
CANADIAN FEDERATION OF UNIVERSITY WOMEN
OWEN SOUND AND AREA

ADMINISTRATIVE PROCEDURES MANUAL

November 2025

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PURPOSE

This Administrative Procedures Manual is the written source of organizational direction for CFUW Owen Sound and Area. For the purpose of this document, the name will hereafter be noted as the "Club". The manual is a compilation of decisions that have been made by the executive committee.

Administrative procedures are prescribed courses of action to direct day-to-day Club management. They supplement Club policy and must be consistent with Club policies and priorities. Procedures evolve as new processes are designed and the environment changes.

The manual will be formally reviewed and revised as necessary by the Executive Committee every two years. This will occur after the completion of the program year. On an on-going basis, adjustments will be made as a result of motions passed at Executive Committee or general meetings.

Any updates to the manual will be posted to the Club's website and available to any member on a continual basis. An updated manual will be distributed by the President to the Executive Committee at the commencement of the new program year.

ADVOCACY

PURPOSE

This administrative procedure supports CFUW Owen Sound and Area's Policy GOV-04 Advocacy which encourages members to influence public policy, laws, and budgets.

As set out in the Advocacy Policy, CFUW National or one of the Provincial Councils may ask Clubs to participate in campaigns that will place pressure on local politicians to pass or oppose certain legislation, get an issue on their agenda, and/or raise public awareness about certain issues. An advocacy undertaking put forth to national or provincial organizations must be authorized by the Club Executive. Further, an individual club or club members are able to bring forth issues of concern that may exist within the local community. It is imperative that these advocacy issues should reflect the mission and purpose of the CFUW.

PROCEDURES

The Development of Resolutions

1. Resolutions form the framework for the National and/or Provincial CFUW's action and advocacy. They are developed annually by CFUW Clubs across Canada on issues of concern. The issues are researched and proposed by an individual club or national committees, then sent to each Club for their review.
2. Members of the Club are encouraged to consider, research, and participate in the development of resolutions. Any resolutions developed will be considered by the Club Executive. Upon approval by the Club membership of a resolution created within the Club, the resolution will be forwarded to the national organization.
3. A detailed reference on resolutions is found at: [Schedule for Resolutions – CFUW Members site \(cfuwadmin.org\)](http://cfuwadmin.org) That resource provides a summary of the process and significant due dates for the development of a resolution in Appendix B, as follows:

Summary of Process

Resolutions proceed through the following steps:

- 3.1. The Proposer (A Club/Council or National Committee) identifies an issue and begins to frame a Resolution.
- 3.2. The Proposer drafts an Intent to Submit a Resolution, and presents an Intent to Submit a Resolution to the Resolutions Committee by November 15.
- 3.3. The National Office will publish Intents by November 30 after a review by the Resolutions Committee.
- 3.4. Local club /Council/National Committee submits draft Resolution.
- 3.5. Resolutions are sent to the Resolutions Committee by January 15.
- 3.6. Clubs across Canada will be informed of potential Resolutions January 15.
- 3.7. The Resolutions Committee reviews draft Resolutions by January 30.
- 3.8. Proposer receives Feedback from Resolutions Committee January 15-30.

3.9. The Proposer resubmits draft Resolution, if necessary, by February 7.

4. Final Review and Presentation

- 4.1. Clubs review and amend the Resolutions February 15 to April 15. Proposers will be assigned a specific email address for their Resolution, e.g., resolution1@cfuw.org where they will receive advice of amendments. As soon as possible after April 15 the proposer will send final amended Resolutions to resolutions@cfuw.org
- 4.2. The amended draft Resolutions will be available by approximately June 1.
- 4.3. The proposed Resolutions are presented at the National AGM.
- 4.4. Post-AGM Resolutions are written into policy. Proposing clubs are an integral member of the team and must be prepared to work with National Office in creating the post AGM Resolutions package.

5. Review at the Club Level

- 5.1. The Club circulates all proposed CFUW National and/or Provincial resolutions to the Club's membership before March each spring. The March general meeting is designated for the presentation of a summary of the CFUW National resolutions.
- 5.2. At the determination of the Executive Committee, the resolutions may also be discussed, debated, and voted on by the Club's membership at that meeting. These results are then submitted by the local Club Executive to the national organization. They will then, in turn, be voted on at the next National Annual General Meeting.
- 5.3. Once the resolutions have been adopted at the National AGM, they will be indexed and placed in the National Policy Book for future reference. Many of these resolutions are communicated to Clubs via the National Action Newsletter.

6. Advocacy Committee

- 6.1. The Club's Advocacy Committee was formed for the purpose of actively supporting a cause or proposal. The Committee will focus on those issues which affect women and children, exist within the community, or are of national concern.
- 6.2. The Advocacy Committee may develop a resolution for the local Club or a resolution to propose for attention at CFUW National. The Advocacy Committee will engage in activities to influence public policy, laws, and budgets by using facts, their relationships, the media, and messaging to educate government officials and the public.

References:

Constitution and By-Laws
 Policy GOV-02 Mission and Goals
 Policy GOV-03 Role of the Executive Committee
 Policy GOV-04 Advocacy

GOVERNANCE—EXECUTIVE

PURPOSE

This procedure supports Policy GOV-03 Role of the Executive Committee, and describes the role of the Committee as the Club's governing body. The Executive Committee is composed of Officers and Coordinators of the Club as described in the Club Constitution and By-Laws.

1. Executive Committee

- 1.1. Ultimate executive authority on behalf of the Club rests within the Executive Committee as a whole. The Executive Committee delegates specific authority to the officers and coordinators of the Club.
- 1.2. The Executive Committee is accountable to the members of the Club, the Ontario Council, and the National Organization. The governing duties of the Club Executive are outlined in By-Law 3. More specific duties of each position are outlined in the Appendices of this manual.
- 1.3. Executive meetings are called at the discretion of the President, with a minimum of five (5) meetings per year as outlined in By-Law 5. A motion cannot be brought forward unless a quorum exists. A simple majority (more than half of the members who are present and entitled to vote) is necessary to approve motions, and a quorum is formally defined as five (5) elected officers.

2. Terms of Office

- 2.1. Following the policy of succession, the President, Vice-President, and Past-President will hold office for a minimum of a one-year term.
- 2.2. The Treasurer, Secretary, and Coordinators will be expected to hold office for the minimum of one year.
- 2.3. The Executive Committee has the authority to designate another person to a position when it becomes vacant or if the officer is no longer able to perform the duties of the position.
- 2.4. It is the policy within the executive for the President to automatically succeed to the position of Past-President and for the Vice-President to succeed to the position of President.

3. CFUW Club Records

Minutes of Executive Meetings:

- 3.1. Minutes of executive meetings provide a record of all motions, decisions, and discussions of the Executive Committee. All meeting minutes are vital to the operation of the Club.
- 3.2. The minutes of the meetings are taken by the Secretary and in her absence, a replacement.

- 3.3. The minutes will be concise and will include motions, actions, advocacy issues, and policy.
- 3.4. Once approved by the Executive Committee, a summary of the minutes will be placed in the newsletter on the website.

Annual General Meeting Reports:

- 3.5. The Club's annual reports are discussed in detail in the context of the Annual General Meeting in this Procedures Manual. The President will present the annual reports at the Annual General Meeting after a motion to receive them into the record is completed.
- 3.6. All annual reports will also be forwarded to the Archivist to be housed in the Club's archives.

Archives:

- 3.7. Archives preserve the history of the Club. Archived items have important historic, aesthetic, social, and administrative value. Materials of value are items that may be suitable for, and in good enough condition for promotion, use, or display during future historic and celebratory occasions held by the Club. These examples include letters, photographs, newsletters, special projects, brochures, programs of important events, annual reports, membership lists, and minutes of meetings.
- 3.8. Archived material must be properly labelled and filed in a safe environment. The Archivist will ensure the collection, sorting, and filing of documents, and ensure that information is readily accessed and available when required by members of the Club.
- 3.9. Information is archived only if important to maintain the history of the Club, and is stored in a logical structure to aid retrieval of specific records.

4. Record Retention

- 4.1. CFUW Owen Sound and Area will efficiently manage documents created by and for the Club. The Club ensures protection of documents and follows a retention schedule that sets out which documents will be preserved permanently, and which are to be disposed of in a timely manner.
- 4.2. The President and Secretary of the Club have responsibility for the care and control of all Club documents, including the Annual Reports and Minute records, according to the retention schedule. Copies of all approved Annual Reports and Minute records will be archived and maintained by the Archivist.
- 4.3. The Treasurer has responsibility for reports and related data on the Club's budget and accounts.
- 4.4. The Membership Coordinator has responsibility for the data collected on the membership list. Personal, confidential information about members collected on the membership list is protected by measures set out on the membership list. Confidential information located in the membership list shall be stored in a protected area.

