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# **Canadian Federation of University Women Guelph**

## **CFUW Guelph Policies and Procedures**

**2021**

*Definitions*

**A Constitution is a set of fundamental principles that govern an organization.**

**A Bylaw is a rule or regulation enacted by an organization to provide a framework for its operation and management.**

**A Policy is a principle of action adopted by an organization to guide members in decisions and to achieve rational outcomes.**

**A procedure supports a policy and provides a clear plan of action to carry out the policy. (Note: not every policy requires a procedure).**

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## General Duties of Executive Committee and Other Key Positions

### Intent

Position descriptions guide the work of the Executive Committee and other key positions. They are to be reviewed annually by the members holding the position. Copies of the position descriptions are given to incoming Executive Committee members at the changeover meeting in June. Note: job descriptions are overridden by the Constitution's Articles and Bylaws.

### Past President

1. Acts as advisor to the President and Executive Committee.
2. Chairs, or designates a Chair of the Nominating Committee.
3. On behalf of CFUW Guelph, sends notes (or delegates the sending of notes) of congratulations, sympathy and condolence to CFUW members who lose immediate family members and, when possible, to the families of CFUW members who have passed away. Ensures that Communications knows of the loss, so they can send out an email to notify club members.
4. Acts as a co-signer of the cheques, along with the President, Vice President and Treasurer.
5. Attends Ontario Council Standing Committee meetings as needed.
6. Arranges a gift (currently a CFUW pin) for the outgoing President.
7. Contributes appropriate material for the Archives and submits a report, prior to the Annual General Meeting (AGM), on Past President's activity to the Secretary for inclusion in the Annual Report.

### President

1. Guides the work of the Executive Committee and the Club in accordance with CFUW Articles and Bylaws and CFUW Guelph Constitution and Bylaws, and Policies and Procedures.
2. Presides at General Meetings of the Club and of the Executive Committee or appoints a designate.
3. Sits as an ex-officio member of all Committees except the Nominating Committee.
4. Serves as the club's official spokesperson or appoints a designate.
5. Represents the Club at Ontario Council and CFUW gatherings and other official functions or appoints a designate.
6. Updates the National Membership Registrar by July, indicating executive positions and providing contact information for members with key club roles.
7. Ensures that all Club information gathered by CFUW National and Ontario Council, including club donations, scholarship and otherwise, is up to date.
8. Works with the Advocacy Committee to ensure CFUW Policy regarding issues of concern to the Club are communicated to local elected officials.
9. Prepares the agenda for Executive Committee and works with Executive Committee to develop

the agenda for General Meetings. Circulates agenda to Executive no later than the day before the meeting for approval and/or amendment.

10. Activates the Meeting Cancellation Policy and informs the Communications Chair in the event of cancellation or a change in venue.
11. Prepares an article for each newsletter (3 times per year).
12. Prepares a welcome letter for new members and forwards to Member Services Chair before the New Member Reception.
13. Works with the Secretary to compile the Annual Report for the Club's AGM.
14. Is responsible for receiving and disseminating external CFUW communications (may be prepared by others but need to go out with President's signature).
15. Works with the Advocacy Committee to coordinate and register attendees at the Ontario Council Standing Committee meetings.
16. Ensures Annual Budget process is followed.
17. Works with the Member Services Chair to ensure that members who have not renewed have ceased attending meetings of interest groups.
18. Acts as a co-signer of the cheques, along with the Past President, Vice President and Treasurer.
19. Works with the Communications and Member Services Chairs to ensure that members are aware of and uphold the Privacy, Accessibility and Respectful Treatment Policies.
20. Works with the Documents Review Chair to review proposed changes to the CFUW National Bylaws and Constitution for recommendation to the membership.
21. Appoints, in consultation with the Executive Committee, an Archivist, Data Base Manager and Examiner of Financial Records for the Club and the Scholarship Trust Fund.
22. Looks for opportunities to promote CFUW and encourage new memberships, including networking events and other social functions.
23. With the Secretary and Communications Chair, securely maintains a list of all online accounts and their passwords outside of Dropbox.
24. Contributes appropriate materials for the Archives and submits a written report, prior to the AGM, on the year's activities to the Secretary for inclusion in the Annual Report.

## **Vice President**

1. Performs the duties of the President in her absence.
2. Chairs, or appoints a designate to chair, the Document Review Committee, and the Resolutions Committee to review and make recommendations for acceptance, amendment, or rejection of the proposed resolutions for a vote by the members.
3. If National and Ontario Council AGMs fall before the Club AGM, represents the Club as voting delegate at both meetings.

4. Acts as a co-signer of cheques, along with the Past President, President and Treasurer.
5. Serves as an appointed Trustee of the Scholarships and Awards Trust Fund.
6. Contributes appropriate materials for the Archives and submits a report, prior to the AGM, on the activities of the Vice President to the Secretary for inclusion in the Annual Report.

## Secretary

1. Records minutes, including attendance count received from the Program Chair, for all General and Executive Committee Meetings.
2. Distributes Executive Committee and General Meeting minutes to President within one week of meeting for review and states a one-week deadline for feedback. After the President replies, distributes Executive Committee and General Meeting minutes to the Executive Committee with a one-week deadline for feedback.
3. Incorporates edits to Executive Committee and General Meeting minutes.
4. Posts Executive Committee Minutes, including all Committee Reports, and General Meeting minutes in the **Minutes** folder in Dropbox *after approval*.
5. Sends a Word version of the General Meeting minutes to Communications Chair. Makes any necessary corrections that arise the following General Meeting and ensures the corrected version is posted in Dropbox.
6. Maintains a list of Executive Committee and General Meeting motions in the Dropbox (other than the motions of acceptance of minutes and agenda).
7. With the President and Communications Chair, securely maintains a list of all online accounts and their passwords outside of Dropbox.
8. Collects and collates submissions for the Annual Report from Executive Committee members, including Secretary, Committee Chairs, and Interest Group Leaders and sends to the Communications Chair for distribution to members prior to the AGM in May. Posts final copy of the Annual Report in Dropbox and prints one copy for each table at the AGM.
9. With the Communications Committee, maintains templates and pertinent Club documents and posts electronic copies in the Template folder in Dropbox for access by the Executive Committee.
10. Gathers appropriate materials for the Archive, including hard copies of all meeting minutes and the Annual Report.
11. Reviews website occasionally and notifies the Website Manager of required updates.

## Treasurer

1. Maintains all financial records for the Club:
  - a. Provides a report at all Executive Committee Meetings;
  - b. Provides a written interim report at the November or January General Meeting, which shall include Club income and expenditures in the itemized categories as established in the approved budget. A template is included in Appendix III;
  - c. At September Executive Committee and General Meetings and in the September newsletter, lists funds available for Community Outreach projects (2/3 for Community Partnerships and 1/3 for one-time donations or activities);
  - d. Arranges, as soon as possible after June changeover, with the current signing officers to make the appropriate changes as required by the financial institution that holds the Club's bank account;
  - e. Deposits membership fees and other revenue into the Club's account at an approved financial institution;
  - f. Receives all bank statements and reconciles the bank account;
  - g. Prepares cheques for Club expenses and ensures each has two signatures;
  - h. Makes appropriate investments, in consultation with the Executive Committee;
  - i. Makes budgeted disbursements by authority of the Executive Committee and extraordinary disbursements<sup>1</sup> over 5% of the total budget by authority of the Club members; and
  - j. Notifies the Executive Committee promptly of any forecast budget overrun.
2. Remits Club dues to CFUW and CFUW Ontario Council along with required documentation.
3. Prepares a budget for the following year in consultation with the President and Vice President and with the approval of the Executive Committee.
4. At the end of the fiscal year, submits financial records to the Examiner of Financial Records and includes a statement regarding the results of the financial review, as well as the year end reports, in the Annual Report.
5. Serves as an ex-officio Trustee of the Scholarship and Awards Trust Fund and informs the Chair and Treasurer of the Scholarship Committee of the amount of member donations included with

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<sup>1</sup> An "extraordinary disbursement" is defined as any disbursement not already allocated in the annual budget, or for a purpose not already stipulated in the accounts system.

member fees. Transfers the total donation amount from the Club's account to the Scholarship Committee's bank account.

6. Reviews website regularly and notifies the Website Manager of required updates.

## Member-At-Large

This role may be an introductory position for a new Executive member or one providing an historical and/or continuity perspective.

1. The member at large is a voting member of the Executive.
2. Attends monthly Executive meetings and writes monthly activity reports.
3. Provides general support to Executive positions as required, filling in for vacancies, sickness, changing circumstances.
4. Contributes expertise and general knowledge to discussions and committee work.
5. Initiates or assists with special or one-time projects such as anniversary/award celebrations, fundraising events, venue searches, national or provincial issues.
6. May liaise with other committees or sub-committees, as needed.
7. Reviews and updates documents as required.
8. Provides verbal and written input on proposals under consideration by the Executive.

## Advocacy Chair

Advocacy may operate with Co-Chairs or rotating Chairs.

1. Works with a Committee to:
  - a. Lead and coordinate the activities of the Advocacy Committee and its Working Groups\* in following up with CFUW policies and issues related to CFUW purposes;
  - b. Stay informed of CFUW policies and actions and maintain a watch on any issues that arise at local, provincial, or national levels that may warrant action by the Club, such as letters, petitions and/or meetings;
  - c. In consultation with President, send representatives to Ontario Council Standing Committee meetings and reports back to the Advocacy Committee and Executive Committee for possible action; and
  - d. Maintain a liaison with other community groups regarding issues and events of mutual interest (e.g., Women's Event Committee, Guelph-Wellington Poverty Elimination Task



Force).

2. Attends Executive Committee meetings or appoints a designate to ensure that all advocacy activities involving the public are approved by the Executive Committee. Written communications are to be co-signed by the President or her designate.
3. Keeps Club members informed of actions that are taken in club newsletters, occasional email notifications and/or presentations at General Meetings.
4. Recommends to the Program Chair one or two topics or speakers that are relevant to CFUW advocacy issues.
5. Gathers appropriate materials for the Archives and submits an Advocacy Committee Report to the Secretary for inclusion in the Annual Report.
6. Reviews website regularly and notifies the Website Manager of required updates.

\*Advocacy Working groups are formed to accomplish certain activities and are time limited.

## **Communications Chair**

1. Works with a Committee to:
  - a. Publicize the Club's activities internally, to the local community and, where appropriate, in any CFUW and CFUW Ontario Council publications;
  - b. Maintain the Club website with current information;
  - c. Produce and distribute an annual program of speakers in consultation with the Program Chair;
  - d. Produce and distribute the Club newsletter, by email, 3 times per year;
  - e. Mail newsletters to members who request a hard copy in consultation with the Member Services Chair;
  - f. Send newsletters to people outside the Club, including CFUW Executive Committee Director, Vice President Ontario Council, Ontario West Regional Director and Ontario West clubs;
  - g. Submit notices of General Meetings to Community Events websites or on-line submission forums in Guelph and area media;
  - h. Send out email messages in accordance with CFUW Guelph policies and procedures, including notifying members about the deaths of CFUW members or their immediate family; and
  - i. Take photographs at meetings and other Club events.
2. Works with the Database Manager to ensure that information in the Access Database, the email contact list and the print newsletter distribution list are updated, as necessary.

