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GENERAL INFORMATION

- All executive members should view this as a working document and provide updates so that new copies can be provided to the new incoming executive.

- An Annual Report is distributed within 60 days of the fiscal year-end.

- All executive members and committee chairs should help to find a replacement member to fill their position at the end of their term, working with the Nominating Committee.

- All executive members must forward relevant papers/electronic files on an USB key to the person assuming their position.

- A crossover meeting is held after the AGM, which facilitates the handover process. However, each executive member should meet separately with her successor to review the portfolio.

- The membership list is confidential. Email addresses are for the sole use of the membership within our organization. Emails should be pertinent to CFUW. When emailing the ‘bcc’ format should be used. When responding to a group email, recipients should reply to the sender only.

- Members wishing to promote groups to which they belong must ask permission for any of these activities, (i.e. tables at a General Meeting, notices in the Newsletter, speaking at a General Meeting) at the Executive Meeting prior to the promotion.

- Positions/terms should be held for two years except for President, Vice-President, and Past President. If a member cannot complete her term, a replacement shall be appointed by the Executive Committee to serve until the following AGM, or the President may divide the duties of that position between other members of the Executive Committee. Alternately, a new member may be appointment by the President. If an executive position is not filled by the Nominating Committee, a member may be appointment by the President.

- Any new ideas or suggestions should be brought to the Executive for review.
<table>
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<tr>
<th>MONTH</th>
<th>Reminder</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>July/August</td>
<td>• Finalize ear End Financials and have them reviewed&lt;br&gt;• Publish results of Bike Tour (possibly in Annual Review)&lt;br&gt;• Complete and distribute the Annual Review including Y/E Financials and Proposed Budget for coming year (to be completed by August 31st.).&lt;br&gt;• Ensure website is updated with new Executive, new Calendar and photos of Bike Tour&lt;br&gt;• Review Constitution and Procedures Manual&lt;br&gt;• Hold 1st Executive Meeting&lt;br&gt;• Finalize program for coming year&lt;br&gt;• Prepare an information package for prospective members and begin to distribute to appropriate individuals or groups – to be used at Open House&lt;br&gt;• Plan Open House&lt;br&gt;• Plan pot luck</td>
<td>Treasurer&lt;br&gt;President&lt;br&gt;President&lt;br&gt;Webmaster&lt;br&gt;President &amp; Designate(s)&lt;br&gt;Program Committee Membership &amp; New Member Liaison Executive/Hospitality/Publicity/Membership</td>
<td></td>
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<tr>
<td>September</td>
<td>• Continue to contact potential new members&lt;br&gt;• Hold Open House one week prior to General Meeting&lt;br&gt;• Receive members’ dues and forward the names of paid members to the Treasurer&lt;br&gt;• Maintain record of paid members&lt;br&gt;• Budget to be approved by Membership at General Meeting&lt;br&gt;• Invite members to volunteer for House Tour&lt;br&gt;• Prepare Interest Group Display for registrations</td>
<td>Membership&lt;br&gt;Executive&lt;br&gt;Membership&lt;br&gt;Membership&lt;br&gt;Treasurer&lt;br&gt;House Tour Chair&lt;br&gt;Interest Groups Chair</td>
<td></td>
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<tr>
<td>October</td>
<td>• Intents for Resolutions are due&lt;br&gt;• Review proposed contents of Directory with Exec&lt;br&gt;• Continue to collect members’ dues&lt;br&gt;• Continue to register for Interest Groups&lt;br&gt;• Promote the Christmas dinner at the General Meeting and in Newsletter and begin to collect from those attending&lt;br&gt;• Continue to finalize House Tour Plans&lt;br&gt;• Reminder in Newsletter that Fees are due by 31 October&lt;br&gt;• Promote Fall Gathering (as applicable)</td>
<td>Resolutions Chair&lt;br&gt;Membership&lt;br&gt;Treasurer&lt;br&gt;Interest Groups Chair&lt;br&gt;Hospitality&lt;br&gt;House Tour Chair&lt;br&gt;Membership&lt;br&gt;President</td>
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<tr>
<td>Month</td>
<td>Tasks</td>
<td>Chairs</td>
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<tr>
<td>November</td>
<td>• Prepare and Distribute Membership Directory</td>
<td>Membership</td>
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<td></td>
<td>• Collect money for Christmas dinner</td>
<td>Hospitality</td>
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<td></td>
<td>• Continue to promote Interest Groups</td>
<td>Interest Groups Chair</td>
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<td></td>
<td>• Continue to finalize House Tour Plans</td>
<td>House Tour Chair</td>
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<tr>
<td>December</td>
<td>• Continue distribution of membership directories</td>
<td>Membership</td>
<td></td>
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<td></td>
<td>• House Tour – first weekend in December</td>
<td>House Tour Chair</td>
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<td>• Collect donation for <strong>École Polytechnique</strong> Award/Charitable Trust</td>
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<td></td>