4.5. Where there is justification, records may be retained longer than the minimum period set within the retention schedule. Once a record has reached the end of its retention period it will be reviewed, and a decision made by the Executive Committee if it needs to be retained for longer before destruction. If the decision is made that records should be kept for a longer period, then this decision must be documented, and a new review date assigned.

4.6. Retention periods will be calculated from the end of the year after the last date on the record.

5. Disposal of Records

5.1. Inactive electronic documents to be disposed of shall be deleted. Paper documents shall be sent to recycling, with the exception of confidential documents such as the membership list, which are to be disposed of by shredding.

5.2. Emails sent between and among Executive Committee members contain information of value or importance to the Club on only a temporary basis. Volumes can become unmanageable. For these reasons, emails are to be retained only by those that need them, and not beyond the current year.

5.3. Membership lists and registration forms will be retained by the membership coordinator for three (3) years and then shredded. Membership lists will remain in the archives permanently.

6. Job Descriptions

6.1. Club Officers and Coordinators are provided with a job description at the time the office is assumed. This is a responsibility of the Vice-President. It is understood that duties and responsibilities will be performed in compliance with the established job descriptions.

6.2. The job descriptions are formally reviewed every two years. Job descriptions for each position are detailed in the Appendices section of this manual.

References:

Club Constitution and By-Laws

Policy GOV-01 Policy Framework

Policy GOV-02 Mission and Goals

Policy GOV-03 Role of the Executive Committee

Procedures Manual Appendices

RETENTION SCHEDULE

RECORD	RETENTION	DISPOSAL
Club Archives, including AGM Reports, Executive Minutes, financial reports, newsletters, photographs, membership lists	Permanent	Only upon dissolution of the Club as set out in the ByLaws, if no appropriate storage can be found.
Registration Forms	3 years	Digital records deleted. Print records shredded.
Executive Committee Emails	1 year	Email records deleted

COMMITTEES/COORDINATORS AND INTEREST GROUPS

PURPOSE

This procedure supports Club By-Laws and policies, and further describes Club directives.

All Club members are encouraged to join and participate in one or more interest groups and committees in order to experience fellowship, meet new friends, discuss issues, and share ideas. Contribution in the form of involvement in an interest group or committee is vital to the overall success of the Club.

PROCEDURES

Club Rules

1. As stated in Bylaw 2.3, membership in interest groups shall be open only to members in good standing.
2. Guests are welcome to attend two interest group meetings per year.
3. Interest groups generally meet once monthly. Interest group meetings will not interfere with the Club's general meetings.
4. All interest groups are to be self-funded and self-sustaining.
5. Development of new interest groups and committees is always encouraged. The activities of the groups and committees must fall within the parameters and missions of the CFUW. Interested members shall bring their ideas to the Executive Committee. Executive approval is required.

Interest Groups

The following interest groups have been established within the Club.

Arts Explorers
Book Club
Games Club
Garden Club

Healthy Lifestyles
Yarn Club (Knit-Wits)
Women Who Wonder

Standing Committees of the Club:

Advocacy Committee: Members seek to influence decisions within political, economic, and social institutions as set out in the Policy GOV-04 Advocacy, and the Advocacy section of this manual.

Education Committee: The group oversees the operation of funds for education, including support for scholarships and the Scientists in School initiative.

Membership Committee: Members of this committee welcome/greet all club members at program meetings, maintain accurate membership records, develop the New Members Kit, and provide orientation to new members.

Outreach Committee: Members provide a community-based service, and support specific projects approved by the Executive Committee.

Policy Committee: Members develop and review the Club's policies and procedures to ensure that the Club has an effective framework within which to function.

Program Committee: Members plan the program, arrange for speakers, as well as plan refreshments for meetings and special events.

Social Media Committee: Members of this committee govern the publication of social media by members of the Club, and seek to ensure that all content adheres to the expectations set out in GOV-06 Social Media Policy. The committee is also responsible for the management and content of the CFUW website.

Club Coordinators: The following coordinator roles are not attached to a committee responsibility.

Archives Coordinator: The archivist maintains and stores records of Club activities.

Newsletter Coordinator: The newsletter coordinator gathers information from members and produces monthly newsletters.

References:

Constitution and By-Laws
 Policy GOV-02 Mission and Goals
 Policy GOV-03 Role of the Executive Committee
 Policy GOV-04 Advocacy
 Policy GOV-05 Communications
 Policy GOV-06 Social Media Policy

FINANCES

PURPOSE

This procedure further describes duties under Policy GOV-03 Role of the Executive Committee, and sets out expectations for fiscal responsibility by the Club for the funds that members provide.

Members pay dues which are used for the Club's program, local activities, as well as for Provincial and National Club obligations.

PROCEDURES

1. At its May meeting, the Executive Committee will review an annual budget presented by the Treasurer of the Club, which sets out income and expenses. Part of the budget process is to set the dues for members for the coming year.
2. This budget will be presented to and approved by the Club membership at the Annual General Meeting in June.
**
3. The Treasurer distributes money for the program, hospitality, website, and special events according to motions passed by the Club Executive. The Program Committee will present its budget at the August meeting of the Executive Committee.
4. The Treasurer provides the Executive Committee and the membership with regular up-to-date reports on the Club's finances.
5. The Treasurer will report at each executive meeting and will also provide an interim budget to the Club in February of each year.

References

Policy GOV-03 Role of the Executive Committee

GENERAL MEETINGS

PURPOSE

Because participation in local, regional, provincial, and national meetings is invaluable for the organization and for members of the local Club, this procedure describes expectations for the meetings conducted by CFUW Owen Sound and Area.

Meetings are designed to further the mission and goals of the Club as set out in Policy GOV-02.

PROCEDURES

1. General Meetings

- 1.1. Club general meetings will normally be held monthly. As specified in Club By-Law 5, general business meetings must occur a minimum of four (4) times per year. Members are encouraged to attend these meetings whenever possible.
- 1.2. The schedule for the Club meetings is distributed to members through the website and published in the annual brochure. Reminder notifications, by e-mail, may also be forwarded to the Club membership.
- 1.3. Interest group meetings will be held as the members choose, inclusive of the months where general meetings are not scheduled.

2. Format of Meeting Agenda

- 2.1. The monthly general meetings may include a guest speaker, business portion, social time, or other activity organized by the Program Committee.
- 2.2. The order of these components can be established depending on the type of event, speaker, venue, whether guests from other clubs are attending, etc.

3. General Meeting Minutes

- 3.1. Meeting minutes of general meetings are vital to the Club.
- 3.2. In the event of a business section being held at a general meeting, the minutes will be taken by the Secretary and in her absence, a replacement.
- 3.3. The Secretary will have full responsibility for the care and control of the Minute records.

3.4. Copies of all approved minutes will be archived and maintained by the Archivist.

4. Guests

- 4.1. Members are encouraged to invite guests to general and/or interest group meetings in order for the Club's activities to be introduced to potential new members.
- 4.2. Guests are welcome to attend up to two (2) general Club meetings or interest group meetings per year.

5. Announcements

- 5.1. As a method to encourage community networking, community announcements may be included within the general meeting's program. Only community announcements that align with CFUW's values and mission may be included.
- 5.2. The general meetings will permit and include brief announcements from the Club membership about community activities after endorsement is received from the President.

6. Inclement Weather

- 6.1. In the event of inclement weather, the decision to cancel a meeting will be made by the Club President in consultation with the Program Coordinator.
- 6.2. Members will be informed by way of email, on Facebook, and/or local radio stations.

7. Acknowledgement of Traditional Territories

In keeping with the procedures of the Club, an acknowledgement of traditional territories is made at the outset of Executive Committee and general meetings. This acknowledgement shall be brief and presented by the President and/or her designate.

References

Constitution and By-Laws

Policy GOV-02 Mission and Goals

ANNUAL GENERAL MEETINGS

PURPOSE

This procedure sets out guidelines to fulfill Club By-Law 5 expectations to present an Annual General Meeting (AGM) for elections and consideration of annual reports.

