

CIM BRANCH MANUAL

Canadian Institute of
Mining, Metallurgy
and Petroleum



Institut canadien des
mines, de la métallurgie
et du pétrole

TABLE OF CONTENTS

FOREWORD	2	BRANCH AUTHORITY	13
OPERATING A CIM BRANCH	4	HOW-TO FORM OR RE-ACTIVATE A CIM BRANCH	14
CIM STRATEGIC GOALS	5	NEXT STEPS	15
CIM ORGANIZATIONAL STRUCTURE	6	HOW-TO CLOSE OR INACTIVATE A CIM BRANCH	16
CIM BRANCHES	7	CIM MEMBERSHIP BENEFITS	17
BRANCH RECOGNITION	9	CASL PROCEDURES AND GUIDELINES	18
CHAIRPERSON'S DUTIES AFTER ELECTION	10	FINANCES AND ACCOUNTING	19
ADDED VALUE TO BRANCHES	11	RESOURCES AND TOOLS	21
RESERVE YOUR DISTINGUISHED LECTURER	12		

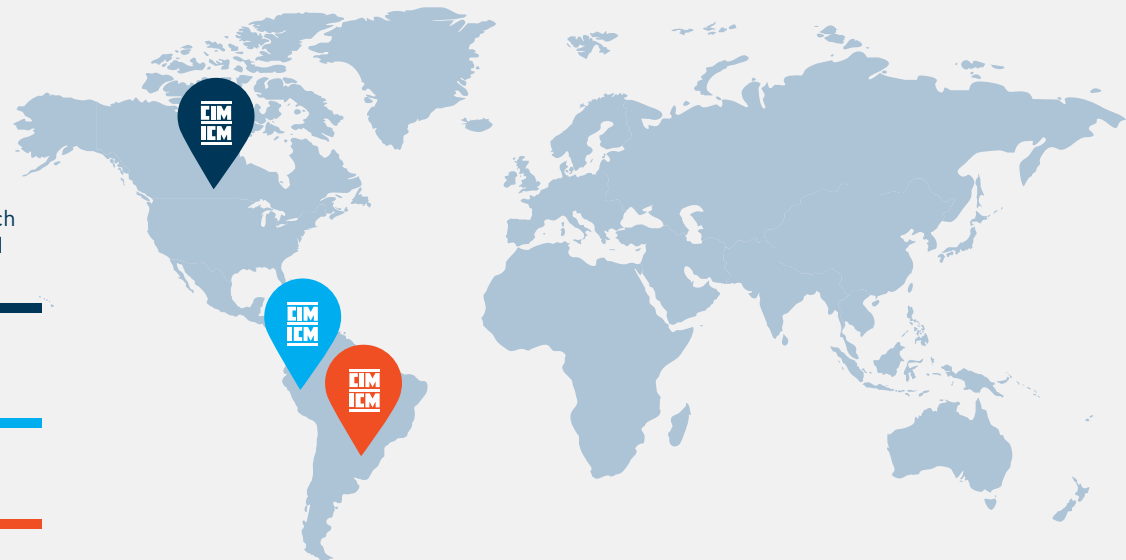
CANADA

Northwest territory
British Columbia
Alberta
Saskatchewan
Manitoba

Ontario
Quebec
New Brunswick
Newfoundland

PERU

SOUTH AMERICA



FORWARD

It is a pleasure to provide you with this **BRANCH ADMINISTRATION MANUAL**. This Manual is a practical “how-to” guide meant to furnish Branch Executive Members with all the information required to run your Branch and keep in touch with the National Office.

At this time in the history of the minerals industries, it is important that CIM continue to carry out its role as the leading society for professionals in the mining, metallurgical and petroleum sectors. The challenges of the next decade – sustainable development, continuing education, technological interchange – are all key components of CIM’s mission.

Finally, the role of volunteers in establishing and building CIM since its beginning in 1898 is its greatest strength. As Executive Director, I see my mandate to be working as closely as possible with all components of the CIM community. This Manual is part of that commitment to serve our Members.

If there’s anything else I can do to assist you in your job as Branch Chairman, please do not hesitate to contact me.

Yours sincerely,

Jean Vavrek
Executive Director, CIM



OPERATING A CIM BRANCH

INTRODUCTION

Much autonomy is granted to the individual Branches with regard to their operation. While rules are kept to a minimum, the following section is designed solely to ensure some uniformity of procedures and processes without restricting the local operations of any Branch.

This section outlines:

CANADIAN INSTITUTE OF MINING, METALLURGY AND PETROLEUM

- Purpose
- Mission statement
- Vision
- Values
- Organizational structure

CIM BRANCHES

- Active locations
- Branch recognition and awards
- Officer nomination and election process
- Chairperson's duties after election
- Requirements
- Added values of improved branch management tool (Extranet)

CANADIAN INSTITUTE OF MINING, METALLURGY AND PETROLEUM PURPOSE

The Canadian Institute of Mining, Metallurgy and Petroleum was incorporated by an Act of the Parliament of Canada in 1898 as the Canadian Mining Institute. By further Acts of Parliament, it became the Canadian Institute of Mining and Metallurgy in 1920, and the Canadian Institute of Mining, Metallurgy and Petroleum in 1990.