3. Informs members, in consultation with the President, of a General Meeting cancellation or a change in venue.
4. Submits photos from events such as AGM and Banquet and presentation of Scholarship Awards to local media.
5. Submits contributions to the editors of CFUW publications, as authorized by the President.
6. Advertises and promotes CFUW Guelph to women in Guelph and surrounding area, including students at the University of Guelph and Conestoga College.
7. Prints one copy of each newsletter and gathers appropriate materials for the Archives.
8. Securely maintain, with the President and Secretary, a list of all online accounts and their passwords outside of Dropbox.
9. Works with the President and the Member Services Chair to ensure the Privacy Policy is upheld.
10. Submits a report on Communications activity, prior to the AGM, to the Secretary for inclusion in the Annual Report.
11. Reviews website regularly and notifies the Website Manager of required updates.

## Database Manager

1. Works with Member Services and Communications Chairs.
2. Uploads a current copy of the CFUW Guelph database (MS Access) along with an Excel Spreadsheet of members with contact information (phone number and email address) to Dropbox under *Membership and Interest Group Information* as needed.
3. Provides a list of current members and members who have a one-year gap in their membership to the Member Services Chair at the start of each year.
4. Updates the database with current information on new and rejoining members and posts file in *Membership/Database* folder in Dropbox.
5. Updates database with members' changes of address, etc. and informs the Communications Chair.
6. Produces the Blue Book (membership directory) after the membership renewal date for distribution in the fall, as needed.
7. Produces tax receipts for contributions to the Scholarship Fund in consultation with the Treasurers of the Club and Scholarship Committee.
8. Produces reports, from the database, as requested by the Executive Committee.

## Hospitality Chair

1. Works with a Committee to coordinate all hospitality activities:

- a. Appoints a Pre-Meeting Dinner Coordinator who liaises with the organizers of each pre-meeting dinner (See Procedure for Pre-Meeting Dinners), as needed;
  - b. Ensures the provision of tea, coffee and related supplies for General Meetings and other events as needed (e.g., Women on the Bridge);
  - c. Organizes the Executive Committee to provide snacks and greeters for the September General Meeting;
  - d. Organizes the Interest Groups to provide snacks and greeters for the General Meetings, not including September and May;
  - e. Co-ordinates refreshments (donated by the Executive Committee) for the New Members' Reception;
  - f. Organizes the banquet for the AGM including liaising with the venue contact, selecting the menu and room set up and arranging the printing and selling of tickets;
  - g. Organizes and prepares refreshments and snacks for the annual March event "Women on the Bridge"; and
  - h. Organizes and prepares refreshments, snacks and/or lunches in support of Advocacy events as required.
2. Following the June Executive Committee meeting, liaises with the meeting facility manager(s), books the facility, and provides required deposit, books venue for AGM and provides required deposit.
  3. Consults with Program Chair re: the set-up of tables and chairs for General Meetings and the AGM.
  4. Meets with facility manager in late August or exceedingly early September to sign the agreement and give instructions for setup of room.
  5. Opens and closes the facility for General Meetings or appoints a member to do so.
  6. Gathers appropriate materials for the Archives and submits a report, prior to the AGM, of the Hospitality Committee's activities to the Secretary for inclusion in the Annual Report.

## **Member Services Chair**

1. Forms a Member Services Committee and enlists a Committee member to act as Interest Group Coordinator (optional).
2. Receives completed membership forms and notifies the Database Manager, Communications Chair, Interest Group Coordinators, and other Committee Chairs of relevant information.
3. Distributes the Blue Book (membership directory) to members once the Database Manager has compiled it.
4. Reviews the membership form annually and, with the approval of the Executive Committee, works

with the Database and Website Managers to make required changes.

5. Prepares and emails (hard copy mail to members without email addresses) to the previous two years' members the annual membership form along with the current program of speakers and a President's welcome letter (optional).
6. Receives payments for fees and Scholarship donations from members. Gives all monies collected to the Treasurer.
7. In May, reviews the Member Orientation Manual for accuracy and, in consultation with the Executive Committee, ensures that any necessary updates are made to the manual.
8. Ensures that all new members:
  - a. Are made aware of and given the link to the Member Orientation Manual on the website;
  - b. Receive a copy of the Blue Book and the Program card; and
  - c. Receive, if available, the President's welcome letter.
9. Organizes the program for the New Members' Reception in the fall.
10. Distributes, collects and organizes member nametags. Ensures all new members have name tags as soon as possible and that guest name tags are available at all General Meetings.
11. Ensures that all guests/potential new members attending a General Meeting sign the Guest Book.
12. Gathers appropriate materials for the Archive and submits a report, prior to the AGM, on membership activity to the Secretary for inclusion in the Annual Report.
13. Reviews website regularly and notifies the Website Manager of required updates related to membership.
14. Assumes all duties with respect to interest group coordination unless a member of the Member Services Committee has assumed these responsibilities.

### **Interest Group Coordinator (optional)**

1. Works with Member Services Chair as needed, to complete various functions.
2. Contacts Interest Group leaders, after the AGM and again in September, to:
  - a. Identify current or new Group leaders and meeting times;
  - b. Determine whether the group has space for new members; and
  - c. Submits this information to the Communications Chair and Website Manager.
3. Organizes sign-up tables at the September General Meeting to facilitate members finding interest groups of their choice:
  - a. Contacts Interest Group leaders to request their presence or that of a delegate, at the meeting;

- b. Welcomes new members and explains how Interest Groups operate; and
  - c. Distributes a list of signed-up members from each leader following the meeting so they can directly contact those members interested in participating in their groups.
4. Welcomes new members and makes introductions at all General Meetings or appoints a designate to fulfill this role.
5. Reviews membership forms and immediately communicates members' interests in joining Interest groups to respective group leaders.
6. Follows up with new members within one month of joining to confirm they been able contact with Interest Group leaders and can join desired groups.
7. Maintains a waiting list of members wanting to join groups that are full, as needed.
8. Connects members who are interested in forming new groups.
9. Emails all Interest Group members coordinators in November with names of those members who have not renewed.
10. Arranges with Secretary in April re: contacting Interest Group leaders to request a report of the group's activities for the Annual Report.
11. Reviews the Interest Group area of the website and notifies the Website Manager of the required updates.

## **Program Chair**

1. Works with a Committee to arrange speakers for all General Meetings and AGM.
2. Works with the Advocacy Chair to find speakers for one or two meetings who reflect our current advocacy issues.
3. Presents a proposed program for the following season to the outgoing executive in May to allow enough time to approach potential speakers and have confirmation so that the list could be ready for publication in July.
4. Provides a list of confirmed speakers and topics to the Communications Chair prior to publication of the annual program. Immediately informs the Communication Chair of any changes to the program.
5. Provides a brief bio, a photo and description of the lecture for all speakers to the Communications Chair prior to the start of the Club year for publication on the website.
6. Arranges members to introduce and thank all guest speakers. Prior to each General Meeting, requests a cheque for the speaker from the Treasurer and ensures that the member thanking the speaker has the cheque and thank you card.
7. Communicates to the Hospitality Chair, the set-up & use of the meeting space (chairs & tables, microphone, screen, podium) for the speaker portion of the General Meetings.

8. Ensures AV equipment needed by the speaker is in place.
9. Gathers appropriate materials for the Archive and submits, prior to the AGM, a report on the Program Committee's activity to the Secretary for inclusion in the Annual Report.
10. Reports the number of attendees at General Meetings to the Secretary, who records it in the minutes.

## Policies and Procedures

**The Policies in this document set out rules to guide CFUW Guelph decisions.**

**Some Policies have associated Procedures to guide implementation of the Policy; where a Policy has an accompanying Procedure, they are displayed together.**

### Privacy Policy

#### Intent

CFUW Guelph collects personal information to create a database of members. This database is used to publish a membership directory and to:

- Allow members to communicate with each other;
- Analyze membership trends;
- Maintain a club website;
- Provide services to our members such as a newsletter, event invitations, notices, and other club business;
- Maintain a historical record in our archives; and
- Provide general membership numbers and names of executive committee members as required by the provincial, national, and international Federations of University Women.

The membership database will not be sold, loaned, or provided in any way to any other individual or organization. The membership directory is not to be used for marketing purposes. Members' personal information may be excluded from the published directory upon request.

#### Context

##### What is personal information?

Personal information means information about an identifiable individual. This includes an individual's name, home address, email address and phone number, age, sex, marital or family status, any identifying number, financial information, educational history, etc.

**What personal information does the Club collect?**

The Club collects only the personal information that is needed for the purposes of providing services to members. Personal information is normally collected directly from members through the membership application form. The Club may collect your information from other persons with your consent or as authorized by law. Members will be informed before or at the time of collecting personal information, of the purposes for which it is being collected.

**How does the Club safeguard personal information?**

CFUW Guelph will make every reasonable effort to ensure that personal information is accurate and complete. Members are asked to notify us if there is a change to their personal information that may affect their relationship with our organization. If the Club is made aware of an error in our information, it will be corrected on request wherever possible. The Club will make every reasonable effort to prevent any loss, misuse, disclosure, or modification of personal information, as well as any unauthorized access to personal information. When no longer needed for the stated purpose, personal information will be destroyed by shredding paper records and permanently deleting electronic records. Members whose role requires them to collect personal information are responsible for ensuring compliance with the Privacy Policy. This includes the Member Services Chair, Communications Chair, Executive Committee, Database Manager, Archivist, the Scholarship and Awards Committee and Interest group leaders.

**Access to records containing personal information**

Individuals have a right to access their own personal information in a record that is in the custody or under the control of the Club, subject to some exceptions. For example, if asked for access to their own personal information by an individual, organizations are required under the Personal Information Protection Act to refuse to provide any access to information that would also reveal personal information about another individual.

**Emails sent to Groups**

Emails sent to groups from the Communications Committee will be sent using the “blind carbon copy” (bcc) facility which protects members’ privacy and reduces spam.

Interest groups are primarily social groups meant to allow members with a shared interest to communicate for the purpose of planning shared activities. Therefore, interest group emails may include the names of members of the group.

## Accessibility Policy

CFUW Guelph will take all reasonable steps to ensure independence, dignity, integration, and equality of opportunity for all its members and guests by complying with the Accessibility Customer Service policy in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) June 2005, effective January 1, 2012. The policy relates to all members and guests.

At the first General Meeting of the club year (September), the President will make members aware of the principles and the requirements of AODA and a link to Accessibility information will appear in the New Member's Orientation Manual, on the website and in the masthead of each newsletter.

## Procedure

The purpose of this procedure is to guide the Executive Committee and members to ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA) June 2005, effective January 1, 2012.

The policy addresses:

- The provision of goods and services to persons with disabilities;
- The use of assistive devices by persons with disabilities;
- The use of service animals by persons with disabilities;
- The use of support persons by persons with disabilities;
- Notice of temporary disruptions in services and facilities;
- Training;
- Member/Guest feedback regarding the provision of goods and services to persons with disabilities; and
- Notice of availability and format of documents.