PROCEDURES

1. Directives

- 1.1. All members of the Club will be notified a month in advance of the Annual General Meeting by the President of the Club. The President will issue an agenda for the meeting, to be sent electronically and by newsletter to all members.
- 1.2. It will be the responsibility of the Program Committee to select a venue for the meeting with the approval of the Executive Committee.
- 1.3. Annual Reports from Executive Committee Officers, Coordinators, and Interest Groups will be compiled by the Secretary and made available to all members prior to the AGM.
- 1.4. The President will present the Annual Report and ask for a motion to accept the reports.
- 1.5. The Election of the Executive Officers will be held at the meeting, after the Chair of the Nominating Committee presents her report.
- 1.6. At the end of the meeting, the incoming President will introduce the incoming Executive, and the Officers will take office at the close of the AGM.

2. Annual General Meeting Reports

- 2.1. Prior to the AGM, the Secretary will distribute electronically to the members of the Club, Minutes of the previous year's AGM and will present those Minutes at the AGM for approval.
- 2.2. The Minutes of the Business portion of the meeting will be recorded by the Secretary or her designate.
- 2.3. Annual Reports, written by Executive Committee Officers, Coordinators, and Interest Group Leaders, provide a summary of information to all Club members on the operation and activities of the Club for a given year.

- 2.4. The annual report package will include statements acknowledging the achievements and contributions of members who have served on the executive and are no longer continuing in leadership roles. This public recognition not only supports and rewards the efforts of Club leaders, but also sets an example for all Club members as to the conduct and contributions that best promote the goals of the Club and exemplify collaborative teamwork.
- 2.5. Annual reports will be submitted to the Secretary and then electronically circulated to all Club members.
- 2.6. The President will present these reports at the Annual General Meeting after a motion to receive them into the record is completed.
- 2.7. All annual reports will also be forwarded to the Archivist to be housed in the Club's archives.

3. Special Recognition at the Annual Meeting

- 3.1. The Club recognizes that all members support the values and mandate of CFUW. That said, there are members who deserve special recognition for their loyalty, commitment, and service within the Club and also in the community.
- 3.2. As a sign of appreciation, and to show how much these members are valued, a Recognition Award is given at each Annual General Meeting, to those who meet the criteria set by the Club.
- 3.3. An *ad hoc* Awards Committee will be formed each year to nominate a member or members for the Award.

4. Criteria

- 4.1. The criteria set out below serve as a general guideline to follow. Criteria may be amended by the Awards Committee, which will select a member or members for the award and make a recommendation to the Executive.
- 4.2. The decision is at the discretion of the members of the Executive. There may be more than one person receiving the award.

5. Award Criteria

- 5.1. The member:
 - a) has been a member in good standing for at least five years;

- b) actively participates and volunteers in the Club, beyond the normal involvement of regular members (i.e., volunteers for a special project and serves on committees, Executive and/or Interest Groups);
- c) demonstrates extraordinary dedication to the values, growth, and success of the Club. (i.e.: helps to rise awareness of the Club in the community, shows enthusiasm about the mandate of the Club); and
- d) demonstrates co-operation, a positive attitude, and exceptional willingness to advance the goals of the Club.

6. National and Provincial Annual General Meetings

Subject to funds being available, the Club pays for one registration fee for the President or her representative to attend the Provincial and/or National Annual General Meetings.

The President or her representative will provide a summary report to the Club at the general meeting immediately following her attendance. This report will be summarized in the newsletter.

References

Constitution and By-Laws
Policy GOV-02 Mission and Goals
Policy GOV-03 Role of the Executive Committee
Policy GOV-05 Communications

FALL REGIONAL GATHERINGS

PURPOSE

This procedure supports Club Policy GOV-02 Mission and Goals and Policy GOV-04 Advocacy.

PROCEDURES

1. Fall Regional Gatherings

- 1.1. Fall Regional Gatherings are held every second year at one of the Area Clubs, usually in October. Each Club in the region is responsible for hosting the Fall Gathering once every eight (8) years.
- 1.2. In the planning process for the Owen Sound and Area Club's responsibility, an Ad Hoc Committee will be struck a year in advance of the gathering. Planning assistance will also be provided by the Program Committee. The plans for the event will be reviewed and approved by the Executive Committee.
- 1.3. The fall gatherings are not always convened. When they are to be held, the Club will be sent direction from CFUW Ontario Council about the date and process.
- 1.4. The Club may consider subsidizing executive or member registration fees for those attending other Regional Gatherings held by other clubs.
- 1.5. All Club members are invited and encouraged to attend Regional Gatherings, and Provincial and National Annual General Meetings.

References

Policy GOV-02 Mission and Goals
Policy GOV-04 Advocacy

MEMBERSHIP

PURPOSE

This procedure sets out directions for membership in the Club, in addition to those set out in Club By-Laws.

PROCEDURES

Owen Sound and Area CFUW membership is open to women in the community who aspire to the goals of the Club and who support the objectives and purpose of the National CFUW organization as set out in the Club's Constitution.

1. Membership Categories

As outlined in the Bylaws of the Club, membership may include several categories: regular, student, life, and honorary members.

Please refer to the Club By-Laws and CFUW National By-Laws for further details.

2. Membership Dues

- 2.1. CFUW members pay dues that support local, regional, and national activities. Monies from annual dues are used to pay for the cost of programs, venues, and refreshments as well as dues set by National and Provincial Councils.
- 2.2. All members are required to pay yearly membership fees as established by the Executive Committee. The fiscal year runs from June 1st to May 31st of the following year. The membership fee is due each year and is payable from June 1 to October 31.
- 2.3. In order to be counted in the present year's membership total, required by the National and Provincial organizations, a member must join before December 31st. The current annual membership dues are \$110.
- 2.4. From January to May, a new or returning member will pay, at the point of membership, a pro-rated amount. equal to the national and provincial dues plus \$5 for every month remaining in the financial year. A member resigning during the CFUW year may request to have a pro-rated amount of the dues returned.
- 2.5. National dues are payable in advance by April 30 each year based on membership data as of December 31. Those National dues cover the period from May 1 of the current year to April 30 of the following year.

2.6. By-Law 2 provides further details.

3. Registration

3.1. New members are required to complete the required registration forms. Membership forms are made available on the Club's website in downloadable PDFs.

3.2. New members will receive a New Member's Kit organized by the Membership Coordinator and are encouraged to attend an orientation meeting with the Executive and Membership Committees.

4. Membership Listing

4.1. A listing of members in a given year will be compiled by the Membership Coordinator.

4.2. The Executive will receive an email of this file and on the completion of any adjustments, will receive a revised updated listing.

4.3. The Membership Coordinator will issue an updated membership list by February of each year and email it to members.

References

CFUW National By-Laws

Club Constitution and By-Laws

CODE OF CONDUCT: ADMINISTRATION

PURPOSE

CFUW Owen Sound and Area has developed this administrative procedure to support and implement GOV-08 Code of Conduct and to promote respectful conduct for members of the Club. The Club is committed to establishing and maintaining a positive environment by providing clarity to all members about conduct that is considered disrespectful or harassing and will not be condoned.

PROCEDURES

1. Essential First Steps

- 1.1. Any member who has reasonable grounds to believe that another Club member has breached the code of conduct will bring the alleged breach to the attention of the member in a confidential conversation conducted in person or on the telephone. The intention is to strive to resolve the issue in a respectful way, seeking to understand and to be understood.
- 1.2. A contravention of the code may occur that is committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Club, the first purpose of alerting a member to a breach of the Code is to deal quickly and effectively to resolve the issue.
- 1.3. It is important to be open to the perspective of the other person and to engage in the discussion in a spirit of cooperation.

2. Informal Resolution

- 2.1. If the concern cannot be resolved in the dialogue described above, the member alleging a breach of the code may ask the president of the Club to facilitate a meeting with both parties to seek a resolution. If the president is involved in the dispute, this contact will be made with the past-president or failing that, the vice-president.