CIM has maintained three main objectives over time, and continues to focus on these:

- Facilitation of exchange of knowledge and technology
- Fraternity
- Recognition of excellence

MISSION STATEMENT

To champion the world's best practices and expertise for integrated resource development at home and globally.

VISION

A resource sector that is broadly recognized and respected as an engine for sustainable growth and prosperity.

VALUES

- Respect for the dignity and worth of all individuals within all manifestations of their cultural and linguistic diversity.
- The right to privacy and confidentiality.
- Commitment to the highest standards of ethics, professional development and professional practice in the mining, metallurgy and petroleum industries.
- Ensuring our industry contributes positively to society.
- Development of sustainable industries in a sustainable environment.
- Sharing of knowledge with respect to best industry or professional practices, subject to respecting commercial or professional proprietary information and trade secrets.
- Trust, integrity, collegiality and fellowship in the conduct of business, professional and personal relationships.
- Acknowledgment of outstanding achievements.

CIM STRATEGIC GOALS



CREATE, CURATE AND DELIVER RELEVANT, LEADING-EDGE KNOWLEDGE

CIM strives to challenge and advance the level and quality of knowledge for the betterment of our members, the sector we serve and society at large. Our print and web resources as well as our educational and technical sessions at branch, national and international events facilitate CIM's efforts to discover, examine and share meaningful insights and drive innovation for the evolution of ideas, which resonates at the very core of our mission.

FOSTER A ROBUST, CONNECTED AND ENGAGED CIM COMMUNITY

Drawing upon the valuable connections forged throughout our rich 115+ year history and fortified by the critical insights and expertise found in our 10 technical societies and over 35 branches, CIM serves as an important connector and conduit for a community that is as vast and as rich as the industry itself. From exploration and extraction through to production and reclamation, from the rock face to the corporate tower, our constituents are involved in every facet of the mining cycle, and together we are made stronger than the sum of our parts.

EXPAND AWARENESS OF THE ESSENTIAL CONTRIBUTION MINING MAKES TO SOCIETY

The minerals, metals and materials we extract and process are critical building blocks for the very foundation of modern society. By separating fact from fiction and by tapping into and conveying scientifically based knowledge to help educate the public about the essential role our industry plays, CIM helps meet the evolving needs of our communities for a sustainable future and inspires tomorrow's generations to join our efforts.

SHARE EXPERTISE AND BUILD CAPACITY GLOBALLY

Mining is a powerful engine for fiscal and social change within and beyond our borders. CIM recognizes that with this influence comes responsibility. By sharing our technical expertise and leveraging our global network to establish new connections and partnerships, CIM plays a leadership role in promoting best practices, encouraging social and environmental responsibility and serving as a channel for social and economic growth.

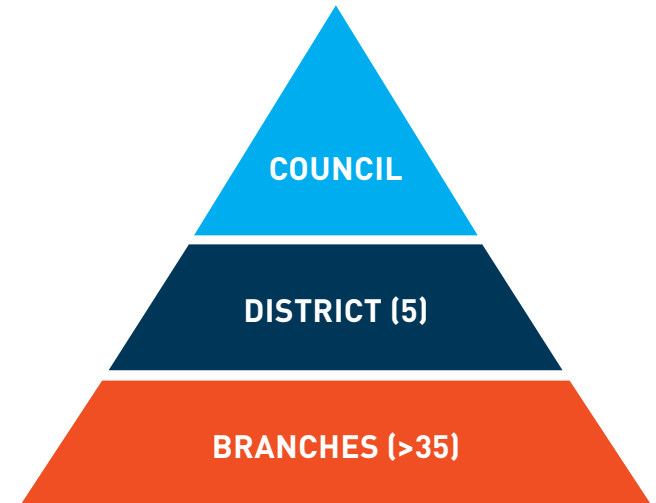
OVERVIEW OF CIM ORGANIZATIONAL STRUCTURE

The work of CIM is primarily carried on through such branches, districts and societies as it may charter from time to time. The Executive Director and staff located at the National office support the business or organizational units in their work.

Branches meet the needs of Members in any particular district, location or profession. These business or organizational units shall be governed by regulations and guidelines, as determined by Council.

The purpose of the branch structure within districts is undertaking the CIM mission at the local level where Branches are able to address issues that may be specific to their location. The CIM Council will consider those issues that cross business or organizational units.

