
CANADIAN FEDERATION OF UNIVERSITY WOMEN

OWEN SOUND AND AREA

POLICY MANUAL

GENERAL PURPOSE

The Club's official name is Canadian Federation of University Women, Owen Sound and Area and it is part of the Ontario Huron District. The district clubs include Orangeville and District, Southport, and Kincardine.

This CFUW Policy Manual has been developed to highlight and define the governance function of the Executive Committee of the Club, and to set out guiding principles and expectations.

This Policy Manual is supplemented with an Administrative Procedures Manual, the primary document that governs ongoing activities. Administrative procedures must be consistent with CFUW policies and support the mission and goals of the Club.

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POLICY FRAMEWORK

1. PURPOSE

Policy establishment is a critical responsibility of the CFUW Owen Sound and Area Club. It is through effective policies that the Club provides stability for its operation and direction to promote Club goals.

This policy framework clarifies the intent and guiding principles of the Club's governance policies.

2. DEFINITIONS

Constitution: The Constitution sets out the key purposes of the Club and describes Club connections with other clubs, the CFUW Ontario Council, and CFUW National.

Governance By-Laws: The Governance By-Laws establish rules for governance such as eligibility for membership, dues payable, election of officers, and establishment of regular and special meetings.

Policy: A Club policy is a statement of intent, governing principles, or expectations adopted by the Executive Committee in regular or special session. Policies direct a course of action, provide vision for the future, and establish a framework for the effective operation of the Club.

Administrative Procedure: An administrative procedure is a prescribed course of action to direct day-to-day Club management. Administrative procedures supplement Club policy and must be consistent with Club policies and priorities. Procedures evolve as new processes are designed and the environment changes. Procedures must be flexible and responsive to the context.

3. CFUW POLICY

3.1. The value and importance of policies demand a consistent process of policy development. The Executive Committee approves the development of policies in accordance with the guidelines outlined in this policy framework.

3.2. Policy statements shall reflect the purposes and values established for the Club and provide basic principles and a framework for decision-making and action by officers and coordinators.

3.3. CFUW policies provide an appropriate balance between the responsibility of the Executive Committee to develop directing principles for the Club, and the opportunity for Club officers and coordinators to exercise judgement in the administration of their roles.

3.4. The Club president is authorized to issue administrative procedures to implement Club policy.

4. GUIDING PRINCIPLES

4.1. Club policies shall be broad enough to allow flexibility in dealing with diverse situations at appropriate expense, while ensuring reasonable consistency in implementation.

4.2. Club policy may be developed for the following purposes:

- a) to give substance to the Club's statements of vision and mission and the Club's strategic plan;
- b) to eliminate inconsistency in Club actions;
- c) to make public statements by which the Club can be held accountable;
- d) to comply with legislated or CFUW National requirements; and/or
- e) to set broad parameters for the development of administrative procedures.

4.3. The purpose of the policy needs to be clear, free from ambiguities, and written in clear, concise, inclusive language.

4.4. Policies must be developed in a consultative process.

4.5. Policies shall be kept up-to-date.

4.6. Policies shall be readily available and accessible to all Club members and the public on the CFUW website.

5. IDENTIFICATION OF NEED

5.1. The identification of the need for a Club policy or for the revision of an existing policy may be initiated by a directive from CFUW National, CFUW Ontario Council, or external legislation.

5.2. The identification may also be initiated by:

- a) the Executive Committee through approved motion;
- b) any of the officers or coordinators of the Club;
- c) any CFUW member, introduced by a report to the Executive Committee by motion.

6. DRAFTING NEW / REVISED POLICY

6.1. The plan to develop or review a policy shall be presented in a report to the Executive Committee, and shall include the purpose for the policy to be developed, the key areas to be addressed, the identification of who needs to be involved in the process, and the timeline for the completion of the process.

6.2. The Executive Committee will designate a person responsible for writing a draft of the new or revised policy. Input and assistance may be obtained from a committee, or from other individuals and organizations as deemed necessary.

