



# Y-CON

## Governance and Management

### Policy and Procedures







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## Part 1 - Leadership





## **Part 1 - Leadership & Governance**

### **1.1. - Organizational Structure: (Rewrite when concrete definitions arrive)**

Policy # 1.1.1: Legal Entity

#### ***Policy Statement***

*Y-Con Science Fiction Association is a registered non-profit society under the Nova Scotia Societies Act. Y-Con will comply with all legal and reporting requirements and ensure its operations follow the By-Laws, mission, and provincial regulations.*

#### ***Guidelines***

- *Y-Con will maintain active registration with the Nova Scotia Registry of Joint Stock Companies.*
- *Required annual filings—including Director lists, financial reports, and By-Law updates—will be submitted on time.*
- *Only authorized Presidents, Officers, or Coordinators may act on behalf of Y-Con.*
- *Incorporation records, contracts, minutes, and filings will be securely maintained.*
- *The Board is responsible for ensuring Y-Con remains in good legal standing.*



## 1.1. - Organizational Structure:

Policy # 1.1.2: Mission

### **Policy Statement:**

*Y-CON is a non-profit organization which aims to support the gaming community, game developers and stores by providing demonstration services for board, card, role-playing and miniature games. It's an all-ages event and we make every effort to provide games that are appropriate for younger gamers. As proud members of our community, we are pleased to support worthwhile charities in Yarmouth and the surrounding area.*



## **1.1. - Organizational Structure:**

### **Policy # 1.1.3: Vision**

#### ***Policy Statement***

*The vision of the Y-Con Science Fiction Association is to be a leading hub for science fiction and fantasy enthusiasts in Nova Scotia and beyond. Y-Con is committed to fostering creativity, community, and inclusive experiences through engaging conventions, events, and collaborative activities that celebrate imagination and the speculative arts.*

#### ***Purpose***

- *To guide the long-term goals and strategic direction of Y-Con.*
- *To ensure all Board members, Officers, volunteers, and participants are aligned with the overarching mission and values of the organization.*
- *To inspire and attract members, partners, and the community to participate in Y-Con events and initiatives.*

#### ***Scope***

*This policy applies to all activities, programs, events, and organizational planning undertaken by Y-Con, including Board and Executive Committee decision-making, programming, and public engagement.*



## 1.1. - Organizational Structure:

### Policy # 1.1.4: Guiding Principles

#### Policy Statement

Y-Con operates according to a set of guiding principles that shape all decisions, actions, and interactions within the organization. These principles ensure that Y-Con remains accountable, inclusive, ethical, and mission-focused in everything it does.

#### Guiding Principles

- **Integrity:** Act honestly, transparently, and in the best interest of the Society.
- **Respect:** Treat all participants with dignity, courtesy, and professionalism.
- **Inclusivity:** Foster a welcoming environment for people of all backgrounds, abilities, and identities.
- **Accountability:** Uphold Y-Con's By-Laws, policies, and legal responsibilities.
- **Safety:** Prioritize physical, emotional, and psychological safety in all activities and events.
- **Collaboration:** Work cooperatively with Board members, volunteers, partners, and the community.
- **Stewardship:** Use Y-Con's resources responsibly and support sustainable organizational growth.

#### Scope

These principles apply to all Y-Con Board members, Officers, volunteers, contractors, and anyone representing the organization.



**1.1. - Organizational Structure:**

Policy # 1.1.5: Organizational Chart(s)



## 1.1. - Organizational Structure:

### Policy # 1.1.6: Role Awareness

#### **Policy Statement:**

Role descriptions shall be written for all Y-Con Board positions and reviewed annually at the start of each Board term, during the [Post Annual General Meeting Orientation Board Meeting](#). The President, in collaboration with the Secretary, will ensure that each Board member signs their role description to confirm understanding of duties, authority, and accountability. Signed descriptions will be stored securely in the Board's confidential records.

#### **Guidelines:**

- Role descriptions will outline core responsibilities, decision-making authority, and reporting relationships for each role.
- Reviews and updates occur annually during the [Post Annual General Meeting Orientation Board Meeting](#) or when duties materially change due to termination, abandonment, etc.
- All Board members are responsible for operating within the [Y-Con Code of Ethics](#) and other Board policies.

#### **Position Profiles:**

##### **[Policy #1.1.6.1: President Role Profile](#)**

Provides overall leadership for the Board and organization; chairs meetings and the AGM; ensures alignment with mission, vision, and by-laws; serves as primary spokesperson.

##### **[Policy #1.1.6.2: Vice President Role Profile](#)**

Supports and acts for the President when required; assists with strategic initiatives; coordinates cross-committee projects.

##### **[Policy #1.1.6.3: Secretary Role Profile](#)**

Prepares agendas and records minutes for all Board and AGM meetings; maintains official records and digital archives; manages organizational correspondence.

##### **[Policy #1.1.6.4: Treasurer Role Profile](#)**

Oversees financial stewardship, including budgeting, banking, and reporting; presents annual financial statements; ensures compliance with provincial filing requirements.

##### **[Policy #1.1.6.5: Volunteer Coordinator Role Profile](#)**

Recruits, trains, and schedules event volunteers; maintains volunteer database; supports volunteer engagement and recognition.

##### **[Policy #1.1.6.6: Venue Coordinator Role Profile](#)**

Secures and manages event venues; oversees logistics such as layout, accessibility, permits, and on-site operations.

##### **[Policy #1.1.6.7: Video Game Tech Coordinator Role Profile](#)**



Plans and manages all video-gaming equipment and programming; ensures proper setup, maintenance, and technical support during events.