CFUW Guelph members are requested to complete an online course. Please visit The Ministry of Community and Social Services [Serve-Ability: Transforming Ontario's Customer Service](#) to view the audio-slide presentation. Numbers are required, so once you have viewed the presentation, please send an email to [CFUW Guelph](#) to confirm that you have completed the online course.

Further information can be found on the [Ontario Council website](#) under Insurance & Risk Management, or from the following links:

- [Accessibility Policy](#)
- [Accessibility Training Guide](#)
- [Accessibility Training Tracker](#)
- [4 Easy Steps to Accessibility Training](#)



## Respectful Treatment Policy

### Intent

In compliance with Bylaw I, Clause 5: Every person can expect to be treated respectfully in accordance with CFUW Guelph's Respectful Treatment Policy and every member, guest and volunteer has the responsibility to refrain from participating in behaviour that is, or could be perceived to be, disrespectful. Executive Committee may revoke a membership if the conduct of a member discredits or causes discord within the organization.

### Procedure for Respectful Treatment

All Club members, guests and volunteers are expected to uphold the CFUW Respectful Treatment Policy. This procedure is written to provide information on steps that may be taken to ensure that the policy is followed. Failure to follow the policy may result in the actions described below. All levels of dealing with disrespectful behaviour will be carried out confidentially. These procedures will not contravene any provincial legislation in regard to the subject.

Appendix II contains the form that should be used to document incidents of disrespect.

### **A respectful organization is one that values:**

- Diversity and the human rights of others related to their race, national or ethnic origin, colour, religion, age, sex, marital status, family status, any physical or mental disability and sexual orientation;
- The dignity of the person;
- Courteous conduct;
- Mutual respect, fairness and equality;
- Positive communication between people; and
- Collaborative working relationships.

### **Disrespectful behaviour includes, but is not limited to, the following:**

- Offensive or inappropriate remarks, gestures, material or behaviour;
- Inappropriate jokes or cartoons including racial or ethnic slurs;
- Grouping or isolating i.e. on race or ethnic origin;
- Yelling or shouting;
- Belittling;
- Reprimanding in the presence of others;
- Aggressive or patronizing behaviour;
- Embarrassing or humiliating behaviour;

- Discrimination as defined under human rights legislation;
- Sexual harassment;
- Damaging gossip or rumours;
- Unwanted physical contact; and
- Covert behaviour i.e. inappropriately withholding information, undermining, underhandedness.

This policy applies to all club members, guests and volunteers and it applies to General Meetings as well as to activities connected with the Club or Interest Groups of the Club such as travel, conferences, social gatherings as well as the many forms of written and spoken interactions (i.e., telephone calls, emails). It applies to relationships and interactions between members, guests, volunteers and the general public.

**CFUW Guelph Executive Committee is expected to:**

- Model respectful behaviour;
- Recognize and value diversity in the organization;
- Create an environment that supports the resolution of respectful organizational issues;
- Inform members and volunteers that the organizational environment is one based on respect;
- Orient all members and volunteers to the organization's respectful treatment policy; and
- Monitor the club to ensure respectful behaviour is practiced.

**CFUW Guelph members are expected to:**

- Treat others with respect;
- Set an example by respecting the dignity and human rights of all;
- Recognize and refrain from actions that offend, embarrass or humiliate others, whether deliberate or unintentional;
- Raise the issue of disrespectful conduct with the person displaying it or with a person in authority (i.e. Executive Committee) as soon as possible. If you witness disrespectful behaviour you may wish to approach the individuals involved;
- Refrain from frivolous or vindictive allegations of disrespectful behaviour; and
- Make every effort to resolve respectful treatment issues, where possible, in an informal manner.

**If accused of disrespectful behaviour, a member is advised to:**

- Attempt to resolve the situation by listening and trying to understand the concern;
- Be open to the other person's perspective. For example, something which you consider to be humorous might be offensive to someone else;
- Consider the impact of your actions on other persons;
- Be willing to make reasonable changes that could make a difference. Often a sincere apology and

a commitment to refrain from disrespectful behaviour is sufficient to resolve the situation informally;

- If necessary, seek assistance from your regional director to mediate the issue; and
- Keep your involvement and nature of the complaint confidential.

**If a member is treated in a disrespectful manner they can:**

1. Be proactive. Members should try to resolve the problem on their own without waiting for a recurrence or assuming the problem will go away;
2. Approach the member/volunteer who made them feel uncomfortable, explain how it affected them and calmly, respectfully, and in confidence ask them to stop. Often people may not be aware that their behaviour is offensive, and most will change once they are made aware of the problem;
3. If a member has attempted to resolve the problem without success or if they are not comfortable addressing the problem on their own, the problem and possible solutions should be discussed with the Member Services Chair, or another member of the Executive Committee. If the problem is with the President, contact should be made with one of the Executive Committee members. Confidentiality considerations should be discussed and agreed upon; and
4. If, for any reason, a member is unable to discuss the problem with the Member Services Chair, or another member of the Executive Committee, the Regional Director of Ontario Council is available for help. Whether a formal or informal process is used, members are encouraged to take notes which reflect, as much as possible, the dates, times, nature of the behaviour, any witnesses, and what was done. These notes will be useful for anyone assisting in resolving the problem.

**When an instance of disrespectful behaviour is identified:**

1. The member bringing the issue forward will be asked if they have tried to resolve the issue personally with the member, guest or volunteer(s) involved.
2. If the member has done so without success, or is requesting assistance, the incident will first be referred to Member Services for an informal investigation. A third party member will be assigned to assist with managing the situation towards a resolution between the parties if possible with a view to correcting behaviour and preserving relationships. The Member Services Chair will document efforts at resolution. Such documentation is to remain confidential to those involved at this point.
3. If the situation cannot be resolved, the Member Services Chair will inform the members involved that the issue will be referred to the President and Executive Committee for advice and further action as required. A formal investigation will be required at this point in time (see steps below).
4. The President will arrange for a formal investigation and the results will be discussed with the Executive Committee at an *in-camera* session. The Executive Committee will agree upon a plan of

action that may include a request that a member refrain from certain behaviours or withdraw from certain club activities. This information is to be documented and shared with the member informally and, if necessary, in writing. Documentation must include only observable behaviours, not opinions of members. All documentation is to be kept confidential and shared only on a need to know basis. Documentation must be destroyed once it is no longer relevant (i.e. member resigns from the club).

5. Regional Directors may be consulted by both parties for advice. The complainant should be made aware of this support.
6. Should the disrespectful behaviour continue the President, in consultation with the Executive Committee, will:
  - a. Give a verbal warning that failure to comply will lead to further action;
  - b. Send (mail or e-mail) a written warning if the situation is of a serious nature or the member fails to comply with the verbal request;
  - c. Send (mail or e-mail) a written notice of the withdrawal of membership or prohibition of the member's participation in club activities if the member fails to comply with the written warning. In the case of membership withdrawal, the President, in consultation with the Executive Committee, may decide to refund all or a portion of the member's dues. At this stage, the incident and the follow up action must be reported to the Regional Director of Ontario Council.
7. In the case of the behaviour being that of the President the Executive Committee may take the steps outlined above.

### **Steps in a formal investigation:**

1. Interview the person who has raised the concern
2. Interview the witness
3. Meet with the person alleged to have acted disrespectfully to present the complaint and hear the response and determine the facts
4. Determine what steps have been tried to resolve the complaint
5. Recommend a response, which may include disciplinary action
6. Inform the Regional Director of any disciplinary action taken
7. Inform the complainant and the accused of the availability of support from the Regional Director.

### **When communicating with the individual raising the concern:**

- Listen and take the issue seriously
- Discuss the process to be followed
- Direct the individual to keep the matter confidential
- Inform and support the individual throughout the process

- Inform the individual of the investigative findings and actions taken by the Executive Committee and ensure the situation is documented appropriately (see Disrespectful Incident Form in Appendix II).

**When communicating with the person alleged to have committed the disrespectful behaviour:**

- Inform the person of the complaint
- Give them an opportunity to respond to the allegations
- Discuss the process to be followed
- Direct the individual to keep the matter confidential
- Inform the individual throughout the process
- Inform the individual of the outcome of the investigation

**If a Club member, guest or volunteer makes a false allegation:**

If the investigation proves that the complaint was deliberately made for frivolous or vindictive reasons, the member, guest or volunteer making the false allegation is subject to action as decided by the President or designated authority in consultation with the Executive Committee. This does not apply to complaints made in good faith but which are not proven.

## **General Meeting Cancellation Policy**

One of the responsibilities held by the President or designate is to invoke the meeting cancellation policy.

The President will, whenever possible, consult with members of the Executive Committee prior to making the decision to cancel a scheduled General Meeting.

There are few legitimate reasons to cancel a General Meeting, however in the following circumstances the President may decide that it is best to do so.

- In the event of adverse weather and the police are asking the public to stay off the roads and/or all public transportation has been cancelled
- There is no Executive Committee member available to conduct the meeting
- There has been a death or serious circumstance that inhibits the ability of the Executive Committee to conduct a meeting
- There has been a circumstance at the meeting location (flood, no heat etc.) that prohibits the holding of the meeting and there is not enough advance notice to find an alternate location

In the event of a last-minute cancellation of a speaker and no replacement can be found the business portion of the meeting will proceed as scheduled. The Executive Committee may choose to use the lecture portion of the meeting to conduct an open discussion about Club activities or to extend the social time or simply to adjourn the meeting early.

### **Meeting Cancellation Procedure**

In the event that the President or designate makes the decision to cancel, she will endeavor to inform the membership and other involved parties through the following means:

- Asking the Communications Chair to notify members by email or phone for those without email access
- Posting a message on the Club website
- Alerting the local radio station
- Posting a notice on the door of the usual meeting location
- Asking the Program Chair to notify any scheduled speakers
- Asking the Hospitality Chair to notify the liaison at the meeting location

### **Meeting Cancellation Notice should include:**

- The date and time of the meeting being cancelled
- Reason for cancellation
- Whether the meeting will be rescheduled or moved to an alternate location

## **Nominating Committee Policy**

### **Intent**

CFUW Guelph makes the role of its Nominating Committee a priority supported by inclusion in its Constitution and Bylaws (Bylaw VIII). The work of an active Nominating Committee supports:

1. The succession of the Executive Committee and the Scholarship and Awards Trust Fund and
2. The viability of CFUW Guelph as an ongoing member club of both CFUW and CFUW Ontario Council.

### **Procedure for Nominating Committee**

The purpose of this procedure is to guide members of the Nominating Committee through the steps in creating a full slate of nominees for:

1. the Executive Committee,
2. the Scholarship and Awards Trust Fund and
3. the following year's Nominating Committee, in time for the AGM.