**COUNCIL MEETINGS ARE HELD AT LEAST EVERY QUARTER:
MAY (Annual General Meeting), AUGUST, NOVEMBER AND MARCH.**

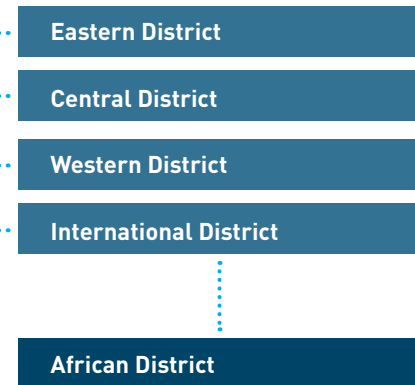


COUNCIL EXECUTIVE

Societies



Districts



FOR A LISTING OF DISTRICTS, SOCIETIES AND BRANCHES WITH CONTACT INFORMATION AND ACTIVITIES, VISIT
www.cim.org/en/Societies-and-Branches/Branches.aspx

CIM BRANCHES

CIM –THE COMMUNITY FOR LEADING INDUSTRY EXPERTISE

Branches provide leadership to address the local needs of the Membership working within CIM’s strategic vision. Each Branch serves as an ambassador for the organization’s principles and Membership growth objectives. Branches help raise the profile and impact of CIM’s inspired value proposition: CIM – The community for leading industry expertise.

WHAT DOES SUCCESS LOOK LIKE?

The success of CIM local Branches is largely dependent on the energy, interest and wisdom of its loyal volunteers within the Executive Committee and its dedicated Members. As an operating Branch, the governing body shall know its Members and contacts as well as their needs.

The Executive can evaluate what works within their community to serve the existing Membership and can develop growth strategies, together with the National office staff, in a variety of ways, such as scheduling of a Distinguished Lecturer, organizing a student event, organizing a Student Chapter or being part of the National Conference committee.

To help build relations between the National body and Branches, regularly scheduled teleconferences between Branch Chairs, District Vice-Presidents and National office staff can be held at least quarterly

to discuss issues, successes and special activities, including outreach. District Vice-Presidents can help ensure Branches are kept up-to-date on policies, practices and procedures.

With assistance from the District Vice-Presidents and National office staff, the Executive Committee is expected to fulfill its responsibility to govern the affairs of the Branch within the framework of the National body’s mission, strategic direction policies, and generally accepted business practices and standards. Some of the major responsibilities of the Executive include:

- Fulfilling its fiduciary obligations to serve the interests of its Members.
- Ensuring that it has adequate information to monitor organizational performance.
- Ensuring the proper and prudent management of the organization.
- Ensuring proper accounting to its Members and the CIM Governing Council for the conduct of its affairs.
- Nominating, electing, appointing or recommending representatives to the CIM Governing Council.
- Making recommendations to the CIM Governing Council or Membership with respect to strategies, policies and procedures and such other matters as it may consider appropriate.

Branch Executive Committees are encouraged to build relations with other Branches and CIM Societies to leverage good practices and identify benchmarking performance practices. There may come a time when a group of volunteers will come to an operating Branch for help. Insider tips on Branch activities, sponsorship and promoting pre-Branch and launching of Branch events bring value to CIM Members.

CIM BRANCHES

THERE ARE OVER 35 ACTIVE BRANCHES LOCATED ACROSS CANADA AND THE WORLD

→ For a comprehensive list of active Branches, please visit the CIM website
www.cim.org/en/Societies-and-Branched/Branches.aspx



BRANCH RECOGNITION

The celebration and recognition of excellence within the mining and minerals industries is a tradition of which CIM is extremely proud. Each year, various awards are remitted to individuals for their outstanding achievements and contributions to their respective fields and to the mining and minerals industries in general. These individuals represent role models for the future generations to follow in their footsteps.

In the Appendix section and on the CIM website, you can find out more about the awards handed out by CIM every year. Branch excellence is recognized through the **Mel W. Bartley award at the annual CIM Conference & Exhibition.**

THE MEL W. BARTLEY AND OTHER AWARD DETAILS, INCLUDING NOMINATION FORMS, ARE FOUND ON WWW.CIM.ORG/AWARDS

NOMINATION AND ELECTION OF OFFICERS



NOMINATING COMMITTEE

- Identify Nominating Committee members to organize meeting date(s) leading up to the Branch AGM



NOTICE AND CALL FOR NOMINATIONS

- Notice of vacancies
- Secretary to publish vacancies and call for nominations before the next Branch AGM
- Nomination(s) for a vacant Executive Officer or member-at-large can be submitted in writing to the Chair of the Nominating Committee
- Officers shall be elected as prescribed in these terms set by the branch and its members