**Policy #1.1.6.8: Vendor Coordinator Role Profile**

Manages vendor outreach, applications, and contracts; organizes vendor spaces and ensures compliance with event guidelines.

**Policy #1.1.6.9: Community Relations Role Profile**

Builds partnerships with community groups, sponsors, and media; coordinates outreach, publicity, and public relations.

**Policy #1.1.6.10: Design Role Profile**

Leads creative design for promotional materials, signage, and event branding; ensures consistent visual identity across platforms.

ADD INTEGRITY OFFICER

**Implementation & Oversight**

The President ensures that each Board member reviews and signs their role description annually. The Secretary maintains the signed documents in a secure digital repository and records completion in the Board minutes.



## **1.1. - Organizational Structure:**

### Policy # 1.1.7: By-Laws

#### **Policy Statement:**

The By-Laws of the Y-Con Science Fiction Association establish the rules that govern how the Society operates. They define the roles and responsibilities of the Board of Directors, Officers, Executive Committee, and members, and they outline how meetings, decisions, and financial oversight are conducted. These By-Laws ensure the Society operates with transparency, fairness, and accountability in accordance with Nova Scotia requirements.

All members and committees are expected to follow these By-Laws. Any changes must be approved as outlined within the By-Laws and submitted to the Registrar when required.

#### **Definitions**

##### **1. In these by-laws:**

(a) "Society" means any member of the public interested in the Y-Con Science Fiction Association, its events, conventions and/or any extended activities.

(b) "Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.

(c) "Special Resolution" means a resolution passed by not less than three-fourths of such Board Members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

(d) "Executive Committee" means those members assigned by the Board of Directors to plan and implement the yearly convention. Executive Committee meetings are only for those on the Executive Committee or by invitation specifically by an Executive Committee Coordinator only.

(e) "Member" includes any person who is a member of the Society, including but not limited to, Attendees, Guests, or Volunteers of the Y-Con Gaming and Comic Convention, members of the Y-Con Science Fiction Association Stakeholders, Partners, Board of Directors or Executive Committee.

#### **Membership Rights and Responsibilities**

2. The Y-Con Science Fiction Association is ultimately accountable to the members of the Society.
3. Every member is entitled to attend the Society's Annual General Meeting and any other meetings deemed open to the public.
4. Every member is entitled to express an interest in participating on the Executive Committee, either as an Executive Committee Coordinator or as a member of a sub-committee.
5. No funds of the Society shall be paid to or be available for the personal benefit of any member.
6. An Annual General Meeting shall be held within 1 year (365 Days) after the previous Annual General Meeting, or before the next fiscal year-end. Notice of this meeting is



required, which must:

- (a) specify the date, place, and time of the meeting,
- (b) be given to the members thirty (30) days prior to the meeting,
- (c) be given to the members by newspapers, television, radio, e-mail, social media, or any other means that reaches the general public,

(d) the non-receipt of notice by any individual member shall not invalidate the proceedings.

7. At the Annual General Meeting of the Society the following items of business shall be dealt with and shall be deemed ordinary business and all other business transacted shall be deemed special business:
  - (a) minutes of the previous annual general meeting,
  - (b) consideration of the annual financial report of the Society,
  - (c) election of the Board of Directors, if required, and
  - (d) selection and/or appointment of the Officers' positions.
8. Quorum shall consist of five (5) members. No business shall be conducted at any meeting unless a quorum is present to open the meeting and, upon request, before any vote.
9. The President, or in their absence, the Vice-President, or in the absence of both of them, any member appointed from among those present, shall preside as Chair of the Annual General Meeting.

#### **Board of Directors Rights and Responsibilities**

10. The number of members of the Board of Directors shall be nine (9), but not less than six (6).
11. If a member of the Board of Directors resigns their office, the vacancy will be filled from among the members of the Society.
12. Should more than one (1) member of the Society be interested in becoming a member of the Board of Directors for the same vacancy, preference will be given to those members who are or who have served on the Society's Executive Committee, based on seniority.
13. Two (2) Board of Directors members may call a special resolution meeting in order to vote to remove any member for just cause reasons:
  - (a) Failure to conduct duties as outlined in their role description,
  - (b) Bring the Association and/or the Society in disrepute,
  - (c) Commit a criminal offense,
  - (d) Failure to comply with the requirements to be a member of the Board of Directors and/or the Executive Committee.
14. The Board of Directors shall appoint an Executive Committee and any other committees as they see fit.
15. One (1) member of the Board of Directors may call a special resolution meeting in order to propose changes to the By-Laws. Any changes to the By-Laws will be voted on, after a period of discussion. Should changes to the By-Laws be accepted, it is required that the updated (signed) By-Laws are forwarded to the office of the Registrar within fourteen (14) days.
16. A member of the Board of Directors who has, or could reasonably be seen to have, a conflict of interest shall declare this conflict of interest. The declaration shall be made to the Board at the Annual General Meeting or when the possibility of a conflict is realized.



17. A conflict of interest does not prevent a member from serving on the Board of Directors provided they do not vote on that matter pertaining to that conflict of interest. The withdrawal shall be recorded in the minutes.
18. At a Board of Directors meeting, where there is an equality of votes, the motion shall not pass.