6.3. An effective policy must respect the Club's vision and goals.

6.4. All Club policies will be written in a consistent format approved by the Executive Committee. This format shall include the following:

- policy title
- statement of purpose for the policy
- policy statement
- Club expectations
- cross references to related CFUW policies and procedures, as applicable.
- date of adoption

6.5. The draft policy will be presented to the Policy Committee for discussion, revision, and approval before being presented to the Executive Committee for final approval.

6.6. If adopted, the policy becomes official and is posted in electronic form on the CFUW website.

6.7. Once a policy has been approved, all former policies or motions that are superseded in whole or in part by the new policy or amendment shall be considered revoked. The website coordinator shall ensure that revoked policies are deleted from the website.

6.8. Those responsible may develop procedures and action plans to implement the policy as appropriate.

REFERENCES:

CFUW National Policy Book
Ontario Council Policy
CFUW Owen Sound and Area Constitution and By-Laws
Government Legislation

DATE OF APPROVAL: December 7, 2021



MISSION AND GOALS

1. PURPOSE:

This governance policy has been developed to articulate and communicate the values of CFUW Owen Sound and Area, identify the purposes of the Club, and describe the role the Club sees itself fulfilling.

2. CFUW POLICY

2.1. This policy is a public statement of the intent and governing principles of CFUW Owen Sound and Area.

2.2. CFUW Owen Sound and Area shares with CFUW National the following strategic goals:

2.2.1. Membership: Build and strengthen membership to sustain a healthy organization.

2.2.2. Public Profile: Raise the public profile of CFUW so that our ongoing and significant contributions to Canadian society and support for education are fully recognized.

2.2.3. Advocacy: Increase the effectiveness of CFUW's advocacy role and extend our impact through partnerships.

2.2.4. Education: Strive to ensure that all women and girls have equal opportunities and equal access to quality education within a peaceful and secure environment where their human rights are respected.

2.2.5. Sustainability: Build organizational capacity to maintain CFUW's ability to reach goals.

2.3. Together with CFUW Ontario Council, CFUW Owen Sound and Area:

2.3.1. advocates for the advancement of the status of women, human rights, and the common good;

2.3.2. promotes cooperation, communication, networking, support and understanding among women;

2.3.3. promotes high standards of education, lifelong learning, and advanced study and research by women;

- 2.3.4. encourages and enables women to apply their knowledge and skills in leadership and decision-making in all aspects of their lives; and
 - 2.3.5. promotes friendship and informed cooperation among CFUW clubs.
- 2.4. CFUW Owen Sound and Area is also dedicated to upholding the purposes of the Club set out in its Constitution.

REFERENCES:

CFUW National: Vision, Mission, Strategy
CFUW National Policy: Approved Resolutions
CFUW Ontario Council: Our Purpose
CFUW Owen Sound and Area Constitution and By-Laws

DATE OF APPROVAL: December 7, 2021



ROLE OF THE EXECUTIVE COMMITTEE

1. PURPOSE:

This policy supports effective decision-making by the Executive Committee of CFUW Owen Sound and Area, which is the governing body of the Club. The Committee is composed of the officers and coordinators of the Club as defined in By-Law 3.0 Governing Body and Duties.

This policy provides clarity about the role of the Executive Committee as a governing policy-making body charged with developing and maintaining an effective organization.

2. POLICY: AREAS OF RESPONSIBILITY

CLUB LEADERSHIP AND PLANNING

- Develop policies that provide a framework for the successful functioning of the Club, and that promote the Club's values.
- Make decisions that reflect the Club's stated purpose and goals.
- Approve the Club program and the focus of all the Club's annual activities.
- Monitor the effectiveness of the implementation of Club policies and procedures.
- Annually review and evaluate the effectiveness of the Club with reports to the Annual General Meeting.
- Ensure that a slate of officers and coordinators is prepared to lead all Club activities.
- Provide these leaders with clear job descriptions and executive direction.
- Ensure ongoing capacity-building and succession planning for executive positions.