<td>• Celebrate Christmas with CFUW Members at annual Christmas Dinner</td>
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<tr>
<td>January</td>
<td>• Pay Ontario Council dues and CFUW National dues</td>
<td>Treasurer</td>
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<td></td>
<td>• Newsletter reminder to shred old directories</td>
<td>Secretary/ Membership</td>
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<td></td>
<td>• Revision of Constitution and Procedures Manual as required</td>
<td>President/Past President</td>
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<td></td>
<td>• Appoint Nominating committee at Executive Meeting</td>
<td>Past-President</td>
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<td>February</td>
<td>• Distribute Resolutions as soon as received</td>
<td>Resolutions Chair</td>
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<td></td>
<td>• Find members to be team leader expert for the resolutions</td>
<td>Resolutions Chair</td>
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<td></td>
<td>• Advertise details of Annual General Meeting</td>
<td>President/Hospitality</td>
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<td></td>
<td>• Start preparing draft budget for next fiscal year with Executive input</td>
<td>Treasurer</td>
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<td></td>
<td>• Nominating Committee to begin search for new executive</td>
<td>Past-President</td>
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<tr>
<td>March</td>
<td>• Schedule Resolution Meeting(s) as required</td>
<td>Resolutions Chair</td>
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<td>• Reminder to schools about scholarship applications</td>
<td>Chair Ed. Awards</td>
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<td></td>
<td>• Advertise Education Awards application in newspapers</td>
<td>Treasurer</td>
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<tr>
<td></td>
<td>• Continue working on Budget for next fiscal year</td>
<td>Past President</td>
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<td></td>
<td>• Continue search for new executive/committee chairs</td>
<td></td>
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<td>April</td>
<td>• Report Nominating Committee results to Executive and to Members in the April Newsletter</td>
<td>Past President</td>
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<td>• Present Proposed Budget for the next fiscal to Executive and confirm approval. If necessary, seek approval for a change in dues</td>
<td>Treasurer</td>
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<td></td>
<td>• Make plans to attend National AGM</td>
<td>President</td>
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<td></td>
<td>• Begin interviews for Education Awards</td>
<td>Chair Ed. Awards</td>
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<td></td>
<td>• Present changes to Constitution and Procedures Manual to Executive, if required, and distribute to members at least 30 days prior to the AGM</td>
<td>President</td>
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</table>
| May/June       | • Select Education Award Winners and host EA portion of Ceremony  
|               | • Attend Ontario Council AGM  
|               | • Hold election of New Officers at AGM  
|               | • Advise increase in membership dues if required  
|               | • Conduct vote on any changes to the Constitution  
|               | • Finalize Procedures Manual and present to new Executive  
|               | EA Chair  
|               | President or designate  
|               | President  
|               | Treasurer  
|               | President or delegate  
|               | All Executive members  
| June          | • Executive Members should meet with successor(s) at the Crossover Meeting  
|               | • Proposed program for coming year presented to the Executive  
|               | • Establish date and location for Christmas dinner  
|               | • Arrangements at bank for signing authority  
|               | • Confirm arrangements for General Meetings and Executive Meetings  
|               | • Prepare and submit a press release on of the education award winners with photograph  
|               | • Update Education Awards section of website  
|               | • Publish results/pictures of Bike Tour on website and Facebook  
|               | • Attend CFUW National AGM  
|               | • Close financial ledgers at end of month  
|               | • Appoint the accountant/reviewer and forward ledgers, statements etc., to that appointed person.  
|               | All Executive Members  
|               | Program Committee  
|               | Hospitality  
|               | President/Treasurer  
|               | President  
|               | Chair, Ed. Awards  
|               | EA Chair/Webmaster  
|               | Webmaster/Facebook  
|               | President or delegate  
|               | Treasurer  
|               | Treasurer  
|               | Treasurer  

**STANDARD OPERATING PROCEDURES**

**Duties and Responsibilities of the President/Co-President**

**Responsibilities**

- The President is charged with the efficient and effective running of the club, ensuring that major activities undertaken meet with approval of the Executive and that they follow the club’s Code of Ethical Behaviour and Respectful Treatment Policy and Procedures. The President prepares the club’s Annual Report at the end of the year.