### **Board of Directors Officers Rights and Responsibilities**

19. The Officers shall be filled by members of the Board of Directors and shall include the positions of: a President, a Vice President, a Secretary, a Treasurer, and an Integrity Officer.
20. The Officers' positions shall be filled for one (1) year terms. Current incumbents shall retire from these positions at the beginning of each Annual General Meeting.
21. The President and the Vice President will have the final decision in which member of the Board of Directors shall fill a vacancy.
22. If only one (1) member of the Board of Directors is interested in holding a vacant Officer position, there shall be a vote of confidence by secret ballot.
23. If more than one (1) member of the Board of Directors seeks the same Officer position, voting by all members of the Board of Directors will be performed by secret ballot.
24. One of the Officers shall be the President. The President shall be responsible for the effectiveness of the board and shall perform other duties as assigned by the members of the Board of Directors, including acting as Chair of the Annual General Meeting. One of the Officers shall be the Vice-President. The Vice-President shall perform the duties of the Chair during the absence, illness or incapacity of the President, or when the Chair may request them to do so.
25. One of the Officers shall be the Secretary. The Secretary shall be responsible for the preparation of the minutes of Annual General Meetings, any Board of Directors Meetings and all Executive Committee Meetings. The Secretary is also responsible for drafting the agendas for all meetings. It is the responsibility of the Secretary to maintain documentation (including login information) on all of the Society's social media accounts and to ensure that meeting agendas and minutes are maintained in a digital format.
  - (a) If necessary, the Board of Directors may appoint an Honorary Secretary (a) who is responsible for taking minutes of all Board of Directors and Executive Committee Meetings, and (b) who need not be a member of the board.
26. One of the Officers shall be the Treasurer. The Treasurer shall be responsible for the custody of all financial books and records of the Society, and carry out all other duties as assigned by the Board of Directors.
27. One of the Officers shall be the Integrity Officer. The Integrity Officer shall be responsible for ensuring who has access to confidential information, any privacy issues, ensuring Policy and By-Laws are being followed, for maintaining custody of confidential records of the Society and shall be the point of contact for all access to information requests.

### **Annual Financial Responsibilities**

28. The Society's fiscal year shall run from September 1st to August 31st
29. The Board of Directors shall annually present, at the Annual General Meeting, a written report on the financial position of the Society. The report shall include:
  - (a) A Balance Sheet, showing its assets, liabilities and equity, and



- (b) An Income Statement, showing its income and expenditures in the preceding fiscal year.
- 30.** Within fourteen (14) days after each Annual General Meeting, the following information must be forwarded to the office of the Registrar:
- (a) A list of the names and addresses of members of the Board of Directors,
  - (b) A list of the members currently holding Officer positions,
  - (c) A signed copy of the financial reports (the Balance Sheet & Income Statement), signed by two (2) members of the Board of Directors.
- 31.** Two (2) members of the Board of Directors may call for a special vote to appoint an Auditor to examine the Society's financial records.
- 32.** The members of the Society may inspect the annual financial statements and minutes of Board of Directors and/or Executive Committee meetings of the Society with thirty (30) days notice.
- 33.** Members of the Board of Directors, including those that hold Officer's positions, and the Executive Committee shall serve without remuneration and shall not receive any profit from their positions. However, a member may be reimbursed for reasonable expenses incurred in the performance of their duties.
- 34.** The Society shall not make loans, guarantee loans, or advance funds to any member of the Society.
- 35.** The Board of Directors shall empower individual Executive Committee Coordinators with the ability to execute and sign contracts on behalf of the Society in the performance of their duties.



## 1.1. - Organizational Structure:

Policy # 1.1.8: Standing Agendas for Board Meetings

### Policy Statement:

Y-Con Science Fiction Association conducts Board meetings in an organized, transparent, and accountable manner. The standing agenda ensures consistent review of governance, finances, operations, strategy, and [grievances](#). All Board members are expected to participate responsibly. They will uphold the [Association's Principles](#) and act within the [Code of Ethics](#) in all discussions and decisions.

[Board Meeting Agenda: Link](#)

[Board AGM Meeting Agenda: Link](#)

[Board PAGMO Meeting Agenda: Link](#)

[Board Meeting Shared Drive](#)



## Part 2 - Financial Management





## Part 2 - Financial Management

### 2.1. - Organizational Financial Management

#### Policy # 2.1.1: Ticket Refunds

All convention registrations and ticket sales are processed through Eventbrite. Attendees must present a valid ticket or registration confirmation for entry to the event.

Tickets are non-transferable unless otherwise permitted by event organizers. Lost, stolen, duplicated, or fraudulent tickets may be voided without refund. Badge sharing is prohibited.

Attendees are responsible for reviewing ticket details, event schedules, age restrictions, and convention policies prior to purchase. Certain activities or special events may require separate registration or additional fees.

Refunds, exchanges, and cancellation requests will follow the policies outlined on the official event registration page unless otherwise stated by convention organizers.

Convention organizers reserve the right to refuse admission, revoke badges, or remove attendees who violate event policies, engage in unsafe behavior, or misuse registration credentials.



## Part 3 - Information Management





## **Part 3 - Information Management**

### **3.1. - Data Management**

Policy # 3.1.1: Information Management Systems

#### **Policy Statement**

Y-Con is committed to protecting the privacy and confidentiality of all personal information we collect and manage. We will handle all data in accordance with Nova Scotia privacy laws.

We collect only the information necessary for our operations, store it securely, limit access to authorized personnel, and use it only for its intended purpose. Personal information will never be shared or disclosed without consent unless required by law.

#### **Guiding Principles**

- Personal information is kept confidential and secure.
- Access is limited to Board members.
- Data is retained only as long as necessary and disposed of safely.
- Y-Con reviews its privacy practices annually at the [Post Annual General Meeting Orientation Board Meeting](#) to ensure compliance.

#### **Scope**

This policy applies to all personal information handled by Y-Con in any form and to all individuals with access to that information.