- 2.2. The president (past-president or vice-president) may designate another member of the executive committee to perform the role of mediator and to arrange a meeting in which the problem and possible solutions will be discussed with both parties. Both the meeting and the identity of the mediator must be acceptable to both parties. This dialogue is to support a resolution between the parties, with a view to correcting behaviour and preserving relationships.
- 2.3. The member bringing the issue forward will be asked if she has tried to resolve the issue personally with the member involved. The president or designate may require this step before proceeding.
- 2.4. The member of the executive committee acting as mediator will set up a meeting with each participant before the joint meeting to build trust in the process. The mediator will present basic terms of reference that stress that the only goal is resolution of the dispute and set out ground rules about respectful conduct.
- 2.5. Participants are encouraged to make notes which reflect, as much as possible, the dates, times, nature of the conduct, any witnesses, and what was done. These notes will be useful to anyone assisting in resolving the problem.
- 2.6. The member of the executive committee acting as mediator will document efforts at resolution, and may appoint an individual to take notes, if acceptable to both parties. Such documentation is to remain confidential to those involved at this stage of the procedure.
- 2.7. Every effort will be made to resolve the problem at this point for the good of the Club as a whole. Informal resolution strategies are not intended to be disciplinary or threatening to the Club member who is accused of objectionable conduct. A member who is alleged to have demonstrated objectionable conduct has a right to know in a timely manner that she is the subject of a complaint, who the complainant is, and what the specific allegations are.
- 2.8. The informal resolution process is the most efficient way to address conflict within the Club. It gives the offending member the benefit of the doubt that he or she may have been unaware of the concern caused by the behaviour. It provides a method of dealing with misconduct before it causes real harm to one or more Club members, and is the best chance to restore relationships and enable members to work together productively.

- 2.9. Formal complaints shall only be initiated once all reasonable efforts have been made to resolve the conflict informally. Only serious and/or reoccurring breaches of the code, including conduct defined as harassment, will be investigated following the formal complaint procedure.

3. Formal Resolution

- 3.1. The president or designate will arrange for a formal investigation with three appointed officers of CFUW Owen Sound and Area. Following the completion of the procedures in section 4 below, a report of the results will be provided to the executive committee at a closed session. The report will describe the process without naming the individuals involved.
- 3.2. The officers of the Club will agree upon a plan of action that may include a request that a member refrain from certain conduct or withdraw from certain club activities. This information is to be documented and shared with the member informally and, if necessary, in writing.
- 3.3. Documentation must include only factual information, 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., if the issue has been resolved, or if the member resigns from the Club).
- 3.4. The Regional Director of CFUW Ontario Huron may be approached for assistance with this procedure at any point in the process, if required.
- 3.5. Should the disrespectful behaviour continue, the president or designate will:
- a) give a verbal warning that failure to comply will lead to further action;
 - b) send a mailed written warning if the situation is of a serious nature or the member fails to comply with the verbal request;
 - c) send a mailed written notice of the prohibition of the member's participation in club activities or withdrawal of membership if the member fails to comply with the written warning;
 - d) if appropriate, notify the member that the member may reapply for Club membership after one calendar year.

3.6. In the case of membership withdrawal, the president, in consultation with the officers of the Club, may decide to refund a portion of the member's dues. The Regional Director of Ontario Council will be informed of the outcome if the Director has been involved in resolution of the dispute.

3.7. In the case of the behaviour being that of the president, the officers of the Club may take the steps outlined above.

4. **Steps in a Formal Investigation:** [Adapted with permission from the Guelph CFUW Respectful Treatment Procedure]

- a) Interview the person who has raised the concern.
- b) Interview the witness(es), if applicable, if there is factual information to report.
- c) Meet with the person alleged to have acted disrespectfully to present the complaint and hear the response and determine the facts.
- d) Determine what steps have been tried to resolve the complaint.
- e) Recommend a response, which may include disciplinary action as well as initiatives to provide support.

When communicating with the individual raising the concern:

- a) Listen and take the issue seriously.
- b) Discuss the process to be followed.
- c) Direct the individual to keep the matter confidential.
- d) Inform and support the individual throughout the process.
- e) Inform the individual of the investigative findings and actions taken by the officers of the Club and ensure the situation is documented appropriately.

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

- a) Inform the person of the complaint.
- b) Give her an opportunity to respond to the allegations.
- c) Discuss the process to be followed.
- d) Direct the individual to keep the matter confidential.
- e) Inform the individual throughout the process.
- f) Inform the individual of the outcome of the investigation.

If a Club member makes a false allegation:

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

References

Ontario Human Rights Code

CFUW Owen Sound and Area Policy GOV-02 Mission and Goals

CFUW Owen Sound and Area Policy GOV-03 Role of the Executive Committee

CFUW Owen Sound and Area Policy GOV-05 Communications

CFUW Owen Sound and Area Policy GOV-06 Social Media

CFUW Owen Sound and Area Policy GOV-07 Privacy

CFUW Owen Sound and Area Policy GOV-08 Code of Conduct

COMMUNICATIONS

PURPOSE

Communications to members support Club objectives as stated in Policy GOV-02 Mission and Goals, Policy GOV-04 Advocacy, and Policy Gov-05 Communications. It is important that these communications be well-coordinated, effectively managed, and responsive to the diverse information needs of Club members and the public.

PROCEDURES

1. Informing Members

- 1.1. The Club endeavors to effectively advise and inform all Club members of pertinent information relating to CFUW business and activities.
- 1.2. This information may include summaries of local, national, and provincial news.

2. Newsletter

- 2.1. The newsletter is the preferred manner in which details of CFUW business and activities are provided.
- 2.2. The Newsletter Coordinator receives content for the newsletter from the Officers and Coordinators, and also submissions from Club members. The newsletter includes the president's message, a summary of meetings, and reports on activity groups.
- 2.3. The newsletter may be used to publicize events or to recognize members on matters relevant to the Club's mandate. These submissions will be included at the discretion of the Executive or the Newsletter Coordinator.
- 2.4. The newsletter is circulated at the beginning of each month via the website and individual email addresses.
- 2.5. Personal contact information of members is excluded from the newsletter unless permission is authorized in advance.

3. Website

- 3.1. The Club website is a communication tool that is used to publicize all Club activities to members and to the community. *CFUWOwenSound.com* is registered as the official domain name of the site.

- 3.2. The Social Media Coordinator works in conjunction with the hosting provider to input, update, change, and revise information that concerns the Club.
- 3.3. The Club has an established email address: info@cfuwowensound.com. It also has an address for zoom meetings: cfuwoscalendar@gmail.com

4. Direct Email

- 4.1. The Executive recognizes that direct e-mails should be used sparingly.
- 4.2. E-mail communication will occur if an immediate need to contact the membership is required, for example, a change in venue, time, or date for a General Meeting.
- 4.3. E-mail will not be used to conduct Club meetings.
- 4.4. A Club member may make a request to the Executive Committee to approve the mass distribution of a specific e-mail. These submissions must be approved in advance by the Executive. Approval will only be granted to those submissions that are directly relevant and supportive of the Club's mission and values. Approved communication pieces will be circulated by the Newsletter Coordinator.

5. Zoom Meetings

- 5.1. The zoom platform provides videotelephony and online chat services through a cloud-based peer-to-peer software platform and is used for teleconferencing, telecommuting, and social relations.
- 5.2. The Club uses zoom for interactive meetings that enable multiple participants to share their screens simultaneously, collaborate about future actions, and strengthen relationships.

6. Social Media

- 6.1. The Club uses Facebook as a social media networking platform. In order to promote the Club to members of the general public and other CFUW clubs, the Club has a public Facebook page that is administered by three members of the Social Media Committee in adherence to the GOV-06 Social Media Policy.
- 6.2. The Club also has a private Facebook page for members only that is used for communications within the Club as well as to strengthen communications among members.

References

Policy GOV-02 Mission and Goals
Policy GOV-03 Role of the Executive Committee
Policy GOV-04 Advocacy
Policy Gov-05 Communications
Policy GOV-06 Social Media

OUTREACH

PURPOSE

The Club pursues and supports various activities as part of the advocacy mandate set out in Policy GOV-04 Advocacy. The outreach project will support Club objectives as stated in Policy GOV-02 Mission and Goals.

PROCEDURES

1. Outreach Event

An Outreach Committee, struck by the Club Executive, will organize and develop an Outreach Event. The purpose of an Outreach Event is to:

- a) provide an educational service to CFUW members and the community;
- b) fundraise for the operations of the Club, and/or funds for scholarships or other education projects, and/or a specific project approved by the Executive Committee; and
- c) raise the public relations profile of the Club with the community, provincial, or national organization.

2. Frequency of the Event

- 2.1. With the understanding that undertaking a large event requires time to plan, organize, budget, and publicize, an Outreach Event will usually be held every second year.
- 2.2. If special circumstances exist or if a unique opportunity arises, the Executive Committee will give consideration to approving an additional event.

3. Accountability

- 3.1. It is the responsibility of the Executive Committee to hear any specific proposals, ask questions, express concerns, make recommendations, and ultimately approve the Outreach Proposal.
- 3.2. Following Executive Committee approval, the proposal will be taken to the general membership in the form of a motion and an Outreach Committee will be established.