ACCOUNTABILITY TO CFUW NATIONAL AND PROVINCIAL

- Hold the Club accountable for meeting CFUW National and CFUW Ontario Council requirements for reporting and payment of dues.
- Support the goals of CFUW National and Ontario Council.
- Coordinate plans and seek support for advocacy initiatives with CFUW National and/or CFUW Ontario Council, and/or Ontario Huron Region.
- Ensure that the president or delegate acts as the Club representative to the National and/or CFUW Ontario Council Annual General Meetings.
- Identify opportunities for representing the Club at other regional, provincial, or national meetings, and arrange for a Club representative to attend.

FISCAL RESPONSIBILITY

- Develop a budget review process to help determine annual resource allocations and ensure that financial resources are allocated to achieve the desired results.
- Make financial provision for scholarships, the Scientists in School program, outreach programs, program support, and all other Club requirements.
- Ensure that the Executive Committee and members attending CFUW meetings receive regular financial statements.
- Ensure that an interim budget is presented to the Executive Committee in February.
- Ensure that the proposed annual budget is presented to the Executive Committee in May in preparation for presentation at the Annual General Meeting in June.

FOSTERING POSITIVE RELATIONSHIPS

- Support the recruitment of new members.
- Provide orientation to prospective and new members by organizing a new members' meeting.
- Take steps to provide a supportive and caring environment for Club members.
- Maintain the conditions that foster respectful relationships.
- Develop mechanisms to ensure that the Club recognizes the achievements of its leaders and members.
- Ensure effective processes are in place for ongoing capacity-building throughout the organization.
- Ensure compliance with human rights legislation.
- Promote a culture of women working together to achieve goals related to education and advocacy.

COMMUNICATIONS

- Promote open and positive internal and external communications.
- Establish effective communication strategies to keep all members informed of issues, key reports, and Executive Committee decisions.
- Establish recognition programs and strategies to ensure that the internal and external audiences are aware of Club successes.

REFERENCES:

CFUW Owen Sound and Area Constitution and By-Laws
CFUW Owen Sound and Area Policy Framework
CFUW Owen Sound and Area Procedures Manual
CFUW Owen Sound and Area Job Descriptions

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ADVOCACY

1. PURPOSE:

This governance policy highlights the important advocacy role of CFUW at every level of the organization. CFUW Owen Sound and Area is committed to advocating for the advancement of the status of women, human rights, and the common good.

2. DEFINITION

Advocacy: Advocacy is about influencing people and institutions, particularly decision-makers (political, corporate, or organization) and the general public to support a cause or course of action. [CFUW National Guidelines for Advocacy]

Advocacy is an activity by an individual or group that aims to influence decisions within political, economic, and social institutions. Advocacy includes activities and publications to influence public policy, laws, and budgets by using facts, relationships, the media, and messaging to educate government officials and the public. Advocacy can include many activities that a person or organization undertakes, including media campaigns, public speaking, commissioning and publishing research. Lobbying ... is a form of advocacy where a direct approach is made to legislators on a specific issue or specific piece of legislation.

<https://en.wikipedia.org/wiki/Advocacy>

3. CFUW POLICY

3.1. CFUW encourages its members to use their expertise to bring about change, with particular reference to women's issues such as violence against women, early learning and child care, education, economic prosperity, and the empowerment of women as leaders and decision-makers. [Advocacy statement from CFUW National. [Advocacy – CFUW – The Canadian Federation of University Women](#)]

3.2. In addition, and as stated in CFUW National Policy, the mandate of CFUW is “to advocate for a better world for women in terms of women's equality, improving the status of women and girls in the areas of education, peace, justice, and human rights”.

3.3. CFUW National or CFUW Ontario Council may invite 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 identified issues.

3.4. Nationally, CFUW advocacy is guided by the policies voted on by CFUW members every year at the Annual General Meeting. These policies come from the grassroots of the

organization in the form of resolutions and are the result of extensive research, debate, and consultation.

