning and progress and must maintain the usual customs of the convention as detailed in the CONVENTION MANUAL.

## **18 VIKING/ICELANDIC EVENT PROTOCOL**

*(Approved at Board Meeting of November 8, 2018)*

Viking/Icelandic EVENT Protocol: Pilot-Project approved [22-March-2018], with an initial allocation of \$ 2,500.00 [contingent upon an approved Funding Protocol]:

Funding at up to CDN \$ 500.00 or USD \$ 500.00 per Event will be available for events [broadly defined] as a new or existing Viking/Icelandic Festival or a specific Event within an existing Festival or Venue], providing Individual- or Club- INLNA Members opportunities to: represent the INLNA; communicate its Mission, Activities, and Vision; celebrate and share Icelandic heritage with the public at-large; and promote INLNA membership.

Guidelines for Event-awards include the following:

1. A written Application sent to the INLNA Office [[INL@mymts.net](mailto:INL@mymts.net)];
2. A post-event Report;
3. Prominently-displayed Acknowledgment of INLNA support;
4. Display and hand-outs of available INLNA Literature;
5. Display and hand-outs listing the URL for the INLNA; nearby INLNA Chapters, Associates, or Affiliates; the venue hosting the event; and a representative list of additional germane Icelandic heritage-related URL's of interest to the public attending the event;
6. INLNA Finance Committee Recommendation;
7. INLNA Board Approval;
8. INLNA supported events will be posted on its website: [www.INLofNA.org](http://www.INLofNA.org);
9. Renewal and/or expansion of this INLNA Pilot-Project is contingent upon Board approval;
10. Payments should be payable to a bona fide Not-for-Profit, Charity, or local INLNA member Club, Affiliate, or Associate on behalf of the event;
11. Reasonable geographic-diversity within the INLNA North American membership;
12. The INLNA Finance Committee shall recommend to the Board a suitable Application Form;
13. This Event-Protocol shall be communicated to the INLNA General Membership.

### **BACKGROUND:**

The foregoing is a revision of a motion submitted at the 11-Oct-2018 INLNA Board Meeting, by mutual consent deferred until 8-Nov-2018 pending suitable revision. It reflects input from one INLNA Officer and three Board Members considered by the sponsor of this Protocol.

“Event” is to be broadly interpreted and could include: a de novo Festival, e.g., the 10-May-2018 Manassas, VA – Viking Festival; the pre-existing St. Paul, MN – Landmark Center: Urban Expedition Program [25-Feb-2018] to which the Icelandic Hekla Club and other Icelandic-related entities were invited to share Icelandic-heritage; Icelandic-entertainment within one of the ubiquitous Leifur Eriksson Celebrations in North American metropolitan areas with a large Scandinavian population; or any other appropriate event. The essential component is a bona fide opportunity for the INLNA to be prominently represented. Representation by other entities sharing a common dedication to Icelandic heritage and education will be “Icing-on-the Cake.”

The INLNA Board will evaluate each application on its merits, in light to the Board’s experience with previously funded Events.

Expectations from sponsorship of public Icelandic heritage-related events include: sustained donations for similar events; willingness to support Icelandic heritage and educational events benefitting a broad segment of the Community at-Large [a legal imperative of Charitable-Status]; and increased INLNA membership and financial support. All of these should garner favorable attention from the North American Donor Community and Charitable-Tax regulators.

Event-funding should be attractive to local INLNA Member-Clubs committed to serving their respective local Community and encourage the General Membership to be supportive of more ambitious programs managed by the INLNA, itself, i.e., programs with a continental [Canada and the U.S.] and international [North America < > Iceland] purview.

\*10. Financial-control to deter self-dealing and minimize conflicts of interest.

\*12. Application Form specifics depend upon approval of the above-suggested criteria

## **19 FUNDING REQUEST PROTOCOL**

*(Approved at Board Meeting of November 8, 2018)*

### **INLNA Protocol for new and/or increased significant Funding-Requests for: Donations, Pilot-Projects, Sponsorships, Scholarships, and Continuing Programs:**

All requests for new and/or increased significant INLNA Funding [Donations, Pilot-Projects, Sponsorships, Scholarships, and Continuing INLNA-managed Programs] shall be sent to the INLNA Office [[INL@mymts.net](mailto:INL@mymts.net)], which will circulate same to:

- A. All INLNA Board Members;
- B. INLNA Finance Committee [for purposes of initiating Due-Diligence];
- C. INLNA Charitable-Status Working Group [for purposes of evaluating potential eligibility as a Charitable-Activity approvable by Revenue Canada and/or the IRS].

