

cfuw  Guelph THE POWER OF WOMEN WORKING TOGETHER
CONNECT • LEARN • ADVOCATE



CFUW Guelph Members Orientation Manual

2016 - 2017

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This manual is intended to help familiarize members with the purposes and operations of CFUW Guelph. We invite members to provide feedback on changes or additions to enhance the usefulness of this document.

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Who are we?

CFUW –The Power of Women Working Together

All women who support the goals of CFUW are welcome to join and all members enjoy the same rights and responsibilities. Full time post-secondary students are eligible and pay reduced membership fees.

When you join CFUW Guelph you become part of a world-wide federation of women committed to:

- Improving the status of women and girls
- Promoting quality public education
- Advancing the status of women, human rights, justice and peace

As a member you can expect

- To be treated and to treat others with respect and dignity - Every member and volunteer has the responsibility to refrain from participating in behaviour that is, or could be perceived to be, disrespectful in nature. (<http://cfuwguelph.org/respectful-treatment-policy/>)
- To have your personal privacy protected - Only necessary personal information is obtained and retained in order to allow for communication among members and to conduct CFUW business. Members' personal information shall not be used for any other purposes. Club members give consent to the collection of personal information when they sign the membership form. (<http://cfuwguelph.org/privacy-policy/>)
- The club to take all reasonable steps to ensure the equality of participation for all its members. If you have any concerns or special needs that require accommodation, please contact our Member Services Chair. (<http://cfuwguelph.org/accessibility-policy/>)

About CFUW

The Canadian Federation of University Women (CFUW) was founded in 1919 and is a voluntary, non-partisan, non-profit, self-funded bilingual organization of over 8,000 primarily graduate women in Clubs across Canada. CFUW members are active in public affairs, we work to raise the social, economic and legal status of women, as well as to improve education, the environment, peace and human rights for all. At this level, the organization is referred to as "National" and complete information can be found online (<http://www.cfuw.org>).

CFUW and the United Nations

CFUW has always believed in the importance of engaging in issues of gender equality worldwide. We have a long tradition of advocating for the education, equality and health of women worldwide. We are a founding member of the International Federation of University Women, now known as Graduate Women International (GWI). GWI is a worldwide, non-governmental organisation of women graduates with national affiliates in 60 countries that advocates for women's rights, equality and empowerment through access to quality secondary and tertiary education, and training up to the highest levels.

CFUW National retains special consultative status with the United Nations Social and Economic Council (ECOSOC). We participate in the United Nations Commission on the Status of Women every year by sending a delegation of our members to engage with the international community on issues of gender equality. We are also represented on the Canadian Commission for UNESCO, Education Sectoral Committee.

CFUW monitors and reports to UN Committees and Commissions on the human rights situation of women and girls in Canada and worldwide. One important element of this work is to encourage governments in Canada to fully meet their human rights obligations under various United Nations Conventions and agreements. We report on abuses and urge politicians to fully implement recommendations.

Some of the key conventions and agreements we monitor include the Beijing Platform for Action, the Convention of the Elimination of Discrimination against Women, and the International Covenant on Civil and Political Rights.

At the Provincial level, CFUW Guelph is one of over 50 Ontario clubs that form CFUW Ontario Council (www.cfuwontcouncil.ca) whose role is to promote cooperation and communication of information and ideas among CFUW clubs in Ontario. Through creation of policies, CFUW Ontario Council plays a major advocacy role in provincially legislated matters including health and education.

Ontario Council holds quarterly Standing Committee Meetings, three are held in Toronto, and the AGM, hosted by an individual club, rotates among provincial regions. Regular meetings feature a keynote speaker (Education, Legislation and Status of Women & Human Rights) followed by workshops or discussion groups in the afternoon. Lunch is provided. All CFUW members are welcome to attend these meetings. CFUW Guelph pays the registration fee (currently \$35) for up to three members (including the Vice President) to attend each meeting. Members who are interested in attending Standing Committee meetings should contact the Vice President for more information. Carpooling can be arranged.