- 3.3. All details with respect to the event will be agreed upon in a written contract after the approval by the Club Executive and the general membership.
- 3.4. This written contract will be formalized between the Club and the other party/parties. The contract will outline more detailed information, specify the financial and technical aspects of the event, establish the date, the venue, and will include any further details considered applicable.

4. Financing

- 4.1. The Treasurer of the Club will be required to assist in developing the budget for the Outreach Event.
- 4.2. Each year, an amount of \$1,500.00 of seed money will be set aside for Outreach Events. This amount will be replaced as each Outreach Event is completed.
- 4.3. Surplus funds raised by an Outreach Event may be directed to accounts for general operations, capital costs, and education or scholarship funds (or any combination thereof) as deemed applicable by the Executive.

5. Joint Ventures

- 5.1. With the approval of the Club Executive, the Outreach Committee may consider working in conjunction with other organizations or groups to develop an Outreach Event. In these cases, formal arrangements for the sharing of liabilities and profits will be completed in advance of the event.
- 5.2. In other cases, and with the approval of the Executive Committee, the Outreach Committee may enter a profit-sharing arrangement with another party/parties in order to provide support for his\her cause(s).

6. Composition and Duties: Outreach Committee

- 6.1. The Vice-President and Program Coordinator will be ex-officio liaisons to the Outreach Committee. It is especially important for the Program Coordinator to participate with the Committee in order to ensure congruity with the annual program schedule.
- 6.2. Interested members of the Club will be invited to volunteer as committee members of the Outreach Event Committee. Interested members of the club can also volunteer at the Outreach Event.

- 6.3. It is expected that the Outreach Committee will need at least one-year lead time in order to organize an event of this magnitude. The Committee will be formed for a one-time only event and be dissolved after the completion of a final summary report of the event.
- 6.4. The Outreach Committee will be able to assign a Chair.
- 6.5. The Outreach Committee will seek ideas for the event, speakers, etc. from club members and they will assess the ideas based on their appropriateness, relationship to the CFUW mission and values, and the related financial impacts. The Outreach Committee will meet as often as required to plan and organize the event.
- 6.6. It will be required that the Outreach Committee Chair attend the Executive Committee meetings on a regular basis to seek approval of the format, speaker, venue, and costs associated with the event. In addition, the Chair will obtain approval from the Executive if the need for any changes in the event occur.
- 6.7. The Outreach Committee may seek sponsors for the Outreach event in order to help defray the cost. A sponsorship agreement will be created and completed using the sponsorship agreement form.
- 6.8. The Outreach Committee will ensure the promotion and advertising of the event, develop a public relations program, etc.

7. Special Projects

- 7.1. The Club provides the opportunity for members to advocate as a group within the local community, according to the policies, mandates, and mission of CFUW.
- 7.2. This may take the form of a special speaker for a meeting that is open to the public, or circulation of a special publication.
- 7.3. These special projects are also referred to as outreach and are for the purpose of fundraising for education projects and/or other projects as determined by the Executive.

References

Policy GOV-02 Mission and Goals
Policy GOV-04 Advocacy

PROGRAM

PURPOSE

CFUW Owen Sound and Area recognizes that monthly programs provide value and education for members. The programs are expected to follow the purpose and mandate of the Club as outlined in the Constitution, By-Laws, and Policy GOV-02 Mission and Goals.

PROCEDURES

1. Club Expectations

- 1.1. A program is a presentation generally given by a guest speaker, or a Club member who has expertise or experiences that would be of interest to the members.
- 1.2. The program speaker is expected to provide a motivating, entertaining, and educational presentation.
- 1.3. The monthly program may be divided into three parts:
 - a) speaker, presentation, or tour;
 - b) a Club business meeting which may consist of reports from the Executive (e.g., Treasurer's Report);
 - c) any announcements from the President and the interest groups; and
 - d) social time.

2. Responsibilities: Program Committee

- 2.1. The Program Committee is responsible for providing a varied and interesting program for each meeting throughout the year.
- 2.2. The Program Committee will:
 - a) seek input and program ideas from the membership;
 - b) meet at its discretion to plan the year's program;
 - c) ensure that the topics are relevant and related to the purpose and mandate of the Club;
 - d) propose program speakers/presentations/tours and related formats for the year; and

- e) present a draft program for the approval by the Executive well in advance of the first general meeting. The draft of the program will outline the topics, specify the financial and technical aspects, and set the dates and the venues.

3. **Responsibilities: Executive Committee**

3.1. The Executive Committee will:

- a) ensure that an annual allocation of monies from the general account be provided for the year's program;
- b) ensure that the topics are relevant and related to the purpose and mandate of the Club;
- c) ensure that the program is planned within an allotted budget and that flexibility for spending adjustments (within the budget) are made, if required; [Approval by the Executive will be required for adjustments beyond the original program budget.]
- d) decide that if a specific event necessitates an additional cost to the members, that this cost is reasonable and fair.

4. **Brochures**

- 4.1. After the program draft has been approved, the Program Committee will confirm the program plan and then develop and publish a program brochure to inform the membership.
- 4.2. The brochure will be uploaded to the CFUWOwenSound.com website and will be distributed at various institutions in the community to act as a public relations tool to inform the community and to recruit potential new members.
- 4.3. Brochures will be given to the Membership Committee to be included in the New Members Kit.
- 4.4. The Program Coordinator will consult with the Executive Committee prior to making any changes in the program.

5. **Venues**

The Program Committee, in conjunction with the Executive Committee, decides where the general meetings will be held.

6. **Accountability**

All details with respect to the program will be agreed upon and approved by the Club Executive Committee. A budget will be prepared and presented to the Executive Committee.

7. **Honoraria**

Depending on the nature of the program event, the Program Committee may grant an honorarium. In advance of any honorarium payment being made, Executive Committee approval is necessary.

8. **Cancelled Events**

In the event of a cancellation of a program where tickets have been sold, refunds will be provided.

References

Constitution and By-Laws

Policy GOV-02 Mission and Goals

Policy GOV-03 Role of the Executive Committee

Policy GOV-05 Communications

MEMORIAL DONATIONS AND SPECIAL TRIBUTES

PURPOSE

CFUW Owen Sound and Area is sadly impacted as a Club when a member or member's partner dies. The Club is committed to expressing its sincere sympathy in appropriate ways, including making a memorial donation.

The Club also recognizes and supports members who are experiencing serious illness or personal loss, and celebrates with those who have achieved special success or recognition.

GUIDING PRINCIPLES

1. The Club recognizes that appropriate guidelines are required to ensure that when a gift or other form of support is made to a Club member, it is done with sensitivity and in a consistent manner throughout the organization.
2. Advance planning is necessary to enable the Club to respond effectively to a death, illness, or serious loss, as well as to a member's success.
3. All Club members must be made aware of this procedure to ensure clear understanding of the guidelines and the goal of consistent practice.

PROCEDURES

1. Deaths:

- 1.1. The Club strives to mark sad occasions with dignity and compassion, and to assist in the healing process by supporting those affected.
- 1.2. Following approval of the family concerned, the president or designate will send a standard message to all Club members that provides a sensitive announcement of the death. The message will include the following information:
 - a) name of the deceased and relation to the Club member (in the case of a partner);
 - b) name and location of the funeral home or other location, if applicable; and
 - c) dates and times of visitation and date and time of the funeral or memorial service, if applicable and as available.
- 1.3. CFUW Owen Sound and Area will send, in the Club's name, a financial contribution in memory of the deceased to one of the following, as approved by the family:
 - a) a registered charity, research association, or specified school;
 - b) a contribution to scholarship or other education fund in the name of the deceased; or
 - c) a memorial recognition suggested by the family that supports the goals of the Club, e.g.; tree planting, books for a public or school library.

1.4. It is the responsibility of the past-president or designate to arrange for this tribute as follows:

- a) The amount of the donation shall be sixty (60) dollars;
- b) The president and treasurer will be notified of the name of the member or member's partner, and the name and complete mailing address of the charity or organization to which the donation has been made.
- c) All Club members will be informed about the donation and how funds were directed.

1.5. Members of the Club are encouraged to provide direct support to the bereaved member or family in the form of cards, email messages, phone calls, and visits. It is important to demonstrate caring without overwhelming the bereaved person or creating stressful expectations for responses.

1.6. Members of a Club interest group may decide to provide support beyond that offered by the Club as a whole to a member who attended that group and who has been bereaved. The interest group should give careful consideration to establishing a consistent process to support all group members in the same situation with a similar level of support. It must be clear that the gift is from the interest group, not the Club as a whole, and the president of the Club must be notified.