- 3.5. CFUW Owen Sound and Area will develop an advocacy undertaking and may submit it to CFUW National or CFUW Ontario Council in the form of a resolution. An advocacy undertaking put forth to CFUW National or CFUW Ontario Council must be authorized by the Club Executive. [See CFUW Owen Sound and Area Procedures Manual for detailed instructions about the submission of a resolution to CFUW National.]
- 3.6. Any advocacy statement made to the public on behalf of CFUW Owen Sound and Area must be authorized by the Club Executive.
- 3.7. The topic of advocacy and/or advocacy issues will be included on each agenda of the Executive Committee meetings and the executive will assume the assignment of any related tasks.

REFERENCES:

CFUW National: Vision, Mission, Strategy

CFUW National Policy: Approved Resolutions

CFUW Advocacy Handbook: A Quick Guide to Advocacy. [Microsoft Word - ADVOCACY HANDBOOK, 2016.docx \(cfuwadmin.org\)](#)

CFUW Ontario Council: Our Purpose

CFUW Owen Sound and Area Constitution and By-Laws

CFUW Owen Sound and Area Procedures Manual

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COMMUNICATIONS

1. PURPOSE

This policy has been developed to ensure that communications from CFUW Owen Sound and Area are well-coordinated, effectively managed, and responsive to the diverse information needs of Club members and the public.

The policy also supports the Club's commitment to inviting open, honest communication and listening attentively to all constructive suggestions to improve the Club's programs, activities, and advocacy initiatives.

2. CFUW POLICY

- 2.1. Communications from CFUW Owen Sound and Area must be consistent with the Club's mission and goals as set out in Policy GOV-02 Mission and Goals.
- 2.2. Miscommunication and/or lack of awareness will be avoided by providing direction to members regarding effective communications.
- 2.3. Open, timely, and clear two-way communications strengthen relationships, support the programs and activities of the Club, and model collaboration within the Club.
- 2.4. While members of the Executive Committee have a leadership responsibility for the quality of messages to members and the public, the Club expects all members to share the goal of fostering a climate of respect and trust which focuses on working towards mutually acceptable results.

3. EXECUTIVE RESPONSIBILITIES

- 3.1. The Executive Committee will engage Club members in collaborative relationships for the purpose of promoting cooperation, trust, and respect across the organization.
- 3.2. The Executive Committee will use a variety of communication tools to inform members about Club goals, including advocacy initiatives such as the provision of scholarships and Scientists in School workshops, to inspire members to make a contribution to society.
- 3.3. Guidelines regarding the various communication tools used to engage internal and external audiences are found in the Procedures Manual.

REFERENCES:

CFUW National: Vision, Mission, Strategy

CFUW Ontario Council: Our Purpose

CFUW Owen Sound and Area Constitution and By-Laws

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

CFUW Owen Sound and Area Policy GOV-06 Social Media

CFUW Owen Sound and Area Procedures Manual

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SOCIAL MEDIA

1. PURPOSE

This social media policy seeks to ensure that users of CFUW's social media platforms conduct themselves in a manner that supports CFUW policies, programs, services, and activities; maintain the appearance and substance of the club's good public reputation; and comply with the appropriate laws and regulations.

This policy governs the publication of, and commentary on, social media by members of CFUW Owen Sound and Area.

This policy is in addition to and complements any existing policies regarding the use of technology, computers, e-mail, and the internet.

2. DEFINITION

For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation, the CFUW website, blogs, wiki's, and social networking sites.

3. CFUW POLICY

3.1. Goals

The goals for CFUW Owen Sound and Area social media use are to:

- a) expand and strengthen the profile of CFUW;
- b) sustain and grow club membership;
- c) better communicate with existing members and target audiences;
- d) strengthen relationships with members; and
- e) expand and strengthen CFUW advocacy work.