NEXT STEPS

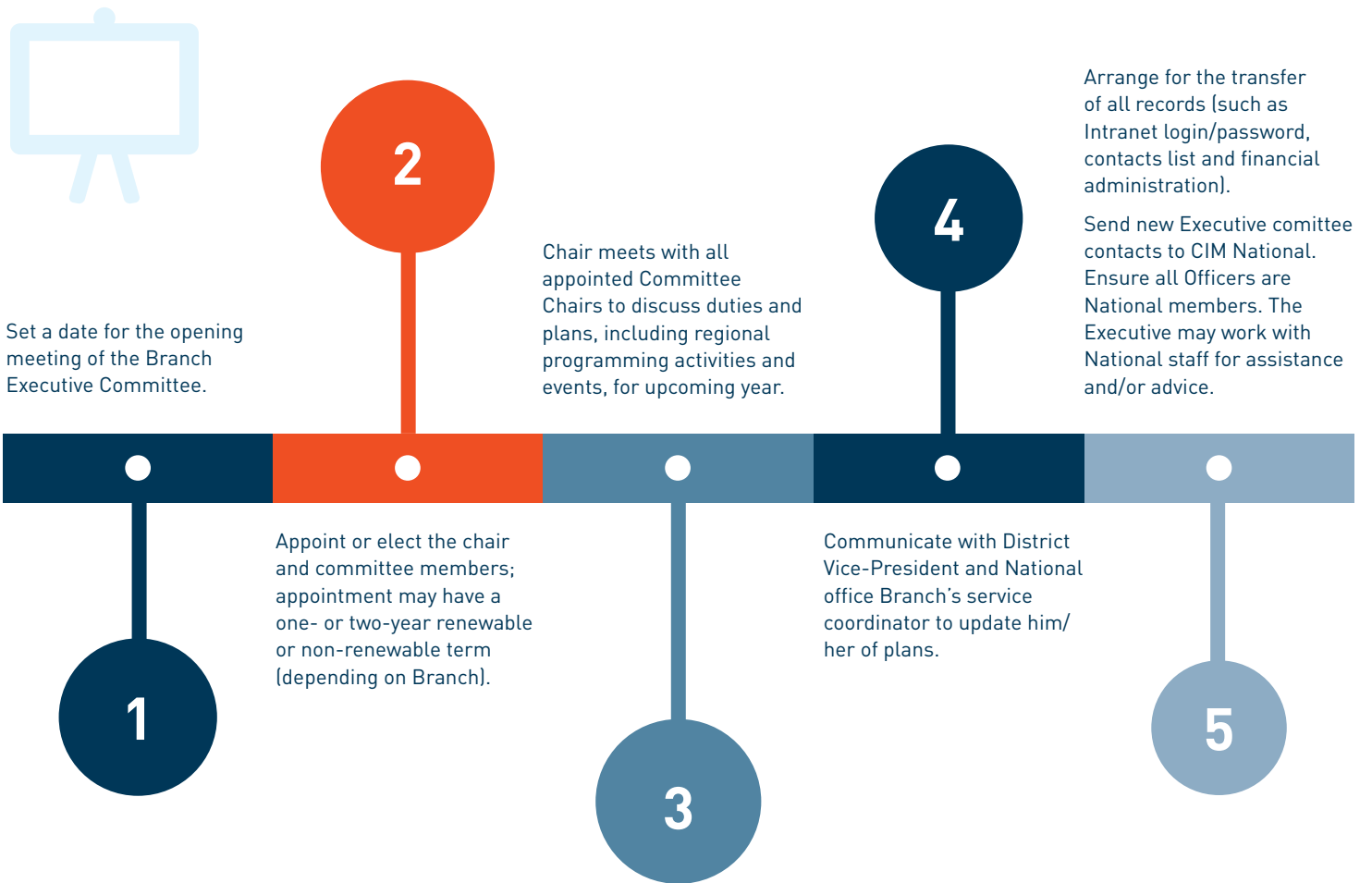
- The Executive Committee can approve the candidate nomination for office before the AGM
- Nominations Committee Chair can announce the new slate of Executive Officers and Members-at-Large
- Nomination for vacant officer position shall be submitted to the Chair of the committee by December 31st each year

It is also important to inform and to provide the list to the National office. Contact:

CAROLINE VONGKOTH
CIM BRANCH SERVICES COORDINATOR
514-939-2710 #1310
CVONGKOT@CIM.ORG

October of each year the Secretary shall publish a notice of all offices falling vacant at the next year and shall call for nomination

CHAIRPERSON'S DUTIES AFTER ELECTION



ADDED VALUE TO BRANCHES

ADMINISTRATIVE ON-LINE TOOL FOR BRANCHES

In order to provide a better service to CIM Branches, a new platform will be implemented soon. Training and support will be provided to each branches as we move forward. Its improved functionalities will allow your member to renew their branch membership on line and they will get access to their "My CIM Account" online. The CIM website is a great vehicle to promote branch activities within our community and to reach out to your members.

Our first steps will be to make sure that we help branch administrators update the information on their website. Afterwards, the CIM Branch Services Coordinator at National office will be able to work with them to update the National office database with their list of members and to provide them with a CIM web account. When we will be up to date, she will train them and provide the appropriate support.

BENEFITS FOR BRANCH ADMINISTRATORS

- Reduce administrative workload (data entry and finance)
- Financial consolidation and support
- Liability, insurance and tax issues
- Secure membership records / Privacy Law
- Effective member communications and increased member value in line with CIM strategic vision and goals

MANAGE EVENTS

- Send and manage e-campaigns to your members and guests
- On-Line registration and payment
- Online reports
- Promote events directly on the branch member's personalized web page that will appear on "My CIM Account" of your members

MANAGE MEMBERSHIP

- Encourage members to renew branch membership on line
- Add new members
- Get an accurate portrait of who renewed and who did not

MANAGE YOUR WEBSITE

- Add new events – update calendar of events
- Edit the content of branch information (executive officers, vision, etc.)