## Part 4 - Evaluation and Quality Improvement





## Part 4 - Evaluation & Quality Improvement

### 4.1. - Outcome Data Dissemination

Policy # 4.1.1: Corrective Action Process

#### Policy Statement

Y-Con is committed to a professional, inclusive, and collaborative Board environment. This policy provides a clear, fair process for addressing Board member conduct or performance concerns, promoting accountability and respectful engagement.

#### Purpose

- Address issues promptly and fairly.
- Provide structured opportunities for improvement.
- Uphold the [Y-Con Code of Ethics](#).

#### Scope

Applies to all Board members and Officers in their official roles and activities representing Y-Con.

#### Corrective Action Steps

- 1. Initial Discussion**
  - The Integrity Officer meets privately with the member to discuss concerns, clarify expectations, and offer guidance.
  - Documented on a [Board Member Growth and Support Form](#).
- 2. Written Communication**
  - If issues continue after mitigation, a Written Notice of Concern is issued, detailing the behavior, relevant policy, and improvement expectations with a timeline.
  - Member acknowledges receipt; notice kept confidential.
- 3. Final Written Warning**
  - Issued if improvement is not seen.
  - Warns that continued issues may lead to a motion for removal under By-Laws.
- 4. Board Review / Possible Removal**
  - Persistent or severe breaches may trigger a special Board meeting to vote on removal in line with By-Laws and provincial regulations.
- 5. Immediate Action**
  - For urgent risks to safety, reputation, or legal compliance, earlier steps may be bypassed.

#### Record Keeping & Confidentiality



- All documents maintained securely by the Secretary.
- Records remain confidential unless legally required.

### **Support & Development**

- Coaching, resources, or training may be offered to help the member improve and restore trust.

### **Review & Oversight**

- The Integrity Officer monitors adherence and reports at each board meeting to the Board.



## Part 5 - Professional Conduct





## Part 5 - Professional Conduct

### 5.1. - Ethical Conduct

#### Policy # 5.1.1: Code of Ethics

##### **Policy Statement**

The Y-Con Science Fiction Association (“the Society”) is committed to creating and maintaining a welcoming, inclusive, and safe environment for all participants, including Board members, volunteers, guests, contractors, and event attendees.

This [Code of Ethics](#) sets clear expectations for professional and respectful behaviour in all Y-Con activities, communications, and events, ensuring that individuals of all backgrounds and life experiences can participate free from harassment, discrimination, or harm.

##### **Purpose**

- To define ethical standards that guide Board members in decision-making, communication, and interactions.
- To establish a baseline of physical, emotional, and psychological safety for a diverse community.
- To demonstrate Y-Con’s commitment to equity, dignity, inclusivity and respect in every aspect of its operations.

##### **Scope**

This policy applies to:

- All Y-Con Board of Directors members and Officers.
- Volunteers, Executive Committee members, and contractors engaged in Y-Con activities.
- Any individual representing or communicating with or on behalf of Y-Con Board members, whether in person, online, or through media channels.

##### **Guiding Principles**

###### **1. Respect & Dignity**

Treat every individual with courtesy and empathy, valuing differences in culture, identity, ability, and lived experience.

###### **2. Inclusion & Accessibility**

Foster an environment where everyone, regardless of race, gender identity, sexual orientation, neurodiversity, disability, or background, feels welcome and able to participate fully.

###### **3. Trauma-Informed Practice**

Recognize that participants may have experienced trauma. Interactions should be



non-judgmental and choice-oriented.

**4. Safety & Well-Being**

Maintain spaces, physical and virtual, that are safe. I.e. free from harassment, violence, intimidation, and discriminatory behaviour.

**5. Integrity & Accountability**

Act honestly and transparently in all Board matters. Disclose conflicts of interest and avoid misuse of Y-Con resources or information.

**6. Positive Communication**

Use inclusive language and constructive dialogue in all Y-Con communications, meetings, and public statements.

**Procedures & Expectations**

- Compliance: All Board members must review and sign the [Code of Ethics Acknowledgement Form](#) annually at the Annual General Meeting and at the start of any new term of service.
- Reporting: Any person who experiences or witnesses a violation may report to the Integrity Officer.
- Response: Integrity Officer Reports will be documented and reviewed at each [board meeting](#). They will be addressed through a fair process, which may include [corrective action](#), and/or removal from the Board as outlined in the Y-Con By-Laws and [4.1.1 Corrective Action Processes](#).



## 5.1. - Ethical Conduct

### Policy # 5.1.2: Discrimination

#### Policy Statement

Y-Con is committed to providing a safe, inclusive, and respectful environment for all Board members, volunteers, contractors, event participants, and community partners. Every individual has the right to be treated with dignity and fairness. Discrimination of any kind will not be tolerated and will be addressed promptly and seriously.

#### Definition of Discrimination

For the purposes of this policy, discrimination means any unjust or prejudicial treatment, whether verbal, written, physical, or digital, of an individual or group based on characteristics including, but not limited to, race, colour, ancestry, nationality, religion, creed, gender identity or expression, sexual orientation, age, disability, neurodiversity, or socio-economic status.

#### Purpose

- Prevent and address discrimination in all Y-Con Board operations and events.
- Ensure that Y-Con's governance reflects its mission of inclusivity and respect.
- Provide a clear process for reporting and addressing concerns.

#### Scope

This policy applies to:

- All Y-Con Board of Directors members and Officers.
- Executive Committee members, volunteers, and contractors engaged in Y-Con activities.
- Any Y-Con-related setting, including meetings, conventions, online communications, and public appearances on behalf of the organization.