3.2. The Context

- a) Social media is one strategy that offers a way of keeping CFUW members safe, protected, and engaged through the social distancing required during a pandemic.

- b) The use of the CFUW websites, Facebook, and other social media sites will keep the club thriving by sharing information online, maintaining active interest groups and social connections online, reviving CFUW's advocacy role, and attracting new members to help the club grow.
- c) Social media integrates technology, social interaction, and content creation. CFUW Owen Sound and Area has chosen the CFUW website and a public Facebook page as social media networking channels. Social media also include the use of a private Facebook group, accessible only by CFUW Owen Sound and Area members, with strict privacy protocols.

3.3. General Guidelines

Guidelines for initiating or participating in any social media initiative include the following:

- a) Approval will be sought from the Executive Committee before setting up any social media initiative.
- b) The public Facebook page and private Facebook group page will be managed by members of the Social Media Committee. They will post information, screen members, ensure privacy, and provide updates. Social media content will be moderated to ensure that no spam, profanity, defamatory, inappropriate, or libelous language will be posted.
- c) All content on any social media will adhere to CFUW policies.
- d) Social media content is subject to access to privacy requirements and copyright rules.
- e) Users will be expected to make every effort to ensure that contributions are factual and accurate.

3.4. Social Media Policy Expectations

When CFUW members are posting on behalf of CFUW, such as on the website or Facebook page, or other branded public channels, it is particularly important to avoid posting anything that could damage the reputation of the organization or risk legal action.

- 3.4.1. Confidentiality: When speaking about club activities and having a dialogue with the community, it is important to avoid publishing confidential information. Confidential information includes things such as members' personal information, including their home and email addresses, CFUW or personal financial information, and any information shared in confidence.
- 3.4.2. Personal Privacy: Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be visible on the CFUW website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access.
- 3.4.3. Transparency: Members will use their own real names, be clear who they are, and identify themselves as a member of CFUW, where appropriate. Members will avoid saying anything that is dishonest, untrue, or misleading. If a member has a vested interest in something being discussed, she will point it out. At the same time, members must also be

smart about protecting themselves and their own privacy, and be cautious about sharing personal details.

- 3.4.4. Copyright Laws: Members must respect the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including CFUW's own brand materials. Members will attribute any quotation to the original author or source, and never quote more than short excerpts of someone else's work. It is good general practice to link to others' work rather than to reproduce it.
- 3.4.5. Respect: It is important to respect the CFUW organization, the audience, and fellow members—all of whom reflect a diverse set of customs, values, and points of view. This includes not only the most inappropriate postings (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as politics and religion. If in doubt about a particular topic, a member will confer with executive members before posting or commenting.
- 3.4.6. Acknowledgement: If an error is made, the member should correct it quickly. If an earlier post is modified, the member will make it clear that the change has been made. If accused of posting something improper (such as copyrighted material or a defamatory comment about an individual or group), the member must deal with it quickly, to lessen the possibility of legal action. Speed of communication is a positive feature of social media, but it is also a great downfall. The time to edit or reflect must be self-imposed. It is essential to take time to consider a post before publishing, and to consult another CFUW member if in doubt about the content of the post.

REFERENCES:

CFUW National: Vision, Mission, Strategy
CFUW Ontario Council: Our Purpose
CFUW Owen Sound and Area Constitution and By-Laws
CFUW Owen Sound and Area Policy GOV-02 Mission and Goals
CFUW Owen Sound and Area Policy GOV-05 Communications
CFUW Owen Sound and Area Policy GOV-07 Privacy

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PRIVACY

1. PURPOSE

This policy recognizes the obligations of CFUW Owen Sound and Area regarding the appropriate collection, use, retention, and disclosure of personal information.