**Duties**

Presides and Chairs all meetings of the Club and of the Executive Committee and performs all other duties pertaining to that office. Run effective meetings and be the Administrative head of CFUW Perth and District.
• Is an ex officio member of all committees except the Nominating Committee.
• Provides each Executive a copy of the constitution at the first Executive Meeting following the election of officers.
• Prepare a Strategic Plan as necessary
• Communicates proposed agenda items.
• Approves all official CFUW correspondence
• Chairs Constitution Committee (or delegates) and makes necessary changes or revisions to Constitution and By-Laws to be approved by membership at AGM. They should be reviewed and revised every five years.
• Prepares and distributes an Annual Review. The Annual Review should contain pertinent information about the activities of the club during the year including reference to speaker program and specifics covered in General Meeting minutes throughout the year. The review must include the year-end financials as well as the proposed budget for the upcoming year.
• Sets obtainable goals for the Club based on CFUW (National) and Ontario Council requests and membership desires. Goals must be clear and attainable. Monitors the Club’s progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
• Ensures each Executive member is provided a copy of the constitution at the first Executive Meeting following the election of officers.

President: Executive Meetings
• Meetings will generally be held once a month or as required during the crossover period and summer months. Officers are requested to attend (President, Vice President, Past President, Secretary, Membership, Treasurer and Publicity), all other executive members are welcome and encouraged to attend especially if they have a report or agenda item.

Preparation for Meeting
1. A week before the meeting, begin to prepare the agenda (for a sample, see attached).
   • The Secretary will issue a call for optional written reports from Executive members and committee chairs to be submitted three days before the meeting.
2. Sources for items to be discussed at an Executive meeting include:
   • Items outstanding from previous Executive and General Meetings (check Minutes from the last meeting)
   • Action items from previous Executive and General Meetings (check Minutes from the last meeting)
   • CFUW Perth and District Calendar of events
   • Financial Calendar of expenditures
   • Club Action News (National’s newsletter)
   • CFUW Ontario Council News (Ontario Council Newsletter)
   • IAW newsletter
   • Regional Director correspondence
   • Club member correspondence
   • President, Vice President and Past President meeting
   • Standing Committee requests/ad hoc meeting requests)
• Other club newsletters (only if you have time – they appear occasionally in the newsletters from National and Ontario Council)

3. Items to be included in agenda (this is not an exhaustive list):
   • Date, time and place
   • Roll call (carried out by the secretary – usually visually)
   • Approval of agenda (add in items brought forward by Executive members at the meeting if appropriate or discuss under AOB (Any Other Business)); motion required.
   • Approval of last meeting’s minutes; motion required.
   • Treasurer’s report
   • Upcoming expenditures/new expenditures; generally, a motion is required and, if over $500.00, the expenditure must be taken to the membership.
   • Special committee reports
   • Business affecting the club
   • Standing Committee reports
   • New ideas

4. Assign appropriate Executive member to each item on agenda.

5. The agenda should be sent to the Past President and Vice President for their input (missing items, specific requests) five days before the meeting with a request for additions/approval within two days.

6. Discuss additions or add if deemed appropriate.

7. The Secretary should send to the Executive an email that includes the approved agenda, YTD budget, any written committee updates, and any special items (correspondence or written research), three days before the meeting.

8. Upon occasion, there may be a member or guest who wishes to address the Executive. That person should be listed before any business at all on the agenda, allowed to present the topic, entertain questions from the Executive and then dismissed. No Executive business should be carried out with non-Executive members present.
CFUW Perth and District Executive Meeting Sample Agenda

Date, Time, Location

1. Welcome – President
2. Approval of Agenda - President
3. Approval of previous Minutes (attached) – President
4. Treasurer’s Report (attached) – Treasurer
5. Specific events triggered by meeting or financial calendars
6. Specific committee updates (e.g. Nominating Committee, Education Awards Committee, Resolutions, McWilliams Skinner Seminar Series) – Committee Chairs
7. Membership Reports (attached) – Membership Chair
8. Upcoming General Meeting – comments, issues
9. CFUW National News Update
10. CFUW Ontario Council News Update
11. Committee Updates (as required, written and pre-submitted or oral)
   - Bike Tour
   - Education, Literacy and the Arts –
   - Environment –
   - Hospitality—
   - House Tour –
   - Interest Groups—
   - Newsletter –
   - Promotion (including Facebook, Web)—
   - Programs—
   - Secretary –
   - Social Justice—
12. Assigned Donations
   - National/International projects
13. Any Other Business
14. Adjournment
President: General Meetings
Preparation for Meeting

1. Following the Executive meeting and the CFUW Perth and District newsletter release, prepare the agenda (for a shell, see attached). *(Note: to date the agenda has not been circulated in advance)*