#### Guidelines

1. **Zero Tolerance**  
Discrimination of any kind—verbal, written, physical, or digital—is strictly prohibited.
2. **Respectful Conduct**  
Board members will treat all individuals with courtesy, empathy, and professionalism and will actively discourage discriminatory remarks or behaviour.
3. **Reporting & Complaints**  
*Complaints of discrimination will be taken seriously.*  
Any person who experiences or witnesses discriminatory behaviour may report it to the Integrity Officer or Board Chair.  
All complaints shall follow the [Y-Con Grievances Policy](#), which provides a structured procedure for submission and review.
4. **Investigation & Corrective Action**  
Where there is evidence to do so, the Board will enact an [investigation process](#) as



described in the [Grievances Policy](#).

Where appropriate, [corrective action](#) will be issued in accordance with relevant Board policies and the Y-Con By-Laws.



## 5.1. - Ethical Conduct

Policy # 5.1.3: Abuse

### Policy Statement:

Y-Con is committed to a safe, respectful, and inclusive environment for all Board members, volunteers, contractors, and event participants.

Abuse of any kind (physical, verbal, emotional, psychological, or digital) will not be tolerated in any Y-Con activity, meeting, or communication.

### Definition of Abuse

Abuse includes, but is not limited to:

- **Physical** – Aggression, assault, or unwanted contact.
- **Emotional/Psychological** – Bullying, threats, intimidation, or humiliation.
- **Verbal** – Racialized Language, derogatory or intimidating language.
- **Digital/Online** – Harassment or harmful communication via electronic means.

### Purpose

- Protect all involved with Y-Con from abuse.
- Provide a clear process for addressing allegations and ensuring safety.

### Scope

Applies to Board members, Officers, volunteers, contractors, vendors, and attendees in all Y-Con settings, including events, meetings, and online platforms.

### Guidelines

1. **Zero Tolerance** – Abuse in any form is strictly prohibited.
2. **Reporting** – Anyone experiencing or witnessing abuse must promptly inform the Integrity Officer or Board Chair and follow the [Y-Con Grievances](#) procedure.
3. **Confidentiality** – Reports are handled sensitively and kept confidential as [investigation](#) allows.
4. **Complaint Process** – *Complaints will be taken seriously* and follow the [Y-Con Grievances Policy](#) for documentation and [investigation](#).
5. **Corrective Action** – If abuse is substantiated, the appropriate [corrective action](#) will be followed.



## 5.1. - Ethical Conduct

### Policy # 5.1.4: Harassment

#### Policy Statement:

Y-Con is committed to a safe and respectful environment for all Board members, volunteers, contractors, and event participants.

Harassment of any kind—verbal, written, physical, or digital—will not be tolerated at Y-Con meetings, events, or in communications.

#### Definition of Harassment

Harassment is any unwelcome conduct that a person would find offensive, intimidating, or hostile, including:

- Sexual – Unwanted sexual advances or conduct of a sexual nature.
- Personal – Bullying, threats, or repeated unwelcome remarks.
- Discriminatory – Harassment based on race, gender identity, sexual orientation, disability, or other protected characteristics.

#### Scope

Applies to Board members, Officers, volunteers, contractors, vendors, and attendees in all Y-Con settings, including events, meetings, and online platforms.

#### Guidelines

1. Zero Tolerance – Harassment in any form is prohibited.
2. Reporting – *Complaints will be taken seriously.* Incidents should be reported to the Integrity Officer or Board Chair.
3. Process & Action – Complaints follow the [Y-Con Grievances Policy](#). [Investigations](#) occur when evidence warrants, and [corrective action](#)—including warnings, suspension, or removal—may be taken under the By-Laws.

### Policy # 5.1.5: Solicitation

#### Policy Statement:

To ensure a safe, comfortable, and enjoyable experience for all attendees, **unauthorized solicitation** is not permitted within convention spaces. This includes the distribution of flyers, promotional materials, sales pitches, petitions, fundraising, recruitment efforts, or promotional activities outside of approved vendor, artist, exhibitor, sponsor, or community partner spaces.



## **Definition of Solicitation**

Solicitation is the act of requesting, asking, enticing, or attempting to obtain something—such as money, goods, services, or support—from another person.

- Approach individuals aggressively for sales or promotion
- Distribute materials without prior approval
- Conduct unauthorized fundraising or campaigning
- Promote outside events, businesses, or organizations without permission
- Interfere with convention operations, panels, vendors, or attendee experience

## **Scope**

Applies to Board members, Officers, volunteers, contractors, vendors, and attendees in all Y-Con settings, including events, meetings, and online platforms.

## **Guidelines**

Approved vendors, artists, sponsors, and exhibitors may promote their products or services only within their assigned spaces and in accordance with convention guidelines. Convention organizers reserve the right to remove unauthorized materials, revoke privileges, or ask individuals to leave the event if solicitation policies are violated.

### **Policy # 5.1.6: Cosplay**

#### **Policy Statement:**

Attendees must ensure costumes provide adequate coverage and do not risk accidental exposure. Additional garments such as tights, pantyhose, or dance belts may be required for certain costumes. Staff may ask attendees to modify or cover costumes deemed inappropriate. Large or vision-restricting costumes require a handler for safety reasons. Offensive clothing or accessories are prohibited and may result in removal from the convention or loss of convention privileges without refund for repeat violations. Costume accessories must also follow the convention's Weapons Policy.

#### **Definition of Cosplay**

Cosplay, a contraction of "costume play," is a performance art and hobby where participants (cosplayers) wear costumes and accessories to represent specific characters from fiction, such as anime, manga, video games, television, or film. It involves detailed costume creation and acting in character to embody the subject.