BENEFITS FOR BRANCH MEMBERS TO BE IN CIM NATIONAL DATABASE

- Members will receive the December issue of CIM Magazine (The Outlook issue)
- Members are listed in both print and online directory and have access through their "My CIM Account" on line.
- Reduced rate for technical paper download
- Bi-Weekly electronic newsletter "CIM Reporter"
- Access to TD Personal Insurance affinity program

ADDITIONAL BENEFITS FOR CIM NATIONAL MEMBERS

- All 8 issues of CIM Magazine and the annual Outlook issue
- Quarterly CIM Journal – peer reviewed technical journal
- Voting right
- Free technical paper download – full access to **OneMine.org**
- Eligible to CIM Awards
- Get reduced registration fee on all CIM Conferences
- Affiliation to one or more CIM Societies
- Can be elected on : CIM Council, Society Executives, CIM Committee and Branch Executives
- Discounted price on CIM special volumes and publications

RESERVE YOUR DISTINGUISHED LECTURER

CIM DISTINGUISHED LECTURERS PROGRAM

The CIM Distinguished Lecturers program is the optimal opportunity to explore the global mineral community through the eyes of an elite group of professionals, chosen based on their knowledge, expertise and accomplishments. This program provides CIM Branches and Student Chapters with top-quality lectures, bringing forward information, current ideas and issues that affect the mining industry and the environment in which it evolves.

Each year, a new group of industry experts and professionals is chosen to be part of the program which has been built so that it serves the purposes of Branch and Student Chapters events who make an official request. In the case where the Distinguished Lecturer's employer or the nominating body is unable to cover the expenses for a Lecture, CIM National will cover the cost of air travel while the Branches or Chapters

will cover local expenses (accommodation, transportation, etc.), all made possible with the support of our two sponsors, the CIM Foundation and Atlas Copco.

If you would like to highlight your next Branch event and maximize its attendance, take advantage of the unique potential and talent that the Distinguished Lecturers program conveys.



To request a lecturer please visit our website at www.cim.org
For additional information and further assistance, please contact:

CORINA TANASIE
PROGRAM COORDINATOR
CTANASIE@CIM.ORG

BRANCH AUTHORITY

No Branch should negotiate with any government or other body in such a manner as to commit the Institute or to imply Institute support of such action, without first obtaining official approval from Council of the action proposed. In all cases of matters affecting Canada, the industry or the Institute as a whole, the Branch should submit its conclusions to Council in the form of a resolution requesting appropriate action by Council.



ROLES & RESPONSIBILITIES



EXECUTIVE COMMITTEE

- The Chair is obliged to attend the National Annual General Meeting and participate in related events.
- The Chair is responsible for submitting an annual report on Branch activities to the District Vice-President and to the National Executive Director or appointed staff member.



MEMBERSHIP

- All incoming Officers must be CIM National members in good standing.
- Members-at-large are encouraged to be National CIM members.
- Branch members are CIM members but do not have the same privileges as full National members; see Membership By-Law (section 7) in CIM by-law www.cim.org/en/Services/By-Laws.aspx



ADMINISTRATION

- Chair has two-way communication with District Vice-President at least quarterly.
- Branch members should be fully informed of Executive decisions.
- Composition of Executive and other roles and responsibilities are found in Appendix.
- Financial administrative policies and procedures are found in Appendix.

HOW-TO FORM OR RE-ACTIVATE A CIM BRANCH



IDENTIFY NEED

- CIM Branches provide a local network providing leadership to promote the local needs of the membership which is in line with CIM's mission, vision and values.
- Ask questions to identify the need of a CIM Branch within the community and identify how Branch can be successful.
- A well-planned, well-documented systematic approach to market membership can help in petition process.



PETITION

- To form or to re-activate a Branch, not less than five National Members in good standing may petition to get CIM Council authorization.
- First point of contact is CIM Membership Director to provide petitioners resources for potential startup, such as a list of National members by area code.