2. Illness, Injury, Loss, Success

2.1. The past-president of the Club will act as the benevolence contact with outreach and cards to members experiencing an illness, injury, loss, or special success, and act on behalf of the Club, as required.

2.2. In the event of serious illness or injury, a card in the name of the Club, and a visit or phone call as appropriate will be provided to support the Club member.

2.3. Following approval by the member concerned, members of the Club will be informed about these circumstances, and are encouraged to provide direct support to the member in the form of cards, email messages, phone calls, and visits.

2.4. In the case of loss or success, the Club will recognize the member with an appropriate card signed in the name of the Club. In the case of success, following approval by the member, a recognition of the member's achievement will be reported in the Club newsletter.

2.5. Members of a Club interest group may decide to provide support beyond that offered by the Club as a whole to a member who attended that group and who is ill or has been injured. The interest group should give careful consideration to establishing a consistent process to support all group members in the same situation with a similar level of support. It must be clear that the gift is from the interest group, not the Club as a whole, and the president of the Club must be notified.

References

Policy GOV-02 Mission and Goals

Policy GOV-03 Role of the Executive Committee

RISK MANAGEMENT

PURPOSE

The Club recognizes its duty of fiscal responsibility under Policy GOV-03 Role of the Executive Committee, and takes risk management seriously. The Club has all reasonable measures in place to minimize any risk.

PROCEDURES

1. Liability

- 1.1. A Liability Insurance Policy is in place with CFUW Ontario Council, with five million (\$5M) coverage per occurrence, held by Lloyd's.
- 1.2. It is also expected that individual Club members will accept personal responsibility and make decisions appropriate to the risks they may face while undertaking general meeting or interest group activities.

2. Alcohol

- 2.1. Ontario Council Liability Insurance has no liquor liability clause. Therefore, if money exchanges hands as payment for alcohol, the Club must obtain a liquor license.
- 2.2. If the management of the venue of a Club event indicates CFUW would not be covered for liquor liability, it is strongly advised that application be made for Short Term/ Special Events Liability Insurance Coverage.

3. Bus Trips

Those who travel on a bus trip organized by the Club are required to sign a Release of Liability Form.

References

Policy GOV-03 Role of the Executive Committee

EDUCATION PROGRAM

PURPOSE

In accordance with CFUW Owen Sound and Area's Policy GOV-02 Mission and Goals and Policy GOV-04 Advocacy, the Club has the mission and goal of assisting women in pursuing post-secondary education, and supporting the Scientists in School program and other initiatives related to education.

DEFINITION

Fund: The Fund refers to the Canadian Federation of University Women—Owen Sound Scholarship Fund.

Women: References to "women" include those who identify as women under the protected grounds in the *Ontario Human Rights Code*.

PROCEDURES

1. Governance of Funds

- 1.1. Funds for the education program are provided in part by donations by the members of the Club, and also by fundraising activities and investment income from the Canadian Federation of University Women—Owen Sound Club Scholarship Fund, administered by the Community Foundation Grey Bruce. This Fund has been created by CFUW Owen Sound and Area, but is entirely separate from the Club.
- 1.2. The Fund is a separate entity with its own Constitution, By-Laws, and bank account, and is governed by the Trustees of the Fund.
- 1.3. The Committee of Trustees conducts regular meetings, keeps minutes, issues charitable receipts, maintains financial and other required records, and elects its own members.
- 1.4. Income tax receipts are issued for eligible charitable donations to the Fund by the end of each calendar year.

2. CFUW Club Goals

- 2.1. The Club has a long-standing goal of providing scholarships to secondary school students graduating from an Owen Sound and area school board, or from post-graduate education in Owen Sound and area. The Club has established criteria that the awards be based on the student's need for financial assistance and on her level of academic merit.
- 2.2. The Club has also established a goal of providing financial support to the Scientists in School program because of its focus on science, technology, engineering, and mathematics.
- 2.3. The Club may support other initiatives that align with the mission and goals of the Club, and that advance and promote the education of individuals in Owen Sound and area.

3. Liaison Role

- 3.1. CFUW Owen Sound and Area's Education Coordinator serves as a liaison to the Fund, and is a member of the CFUW Executive Committee.
- 3.2. The job description for the role is included in the appendices to this manual.

References

Policy GOV-02 Mission and Goals

Policy GOV-04 Advocacy

APPENDICES

The following Appendices outline the specific roles and responsibilities for each member of the Executive Committee. Each job description is reviewed and is subject to further refinement by the Executive Committee every two (2) years prior to the commencement of the program year.

Job Descriptions

President

Vice-President

Past-President

Secretary

Treasurer

Archives Coordinator

Education Coordinator

Membership Coordinator

Newsletter Coordinator

Policy Coordinator

Program Coordinator

Social Media Coordinator

APPENDIX A

PRESIDENT

The President shall preside at all meetings of the Club and of the Executive Committee. She may occasionally delegate an alternative Executive member to preside as required.

The President shall be an ex-officio member of all Club Committees except the Nomination Committee.

The President shall act as the Club representative to the National and/or the Provincial CFUW. With Club approval, this responsibility may be delegated to another member of the Club.

Duties:

- Provide leadership and direction to the Executive Committee, and be accountable for the effective functioning of the Club
- Develop and maintain collaborative working relations with the Club's executive members
- Use the President's Manual as a guide for conducting meetings and the business of the Club, with support for the transition to the new role from the Past President
- Develop Executive Committee meeting agendas based on the work required to:
 - manage Club business;
 - meet requirements and requests from the Ontario West Regional Director, The Ontario Council, and the CFUW National office
 - present new projects that promote advocacy initiatives
- Develop general meeting agendas, guided by direction/decisions from the previous Executive Committee meeting
- Develop an agenda for the Annual General Meeting, prepare a President's report for the AGM, conduct the AGM, and present the slate of officers and coordinators for the coming year
- Act as the electronic and mail correspondent for the Club, or delegate if required
- Act as a signing officer for the Club
- Send a message to all Club members announcing the death of a member or member's partner, providing the details set out in the Memorial Donations and Special Tributes procedure included in the Procedures Manual
- Review roles and responsibilities with all incoming Executive members
- Be familiar with, update, and distribute information as appropriate:
 - Constitution and By-Laws
 - Policy Manual
 - Procedures Manual
 - CFUW National Policies
 - National, Ontario, and regional initiatives and news
- Identify opportunities for representing the Club at other Provincial or National Meetings, and arrange for a Club representative to attend.

APPENDIX B**VICE-PRESIDENT**

The Vice-President will support the President in matters concerning the Club, and in developing and maintaining collaborative working relations with the Club's executive members.

The Vice-President will be prepared to assume duties of the President upon vacancy of that office.

Duties:

- As an Officer of the Club, attend Executive meetings
- Assume all duties of the President when required, or in the absence of the President
- Act as a signing officer for the Club
- Provide Club Officers and Coordinators with a job description at the time the office is assumed
- Serve as a member of the Nomination Committee
- Coordinate interest groups (if needed) and other tasks as assigned
- Be responsible for working with the policy coordinator on revisions to the Policy and Procedures Manuals

APPENDIX C

PAST-PRESIDENT

The Past-President shall act in an advisory capacity to the President and support the President in developing and maintaining collaborative working relations with the Club's executive members.

The Past-President will act as Chair of the Nomination Committee.

Duties:

- Act as a resource for the President and the Executive Committee
- As Chair of the Nomination Committee, select at least two other members for this committee. The Vice-President shall be a member of this committee
- Prepare a Nomination Committee report for the Annual General Meeting
- Serve as a signing officer for the Club as required
- Arrange for a financial donation in memory of a deceased CFUW member or member's partner as set out in the Memorial Donations and Special Tributes procedure included in the Procedures Manual
- Act as the Benevolence Contact with outreach and cards to members experiencing an illness/injury, loss or success, and act on behalf of the Club, according to procedural direction
- Act as Publicity Convener to ensure the public is aware of CFUW meetings and activities, in conjunction with the Program Committee and the Newsletter Coordinator

APPENDIX D

SECRETARY

The Secretary is an Officer of the Club whose primary duty is to record and keep the minutes of the business part of all Club and Executive meetings. The Secretary also has a working knowledge of Club Policy and the Constitution and can refer to these documents when necessary.