### Policy # 5.1.7: Weapons

#### **Policy Statement:**

All props and weapons brought to the convention must comply with the convention's Weapons Policy, be inspected by security, and receive a visible peace bond tag (colored ribbon) that must remain attached throughout the event. Security decisions are final, and unsafe items may be denied entry or confiscated at any time.

Horseplay, mock combat outside approved areas, and unsafe handling of props or weapons are strictly prohibited. Weapons and props must not be drawn or displayed in crowded areas, and attendees are expected to exercise caution both inside and outside the convention venue.

Prohibited items include real firearms, functional replica guns, concealed weapons, projectiles, explosives, chemical hazards, metal-bladed weapons, and any items prohibited by Canadian law. Certain props and non-metal weapons may be permitted at security's discretion if they are constructed safely and do not pose a risk to attendees.

Convention-friendly materials such as foam, plastic, cardboard, resin, and similar materials are encouraged. Any purchased items opened on convention grounds are also subject to inspection and peace bonding. Failure to comply with the policy may result in confiscation, removal from the event, or involvement of law enforcement where necessary.



## 5.2. - Conflict of Interest

Policy # 5.2.1: Prohibited Conflict of Interest

### Policy Statement

Y-Con Science Fiction Association is committed to maintaining integrity, transparency, and accountability in all Board decision-making. Board Members must avoid situations where personal, financial, or other interests could conflict, or reasonably be perceived to conflict, with the interests of the organization.

### Purpose

- To ensure decisions are made in the best interest of Y-Con
- To promote transparency and trust in governance
- To provide clear expectations for identifying and managing conflicts

### Scope

This policy applies to all Y-Con Board Members and Officers in all activities related to their role.

### Policy Requirements

#### 1. Declaration of Conflict of Interest

A member of the Board of Directors who has, or could reasonably be seen to have, a conflict of interest shall declare this conflict of interest.

The declaration shall be made to the Board at the Annual General Meeting or when the possibility of a conflict is realized.

#### 2. Participation and Voting

A conflict of interest does not prevent a member from serving on the Board of Directors provided they do not vote on any matter pertaining to that conflict of interest.

#### 3. Withdrawal from Discussion

Where appropriate, the Board Member may be required to remove themselves from discussion related to the conflict to ensure impartial decision-making.

#### 4. Documentation

The declaration of conflict and any withdrawal from discussion or voting shall be recorded in the official meeting minutes.

### Accountability

Failure to disclose a conflict of interest may result in corrective action in accordance with Policy 4.1.1 (Corrective Action Process) and the Y-Con By-Laws.

### Review

This policy will be reviewed annually during the Post-AGM Orientation Board Meeting.



### 5.3. - Personnel Policy

Policy # 5.3.1: Contravention of Policy

#### Policy Statement

Y-Con Board members are expected to comply with all Y-Con policies, procedures, and By-Laws. A contravention occurs when a Board member knowingly or negligently fails to follow an established policy or procedure. Such contraventions undermine organizational integrity, and will be taken seriously.

#### Definition of Contravention

For this policy, *contravention* means any action or omission that violates a Y-Con policy, procedure, or By-Law, including but not limited to conduct, communication, or decision-making.

#### Purpose

- Ensure consistent accountability and fairness when a Board member violates Y-Con policy.
- Protect the organization's reputation and uphold a safe, respectful environment.

#### Scope

This policy applies to all Y-Con Board Members and Officers in every context where they act on behalf of Y-Con, including meetings, events, and online activities.

#### Guidelines

1. **Reporting** – Any Board member who observes or becomes aware of a policy breach must report it to the Integrity Officer or Board Chair.
2. **Assessment** – Reports will be reviewed to determine if a contravention has occurred.
3. **Grievances Policy** – *All complaints will be handled through the [Y-Con Grievances Policy](#), which provides for documentation, [impartial investigation](#), and confidentiality.*
4. **Corrective Action** – When a contravention is substantiated, appropriate measures will be applied in accordance with Y-Con By-Laws and [Policy #4.1.1 Board Member Corrective Action](#).



### 5.3. - Personnel Policy

Policy # 5.3.2: Grievances Policy and Procedure

#### Policy Statement

Y-Con treats all grievances with the utmost seriousness. This policy provides a clear process for members of the public, volunteers, vendors, contractors, Board Members or event participants to submit grievances for review by the Integrity Officers.

#### Purpose

- Ensure that concerns about Y-Con are addressed respectfully, promptly, and fairly.
- Provide a consistent written procedure for receiving and reviewing grievances.

#### Scope

This policy applies to all grievances raised regarding:

- Behaviour or actions.
- Communications.
- Decisions, policies, or conduct at Y-Con events or activities.

#### Procedure

##### Written Submission

- All grievances must be submitted in writing using the [Y-Con Grievance Google Form](#)
- Submissions via social media or informal messaging will **not** be accepted.
- Once the form is completed you will receive an automatic reply stating:

*"Thank you for contacting Y-Con Gaming. You may submit a grievance using this email. You may also use this link to access the [Y-Con Grievance Google Form](#)*

*"As always, it remains our mandate to provide high-quality, inclusive, and safe events for the Tri-County area and beyond. Significant time is required of the Board over the year to plan and carry out these events.*

*Your matter is important to us and will be addressed in the quickest timeframe we can manage. The Board meets once a month, where a 30-minute allotment is reserved for reviewing all grievances. If your grievance cannot be resolved during that meeting, it will be carried over to the next monthly Board meeting. You will receive updates as your grievance is addressed.*

*Thank you for your patience and for helping us uphold the standards of Y-Con Gaming."*

#### Board Review



- The Board will acknowledge receipt of the grievance via the automatic reply (see above).
- Grievances are placed on the agenda for discussion at the **next monthly Board meeting**, during a 30-minute review slot.