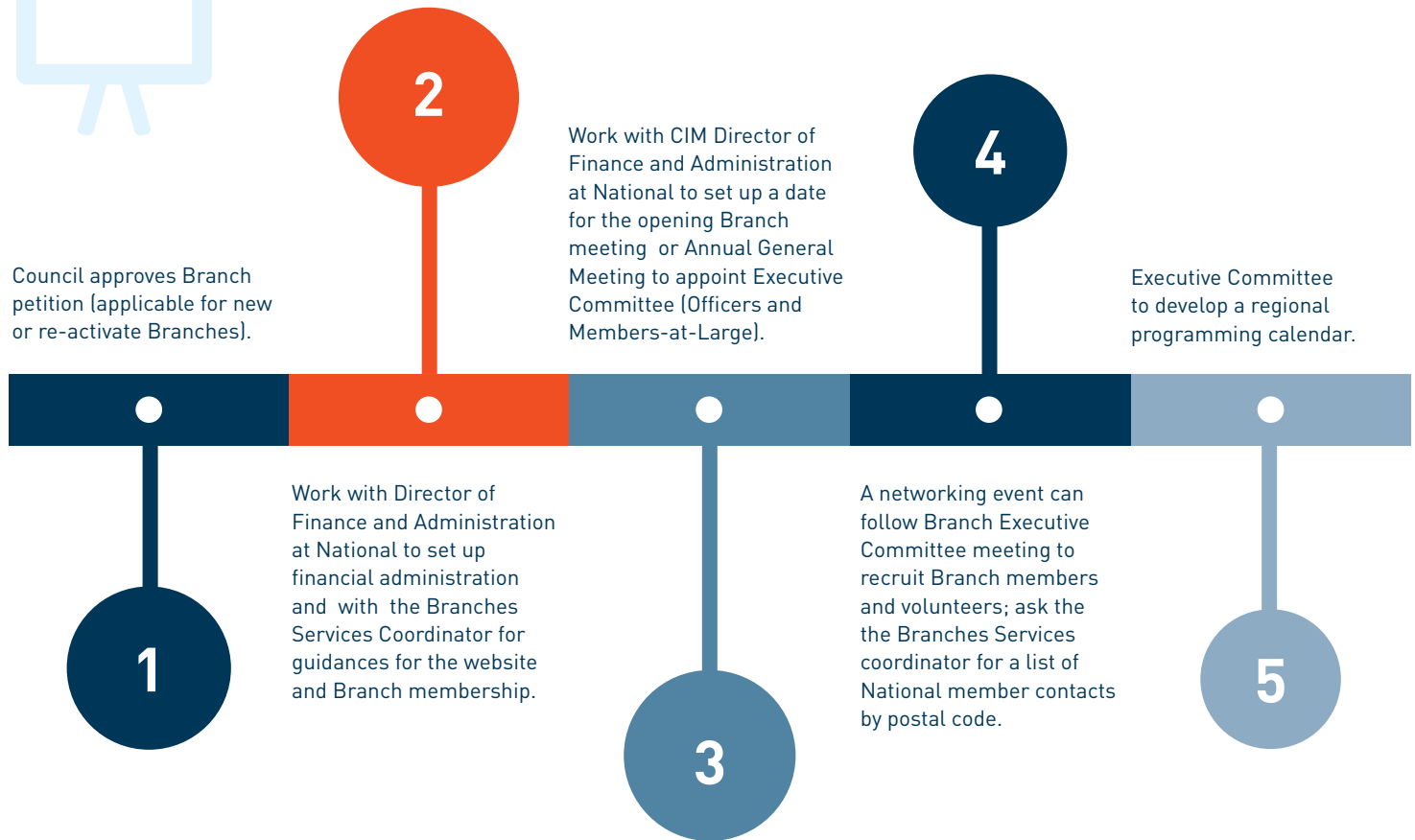


WORKING TOGETHER

- To generate interest and awareness, special CIM event(s) can be coordinated to identify actual interest and to call on potential volunteers.
- Work with CIM staff and volunteers every step of the way to provide support.

COUNCIL MEETINGS ARE HELD AT LEAST EVERY QUARTER: MAY (ANNUAL GENERAL MEETING), AUGUST, NOVEMBER AND MARCH.

NEXT STEPS



PROCEED TO OPERATING A BRANCH

HOW-TO CLOSE OR INACTIVATE A CIM BRANCH

INTRODUCTION

The Council of the Institute is sorry a Branch is closing or becoming inactive. There are a variety of reasons why this may happen. It takes an adequate number of Members to make a Branch operate efficiently.

HOW-TO CLOSE OR INACTIVATE A BRANCH

IDENTIFY NEED

→ Before it comes to this point, contact the CIM National Office, as there may be resources available to increase activity and/or volunteer involvement.

CONSENSUS

→ If it is agreed to by the Executive, the District Vice-President and the National Office to close the Branch, work with the Director of Finance and Administration to secure the Branch funds into the National Office.

COMMUNICATE TO MEMBERS

→ Communication to members the Branch has become closed or inactive and invite them to reach out to other Branch in your region.