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- I. Written Applications should include the following:
    - i. Name and contact information for the applicant(s);
    - ii. Costs/benefits to the INLNA membership and Communities at-Large [Canadian, American, and/or Icelandic] within the purview of the INLNA;
    - iii. Intention for the item to become a Pilot-Project or a Continuing Program;
    - iv. Suggested relevance to INLNA's Mission, Activity, and Vision;
    - v. Potential source(s) of requisite additional funding.

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- II. Due-Diligence by the Finance Committee shall include evaluation with respect to:
    - i. Relevance to the Mission, Activities, and Vision of the INLNA;
    - ii. Request Affordability and INLNA financial Viability;
    - iii. Funding options regardless of incentives accruing from Charitable-Giving;
    - iv. Establishing administration and evaluation criteria of new programs.

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- III. Should INLNA receive Charitable Status, evaluation of eligibility as an approvable Charitable-Activity shall include:
    - i. Proposal re-framing to conform with eligible charitable categories;
    - ii. Researching potential partners, including: Domestic and foreign academic faculties; United Nations-affiliated agencies; Arctic Council-affiliated agencies; other Canadian or American Charities; etc.
    - iii. Likelihood of support from known INLNA donors/partners.
    - iv. In the case of requests materially larger in scope than established on-going INLNA Programs, the Board shall voluntarily consider [without obligation] soliciting input from Presidents/Administrators of Clubs, Affiliates, and Associates;

- v. Applicants denied should be advised of the reasons;
- vi. Applicants approved shall be notified and the aforementioned Presidents/ Administrators apprised of the principal reasons;
- vii. Significant approvals shall be reported on the INLNA website: [www.INLofNA.org](http://www.INLofNA.org);
- viii. The INLNA Finance Committee shall prepare a suitable Application Form;
- ix. Approval of this Funding-Protocol shall be reported to the General Membership;
- x. There are separate Funding-Protocols for Events and Convention-funding issues.

#### **BACKGROUND:**

The foregoing is a revision of a motion submitted at the 11-Oct-2018 INLNA Board Meeting, by mutual consent deferred until 8-Nov-2018 pending suitable revision. It reflects input from one INLNA Officer and three Board Members, considered by the sponsor of this Protocol.

The intent is for improved Transparency, Discipline, and Communications regarding funding decisions. A duly-elected Board of Directors retains both its fiduciary prerogative and responsibility to administer the affairs of the INLNA. Leaders are elected on the basis of intellect, imagination, integrity, and a bona fide commitment to Icelandic heritage to act in the best interests of the entire INLNA and the Community at-Large within the purview of the INLNA. Significant funding-decisions are best understood in a transparent environment.

This Protocol concerns funding-requests with a broad Continental [Canada and the U.S.] and/or International [North America < > Iceland] impact throughout the entire INLNA and the Community at-Large within its purview: More modest programs of interest to local INLNA Member-Clubs are covered in the so-called: “Viking/Icelandic EVENT Protocol.”

**Sponsorships:** Include periodic sponsorships, advertisements, and/or donations to Íslendingadagurinn, August the Deuce, and the Lögberg-Heimskringla. Even though relatively modest in dollar-terms, these sponsorships should be tracked and accumulated.

**Scholarships:** Includes stipends covering INLNA Convention/AGM registration for young-adult North American attendees, already authorized by the Board. Heretofore, the INLNA has been more apt to support an overall program rather than offer scholarship/stipends to individual participants. That might change if INLNA Charitable-Status is approved by Revenue Canada and the IRS and if INLNA fund-raising campaigns result in increased donation-revenue. Regardless, all scholarship expenditures should be tracked and accumulated.

\*IV. This is a compromise between those who favor input before and those who favor disclosure after the Board has made truly consequential financial-decisions. It is only a suggestion and does **not** obligate the Board to seek prior input. Input from the General Membership, before or after the Board has made its decisions is not to be construed as “**abdication**.” The only constraint requiring a referendum or vote by the General Membership is the matter of **ratification of Amendments to the INLNA By-Laws**: “Ordinary” Amendments upon Board passage become immediately effective unless the Board fails to seek ratification by the General Membership at the next AGM or the General Membership votes against the Amendment at the next AGM. “Fundamental” Amendments are never effective unless ratified by a prescribed Super-Majority of the General Membership voting in an AGM.

## **20 INLNA Convention Manual**

*(Approved at Board Meeting of November 8, 2018)*

- the Convention Coordinator is responsible for maintaining the INLNA Convention Manual and major changes should be approved by the INLNA Board