### **Follow-Up**

- The Integrity Officer may request additional information from the complainant if needed.
- After discussion, the Board will determine appropriate next steps.
- If a grievance is not resolved during the initial review, it will be scheduled for discussion at the following monthly Board meeting.
- Complainants will receive updates on the progress, deferrals and outcomes of their grievance from the Integrity Officer.



## 5.3. - Personnel Policy

### Policy # 5.3.3: Investigation

#### Policy Statement

Y-Con is committed to promptly and fairly investigating any credible allegation of misconduct, policy breach, or complaint involving a Board member, volunteer, or representative of the organization. When a formal investigation is required, the Board member(s), volunteer, or representative of the organization involved will be temporarily removed from active duties until the investigation is completed. This process protects the integrity of the organization and ensures a safe, respectful environment.

#### Purpose

- To provide a consistent, transparent process for investigating alleged misconduct or policy violations.
- To protect the rights of all parties and maintain confidentiality.
- To ensure timely and thorough resolution of serious concerns.

#### Scope

This policy applies to:

- All Y-Con Board Members, Officers, volunteers, or representatives of the organization.
- Investigations arising from [grievances](#).

#### Procedure

##### 1. Planning the Investigation

- The President (or Vice President if accusation is about the President) assembles an impartial investigation team.
- Define the scope, key questions, timelines, and resources required.
- Notify all relevant parties of the investigation and their rights and obligations.
- The accused will be removed from their Board Responsibilities.

##### 2. Conducting Interviews

- Interview the complainant, the subject of the complaint, and any witnesses.
- Provide each person the opportunity to share their perspective and any supporting information.

##### 3. Evidence Collection

- Gather all relevant documents, emails, recordings, and other materials.
- Secure physical or digital evidence to prevent tampering or loss.

##### 4. Analysis and Findings



- Review all interviews and evidence objectively.
- Determine whether the allegations are substantiated, unsubstantiated, or inconclusive.
- Prepare written findings and recommendations.

#### 5. Reporting

- Present a confidential written report to the Integrity Officer summarizing the process, evidence, findings, and recommended actions.
- Provide a statement to the complainant and the respondent, respecting privacy laws.

#### 6. Resolution and Follow-Up

- The Board reviews the report and decides on appropriate action, which may include [corrective measures](#), reinstatement, or removal of a Board member in accordance with Y-Con By-Laws.
- Monitor implementation of any required changes or remedial steps.

#### 7. Recordkeeping

- The Secretary maintains a secure, confidential file of all investigation documents, accessible only to Board Members.
- Records are retained in accordance with Y-Con's document retention policy and applicable privacy regulations.



## Part 6 - Safety





## Part 6 - Safety

### 6.1. - Management of Risk

#### Policy # 6.1.1: Incident Reporting Policy

##### **Policy Statement:**

Y-Con is committed to maintaining safe, inclusive, and professional events and meetings. All incidents affecting participants, volunteers, vendors, or Board members must be documented and addressed promptly.

##### **Purpose**

Provide a consistent procedure for reporting and reviewing incidents, ensuring accountability, transparency, and safety at Y-Con events and meetings.

##### **Scope**

This policy applies to:

- Board members during meetings and events.
- Members of the community, including participants, volunteers, or vendors at Y-Con events.

##### **Procedure**

###### **1. Incident Documentation**

- All incidents must be submitted in writing using the official [Incident Reporting Google Form](#)
- Board members and community members should use the link when appropriate to do so.

###### **2. Submission**

- Submissions completed through the link will be received at **incidents@yarmouthcon.com**
- Submissions sent through this link will receive an **automatic reply**.

###### **3. Automatic Reply**

*"Thank you for contacting Y-Con Gaming. Your incident report has been received.*

*Incident reports are reviewed at the next monthly Board meeting, where a 30-minute allotment is reserved for discussion. If your incident cannot be fully addressed during that meeting, it will be carried over to the following month's meeting. You will receive updates as your incident is addressed.*



*As always, it remains our mandate to provide high-quality, inclusive, and safe events for the Tri-County area and beyond. Significant time is required to plan and execute these events. Your report is important to us, and we will address it as promptly as possible.*

*Please ensure the Incident Report Form is filled out it can be found here; [Incident Reporting Google Form](#)*

**4. Board Review**

- The Board will acknowledge receipt of all incident reports.
- Discussion occurs during the President's Report at the monthly Board Meeting where immediacy is not required. The President will make this determination.
- Follow-up action or resolution will be communicated to the reporter once determined and where applicable to do so.

**5. Record Keeping**

- All incident reports are maintained securely by the Board Secretary for reference and follow-up.



## Part 7 - Human Resources





## Part 7 - Human Resources

### 7.1. - Recruitment

#### Policy # 7.1.1: Recruitment

##### **Policy Statement**

Y-Con Science Fiction Association is committed to fair, transparent, and equitable recruitment practices. Recruitment decisions will be based on merit, qualifications, and organizational needs, and will be free from discrimination, bias, or preferential treatment.

##### **Scope**

This policy applies to the recruitment of Board members, Officers, volunteers, contractors, and any individual acting on behalf of Y-Con.