**Resources / Materials needed:**

- A copy of the current Blue Book with member contact information
- Information from the previous year's Nominating Committee on members who indicated future interest

**Steps**

- The Chair will contact her committee members and schedule a meeting in the fall to brainstorm a list of possible candidates for open positions for the following year.
- Before the end of November, the Chair will ask each current Executive Committee and Scholarship Committee member to confirm whether or not they will remain in the current position for the following year.
- In the November email reminding members of the upcoming General Meeting, and at the November General Meeting, the Nominating Committee Chair shall request the names of potential nominees from the membership.
- Following this, the Nominating Committee shall create a slate of nominees who have consented to allow their name to stand for the position.
- In January, the Committee will meet two or three times as necessary to find members to fill all vacant positions: successful strategies include personal meetings and personal phone calls with members to discuss positions; phone calls may lead to emails providing further information on the responsibilities of the position.
- The Chair will send thank you emails immediately following acceptances; the Chair will send thank you emails after the AGM.
- The Nominating Committee will report the slate of nominees at the March Executive Committee meeting and notify all members of the slate in the April newsletter and at the April General Meeting. Further nominations may be made from the floor or submitted in writing at the April General Meeting.
- The Nominating Committee will present the slate of nominees at the AGM at which time the nominees will be voted in by the membership. Whenever two or more members are nominated for the same office, the voting shall be by ballot, with scrutineers appointed by the President.

**Document Review Policy****Intent**

The Executive Committee supports the integrity of its Constitution and Bylaws through an annual review, revision, and update. Ongoing writing of new policies and procedures are necessary to the activities and succession of the club and require support through committee and member participation.

## Procedure for Document Review Committee

The purpose of this procedure is to guide members of the Document Review Committee (“the Review Committee”) in revising the CFUW Guelph Constitution and Bylaws and Policy and Procedures annually, prior to the AGM.

### Committee Composition

- VP will chair the Review Committee and recruit other committee members. Size is at the discretion of the VP, but normally this will mean a total of three committee members.

### Resources / Materials needed:

- Necessary and suggested changes to CFUW Guelph Constitution and Bylaws, Policy and Procedures documents and other notes;
- Previous year’s Constitution and Bylaws and Policies and Procedures documents (posted on Dropbox in the Official Documents file folder); and
- Any new policy and procedures that have been written by an originating committee and approved by Executive Committee. Most of this information can be found in the tally of motions approved at Executive Committee meetings and General Meetings. These are posted on Dropbox in the Minutes file folder.

### Steps

- The Review Committee will evaluate suggested changes and notes to establish whether:
  - No action is to be taken;
  - Documents can be changed without approval (e.g., typos; formatting);
  - An executive committee policy decision is needed before document revision; and
  - A new procedure needs to be written.
- The Review Committee will revise Constitution and Bylaws and Policy and Procedure documents by:
  - Revising the documents to address typos, formatting, etc.;
  - Incorporating an executive committee-approved policy or procedure that has been written by another committee (and reformatting for style as needed);
  - Recommending to the executive committee or appropriate committee the need for development of a new policy and/or procedure; or
  - Writing a new policy and/or procedure as directed by the Executive Committee.
- For changes to the Constitution & Bylaws, the Review Committee will present the proposed changes to the Executive Committee, and, if approved, publish them via email to the membership and/or in the Guelph Line with a notification of an upcoming vote at a General Meeting – usually in April.



- At a General Meeting, the President will call for a vote of the membership to approve changes to Constitution and Bylaws, following a notice of motion protocol.
- Changes to the Policy and Procedures will be presented by the Review Committee to the Executive Committee for approval.
- Once approved, the official documents will be updated and posted in the Dropbox by the Review Committee and sent to Communications to be posted on the Club's website.

### **Procedure for Writing New Policies and Procedures**

The purpose of this procedure is to guide the Executive Committee in decisions regarding the responsibility of writing of new policies and procedures.

#### **Resources / Materials needed**

Recommended "Format" guidelines require the inclusion of the intent, policy, procedures, resources and supports as determined by the nature of the policy.

#### **Steps**

- The Executive Committee may approve or assess the need for new policies and procedures.
- The Executive Committee will direct the appropriate group to write the policy and assess the relevance of the new policies and/or procedures to one of the following:
  - Where a committee exists that is directly related to the policy and/or procedure, that committee would take the lead;
  - Where a suggestion for new policy and/or procedure is made, an ad hoc committee can be formed; or
  - The policy can be written by the Review Committee.

Regardless of which members have written the policy, support is available regarding policy viability from CFUW Ontario Council's Parliamentarian.

## **Archives Policy and Procedures**

### **Policy**

CFUW Guelph is committed to the efficient and effective management of its records and the preservation of its memory through the establishment of its Archives.

For the purposes of this policy, the term "record" means any information, however recorded, whether in manuscript, printed, mechanical or electronic form, and any copy of this information.

### **Procedure for Collecting and Preserving Archival Records and Materials**

Archives Committee: Chair is annually appointed by and reports to the Executive Committee.

**The Archives Committee is responsible for:**

1. Providing direction to Executive Committee and Club members about which documents and records should be saved and which may be discarded.
2. Contacting the President about collection of Archive materials from Executive Committee and other Committee Chairs.
3. At least annually, preparing club records and materials for deposit in the Club Archives at the Guelph Public Library.
4. Monitoring the extent of Club records and material currently in the Archives of the University of Guelph and the Guelph Civic Museum. No further deposits in these two Archives will be made unless authorized by the Executive Committee
5. Researching Club Archives as required for Club projects.

**Examples of items to be preserved:**

- Minutes and agenda (final version) - general, board, executive, annual meetings)
- Financial records, including reports
- Annual report and other publications, including program brochure
- Newsletters - The Guelph Line
- Membership lists - annual directory, interest group membership lists\*
- Constitution and By-Laws, including amendments
- Policy books, procedures manuals
- Strategic Plan and review
- Club charter
- Scholarship and Awards Trust Fund records
- Items from local newspapers and other promotional materials pertaining to the Club - photos, advertisements
- Photographs labeled with dates, name of event, names of people pictured
- Materials produced by the Club for special events hosted by the Club
- Significant correspondence that relates to the progress of the Club
- Presentations given by Club members
- Resolutions sponsored by CFUW Guelph; including any briefs submitted

**Examples of items which would **NOT** be deposited:**

- Documents produced by another level of CFUW (national, provincial) or by any other organization not a co-sponsor of events
- Correspondence not pertaining directly to the Club or of temporary value

- Rough drafts, interim reports, monthly reports, if final report contains the essential information

### **Other Guidelines:**

- Financial documents should be kept by the Treasurer for 7 years. Other Executive Committee members should keep records in their possession for 4 years (or until they leave the position) and then may hand them over to the Archivist unless important documents are still required. [Note - this may be changed by the Committee to a shorter time period in order to ensure important records and materials are preserved.]
- All material should have a date. Materials should be organized by subject (Letters, Annual Reports, etc.), placed in separate file folders or envelopes, with each file arranged chronologically.
- Newspaper clippings should be photocopied to prevent deterioration. It is not known how long electronic data can be preserved; paper copies, stored in acid-free file folders and archival boxes, will likely last longer.

\*Re Privacy - Club members' information such as in the Blue Book or membership lists, should be kept in the Club's Archives. The details would be protected as per the Guelph Public Library agreement (Article 4.03 - Authorized Access)

## **Communications Policy and Procedures**

### **Intent**

Members receive concise, accurate and timely information about CFUW National, Ontario Council and Guelph news, activities and events as well as select information on community events that are directly related to CFUW Guelph's purposes and goals.

### **Policy**

To provide information and interact effectively with members, the Communications Committee will use a variety of tools and methods which may include but are not limited to:

- CFUW Guelph website, Facebook, Twitter, blog and other social media;
- Regular publication and distribution of a digital newsletter;
- Email messages to all members;
- Printed program of General Meeting dates and speakers; and
- Posters/notices to advertise CFUW Guelph events.

The Communications Committee will circulate information to members about non-club events and activities only if the event or activity is directly relevant to the purposes and goals of CFUW. In

general, information on non-Club events and activities may be disseminated using the Guelph Line but the email account may be used if the information is time-sensitive, especially if the information was approved for inclusion in the Guelph Line. The Committee will determine what non-Club information is included in The Guelph Line or circulated using email.

### **A Public Profile for CFUW Guelph**

CFUW Guelph is recognized in the community as an active participant in efforts to promote education, improve the status of women and girls, and promote human rights and gender equality. The Club attracts new members who share our purposes and goals.

The Communications Committee will collaborate with the Executive Committee to help to raise the profile of the Club in the community and use cost effective methods to advertise Club events and activities that are open to the public.

### **External Communications on Behalf of CFUW Guelph**

The public's perception of the Club will be protected from ill-informed or unauthorized communications.

CFUW Guelph members will not speak or communicate (send letters, emails, or other forms of communication) on behalf of the Club unless specifically authorized to do so by the Executive Committee. The President is the official spokesperson for the Club.

In the event of an occurrence or crisis that attracts media attention and/or puts the Club's reputation at risk, members will follow the CFUW Guelph Crisis Response protocol (to be developed).

### **Quality and Consistency of Communication Materials**

Materials circulated internally and externally will meet certain standards (accuracy, clarity, timeliness, etc.); be consistent with CFUW purposes, values and goals; and respect the integrity of the CFUW brand (appropriate use of the logo, etc.).

The Communications Committee will adopt a consistent style for communication materials in order to create a recognizable "brand" for the Club and will review and, where necessary, edit materials produced on behalf of the Club intended for outside distribution such as newsletters, posters, brochures, press releases, etc.

### **Accessibility of Information**

All Club members will have access to the information published in The Guelph Line as well as critical messages circulated by email.

Notwithstanding the Club's goal of making the best possible use of digital means of communication, the Communications Chair will print and mail a copy of The Guelph Line to members who do not

have an email address or whose use of the medium is hampered by a disability or other circumstances. There will be no charge for this service.

The Committee will encourage members to pass on other critical information circulated by email to those members who do not use email.

### **Cost-effective Use of Communication Tools**

The Guelph Line aims to be a concise document focused on the news and activities of the Club. The number of pages is kept to a minimum to reduce the cost of printing any necessary hard copies.

CFUW Guelph uses available print and digital media as effectively as possible to meet internal and external communication needs.

The Committee will review annually its use of communication tools and methods to ensure that internal and external communications are efficient and effective and meet the needs of Club members.

### **CFUW Guelph Digital Account logins.xls**

This file is a list of the names and access passwords for the digital accounts used by the CFUW Guelph. The file is securely held and updated as needed by the Communications Chair. It is NOT stored in Dropbox. A copy of the file is held by the Secretary, the Communications Chair and the President.

### **Communication Procedures**

The following procedures support Policies and cover:

- The methods and materials currently used to share information with Club members and the wider community and how they are produced and maintained; and
- The methods used to contact Club members and representatives of CFUW Ontario Council and National and how contact information is stored and updated.

### **Microsoft Office Access Database of Member Information**

- The database is updated using information taken from the membership forms completed by new and returning members.
- The database is the source of information to create/update the CFUW Guelph Gmail contacts and the Blue Book.
- Updates to the Gmail contacts are made by the Communications Chair (or her designate) using an Excel csv file (**yyyy-mm-dd CFUW Emails for csv file.csv**) exported from the database by the Database Manager.
- Throughout the year, updates are made to the database and the associated files/contact lists to reflect any changes that occur to member contact information (see below).

- Club members, especially the Executive Committee and Interest Group leaders, should be reminded periodically to let the Communications Chair and the Database Manager know of any changes to members' contact information that occur during the year.

### **The Web Site ([www.cfuwguelph.org](http://www.cfuwguelph.org))**

The Communications Committee is responsible for the design, layout, and content of the web site.