CFUW Guelph was founded in 1945, just after World War II, with a goal of promoting the establishment of a Cultural Centre and a Civic Museum in Guelph. The founding members endorsed the efforts of the Junior Board of Trade to prevent the sale of indecent literature in Guelph. There were 33 founding members and membership dues were \$3.00.

CFUW Guelph:

- Holds monthly business meetings (September through May, excluding December) including a program of speakers on educational, cultural and social issues with an emphasis on the status of women and girls
- Participates in advocacy activities through our Advocacy Committee and by attending Provincial and National CFUW meetings
- Researches and presents CFUW resolutions for consideration at the CFUW Annual General Meeting which then become CFUW policy
- Meets with elected representatives including local MPs, MPPs and municipal leaders, to make them aware of CFUW issues and policies
- Supports projects to advance our goals locally, nationally or internationally
- Supports Education through scholarships
- Provides social and recreational opportunities through our interest groups

How can I get involved?

CFUW Guelph has three main pillars

Education

CFUW Guelph promotes education of its members through our monthly program of speakers, and the activities of our Advocacy Committee.

Access to education is promoted through our Scholarships and Awards Program and is funded through the Scholarships and Awards Trust Fund (a registered charity). We offer scholarships, bursaries and awards to students/groups at the University of Guelph, Conestoga College, Guelph Youth Music Centre, the Community Health Centre Early Childhood Education Program, Family and Children's Services Education Program, Hope House Bridges Out of Poverty Education Support Fund and Wyndham House Emergency Education Fund. Complete details on our scholarships and awards can be found on our website (<http://cfuwguelph.org/scholarships>).

Our scholarships are financed primarily through member donations. A mandatory donation of \$10 per year is included in our membership dues. Our scholarship fund counts on the generosity of members who make additional donations to support the \$8,500 we currently award each year. The Fundraising Committee plans events to raise money for scholarships. Volunteers are always needed and are most welcome. Ask any executive member for more information on how to participate.

Advocacy

CFUW clubs work to improve the status of women and girls and to advance human rights by participating in advocacy activities internationally through IFUW, nationally, provincially and locally through our Advocacy Committee. We also partner with other local women's groups by participating in the Guelph & Wellington Women's Alliance.

National CFUW policy is established via the resolutions process:

- Local clubs and committees formulate resolutions
- Proposed resolutions are vetted at the provincial or national level
- Clubs discuss, propose amendments, instruct delegates
- Delegates vote on behalf of their local club at the National or Provincial Council Annual General Meeting (AGM)
- Resolutions that are approved at the National level become CFUW policy
- Following the AGMs, clubs participate in advocacy efforts in support of the resolution including meetings with provincial and federal elected officials

Through Advocacy we have established various local Community Connections with both a 3 to 5 year commitment and short term commitments.

NOTE: As a CFUW member we encourage you to be involved in advocacy and to speak out about the issues that impede progress towards our goals. The official spokesperson for CFUW Guelph is the President. Members may not speak personally on behalf of CFUW unless designated to do so by the President. You may, however, mention that you learned about an issue through CFUW. One of the best ways to be involved in club advocacy is to join the Advocacy Committee and/or attend Ontario Council Standing Committee Meetings.

Connections

CFUW Guelph provides opportunity for social contacts and the friendly interchange of ideas and information among like-minded women in the community.

Interest Groups: There are currently more than 15 different interest groups available to members. Check out our website for details or contact our Membership Services Chair. If you have an idea for a new interest group, the Member Services Chair can help put you in touch with other members who may be interested in joining such a group.

General meetings: At our general meetings, held the fourth Tuesday of each month, September through April (no December meeting) at St Andrew's Presbyterian Church, 161 Norfolk Street, there is an opportunity to meet and socialize with other members of the club. Our Annual AGM is a dinner meeting held the fourth Tuesday at a different location. This is a great way to stay informed of club activities and meet members who may not be part of your interest group(s). If you need a ride to the meetings, please contact the Member Services Chair.