Duties:

- Record the business for all meetings
- Record Minutes of meetings with a focus on actions and motions
- Identify items required under "business arising from the minutes" for the next agenda
- Distribute approved copies of the Executive Committee Minutes to the Executive Committee members as soon as possible after a meeting
- Send a copy of a summary of the approved Executive Committee Minutes to the Newsletter Coordinator for inclusion in the next Club newsletter
- Prepare the Annual General Meeting (AGM) report package
- Distribute copies of the previous year's AGM Minutes to the membership prior to the next AGM meeting, and have a few copies available at the meeting
- In consultation with the President, arrange for a replacement if unable to attend a meeting
- Provide a copy of all approved Minutes and the Annual General Meeting reports to the Archivist

APPENDIX E

TREASURER

The Treasurer shall receive all monies due to the Club and pay all accounts of the Club subject to authorization by the Executive Committee or the Club.

The Treasurer shall keep an account of receipts and disbursements, reporting regularly to the Executive Committee and the Club. The Treasurer will present an interim budget to the Executive Committee in February, and the annual budget at the May meeting of the Executive Committee in preparation for presentation at the annual general meeting in June.

This budget will be presented to and approved by the Club membership at the Annual General Meeting in June.

The Treasurer presents a financial statement of cash flows at the Annual General Meeting, which is reviewed annually by a competent person or persons.

Duties:

- Assist the Executive Committee to develop an annual budget, which must be approved by the Club
- Accept charitable donations from the membership for the Scholarship Fund or other approved charities, and forward appropriately
- Assist the Membership Committee with processing dues for new and returning members
- Forward required documentation and dues to The Ontario Council, and the CFUW National and/ Provincial Office in a timely manner
- Facilitate with the bank, the signing officer sign-up process.

APPENDIX F**ARCHIVES COORDINATOR**

Duties:

- Screen CFUW documents to determine which ones are appropriate for the archives
- Ensure that all committees and all members of the Executive are aware that a copy of relevant materials must be forwarded to the archivist for storage
- Ensure that all materials are labeled and dated accurately
- Ensure that copies of the membership list, the program, all minutes, newsletters, the Outreach materials and the annual reports are among the materials that are archived
- Include clippings of newspaper articles about the club activities as well as club photos
- Submit materials, which will no longer be needed for current information purposes, to the Grey Roots archives
- Attend Executive meetings as deemed required by the President
- Prepare a report for the Annual General Meeting

APPENDIX G**EDUCATION COORDINATOR**

Duties:

- Serve as the liaison between CFUW Owen Sound and Area and CFUW National regarding scholarship awards
- Serve as the liaison between CFUW Owen Sound and Area and the Community Foundation Grey Bruce
- Meet with the representative(s) of the Community Foundation Grey Bruce to determine the distribution of the yearly available funds, alone or with other members of the Executive
- Keep the CFUW membership informed of scholarship awards and other education projects
- Prepare an annual Education Report to be presented at the CFUW Annual General Meeting
- Ensure donations from members of CFUW Owen Sound and Area and from other interested persons are deposited in our chapter's fund at the Grey Bruce Community Foundation
- Liaise with the treasurer and membership chair and ensure all information necessary to complete charitable receipts for donors is provided to the Community Foundation Grey Bruce
- Provide input on how any funds raised by CFUW Owen Sound and Area Club members that are directed to education projects are allocated.

APPENDIX H

MEMBERSHIP COORDINATOR

The Membership Coordinator is responsible for maintaining accurate records of the Club's membership, including:

- assisting with the recruitment and orientation of new members;
- coordinating with the Treasurer to ensure returning members and new members have submitted their application forms and dues; and
- keeping the Club informed of membership status.

Duties:

- Be familiar with the criteria for membership in the Club as noted in the Constitution
- As a member of the Executive, attend Executive Meetings and report on membership issues
- Coordinate with the newsletter editor to acknowledge and introduce new members in the newsletter; report in the newsletter any membership issues, and up-to-date membership numbers
- Assemble and distribute the package of CFUW materials, including the new member handbook, to new members and provide contact information for new members to the President, Secretary, newsletter editor, and others who maintain mailing lists
- Maintain the master list of paid-up members, application forms, and other membership materials
- Update returning and new member application forms each year to reflect current information, including dues
- Provide printed name tags to members, and blank tags to guests at meetings
- Produce and distribute an electronic membership list (directory) and keep it up to date
- Prepare the Membership Report for the Annual General Meeting
- With the support of the Executive Committee, perform the following duties:
 - Greet members and guests at each meeting
 - Ensure members sign in at each meeting
 - Send a "Welcome Back" email to all returning members in September. (Can be included in the newsletter.)
 - Provide orientation to prospective and new members by planning and organizing a new members' meeting (day or evening) during the term of office for new members

APPENDIX I**NEWSLETTER COORDINATOR**

The Newsletter is a means for the Executive, interest group leaders, and others to keep the membership informed about local Club activities. From time to time, the Newsletter may also be used to pass on information from other community groups or from the National or Ontario CFUW offices.

Duties:

- Prepare a minimum of four Newsletter publications each CFUW year for the members of CFUW Owen Sound and Area Club, supported by e-blast publications as appropriate to keep members informed
- Send out a timely email reminder to Executive officers and members requesting information for the Newsletter
- Create the Newsletter from the information received
- Email the Newsletter to the Social Media Coordinator to be uploaded to the cfuwowensound.com website
- Email each newsletter and interim e-blast directly to each member
- Arrange alternative delivery methods for members who cannot access email or the website by mailing hard copies
- Maintain an up-to-date email list, through information from the Membership Coordinator
- Forward any email from the President or other Executive members through the group email list as necessary
- As a member of the Executive Committee, attend Executive Meetings
- Prepare a report for the Annual General Meeting

APPENDIX J

POLICY COORDINATOR

The policy coordinator will work with the Policy Committee to ensure that CFUW Owen Sound and Area has policies and procedures in place that articulate the Club's values, goals, and expectations, and that provide the framework within which the Club will function. The documents will specify the acceptable means for accomplishing specified goals.

Duties

- Provide leadership for the policy committee and Executive Committee
- Facilitate discussion at policy meetings according to the agenda
- Support the committee in updating existing governance documents and developing new policies and procedures as needed
- Provide research for the committee
- Ensure that documents give substance to the Club's goals and values; provide a framework for the effective operation of the Club; support consistent decision-making; and allow the flexibility to deal with diverse situations at appropriate expense
- Bring policy committee recommendations to the Executive Committee
- Ensure that governance documents approved by the Executive Committee are readily accessible to all Club members and the public
- Facilitate communication and understanding about Club policies and procedures
- Prepare a report for the Annual General Meeting

APPENDIX K**PROGRAM COORDINATOR**

The Program Coordinator is responsible for the oversight of the Program Committee, including the development of an annual program for the Club.

Duties:

- Be responsible for the Club program for the year
- Determine meeting places needed and who is responsible for securing them
- Ensure the Membership Coordinator has copies of the new brochure with the current program to give to new/prospective members
- Attend Executive Committee meetings
- Send an acknowledgment to businesses or individuals who provide or donate a service to the Club
- Act as a liaison to the Outreach Committee to ensure congruity with the program schedule
- Prepare a budget for the year's program activities
- Prepare a report for the Annual General Meeting

APPENDIX L

SOCIAL MEDIA COORDINATOR

The social media coordinator chairs the social media committee and is responsible for the management and ongoing overview of the Club's sites. The social media committee is responsible for:

- a) online member engagement, recruitment, and advocacy through social media and technologies that provide environments for interactive opportunities between individuals;
- b) the CFUW website, which communicates to members of the Club and to the community at large information concerning the Club, such as membership criteria, meeting venues, and speakers; and
- c) maintaining accounts for all social media.

Duties:

- As a member of the Executive Committee, attend all Executive Meetings
- Encourage members to use the Club's interactive communication tools
- Maintain a Facebook members-only group. Ensure there are enough administrators for it
- Maintain the Club's public Facebook page and encourage Club members to forward items of interest to the Facebook administrators for posting
- Create zoom spaces for program and interest groups
- Take responsibility for the management and content of the cfuwowensound.com website:
 - Update information about monthly meetings or special events in a timely manner
 - Ensure newsletters, manuals, interest groups, and items are up to date
 - Respond to any inquiries received via the website by monitoring the info email address
 - Ensure domain name and hosting services are active
 - Encourage members to submit information and items of interest for the website
- Create online surveys as needed by the Executive Committee or president
- Maintain a "How to" Manual that covers website, emails, Facebook and Zoom maintenance
- Maintain and monitor all email addresses used by the club
- Encourage and provide education for members of the executive committee, program committee, and interest group leaders to schedule and host their own meetings
- Ensure education is available for the use of the website, Facebook, zoom, and other social media as needed
- Be responsible for receiving and sending any invoices related to the website, zoom, or other online services to the treasurer.
- Prepare a budget for all online media accounts
- Prepare a report for the Annual General Meeting

CFUW OWEN SOUND AND AREA CALENDAR OF DUE DATES

NOTE: See the Calendar of Club Events and Activities included in each CFUW Newsletter for details of meetings of interest groups.