CIM MEMBERSHIP BENEFITS

	NORTH AMERICA CIM MEMBERSHIP			INTERNATIONAL CIM MEMBERSHIP	
FEES	MEMBERS	CORPORATE MEMBERS REPRESENTATIVE	BRANCH MEMBERS	E-MEMBER SUBSCRIPTION OUTSIDE NORTH AMERICA	INTERNATIONAL MEMBERS
	Member: \$187	Level 1: \$3000	Varies by branch	\$ 75	Africa: \$50
	Retired and Unemployed: \$80	Level 2: \$2000			South America: \$105
	Life: \$0 or \$25 for print resources	Level 3: \$1500			Greater China: \$200
	Student: \$10	Level 4: \$500			
BENEFITS					
PRINT RESOURCES					
CIM Magazine issues	☑	☑	☒	☒	Extra charge for mailing
CIM Outlook issue	☑	☑	☑	☒	\$ 65
CIM Journal (Quarterly - on demand only)	☑	☑	☒	☒	☑
WEB & E- RESOURCES					
CIM Reporter	☑	☑	☑	☑	☑
ONEMine and CIM technical libraries	☑	☑	☒	☑	☑
Membership directory	☑	☑	☑	☑	☑
CIM Magazine, CIM Outlook issue and CIM Journal	☑	☑	☒	☑	☑
CIM PUBLICATIONS - EVENTS					
Books	Discount	Discount	☒	Discount	Discount
Annual CIM Conference and CIM Events	Discount	Discount	☒	☒	Discount
AFFILIATION					
Branch Membership	☒	☒	☑	☒	☑
Society Affiliation	☑	☑	☒	☑	☑
Council Member	☑	☑	☒	☒	☑
Society and Branch Officer - has to be CIM Members	☑	☑	☑	☒	☑
Committees Members	☑	☑	☑	☑	☑
Eligible to CIM Awards - depending on awards's criteria*	☑	☑	☑	☒	☑
Voting rights	☑	☑	☒	☒	☑
AFFINITY PROGRAMS					
Insurance (Canada only)	☑	☑	☑	☒	☒
Health & Fitness (Québec only)	☑	☑	☑	☒	☒
ADDITIONAL BENEFITS					
Company profile / Source guide and CIM website	☒	☑	☒	☒	☒
Priority points / Exhibits	☒	☑	☒	☒	☒
Member certificate	☑	☑	☒	☒	☑
Membership card	☑	☑	☒	☒	☑

* For eligibility's criteria please refer to CIM Awards on www.cim.org/en/Services/CIM-Awards. As per by-laws student membership do not have voting right.

CASL PROCEDURES AND GUIDELINES

These procedures and guidelines have been developed to help CIM Branches, Societies, Committees and volunteers comply with **Canada's Anti-Spam Law (CASL) and mitigate** the risks involved.

CIM National members, Society members and Branch members that are integrated within CIM's centralized database are not a risk factor as they have transacted with CIM within the last 24 months, and therefore we have their implied consent. We will have the opportunity to obtain their express consent within the coming year. CIM will update our application and renewal process to include an express consent form.

*** For Branches whose members are housed in CIM National Office Database**

UPDATE YOUR EMAILS AND EMAIL SIGNATURES

Outgoing Commercial Electronic Communications (CEM) must contain the identity and contact information of the sender and an unsubscribe (opt-out) function. CIM National office will provide you with an unsubscribe link which will bring the individual to a communications preference page. This will help you manage member and contact communication preferences, including unsubscriptions.

CONTACTS

Each time you will be sending a mass email (CEM) you must extract an updated version of the contact/member list via the Web Extranet system. This will ensure you are communicating with individuals with whom you have permission to do so and help you avoid communicating with an individual who has declined to receive communications from your Branch.

For contacts who have not expressed their consent, you may find other ways of communicating with them and obtaining permission, either by phone or taking the opportunity during your events. If an individual has given verbal consent to be communicated, an opt-in message must be sent in order to capture and manage their preferences. All opted-in contacts will automatically be integrated within your contact list. We will provide you with an opt-in link.

Obtain express consent before July 1st, 2016

The individuals who have opted in their express consent will be automatically integrated within your branch section of our database. You can extract the opted in list anytime you need it via our Web Extranet system and proceed with your usual methods of commercial electronic communications (CEMs).

To familiarise yourself with this process, please contact CIM Branch's Service Coordinator : Caroline Vongkoth at cvongkoth@cim.org

*** For members whose lists are not housed in CIM National data base**

The individuals who have opted in their express consent will be automatically integrated within your branch section of our database. You will be given access to Web Extranet system where you will be able to extract an updated consent list and proceed with your usual methods of commercial electronic communications (CEMs).

In order to receive access to the Extranet system, please contact Caroline Vongkoth at cvongkoth@cim.org.

UPDATE YOUR EMAILS AND EMAIL SIGNATURES

Outgoing CEMs must contain the identity and contact information of the sender and an unsubscribe (opt-out) function. CIM will provide you an unsubscribe link which will bring the individual to a communications preference page. This will help you manage individuals who have chosen not to receive communications from your branch.

CONTACTS

Each time you will be sending a mass email (CEM) you must extract an updated version of the contact/member list via the Web Extranet system. This will ensure you are communicating with individuals with whom you have permission to do so and help you avoid communicating with an individual who has declined to receive communications from your Branch.

For contacts who have not expressed their consent, you may find other ways of communicating with them and obtaining permission, either by phone or taking the opportunity during your events. It is important to be able to keep a record of the conversation

If an individual has given verbal consent to be communicated, an opt-in message must be sent in order to capture and manage their preferences. National office provide you with an opt-in link.

Obtain Express Consent before July 1st, 2016

Consent must be obtained from all your members and contacts in order to continue to communicate with them after July 1st. In order to facilitate this process, CIM has created an opt-in message template that you

may forward to all your members and contacts, encouraging them to update their preferences. It is important that you include your message that individuals must select your Branch/Society as a preference in order for you to be able to communicate with them after July 1st.

To familiarise yourself with this process, please contact Caroline Vongkoth at cvongkoth@cim.org.