- The web site will emphasize information that is not time-sensitive and gives Club members and interested members of the general public an overview of the mission, goals, activities and membership criteria of the organization.
- The header and general appearance of the web site will be consistent with other communications materials issued by the Club.
- The Committee will designate a member(s) to be responsible for updating/modifying web site content, in consultation with the Committee, to ensure that it is current and accurate. The following information should be obtained from the appropriate member and updated as necessary:
  - Scholarship and bursary list (with recipients' names if permission is granted) – Scholarship Committee Chair;
  - General Meeting speakers – Program Chair;
  - Interest Group meeting dates and leaders – Member Services Chair;
  - Advocacy Updates – Advocacy Chair;
  - Meeting minutes – Secretary; and
  - Calendar of Events – all Executive Committee and Interest Group leaders.

### **Social Media (Facebook, Blog, Twitter)**

- The Committee is responsible for postings made to:
  - Facebook - CFUW Guelph; and
  - Twitter - @CFUWGuelph.
- The Committee will designate a committee or Club member to be responsible for posting material, in consultation with the Committee.
- Information to advertise General Meetings and other events organized by the Club and by community organizations with which we collaborate will be posted as "events" on the Facebook page.
- News and items of interest that relate to the goals and activities of the Club will be posted to the Facebook "status".
- CFUW Guelph follows the Facebook pages of local organizations with which we collaborate.

## Emailing CFUW Guelph Members

- A Gmail account ([communicationscfuwguelph@gmail.com](mailto:communicationscfuwguelph@gmail.com)) is used to send email messages on behalf of CFUW Guelph, including notices of condolences or congratulations, and bulletins from CFUW National or Ontario Council.
- The Gmail contact list includes the names and email addresses of all current Club members as well as selected representatives of CFUW National and Ontario Council and other CFUW Ontario West Clubs.
- Most messages are to be sent only to Club members using a CFUW member “group” within the contact list.
- The subject line of emails will make the content/subject of the message clear to the recipients.
- The Communications Chair or her designate:
  - Creates/holds the password to access the Gmail account and ensures that this information is shared with appropriate members of the Committee;
  - Sends the emails or designates a committee member to do so; and
  - Ensures that the Gmail contacts list is up-to-date and creates necessary groups within the contacts list.

### The Newsletter Subscriber list includes:

- Names and email addresses for all current Club members using email.
- Names and email addresses of the following positions:
  - President of CFUW National ([cfuwpres@gmail.com](mailto:cfuwpres@gmail.com))
  - President of CFUW Ontario Council ([president@cfuwontcouncil.org.ca](mailto:president@cfuwontcouncil.org.ca))
  - Regional Director (Ontario West) ([rdwest@cfuwontcouncil.org](mailto:rdwest@cfuwontcouncil.org))
  - Executive Director of CFUW National ([cfuwed@rogers.com](mailto:cfuwed@rogers.com))

## The Guelph Line Newsletter

- The newsletter is published three times per year as follows: September, January and April .
- The newsletter provides information on the program for the upcoming General Meetings as follows:
  - September edition – September, October and November meetings
  - January edition: January, February and March meetings
  - April edition: April meeting and May Annual General Meeting and Banquet.
- The Guelph Line Editor and her assistant are members of the Committee who:
  - Draft the newsletter in MSWord using material provided by members of the Executive Committee and other Club members;
  - Invite members and Interest group leaders to submit news and photographs of club

- activities to the Editor for inclusion in The Guelph Line;
- May select information on non-club events and activities for inclusion in the newsletter;
- Send a proof of The Guelph Line to the chair of the Communications Committee or her designate for proof reading before emailing it to the membership.
- Distribute the newsletter via the Gmail membership list;
- Ensure that the Gmail membership list is kept up-to-date;
- Prepare print copies of the newsletter and mail these to Club members covered under the Policy on Accessibility of Information;
- With the Database Manager, ensure that the list of Club members who receive a printed copy of the newsletter is up to date; and
- Retain one printed copy of each newsletter for the Archives.

### **Preparation and Mailing of Printed Copies of The Guelph Line**

- A template for the newsletter has been created as a Word file (**CFUW-Guelph-Line-2013-template.doc**) and can be found in the Print Newsletters sub-folder, in the Communications folder in Dropbox.
- The printed file is duplicated as a double-sided document (usually at Staples).
- Mailing labels are created and printed using a file (**yyyy-mm-dd Labels for Sending Newsletter.xls**) exported from the Access database by the Database Manager. This file contains the names and mailing addresses of members who are unable to use the digital version of The Guelph Line. The file is also stored in the Print Newsletters sub-folder of the Communications folder in Dropbox.
- Return mailing labels with the CFUW Guelph logo and the name and address of the current President (or Co-President) of the Club are created each June/July by editing the file **Return-address-labels-2013-08-01.doc** which is stored in the Print Newsletter sub-folder of the Communications folder in Dropbox.

### **Program of Speakers at General Meetings**

The Communications Committee is responsible for publicizing the Speakers Program by:

- Preparing a printed program for distribution to Club members and the general public;
- Providing details of the Speakers' Program as supplied by the Program Chair and posted on the Web Site; and
- Posting announcements of General Meetings and the speaker programs in the community events sections of local media (online and print).

### **Printed Program**

- The printed program, prepared by the Communications Committee using information provided



by the Program Committee, is given to the Membership Chair for inclusion in the membership renewal packages sent out in the summer.

- The print version of the program is prepared each year by updating the InDesign file created for the preceding year. A copy of this file is stored in the Program folder in Dropbox.
- The number of printed programs required is the number of membership packages to be sent out (according to the Membership Chair) plus approximately 50 extra for distribution to selected community locations and for distribution by the Executive Committee and other Club members to persons expressing interest in joining the Club as new or returning members.
- Working with the Member Services Committee, copies of the printed program are to be placed in public libraries, community centres, and any other locations in which local activities and events are promoted.

## **Public Relations**

### **Advertising General Meetings and other Events Open to the Public**

- General Meetings and other Club events that are open to the public are advertised using free community calendars.
- Media outlets with free community calendars and their contact information are listed in the file **To Post Club Announcements Online.xls** stored in the Communications Folder in Dropbox.
- This information is reviewed and updated each June/July and thereafter as needed.
- General Meetings and other Club events may also be advertised through news releases to the local media and the press are informed of photo opportunities.

### **News Releases and Media Alerts**

- The Committee is responsible for preparing/editing and distributing news releases and media alerts on behalf of the Club.
- News releases may (if appropriate) also include photographs.
- In general, news releases and media alerts are distributed using email or other digital tools (such as Facebook).
- A template for digital and print media releases (**CFUW Guelph Media Release Template.docx**) is stored in the Communications folder in Dropbox.

## **Blue Book**

- The Database Manager is responsible for the production of the Blue Book (membership directory) that is updated and reprinted annually.
- The Blue Book includes the name, address, telephone number and email address of each member (as provided in the annual membership forms) and stored in the Access database.

- It also includes:

<u>Description of content</u>	<u>Provided by</u>
Information on General Meetings (location, time, etc.)	Hospitality Chair
Program of General Meeting speakers	Program Chair
Contact information for CFUW Guelph and Website URL	Secretary
The names, positions, telephone numbers of Executive Committee	Secretary
Names of Committees and telephone numbers of Committee Chairs	Secretary
Names and telephone numbers of Interest Group leaders	Member Services

- The Blue Book is currently prepared by the Database Manager using InDesign (v5.5) software.
- The Access Database file includes a description of the procedures to be used to create and print the directory.
- So that the directory is ready for distribution at the October General Meeting, all information needed to prepare the directory must be in the hands of the Database Manager by the first Tuesday of October.

### **Procedures for Updating the Database**

For a new CFUW year:

1. The Database Manager gives the Member Services Chair a print copy of the master list of current members (from the Report Master List) and a master list of members with a one-year gap in their membership (from the Report Master List of Previous Members);
2. Membership application forms are received by the Member Services Chair and scanned copies are forwarded to the Database Manager by email;
3. The Database Manager starts a new Club year in the database records and records and updates the information of re-joining members and inputs the information on new members from the returned Membership Forms;
4. Once the Blue Book (membership directory) is sent for printing, the status of members from the previous year who did not re-join is changed to "Previous"; and
5. Through the year, the Member Services Chair sends change of address and new member information to BOTH the Database Manager and the Communications Chair. The Database Manager updates the database via the Form Membership Data Update and uploads a new copy to Dropbox. Information on new Institutions is entered via the Table: Universities.

### **Membership Application Forms**

1. Membership Forms are created annually in Forms with the name Membership Application Form YY/YY using the Query Current Members. For members who have missed one year, forms are created using the Query App Form Previous Members.
2. Personalized Membership Application Forms are printed from these Forms directly from the database prior to the AGM for members to pick up. Remaining forms are held for the August

Newsletter and sent together with the Program Card for the coming year.

3. The blank Membership Form is created using the Query App Form Dot.
4. Proposed changes to the appearance of the Membership Form must be discussed with the Database Manager.
5. The reverse side of the form (Interest Group information, waiver and signature line) is produced by the Member Services Chair and copies are provided to the Database Manager to print the Membership Form.

### **Tax Receipts**

The Database Manager enters members' fees and donations when the application forms come in using the Table Receipt Numbers. When they are all entered and the totals agreed upon with the Scholarship Treasurer and Member Services Chair, the Database Manager prints Charitable receipts using the Report Receipts (first creating the Query Receipts YYYY to use for the report). These are given to the Scholarship Treasurer for signing along with copies of the Reports Receipt List Alpha and Receipt List and a set of labels printed from Reports Receipt Labels.

### **Other Functions**

The Database Manager may receive other requests for information from the database by the Executive Committee. This might already be available in a readymade report or a new report might need to be generated.

## **Fundraising Policy**

CFUW Guelph engages in fundraising activities for three purposes:

1. To support our Scholarship and Awards Fund;
2. To raise money to engage in community partnerships and activities; and
3. To raise funds for any one-time or ad hoc projects such as a commemorative scholarship.

### **Intent**

In accordance with Bylaw IX the Executive Committee is responsible for the fundraising activities of the Club. Participation in fundraising activities is voluntary with the exception of a mandatory contribution to the Scholarship and Awards Trust Fund that is part of each Club member's dues.

The Fundraising Policy lays out the purposes and procedures by which members may engage in fundraising activities on behalf of the Club and the role of the Executive Committee in overseeing such activities.

## Procedure for Fundraising

Members wishing to engage in a fundraising activity in the name of CFUW Guelph must submit a Fundraising Proposal Form (See Appendix III) to the Executive Committee for approval prior to initiating any fundraising activity. The Executive Committee must consider any potential financial or reputational risk to the Club prior to approving the fundraising activity.