Committees: CFUW Guelph has a number of committees responsible for overseeing the operations of the club. Volunteering for a committee is a great way to get involved in the ongoing work and long term sustainability of the club.

CFUW Guelph's Standing Committees:

We have two types of Committee. The Executive, Nominations and Scholarship Committees are elected (usually by declaration) and essential to the operations of the club. The remainder of committees on the list are more fluid, where members take responsibilities for various tasks that contribute significantly to the health and operations of the club, but the activities of these committees may be more fluid. We know many of you travel and may only be available during certain times of the year.

- **Executive Committee:** Directs the activities of the club according to the Constitution and By-laws, and Policies and Procedures. 1-2-year commitment
- **Nominations Committee:** Prepares a slate of officers for the executive and scholarship committees for the following year. ad hoc meetings
- **Scholarship Committee:** Acts as trustees of our scholarship fund. bi-monthly meetings
- **Advocacy Committee:** Directs advocacy activities of the club including meetings with elected officials and represents CFUW Guelph at Ontario Council Standing Committee meetings. meets quarterly, ad hoc meetings for subcommittees or special events
- **Communications Committee:** Responsible for all communications of the club, including our monthly newsletter, website, blog and PR for CFUW events.
- **Member Services Committee:** Assists Chair in her duties, including recruiting and retaining members, co-ordinating Interest Groups, arranging greeters for meetings, summer mailing of membership forms, name tags, and works with Communications Committee to promote meetings and other club activities.
- **Program Committee:** Works with Program Chair to arrange speakers for General Meetings and AGM. Reports number of attendees at meetings to Secretary, arranges introductions and thank-yous for guest speakers. Arranges bios, photos and descriptions of lectures in advance of meetings.
- **Hospitality Committee:** Assists with tea and coffee at meetings and other events, organizes Interest Groups to provide snacks and greeters for meetings. Co-ordinates pre-meeting dinners.
- **Resolutions Committee:** Reviews resolutions originating from CFUW National & Ontario Council. Short term commitment, works with Vice President.
- **Documents Review Committee:** annually reviews and proposes suggested changes to the Constitution and bylaws and policy and procedure documents, works with Past President and Vice President to insure club documents are current. Usually independent
- **Fund Raising Committee:** To be determined. If you love fundraising, please let us know!
- **Special Events:** From time to time, we organize special events. As needed

If you are unable to make a full year commitment, the club offers many opportunities to participate in short term, ad hoc committees throughout the year. It is especially valuable to have the input of new

members with fresh ideas on these committees. Ask any executive members if you are interested in getting involved in this way.

Club Activities

CFUW Guelph promotes our goals by participating in activities and projects locally and internationally.