JANUARY

- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
- First week: Issue any remaining charitable receipts from funds that were deposited in December.
- **January 15:** Resolutions Process. If the Club submitted an Intent to Submit a Resolution to the CFUW National Resolutions Committee in November, the Club submits its draft Resolution by January 15. The Club receives feedback from the Resolutions Committee January 15-30.

FEBRUARY

- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
- **First Tuesday:** The Membership Coordinator reports the number of members to the treasurer to pay Ontario Council fees.
- **First Tuesday:** The Treasurer will provide an interim budget to the Club in February.
- **February 15 → April 15:** Resolutions Process: The Club circulates all proposed CFUW National and/or Provincial Resolutions to the membership before March. All Clubs have an opportunity to review and amend the proposed National Resolutions until April 15.
- **Late February:** The Membership Coordinator emails an updated membership list to all members of the Club.

MARCH

- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.

- Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
- **Second Tuesday:** General Meeting.
- **Second Tuesday:** Resolutions Process. The March general meeting is designated for the presentation of a summary of the CFUW National resolutions. At the determination of the Executive Committee, the resolutions may also be discussed, debated, and voted on by the Club's membership at that meeting.
- **Mid-March:** Send scholarship award cheques to the school boards, if the Club has decided to provide awards.
- **Mid-March:** The Nomination Committee will commence plans to present a full slate of officers and coordinators at the Annual General Meeting in June.
- **Final Week:** The Membership Coordinator will report the number of members to the treasurer to pay CFUW National fees.

APRIL

- **April 1:** Any members who join after this date will be allowed free membership until May 31 and will provide a post-dated cheque dated June 1.
- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
- **Second Tuesday:** General Meeting.
- **April 30:** National dues are payable in advance by April 30 each year based on membership data as of December 31. The National dues cover the period from May 1 of the current year to April 30 of the following year.
 - The treasurer will forward the required documentation and dues to The Ontario Council, and the CFUW National and/ Provincial office in a timely manner.
- **April 30:** Resolutions process. The Club will receive advice of amendments. As soon as possible after April 15, the proposer will send final amended Resolutions to resolutions@cfuw.org

MAY

- **Early May:** The *ad hoc* Recognition Awards Committee will determine the recipient(s) for awards at the Annual General Meeting.

- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - Budget process. The Executive Committee will review an annual budget presented by the treasurer, which sets out income and expenses. This presentation is in preparation for a report at the Club AGM in June.
 - Part of the budget process at this Executive Committee meeting is to set the dues for members for the coming year.
 - The membership form for the coming year needs to be updated to reflect any changes.
 - Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
 - The May newsletter will include a notice of the Annual General Meeting for the Scholarship Fund. The notice will include an agenda for the Scholarship Fund AGM to be held at the same time as the Club's AGM. Members must have this notice at least thirty (30) days in advance of the AGM.
- **First Tuesday.** All members will be notified a month in advance of the Annual General Meeting.
 - The president will issue an agenda for the meeting, to be sent electronically and by newsletter to all members.
 - The Program Committee will select a venue for the AGM meeting with the approval of the Executive Committee.
- **Second Tuesday:** General Meeting.
- **Second Week:** Annual Reports are due from Executive Committee members, Committee Chairs, Coordinators, and Interest Groups.
 - The reports will be compiled by the Secretary and made available to all members prior to the AGM in June.
 - The secretary will distribute copies of the previous year's AGM Minutes to the membership prior to the AGM meeting and have a few copies available at the meeting.
- **May 31:** May 31 is the end of the fiscal year for the Scholarship Fund.

JUNE

- **June 1:** The Membership Coordinator will start accepting membership forms and payment for the new year. The membership fee is payable from June 1 to October 31. In order to be counted in the present year's membership total, required by the National and Provincial organizations, a member must join before December 31st.
- **June 1:** The Treasurer will **begin to** accept charitable donations from the membership for the Scholarship Fund, Scientists in School project, or other approved charities, and forward appropriately.

- **June 1:** Resolutions process. The amended draft Resolutions will be available to all Clubs by approximately June 1. They are presented for voting at the National Annual General Meeting. If approved, the Resolutions are written into policy.
- **First Tuesday:** This is the preferred date for a decision about the donation to Scientists in School for the upcoming year.
- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
- **Second Tuesday: Owen Sound and Area Annual General Meeting.**
 - Reports will be presented as set out in the Policy/Procedural Manual.
 - All annual reports will be forwarded to the Archivist to be housed in the Club's archives.
 - The Nomination Committee will present its report. Following a vote by the Club members, the new members of the Executive Committee will be introduced.
 - The Special Recognition Award(s) will be presented.
- Mid-June: Following the AGM, signing officers for the Club go to the BMO to update both Club and Scholarship accounts.
- June: CFUW National Annual General Meeting. Attended by the president or designate.
- June: The Scholarship Fund CRA annual filing may be done at any time over the next six (6) months, but must be received by Revenue Canada by NOVEMBER 30.

JULY

- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
- **Second Tuesday:** General Meeting.
 - Program brochures will be presented at the July General Meeting.
 - The Membership Coordinator will be presented with copies of the brochure to give to new/prospective members.

AUGUST

- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - Executive Committee Meeting—presentation of the Program Committee budget

- Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.

- **Second Tuesday:** General Meeting.

SEPTEMBER

- **September 1:** The Scientists in School project coordinator contacts the school(s) receiving the program during the school year to finalize details. [Contact is ongoing throughout the school year.]
- First Week: It is strongly recommended that the CRA annual filing be submitted by this time.
- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - Executive Committee Meeting—presentation of the Program Committee budget
 - Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
- **September 8:** The Social Media Committee will renew the zoom subscription.
- **Second Tuesday: General Meeting**

OCTOBER

- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - The Executive Committee must decide if Georgian College will be receiving funds, and if so, the amount.
 - The Executive Committee must decide which institutions, in addition to Georgian College, will be receiving funds and the amount.
 - Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
- **Early October:** The Membership Coordinator will review the membership list from the previous year and follow up on those who have not signed up to date.
- **Second Tuesday:** General Meeting.
- **October 15:** This is the due date for membership to be included in the first edition of the membership directory.

- Mid-October: Send a cheque to Georgian College if the Club is providing an award this year.
- Mid-to-late October: The Club's Membership Coordinator and the Treasurer will provide the Education Coordinator with the list of donors and amounts to the Scholarship Fund.
- The Treasurer provides a cheque to the Education Coordinator for the total amount of donations received, and this is deposited into the Scholarship Fund account.

NOVEMBER

- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
 - Newsletter contributions are due to the Newsletter Coordinator—President's message, reports from interest groups and coordinators, with a summary of the approved Executive Committee Minutes from the secretary.
- **First Tuesday:** New members are invited (post Covid restrictions) to attend an orientation event with the Executive Committee and Membership Committee.
- **Second Tuesday:** General Meeting.
 - Charitable receipts are issued and distributed to members. If possible, the receipts are distributed at the November general meeting.
 - The Membership Coordinator will distribute the membership directory to members at the general meeting or email the directory in early November.
- **November 15:** Resolutions Process. The Club presents an Intent to Submit a Resolution to the Resolutions Committee of CFUW National by November 15. The National Office will publish Intents by November 30 after a review by the Resolutions Committee.
- **Mid to Late November:** New members attend an orientation event with the Executive Committee and Membership Committee.
- November 30: November 30 is the CRA annual filing **DEADLINE!!**

DECEMBER

- **First Tuesday:** Executive Committee Meeting—agenda prior to, and Minutes following.
- **Second Tuesday:** General Meeting—Holiday season occasion.
- **Mid-December:** The Treasurer will issue an additional cheque to the Scholarship Fund for any donations that have come in on membership forms since the initial transfer (if any). This cheque must be issued in time for the funds to be deposited into the Scholarship Fund before the last banking day of the year. The Treasurer and Education Coordinator (or representatives) will discuss the transfer date earlier in December, in case one or both are not available over the holiday period.
- Last banking day of the year: All donations must be deposited into the Scholarship Fund by this date for the donors to receive charitable donation receipts for the current tax year.

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