### Resources / materials needed

List of Fundraising criteria; Fundraising Form and/or Community Partnership Proposal Form (forms found in Policies and Procedures Manual – Appendix II – Forms)

### Steps

- All members with a fundraising proposal in the name of CFUW Guelph must seek and receive approval from the Executive Committee before proceeding;
- A Club member who has an idea for a fundraising activity should confirm that the idea meets the fundraising criteria;
- If a fundraising activity involves the general public in any way, the member must consult with the Communications Chair to ensure all messaging is consistent with CFUW purposes.
- If a fundraising activity involves a private business that will profit from the activity, the member must advise the Executive Committee before moving forward, what portion of the funds raised will accrue to the Club.
- Fundraising activities should not have any financial risks for the Club. Should an activity result in financial loss, the member(s) must develop a realistic plan to cover costs.
- If the fundraising proposal is intended to support the Scholarship Fund, the President will share this information with the Scholarship Committee after the Executive Committee has approved the proposal.

## Community Outreach Fund

From time to time the Executive Committee, with the approval of Club members, may decide to raise funds for the purpose of outreach to the community. Outreach funds are separate from the funds raised or donated by club members for the purpose of funding bursaries and scholarships and are not eligible for a charitable donation receipt.

Participation of members in fundraising for outreach is voluntary. Funds raised for the purpose of community outreach may not be used for other purposes unless the Club decides not to continue to support community outreach. Currently the Club holds 1-2 pre-meeting dinners and has included a check box on the membership form for direct donation by members to raise funds to support outreach to the community.

Community outreach funds will be used for two purposes:

1. To develop and maintain for 3-5 years one or more **community partnerships** with local organizations whose goals and purposes align with those of CFUW; and
2. To support **one-time activities** which enable the Club to actively participate in our community.

It is intended that, in any given club year, approximately 67% of the monies in the Community Outreach Fund will be allocated to community partnership projects and approximately 33% to one-time activities. Any unspent/surplus funds remaining in the Community Outreach Fund at the end of the Club year will be carried forward to the next year and remain as assigned to either community partnerships or one-time activities.

At each September General Meeting, the Treasurer will inform club members of:

- The current value of the Community Outreach Fund;
- The total amount available for community partnerships and for one-time activities, based on the proportions given above; and
- The process for submitting applications for each type of funding.

The current value of the Community Outreach Fund as of the September General Meeting will be the amount raised for this purpose during the previous club fiscal year plus any unspent funds from prior years.

Proposals for the use of the one-time activity funds as allocated in any given club year can be submitted between September and May. When sufficient funds are not available in a given year, the applicant may reapply the following club year.

### **1. One Time Activities**

Approximately 33% of project funds raised as of the previous fiscal year end will be available to support one-time activities such as donation requests, financial support for community workshops, forums and/or activities of the Women's Event Committee that enable the Club to actively participate in our community or international projects with a local connection. Members or community groups may bring forward requests for funding from September to May. The Executive Committee may approve such requests based on the available funds or they may choose to take the request to the members for a vote. To apply, applicants must use the One Time Activity Funding Proposal Form, which identifies how their use of the funds fits with the goals and purposes of CFUW (See Appendix II).

### **2. Community Partnerships**

The intent is to maintain a community partnership, for a period of 3-5 years, with a local organization whose goals and purposes align with those of CFUW (See Appendix III for Community Partnership Proposal Form). Approximately 67% of the community outreach project funds available in a given year end can be used to support this relationship.

Community Partnerships will be reviewed at least annually by the Executive Committee and every 3-5 years by the membership. When a partnership nears the end of its term, or there are additional

available funds, the Executive Committee may form a Community Partnership Working Group to initiate a call for new proposals. In consultation with the Executive Committee, the chair of the Working Group will invite 3-5 club members to be part of the Group. The request for Club members interested in joining the Working Group should be made in November to leave sufficient lead time to complete the renewal process.

The Working Group will invite proposals from Club members wishing to establish a partnership with a local organization whose goals and purposes align with those of CFUW. The Club member(s) who bring forward and champion a proposal will serve as a liaison between the Club and the organization.

Agreement to renew or enter a new partnership will be made by a majority vote of the Club members, following advance information and presentations at a General Meeting. Once approved, Executive Committee may approve annual renewals of the project (up to the three-five year limit) or may recommend to the membership that the partnership be terminated.

#### **Role of the Community Partnership Working Group**

- Prepare the criteria, process, and timeline for receiving proposals.
- Receive proposals from Club members and ensure all requested information is provided by proposers prior to the stated deadline.
- In consultation with the Executive Committee, prepare information for distribution to all Club members regarding the completed proposals received by the deadline.
- Develop and carry out a voting process that employs secret ballots and allows for proxy votes.

**Note:** The Working Group is not responsible for judging the merit of proposals. This will be done by the members during the voting process.

#### **Role of the Executive Committee**

- Approve requests for financial support up to the total available in the project fund as of the previous fiscal year end (April 30<sup>th</sup>) – approx. 33% for One Time Activity Funds and 67% for Community Partnerships.
- The Executive Committee will ensure that reports are submitted by the club liaison/champion (at least once a year) and work together to communicate the activities and needs of the organization to members.
- The Executive Committee will annually review the relationship and recommend continuance or termination. After 3-5 years, the Executive Committee will approve the establishment of a new Community Partnership Working Group.
- Proposals submitted by the Working Group will be vetted to ensure only valid proposals are presented to the club membership.

- In the event that the resources of the Club greatly exceed the needs of a chosen partner organization, the Executive Committee may call for a second round of community partnership proposals.

#### **Role of the Community Partnership Liaison**

- Maintain active contact with the partner organization and bring forward any requests for additional, one-time support to the Executive Committee for approval.
- In collaboration with the organization provide regular reports (at least annually) to Club members on the outcomes of Club support.

### **Procedure for Pre-Meeting Dinners**

Pre-meeting dinners may be held to raise funds for the Community Outreach Fund. At present, the cost to attend a dinner is \$20 and minimizing food and other costs will allow the maximum profit to be directed to the Fund (approximately \$10 per person)

The purpose of this procedure is to:

- Guide the Pre-meeting dinner Coordinator in creating a schedule for the year and providing the schedule to the Communications Chair and the Executive Committee;
- Guide the Pre-meeting dinner Organizers in the practical tasks associated with preparing and serving a dinner for approximately 25 people. More detailed information is located in the “Pre-Meeting Dinner” folder in Dropbox.

#### **Resources / Materials**

A file containing a list of caterers as well as helpful hints can also be found in Dropbox.

#### **Steps**

Pre-meeting dinner Coordinator will:

- Contact volunteers to organize dinners for any General Meeting that will have a dinner and make a schedule that can be sent to the Communications Chair for inclusion in The Guelph Line and posting on the website.
- Ensure Club members are made aware of the dinner via announcements at General Meetings and in The Guelph Line (the deadline for submission to the Communications Chair is the Sunday following the Executive Committee meeting of that month). Coordinator will be the contact for any member wishing to attend the dinner.
- Check with Program Chair to determine if the speaker will be attending the dinner as a non-paying guest of the Club. If there is a dinner prior to the April General Meeting,

winners of our scholarships and awards may also be invited as non-paying guests; check with the Chair of the Scholarship Committee for numbers.

- Greet members and collect payment as they arrive (if not previously paid) checking their names against the list or appoint a designate. Return the list and all payment to the dinner Organizer to submit to the Treasurer; and
- Liaise with Hospitality Chair and dinner Organizer to ensure Organizer has the key to facility and table linens.

Organizers will:

- Organize a committee of helpers, choose a theme and menu for the dinner and arrange a meal from a local caterer or restaurant or have helpers prepare food. Ensure that receipts for any food purchased are retained.
- The night of the dinner, be responsible for preparation, delivery or pick up of food; table set-up and serving of the dinner at 5:45 p.m. and clean-up by 6:45 p.m. It may be helpful to have small containers that any leftovers can be divided into and sold;
- Place “Reserved” signs on 6-8 chairs nearest the entrance for late arrivals to the meeting as well as clean up volunteers;
- If there is any leftover food, announce to members in attendance at the General Meeting the cost and items available; and
- Submit a Pre-meeting dinner form (a copy is included in Appendix III), all monies received and all receipts to the Club Treasurer. If an organizer would like a cheque to pay the caterer, they should contact the Treasurer with the amount at least 1 week ahead of time.

## **CFUW & Ontario Council Meetings: Transportation & Registration Policy**

### **Intent**

The Executive Committee, based on finances available, is responsible for the costs of sending one or more representatives to CFUW and CFUW Ontario Council AGM, Ontario West Regional Meetings and CFUW Ontario Council Standing Committee Meetings.

Travel and Registration costs are supported to ensure the Club is informed of the activities and directions of CFUW at the national, provincial and regional levels and to ensure that the Club participates in all votes and represents the ideas of our club.

If a member is an invited speaker, she takes priority over members other than President and Vice President.



- **CFUW AGM:** one delegate (incoming or new President or designated voting delegate) to be fully funded at an economy rate, including registration, transportation and accommodation. Funding for one additional representative will be considered and must be approved by the current Executive Committee based on available funds.
- **CFUW Ontario Council**
  - **AGM:** two delegates (incoming or *new* President and incoming Vice President or designates) to be fully funded, including registration, mileage\* (based on two sharing), and accommodation (based on two sharing). Funding for one additional representative will be considered and must be approved by the current Executive Committee based on available funds.
  - **Ontario West Regional Gathering:** registration for up to four delegates (President, Vice President or designates, plus two additional members) and mileage\* for one vehicle.
  - **Standing Committee Meetings:** registration for one delegate for each of the three Standing Committees, three times per year. The driver of the vehicle is entitled to reimbursement for mileage\* from the Club at the current Canadian Revenue Agency rate. **NOTE:** CFUW Ontario Council partially reimburses individual clubs to help cover this cost.
  - \*If prearranged, mileage may be shared among multiple drivers, not to exceed mileage for one vehicle.

## Interest Group Membership Policy

### Intent

Only members in good standing are eligible to join Club Interest Groups.

The purpose of this policy and procedure is to guide the Member Services Chair and Committee in ensuring that information on Interest Groups is up to date and that every effort is made to accommodate members wishing to join groups. Interest Group leaders are to be made aware of their responsibilities with respect to the Privacy, Accessibility and Respectful Treatment Policies and the obligation to inform non-members (including those who have not renewed their membership) of their ineligibility to participate in Interest Groups.

### Procedure to Ensure Observance of Interest Group Membership Policy

#### Resources / Materials needed – none

#### Steps

- The Member Services Chair will communicate with the non-member advising her that only members in good standing are eligible to join and attend Club Interest Groups.
- In the event that the non-member fails to join the Club or renew her membership in a

reasonable period of time, the President will send a communication notice to the non-member informing them of their ineligibility to attend the Interest Group.

## **Procedure for Interest Group Coordinator and Leaders**

The purpose of this procedure is to guide the Interest Group Coordinator and leaders in their role as link between (1) Interest Group members and the Member Services Chair and (2) the activities of their Interest Group with the Communications Chair.