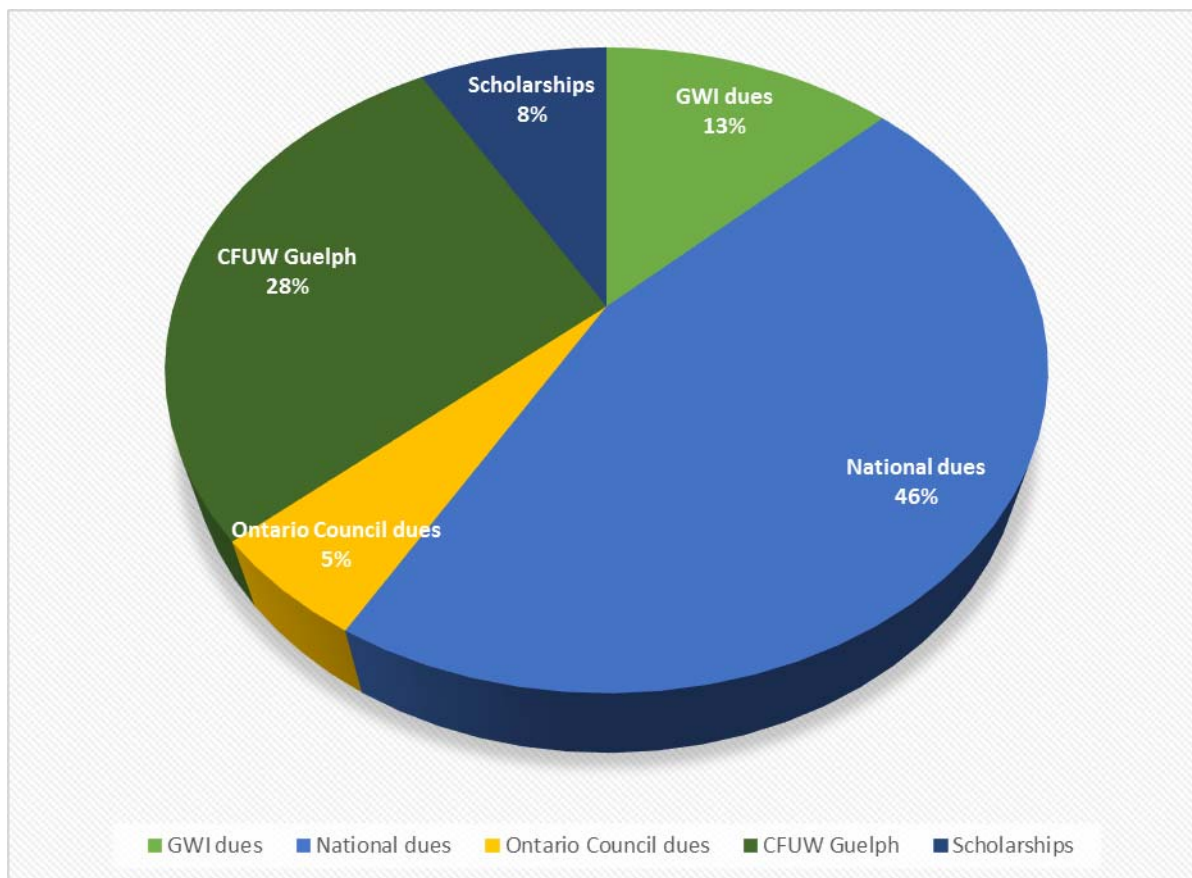
Some of our past projects and activities include:

- Local development of Scientists in School program
- Design and installation of the Reflection Garden dedicated to the memory of the 14 women massacred at the École Polytechnique on December 6, 1989 – the garden is located beside the river behind the Boathouse

More recent projects and activities include:

- Community Connection with Guelph Bridges Out of Poverty project
- Collaboration with other local women’s groups to raise awareness of International Day of the Girl, International Women’s Day and other local events celebrating women’s rights.
- Donations to local charities, arts and cultural organizations
- Establishing a groups to assist in promoting Women in Politics
- Increasing awareness of Indigenous issues

What do my dues pay for?



2016-2017 Expense Breakdown

National Dues: \$70

- \$15.48 – support for GWI
- \$54.52 - administration of the CFUW National Office including staff, rent, operations, support for the Board, Regional Directors and Committees, AGM and capital expenses

Ontario Council Dues: \$6.25

- \$5.50 – supports Standing Committee meetings (3/year), regional gathering and annual AGM
- \$0.75 – liability insurance to cover local clubs

CFUW Guelph Dues: \$33.75

- Speakers and meeting space, communications and member services, hospitality and outreach, executive or other member attendance at Ontario Council meetings and National AGM

CFUW Guelph Scholarships: \$10.00

Glossary of Terms and Acronyms:

CFUW	When used alone it means Canadian Federation of University Women National
AGM	Annual General Meeting – National, Provincial and Local clubs hold AGMs
OC	Ontario Council – formed to connect local clubs and to address issues solely within provincial jurisdiction
RD	Regional Director – member of Ontario Council providing leadership and support for clubs within a specific geographical region of Ontario (CFUW Guelph is within the Ontario West region)
Resolutions	The process by which CFUW clubs study an issue and propose policy