2. CFUW POLICY

- 2.1. CFUW Owen Sound and Area collects the personal information of each member, including name, address, phone number, email address, background information, and interests. The purpose of this information collection is to process membership applications, to promote communication among members, and to process dues and/or event fees.
- 2.2. The Club is committed to safeguarding this personal information which is entrusted to the Club and will make every reasonable effort to ensure that the personal information is accurate and complete.
- 2.3. The Club is committed to preventing any loss, misuse, disclosure, or modification of personal information, and to preventing any unauthorized access to personal information. The membership is also responsible for maintaining the privacy of all CFUW members.
- 2.4. Each member will be given an additional written copy of this policy, in print or electronically, in advance of each year's membership registration.
- 2.5. Each member will be requested to establish her specific permissions for personal information as well as for use of photos potentially published in any Club written documents or electronically on the Website. This allows each member the ability to manage privately her level of control over privacy matters. Further, each member will be required to complete and sign an acknowledgment (located on the membership registration form) stating that she has read, understood, and agreed to comply with the privacy policies.
- 2.6. The membership list, either in print or in an electronic version, is private for members only and cannot be distributed for other purposes outside the Club. Neither the Club nor the Club's membership will disclose a member's private information to any third party. However, from time to time, circumstances may arise for these private details to be disclosed. In these cases, permission to disclose such information must be granted in advance by the affected party/parties.

2.7. Members can refer to the CFUW National Policy (January 2014) for further information:

<https://cfuwadmin.org/governances/privacy-policy/>

REFERENCES:

CFUW Owen Sound and Area Policy GOV-05 Communications

CFUW Owen Sound and Area Policy GOV-06 Social Media

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CODE OF CONDUCT

1. PURPOSE

CFUW Owen Sound and Area has developed this policy 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.

2. DEFINITIONS

Disrespectful Conduct: Disrespectful conduct includes, but is not limited to: belittling, reprimanding in the presence of others, inappropriate remarks or jokes, yelling or other aggressive actions, sharing hurtful gossip, withholding needed information, or underhanded actions. The objectionable conduct is often, but not always, persistent, ongoing, upsetting conduct or communication which might reasonably be known to be unwelcome. Objectionable communication may include electronic messages.

Harassment:

Harassment is a course of vexatious comment or conduct directed at an individual that renders the environment intolerable for that individual. It occurs when an individual is repeatedly singled out for serious mistreatment, which may include threats, bullying, cyber bullying, verbal assault, taunting, ostracizing, or violent gestures and actions.

3. GUIDING PRINCIPLES

- 3.1. The Club is committed to ensuring that all its members adopt attitudes and conduct that support the mission and goals of the Club in a spirit of openness, courtesy, and cooperation.
- 3.2. CFUW Owen Sound and Area upholds Policy GOV-02 Mission and Goals, supports human rights, and values diversity and collaborative working relationships.
- 3.3. The Club supports early resolution of conflict in order to restore relationships in the most effective and timely way. In most cases, conflict will be resolved using informal procedures.
- 3.4. A position on the executive committee carries with it additional responsibilities to recognize the trust that Club members have placed in those in elected and appointed positions. Executive committee members have a duty to determine, demonstrate, and administer norms of acceptable conduct.

4. POLICY

- 4.1. Members of the executive committee will act in a way that reflects a clear sense of their responsibility to conduct the business of the Club in the best interests of its members and the wider community. By committing to a code of conduct, the executive members demonstrate leadership and accountability.
- 4.2. Members of the executive committee seek to create an environment that monitors and supports the resolution of issues related to this code of conduct.
- 4.3. When expressing views, Club members shall respect the differing points of view of other members, and shall ensure that comments made in any CFUW meeting or interest group are issue-based and not personal, demeaning, or disparaging.
- 4.4. Club members shall not divulge confidential information, including personal information about an identifiable individual that is provided to them as a member. [See GOV-07 Privacy Policy]
- 4.5. No member of the Club shall advance allegations of misconduct and/or a breach of this code of conduct that are made in bad faith, or are vindictive in nature against another member of the Club.
- 4.6. Details of the enforcement of this code of conduct are located in the Administrative Procedures Manual.

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 Administrative Procedure: Enforcement of the Code of Conduct

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