### **Resources / Materials needed**

Interest Group Sign-up Material for September General Meeting (to be created by Interest Group leaders)

### **Steps**

- After the AGM, the Interest Group Coordinator (“Coordinator”) will contact the Interest Group leaders to update their information, identify the new leader and meeting times and whether or not the interest group has space for new members.
- Leaders will be contacted again in September by the Coordinator to confirm their name and contact information, meeting times and space for new members as well as reminding leaders to keep information up to date by informing the Member Services Chair and/or the Coordinator of any changes. Updated information will be sent by Member Services to the Communications Chair for posting on the website and the Database Manager for inclusion in the Membership Directory (Blue Book) as appropriate.
- Prior to the September meeting the President, in coordination with the Interest Group Coordinator, will send a reminder to all Interest Group leaders to attend the member sign-up event (at the September General Meeting), as well as their obligation to abide by Club’s Privacy, Accessibility and Respectful Treatment Policies.
- At the September General Meeting the Coordinator will welcome the new members and explain to all in attendance how groups operate. Members will be asked for suggestions for new groups that could be started if enough members are interested. Lists of signed up members will be collected from each Interest Group leader at the end of the meeting.

## Use of Surplus Funds

### Surplus Funds

Surplus funds are funds accumulated from surpluses in operating funds. These funds could be used for enhancing CFUW Guelph goals and profile within the community, covering one-time shortfalls in either operating expenditures, scholarship revenues or CFUW Guelph approved projects.

These funds are NOT funds accumulated through fundraising.

These funds are not intended to be used for foreseeable year over year operating budget deficits.

### Designation of Funds

**Restricted Funds** — an amount equalling approximately 4 months of the annual CFUW Guelph budget, as well as any outstanding dues to CFUW or Ontario Council, should be designated as Restricted Funds to be used to cover expenses should CFUW Guelph dissolve.

**Unrestricted Funds** are surplus funds over and above the restricted funds.

Unrestricted funds may be used to:

1. Spread out, over a period of time, the impact on member fees due to a significant increase in GWI or National dues. Members would approve this use of surplus funds through the annual budget approval process.
2. Cover *unexpected shortfall in revenue* – projected budget is greater than revenue achieved.
3. Cover *unexpected demands on resources* – actual spending exceeds budget.

Each year the executive, in consultation with the treasurer, will decide the amount of surplus funds to be designated as unrestricted funds.

### Opportunities

Any remaining surplus funds should be available to support projects and activities to enhance the activities of CFUW Guelph.

### Examples:

1. A one-time special project meeting the goals of CFUW Guelph and CFUW.
2. A one-time scholarship
3. A CFUW Guelph sponsored activity or event that may not have been fully funded through special fund-raising or that may have unanticipated costs or revenue shortfall
4. Start-up funding for a CFUW Guelph project that may recoup funds at a later date, at which time the funds would be repaid.

### Steps for Application of Funding

Any member or group within in CFUW Guelph may make an application to CFUW Guelph Executive

Application should:

1. State how this funding will meet the goals of CFUW Guelph
2. State other sources of funding that have been exhausted and/or obtained, if partial funding is required
3. Present a proposed budget for the project

### **Role of Executive**

1. Discuss the merit of each application
2. Consider available funds
3. May present to general membership for a vote if the amount requested is a large proportion of the available funds or if there is more than one proposal meeting the criteria

**Developed by** Isobel Boyle, Teresa McKeeman, Jeanette O’Hara Hines, Heather Bailey

**Executive Approved — October 2016**

## Scholarship and Awards Committee Policy

### Intent

The Activities of the Scholarship and Awards Committee (hereafter the Committee) support CFUW Guelph's goal to:

Encourage and develop excellence in education, especially the higher education of women.

### Policies

- The Committee operates according to the Terms of Reference for the CFUW Guelph Scholarship and Awards Trust Fund.
- From time to time as the Club Executive Committee directs, the scholarship and awards will be reviewed to determine if they still meet the Club's goals
- CFUW Guelph grants scholarships, bursaries, and awards each year to selected educational institutions and other registered charitable organizations in Guelph and Wellington County.
- The Committee manages the monies for these awards through two funds - the General Fund and the Endowment Fund.
- The General Fund and the Endowment Fund will have separate assets and accounts.
- Assets for both funds are held in secure investments in order to generate as much interest as possible.
- Revenue for the General Fund is received from member donations and fundraising activities, from miscellaneous donations and from interest on investments.
- Revenue for the Endowment Fund is received from donations where the donor specifically indicates that the donation is for the Endowment Fund and from interest on investments.
- Interest from the Endowment fund can be allocated for one or more awards.
- Donated money in the Endowment Fund cannot be disbursed until it has been in the fund for at least 10 years
- Disbursements from both funds are made by the issuing of cheques to the appropriate institutions.
- Criteria for the awards are made by the Committee with input from the Club Executive Committee.
- The selection of the recipient of each award will usually be governed by the institution and not the Club. In some instances, e.g., the 2019 CFUW Anniversary Award Scholarship, the Club will administer the award in consultation with the Executive Committee and the membership.

### Procedures

The Committee meets at least three times a year to administer the Funds and review the awards

- The Chair of the Committee (hereafter the Chair) runs the meetings.
- The Chair sends out the agenda for each meeting. Any required information may also be sent out at this time. Any business arising from the previous meeting, any new business to be discussed, and any new correspondence are included in the agenda.
- Each item on the agenda is discussed thoroughly and every trustee has a vote. If action is to be taken on any issue, a member of the Committee is usually assigned to that action.
- The Chair will keep the name and contact information for the appropriate representative at each educational institution or organization which will be receiving awards.
- From time to time, the Chair and other members may need to review the awards that are being issued to ensure that they are meeting the needs of the recipients.
- From time to time, it may be necessary for the Chair or other member of the Committee to meet with a representative from the educational institution or organization receiving awards.
- If the Committee receives an invitation to attend an awards ceremony at an institution; to ensure that they are familiar with the Club, the Chair or her delegate should attend when possible.
- The Committee must monitor the awards to ensure that all funds provided are awarded.
- Once the recipients have been selected at each institution, the Chair is informed of their names and provided, if possible, with their biographies. The Chair will invite the recipients to one of the Club's General Meetings - usually in the spring.
- When available, and with their consent, recipient information is presented to the Club members through the newsletter and website. The name and program of scholarship recipients shall be posted on the club website, along with other related information, only after approval by the Scholarship Committee, in order to protect personal privacy of award recipients, especially with regard to financial and marital status.
- The Chair prepares an end-of-year report for the Club AGM which is due to Club's Executive Committee by early May.

### **The Secretary of the Committee**

- Provides minutes for the Committee to review at each meeting.
- Posts in Dropbox the minutes of the meetings after they have been accepted and approved by vote of the Committee.
- Sends the minutes to each Committee member in a timely fashion.
- Keeps all past minutes so that they can easily be reviewed.

### **The Treasurer of the Committee**

- Provides updated financial reports for the Committee to review at each meeting
- Posts in Dropbox annual reports for the club fiscal year, May 1-April 30.

- Keeps contact information for:
  - Appropriate representatives at each bank or trust company where the bank accounts and assets are held.
  - Appropriate individual at each institution who will receive the monies for the awards.
- Receives money from the Club Treasurer to deposit to the General Fund bank account. Typically, the member contributions are received in the fall of each year. However, miscellaneous donations, fund-raising monies and further member donations can be received at any time during the year.
- Issues cheques to the educational institutions or organizations which are receiving the award money at appropriate times during the year. The signing officers for these cheques are the Chair and Treasurer of the Committee.
- Depending on the amount of money in the bank account, the Treasurer may suggest moving some of the money to a secure investment to receive a higher interest rate. However, the Treasurer must ensure that sufficient money is accessible in the bank account for the issuing of cheques before selecting the term for the investment.
- Prepares an end-of-year (April 30) report for the Club's AGM which is due to the Club Executive Committee in early May. The Fund's financial records are subject to annual financial review by a qualified examiner appointed by the Club. If possible, the review should be completed prior to the AGM.
- Fulfils requirements of the Canada Revenue Agency by filling in and submitting a Tax Return which is due a maximum of 6 months after our fiscal year end (i.e. October 30).
- Contacts local funeral homes to ensure that they have sufficient poppy cards and donor enclosures and the current Committee Treasurer's mailing address to give to any potential donors.

### **Materials Needed**

- The Chair, Secretary, and Treasurer receive binders and folders from the previous holders of the positions. These are kept for the duration of their terms of office and transferred to new Committee members.
- The Secretary will keep all minutes and documents discussed.
- The Treasurer will keep bank statements, lists of assets, lists of expenses and cheque books.

## Appendix I – Dropbox

### Procedure for Dropbox

The purpose of this procedure is to guide CFUW Guelph Executive Committee and Committee Chairs in the use of Dropbox for document sharing and succession planning, as well as in file-naming conventions.

Dropbox is meant to supplement, not replace, hard copy Archives of certain club documents. Many documents that are placed in Dropbox do not need to be Archived, while others are in the draft or revision stage of their life. Copies of semi-dormant and Archived documents that the executive may need to access should also be kept in Dropbox.

The following folders are organized alphabetically as they appear in Dropbox. In brackets following the name of each folder is the member responsible for ensuring that files are uploaded.

- Advocacy (chair)
  - Child Care
  - FASD
  - Poverty
  - Others, as advocacy issues arise
- Communications (chair)
  - Blue book (InDesign file - need version)
  - CFUW Logos
  - Labels
  - Press & Media
  - Print Documents
  - Print Newsletters
  - Templates & Letterhead
  - Website
- Community Connections (all executive members)
  - Donations
  - Fundraisers
  - Outreach



- Workshops/forums
- Films
- Partnerships
- Projects
- Financial (treasurer)
  - Budget
  - Expense form
- Fundraising
  - Pre-meeting dinner
  - Card party
  - Other
- Hospitality (chair)
- Member Services (chair)
  - Database
  - Interest Groups
  - Membership Forms
  - Name tag templates
  - New members checklist
- Minutes (secretary)
  - Archived minutes (2006-2011)
  - Executive Committee
  - General
- Official Documents (secretary)
  - Annual Reports
  - Constitution & Bylaws
  - Document Review Committee
  - Executive Committee Timelines
  - Insurance Certificate

- Policy & Procedures
- Past Executive Committees (PP)
- Photos (everyone/anyone)
- Program (chair)
  - By year
- Resolutions (VP)
  - By year - original plus recommendations
- Scholarships & Awards Trust Fund (chair)
  - Awards
  - Financial Statement (year-end)
  - Minutes of meetings
  - other

### **Dropbox file naming convention:**

- File names should be as follows:
  - yyyy-mm-dd name of file.xy (see example next line)
  - 2014-04-14 DropBox & file naming convention.doc.

### **Steps**

- At the changeover meeting in June, new Executive Committee members will be given instructions on how to access Dropbox.
- Executive Committee and Committee members using Dropbox will be given a hand-out that includes the web address, log-in and password information.
  - Updating files on Dropbox: If an Executive Committee member does not find succession information in Dropbox and locates it elsewhere, she should upload the file it to Dropbox for her successor.

## Appendix II – Forms

### CFUW Guelph Fundraising Form

Submitted

by: Date:

Members supporting this idea:

Concept: Briefly describe the idea. Who are the presenters (if applicable) and what are their credentials?

Purpose: How does the project support the purpose and endeavours of CFUW?

Who will be Involved: What partnerships or roles will be needed in this endeavour? How will the potential partners or individuals benefit from involvement? How will the potential partners or individuals be contacted?

Budget and Finances: What is the financial target? What are start-up costs? What are the financial risks for the club and should there be a loss, how will it be covered? Prepare a projected budget.