##### **Principles**

- Recruitment is based on merit and role-related criteria
- Equal opportunity is provided to all qualified individuals
- Recruitment processes are transparent and ethical
- Conflicts of interest are disclosed and managed

##### **Recruitment Practices**

Y-Con will:

- Define roles and expectations prior to recruitment
- Apply consistent selection criteria relevant to the role
- Provide accommodations after addressing the [accommodation procedure](#)
- Avoid favoritism or undue influence
- Comply with applicable human rights and privacy legislation

##### **Conflict of Interest**

Any person involved in recruitment who has a real or perceived conflict of interest must declare it and withdraw from related decision-making.

##### **Oversight & Review**

Recruitment practices may be reviewed by the Board or Integrity Officer to ensure compliance with this policy. This policy will be reviewed by the [Post Annual General Meeting Orientation Board Meeting](#).



## 7.1. - Recruitment

### Policy # 7.1.2: Accommodations

#### Policy Statement

Y-Con Science Fiction Association is committed to providing an inclusive and accessible environment. Reasonable accommodations will be provided to support the full participation of Board members, volunteers, contractors, and participants, while respecting dignity, privacy, and individual needs.

#### Scope

This policy applies to all individuals participating in Y-Con governance, meetings, events, and activities.

#### Principles

- Accommodations are individualized and needs-based
- Requests are assessed fairly and without discrimination
- Personal information is treated confidentially
- Accommodations are provided up to the point of undue hardship

#### Examples of Accommodations

- Physical accessibility supports
- Communication or information format adjustments
- Scheduling or role flexibility
- Sensory or environmental modifications
- Temporary health-related accommodations

#### Procedure

1. **Request**  
All accommodation requests must be submitted in writing to the Integrity Officer.
2. **Assessment**  
The Integrity Officer will review the accommodation request and bring forward accommodations.
3. Accommodation requests are placed on the agenda for discussion at the next monthly Board meeting, during a 30-minute review slot with [grievances](#) as part of the Integrity Officer's Report.
4. **Implementation & Review**  
Approved accommodations will be implemented promptly and reviewed as circumstances change by the integrity officer.



### **Confidentiality**

All accommodation information will be kept confidential and shared only as necessary to implement the accommodation or meet legal obligations.

### **Limitations**

Y-Con is not required to provide accommodations that result in undue hardship, compromise safety, or conflict with legal or regulatory requirements.

### **Review**

This policy will be reviewed annually [Post Annual General Meeting Orientation Board Meeting](#) by the Board.



## 7.1. - Recruitment

### Policy # 7.1.3: Screening of Contractors and Volunteers

#### **Policy Statement:**

All contractors and volunteers provide screening requirements to ensure a safe and supportive environment for the people we serve. Screening includes background checks that must be completed.

#### **Guidelines:**

1. **Screening Procedures:** Criminal record and vulnerable sector checks are mandatory for Board members and volunteers over the age of 18.



## 7.1. - Recruitment

Policy # 7.1.4: Use of Volunteers

### **Policy Statement:**

Volunteers are integral to our mission and are recruited to complement our services. All volunteers will be supervised to ensure service quality and client safety.

### **Guidelines:**

1. **Recruitment and Training:** Volunteers are recruited for specific roles.
2. **Support:** Volunteers will receive ongoing support.



## 7.1. - Recruitment

### Policy # 7.1.5: Orientation

#### Policy Statement:

Y-Con Science Fiction Association ensures all newly appointed Board Members receive a comprehensive orientation following their election or appointment. This process is designed to support Board Members in understanding their governance role, responsibilities, and obligations, and to ensure alignment with Y-Con's mission, By-Laws, and policies.

#### Purpose:

- To equip Board Members with the knowledge required to fulfill their roles effectively
- To promote consistency, accountability, and informed decision-making
- To ensure compliance with governance, legal, and ethical standards

#### Scope:

This policy applies to all newly elected or appointed Board Members and Officers of Y-Con.

#### Orientation Process

##### 1. Post-AGM Orientation Session

- Orientation will occur following the Annual General Meeting or upon appointment to the Board
- Led by the President or designate
- May be conducted in person or virtually

##### 2. Governance Overview

Board Members will receive and review:

- Y-Con By-Laws
- Organizational structure and roles
- Board meeting structure and standing agenda
- Decision-making processes and voting procedures

##### 3. Roles and Responsibilities

- Each Board Member will review their role description (Policy 1.1.6 Role Awareness)
- Members must sign their role description acknowledging understanding of duties and expectations
- Expectations regarding participation, conduct, and accountability will be clearly outlined

##### 4. Policy and Compliance Training

Orientation will include review of:



- Code of Ethics (Policy 5.1.1)
- Conflict of Interest requirements
- Privacy and confidentiality expectations
- Incident reporting and grievance procedures
- Applicable provincial and legal obligations

## **5. Documentation and Access**

Board Members will be provided access to:

- Shared digital folders and Board documents
- Previous meeting minutes and financial reports
- Communication tools and platforms used by the Board

## **6. Ongoing Support and Development**

- The President and/or Integrity Officer will provide support during the first 90 days
- Board Members may request clarification, mentorship, or additional training at any time
- Periodic refreshers may occur during Board meetings or annual reviews

## **Accountability and Recordkeeping**

- Completion of orientation will be documented in Board meeting minutes
- Signed role descriptions and acknowledgements will be maintained by the Secretary
- Board Members are responsible for maintaining familiarity with all governing documents

## **Review**

This policy will be reviewed annually during the Post-AGM Orientation Board Meeting to ensure relevance and effectiveness.



## **7.1. - Records**

Policy # 7.1.6: Termination of Board Members