FINANCES AND ACCOUNTING

Revenue Canada re-iterated in the fiscal year 2014 that all CIM financial activities must be reported by CIM National. This recommendation was made following federal and provincial (Québec) tax audits. The decision is that CIM must have full visibility on all branch activities to ensure that sales taxes are properly recorded and accounted for.

→ To comply you have to communicate with CIM National Office Controller, **Benoit Sawyer**. He can be reached at bsawyer@cim.org / **514-939-2710 x 1314**

CHART OF ACCOUNTS

Accounts: A chart of account has been created for your income and expenses classification. These accounts should cover all of your daily transactions.

REVENUES

5000-000 Surplus sharing from events
5010-000 Interest received from National
5011-000 Other investment revenue
5020-000 Sponsorship revenues
5030-000 Membership revenues
5040-000 Luncheon, cocktail and dinner ticket revenues
5050-000 Golf registration revenues
5090-000 Miscellaneous revenues

EXPENSES

5500-000 Office expenses
5501-000 Credit card fees
5502-000 Consultant fees
5520-000 Awards, scholarships and financial support
5530-000 Management meeting expenses
5531-000 Officers participation at AGM
5540-000 Luncheon, cocktail and dinner ticket expenses
5550-000 Golf expenses
5590-000 Miscellaneous expenses

EXPENDITURES TYPE OF TRANSACTION

For those who have a CIM "BMO MasterCard" credit card, please send all vouchers/details to Anne Brosseau (abrosseau@cim.org) or by email. By voucher we need the actual invoice and the proof of payment from the merchant.

We absolutely need an invoice as we need to verify the taxes and get the proper supportive documentation. If failure to get the proper documentation, we will not be able to give you the benefit of reducing your cost by the value of the taxes.

Please forward all your receipts to the National office to Anne Brosseau
CIM: 1250 – 3500 De Maisonneuve Blvd West, Westmount, QC H3Z 3C1
– abrosseau@cim.org

Please put an expense account for each amount on the credit card.
If your email contains no account, we will put the amount in the TB account « 5590-000 Miscellaneous expenses ».

→ **We do not recommend to put all of your transactions in the Miscellaneous account as you are losing the possibility to get meaningful reports and it does not meet the Accounting Standards.**

If ever an expense has to be paid right away, please mention it to Anne Brosseau (abrosseau@cim.org) and it will be paid as fast as possible.

All expenses have to be approved by any “Executive Officers” of the “CIM/Branches” or any other person who has authority to do so.

REVENUE TYPE OF TRANSACTIONS

Sales: When invoicing a client, you must always have an invoice detailing who received the service/products, what they are receiving, a date, an invoice number, our GST/HST or QST numbers, etc. If no invoice is provided to us, then the maximum sales taxes will be remitted to the government.

Note that for a non-taxable income (i.e. sponsorship), an invoice is needed detailing what activity is sponsored, who is sponsoring the activity and what is given with the sponsorship (ticket to a conference,

ticket to a supper, visibility, etc).

- For deposits in CIM Bank account, please send the details to **Elaine Kinsella (ekinsella@cim.org)** by email.
- For deposits in CIM Moneris account, please send the details to **Alexandra Cyr (acyr@cim.org)** by email.

Please put a revenue classification account for every amount deposited in the BMO/CIBC/Moneris (deposits by check, cash or wires).
If your email contains no account, we will put the amount in Miscellaneous revenues (5090-000).

→ **We do not recommend to put all of your transactions in the Miscellaneous account as you are losing the possibility to get meaningful reports and it does not meet the Accounting Standards.**

BANK AND INVESTMENT ACCOUNT

Bank accounts: Branches are not authorized to open a Branch Bank account. All Branches must use the CIM National Bank account.

Investment accounts: Branches are not authorized to open a Branch Investment account. All Branches must use the CIM National Investment account.

RESOURCES AND TOOLS

BRANCH FINANCIAL ADMINISTRATION

Institute Governance Policy

www.cim.org/en/About-CIM/Structure/Governance.aspx

CIM Strategic Outreach

www.cim.org/en/About-CIM/Strategic-outreach.aspx

CIM Council Members

www.cim.org/en/About-CIM/Structure/Council.aspx

CIM Council Highlights

www.cim.org/en/About-CIM/Structure/Council/Council-Highlights.aspx

CIM National Office Contact

www.cim.org/en/About-CIM/Contact-Us.aspx

Institute By-law

www.cim.org/en/Services/By-Laws.aspx

CIM Vision and Mission

www.cim.org/en/About-CIM/Vision-Mission.aspx

Institute Annual Report

www.cim.org/en/About-CIM/Annual-Report.aspx

Staff contact information

www.cim.org/en/About-CIM/Structure/National-Office.aspx

Membership services for Branch 'Administrative support Caroline Vongkoth cvongkoth@cim.org

Awards process and Nomination tools

www.cim.org/en/Services/CIM-Awards.aspx

CIM Structure

www.cim.org/en/About-CIM/Structure.aspx

CIM Distinguished Lecturers Program

www.cim.org/en/Services/Distinguished-Lecturers/Current.aspx#&slider1=1