Detailed Logistics: Outline date, time, place, and any other pertinent details.

## **CFUW Guelph Community Outreach Fund – One Time Activity Application Form**

**Name of CFUW member submitting this application:**

**Name of Organization:**

**Contact Information for the Organization:**

Contact person:

Email address:

Phone number:

Mailing address:

**Proposals must briefly address the following (maximum two pages):**

1. **The organization's purpose and auspices** (e.g. government or self-funded, not-for-profit, charity etc.). Specify any other existing funding partnerships.
2. **Justify why there is a need for this activity in our community.**
3. **Outline the program goals and objectives/intended outcomes.** Clarify how your organization's activities will address this situation.
4. **Provide the name of the CFUW Guelph member willing to act as a liaison** between the organization and the Club. You may also note the names of other Club members who are involved or willing to become involved with this organization.
5. **Describe how the activities and goals of the organization align with the goals and policies of CFUW** (women's equality in Canada and abroad, and a wide range of other public policy issues important to women, including aboriginal affairs, education, the environment, peace, justice and human rights).
6. **Explain the resource needs of the organization** (funds, volunteer time and expertise) and how CFUW Guelph could help with these needs. Itemize the intended use of the funds provided by CFUW Guelph.

## **FUW Guelph Community Partnerships Proposal Form**

### **Background Information on the Community Outreach Fund**

The purpose of CFUW Guelph's Community Connection Outreach Partnership is to develop and maintain a partnership with a local organization whose goals and purposes align with those of CFUW Guelph.

### **Call for Proposals for the Community Partnership Initiative**

CFUW Guelph's intent is to maintain the community partnership for a period of 3-5 years at which time the Executive Committee will form a Working Group that will initiate a call for proposals and review applications.

The Working Group will review the applications and forward their findings to the Executive Committee who will then present the findings to the general membership. Members will select a partner through a secret ballot vote at a General Meeting.

#### **Proposal Information:**

- **Applications should be sent to [cfuwguelph@gmail.com](mailto:cfuwguelph@gmail.com)**
- **Deadline for applications:**
- **Funds: approx. \$XX is available per year for 3-5 years**
- **Please complete the Partnership Proposal Form in full**

Note: Incomplete or late applications will not be given consideration. Applications submitted early will be reviewed and if the Working Group notes any omissions, an opportunity will be given to revise the submission and re-submit by the original deadline.

## CFUW Guelph Community Outreach Partnership Proposal Form

**Name of CFUW member submitting this application:**

**Name of Organization:**

**Contact Information for the Organization:**

Contact person:

Email address:

Phone number:

Mailing address:

### **CFUW Guelph Community Partnerships Proposal Application**

Proposals must address the following:

7. **The organization's purpose and auspices** (e.g. government or self-funded, not-for-profit, charity etc.). Specify any other existing funding partnerships;
8. **Justify why there is a need for this activity in our community;**
9. **Outline the program goals and objectives/intended outcomes.** Clarify how your organization's activities will address this situation;
10. **Provide the name of the CFUW Guelph member willing to act as a liaison** between the organization and the Club. Also, please note the names of other Club members who are involved or willing to become involved with this organization;
11. **Describe how the activities and goals of the organization align with the goals and policies of CFUW** (women's equality in Canada and abroad, and a wide range of other public policy issues important to women, including aboriginal affairs, education, the environment, peace, justice, and human rights); and
12. **Explain the resource needs of the organization** (funds, volunteer time and expertise) and how CFUW Guelph could help with these needs. **This should include a budget**, which itemizes the intended use of the funds provided by CFUW Guelph. An outline of how the funds provided will impact the organization's overall resources would also be appreciated.

## CFUW Guelph Disrespectful Incident Form

Informal Report       Formal Report

WHAT HAPPENED? (objectively state details)

WHO WAS INVOLVED? (Include names of parties involved and witnesses, if any)

WHEN AND WHERE DID THE INCIDENT TAKE PLACE (specify the specific location, date and time of incident)

WHAT REDRESS IS BEING SOUGHT

WHAT CONCLUSION WAS REACHED

NEXT STEPS, IF NECESSARY

REPORTING OFFICER NAME & POSTION \_\_\_\_\_ DATE \_\_\_\_\_

Please note: Keep a copy of an Informal Report at the local level. A copy of a Formal Report should be sent by email to the Executive Committee Director at National Office with Subject line: HR Committee Confidential with the documentation attached as Word documents. The Executive Committee Director will forward the email with attachments.

### CFUW Guelph Expense Claim

Submission of Receipts to Treasurer	Cheque #
	Date

Dates \_\_\_\_\_

Name of Member \_\_\_\_\_

Name of Committee \_\_\_\_\_

General Description \_\_\_\_\_

\_\_\_\_\_

Total Amount of Receipts \_\_\_\_\_ 0

#	Vendor	Item Description	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Total</b>			<b>0</b>

Please submit to Treasurer, with receipts, for reimbursement



### CFUW Guelph Pre-meeting Dinner Payments and Expenses

<b>Host:</b>		
<b>Date:</b>		
<b>Number of Diners</b>	<b>Payment \$</b>	<b>Total \$</b>
	\$20.00	
<b>Leftovers sold</b>		
<b>Total Income</b>		

Receipt #	Vendor	Item Description	Amount
1			
2			
3			
4			
5			
6			
7			
8			
<b>Total</b>			<b>0</b>

Please submit to Treasurer, with receipts, for reimbursement

Treasurer's Notes	Cheque #
	Amount
	Date

<b>CFUW Guelph Annual Calendar</b>			
June	July	August	September
<p>June: <b>Executive Committee changeover mtg.</b></p> <ul style="list-style-type: none"> <li>▪ Gather archival material</li> <li>▪ Review proposed program of speakers</li> <li>▪ Treasurer and signing officers update bank records</li> <li>▪ Approves promotional material and New Member Orientation Manual</li> <li>▪ Contact interest group convenors about changes in meetings/leader</li> <li>▪ Training session on Dropbox &amp; distribution of position descriptions</li> </ul> <p>Send new contact info to Ontario Council and National and Volunteer Centre                      Summer newsletter – program + membership renewal + President’s letter                      Sign contract for general mtg. site (Hospitality &amp; Program Chairs)                      Update email accounts (Communications Chair)</p> <p><b>June/July: National AGM</b></p>		<p>Mail summer newsletter and related material                      31<sup>st</sup>: Membership renewals due</p>	<p><b>Executive Committee Mtg.</b></p> <ul style="list-style-type: none"> <li>• Plan new member orientation</li> </ul> <p><b>General Meeting</b></p> <ul style="list-style-type: none"> <li>• New member welcome</li> <li>• Interest group sign-up</li> <li>• Name standing committee chairs &amp; financial examiner</li> <li>• Accessibility training reminder</li> <li>• National AGM Highlights</li> </ul> <p><b>OC: Standing Committee Mtg</b></p>
October	November	December	January
<p>Oct 1<sup>st</sup>: OC resolutions due                      Gather info on interest group members                      11<sup>th</sup>: International Day of the Girl</p> <p><b>General Meeting</b></p> <ul style="list-style-type: none"> <li>• Women’s History Month</li> <li>• Regional Fall Gatherings</li> </ul>	<p>1<sup>ST</sup>: Resolutions due to National                      New Members Orientation Event                      Form nominating committee</p> <p>Contact interest group members who have not renewed</p>	<p>No General Meeting</p> <p>Dec. 6<sup>th</sup> Ecole Polytechnique memorial events</p>	<p><b>OC: Standing Committee Mtg.</b>                      Nominations: Advertise vacant positions in newsletter                      Membership #s, scholarship info &amp; fees due by 31<sup>st</sup> to CFUW                      Start Document Review process</p> <p><b>General Meeting</b></p> <ul style="list-style-type: none"> <li>• Treasurer gives interim report</li> </ul>
February	March	April	May
<p><b>Executive Committee Meeting</b></p> <ul style="list-style-type: none"> <li>• Report slate of nominees</li> <li>• Begin resolution review process</li> <li>• Continue document review process</li> </ul> <p><b>General Meeting</b></p> <ul style="list-style-type: none"> <li>• Introduce resolutions</li> <li>• Announce document review process</li> </ul>	<p><b>OC: Standing Committee Mtg.</b></p> <p><b>Executive Committee Meeting</b></p> <ul style="list-style-type: none"> <li>• review dues membership form and proposed changes to Constitution &amp; Bylaws (C&amp;B)</li> </ul> <p><b>Newsletter</b></p> <ul style="list-style-type: none"> <li>• Publish changes to C&amp;B</li> </ul> <p><b>General Meeting</b></p> <ul style="list-style-type: none"> <li>• Present recommendations on resolutions</li> <li>• Vote on changes to C&amp;B</li> </ul>	<p><b>Executive Committee &amp; Secretary</b></p> <ul style="list-style-type: none"> <li>• Prepare executive reports for AGM &amp; gather reports from Interest Group leaders</li> </ul> <p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>• Presents proposed budget to executive</li> <li>• Fiscal year end (30<sup>th</sup>)</li> </ul> <p><b>General Meeting</b></p> <ul style="list-style-type: none"> <li>• Vote on proposed resolutions</li> <li>• Presentation of Nominees</li> <li>• Presentation of Proposed Budget</li> </ul>	<p><b>OC AGM</b></p> <p><b>National:</b> Special Project Awards  <b>Treasurer:</b> Submit records to Examiner of Financial Records</p> <p><b>Executive Committee Meeting</b></p> <ul style="list-style-type: none"> <li>• Review promotional material, New Member Orientation Manual and Community Connections</li> </ul> <p><b>Guelph AGM</b></p> <ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Budget</li> <li>• Vote on slate of nominees</li> </ul>

		Estimated 2010-11	Estimated 2011-12	Actual April 1/12	Actual April 30/12	Estimated 2012-13	
Revenue	Interest	150.00	150.00	207.09	211.68	175.00	
	Membership	6,555.00 *	5,865.00 *	6077.50 *	6109.00 *	6037.50 *	
	Advertising			75.00	75.00		
	Extra Revenue			22.53	27.53		
<b>Total</b>		6,705.00	6,015.00	6382.12	6810.68	<b>6212.50</b>	
Expenses	Insurance	95.00	90.00	89.50	89.50	90.00	
	AGM & Other meetings	2,800.00	2,500.00	2940.08	3034.03	2900.00	
	Hall Rental	660.00	600.00	560.00	560.00	600.00	
	Hospitality	120.00	150.00	349.27	397.45	200.00	
	Member Services	600.00	500.00	669.33	678.23	760.00 **	
	Newsletter	300.00	300.00	215.48	250.28	250.00	
	Program	800.00	800.00	700.00	800.00	800.00	
	Outreach	700.00	600.00	220.00	233.00	350.00	
<b>Total</b>		6,075.00	5,540.00	5743.66	6429.96	<b>5950.00</b>	
<b>Surplus</b>		630.00	475.00	638.46	380.72	<b>262.50</b>	
		* 34.50/mem x 190 members	* \$34.50/mem x 170 members	* \$34.50/mem x 175 members + \$40	* total dues - Nat'l & OC fees, transfer to scholarship	* \$34.50/mem x 175 members	
						** will cover dues for new "life" member	