2. Sources for items to be discussed at a general meeting include:
   - Resolutions of items outstanding from previous General Meetings (check recent minutes)
   - Action items from previous General Meetings (check minutes from the last meeting)
   - CFUW Perth and District Calendar of Events
   - National and Ontario Council newsletters)
   - IAW newsletter
   - Standing Committee requests/ad hoc meeting requests
   - Follow-up to immediately previous speaker

3. Items to be included in agenda (not an exhaustive list):
   - Date, time and place
   - Acknowledgement of Indigenous Land
   - Welcome the public (if meeting is open to public)
   - Recitation of club mission and values
   - Introduction of Program Director/Program speaker/Program Director thanks speaker
   - Close meeting to public; 10-minute break
   - Call membership to order
   - Approval of last meeting’s minutes; motion required.
   - Treasurer’s report
   - Request for new expenditures/changes to the budget; a motion is required if expenditure is over $500.00
   - Any other membership votes if appropriate
   - Business affecting the club
   - Standing Committee updates if needed, requests for volunteers, if needed
   - UNCSW, OC AGM, National AGM reports – others at your discretion

   Assign an appropriate member to each item on the agenda.

4. Send the agenda to the Past President and Vice President for their input (missing items, specific requests) five days before the meeting with a request for additions/approval within two days.

5. Discuss additions or add if deemed appropriate.

6. Upon occasion, there may be a member or guest who wishes to address the membership. That person should be listed before any business at all on the agenda, allowed to present and entertain questions from the membership, and then dismissed, if the person is from outside the club.

7. No club business should be discussed with non-members present.

8. Keep meeting to 45–50 minutes.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Individual(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 p.m.</td>
<td>Welcome and indigenous land acknowledgement; recitation of mission and values—President</td>
<td>President</td>
</tr>
<tr>
<td>7:05 p.m.</td>
<td>Evening’s Program: speaker introduction—Programs Chair</td>
<td>Programs Chair</td>
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<tr>
<td>7:35 p.m.</td>
<td>Discussion/questions from the floor</td>
<td></td>
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<tr>
<td>7:50 p.m.</td>
<td>Thanks to speaker and presentation of library book—Programs Chair</td>
<td>Programs Chair</td>
</tr>
<tr>
<td>7:55 p.m.</td>
<td>Audience thanks and closure of meeting to public—President</td>
<td>President</td>
</tr>
<tr>
<td>8:05 p.m.</td>
<td>Membership call to order—President</td>
<td>President</td>
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<tr>
<td></td>
<td>Approval of Agenda—President</td>
<td>President</td>
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<td></td>
<td>Approval of previous general meeting minutes (note: these are sent out by the Secretary in advance of the meeting)—President</td>
<td>President</td>
</tr>
<tr>
<td>8:10 p.m.</td>
<td>Budget update—Treasurer</td>
<td>Treasurer</td>
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<tr>
<td>8:15 p.m.</td>
<td>If appropriate, congratulations to specific club members—President</td>
<td>President</td>
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<tr>
<td>8:18 p.m.</td>
<td>Discussion of specific events triggered by calendars/reminders—President</td>
<td>President</td>
</tr>
<tr>
<td>8:20 p.m.</td>
<td>Member presentations of specific events (e.g. UNCSW, National AGM, etc.) OR Issue discussion by membership and vote</td>
<td>President</td>
</tr>
<tr>
<td>8:35 p.m.</td>
<td>Specific committee updates (e.g. Education Awards, ELA, House Tour, McWilliams—Skinner Seminar Series, Membership, Nominating, Programs, Resolutions)—Committee Chairs</td>
<td>Committee Chairs</td>
</tr>
<tr>
<td>8:45 p.m.</td>
<td>CFUW National news update, CFUW Ontario Council news update/reminders—President</td>
<td>President</td>
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<tr>
<td>8:50 p.m.</td>
<td>Other Business: news/reports from the floor—members</td>
<td>members</td>
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<tr>
<td>8:55 p.m.</td>
<td>Adjournment—President (motion from member)</td>
<td>President</td>
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Vice-President
Responsibilities
Assists the President in the administration of the club.

- In the absence of the President, perform all duties pertaining to that office.
- In the case of a vacancy, succeed to the office of the President at once and until the next AGM.
- May Chair the Education Awards Committee.
- May Chair the Resolution Review meeting.

Past President
Responsibilities
Provide continuity, assistance to the President and Executive and perform other duties as required.

- Chair the Nominating Committee.

Secretary
Responsibilities
The Secretary is charged with the efficient and effective running of the function, ensuring that major activities undertaken meet with approval of the Executive and that all actions follow the CFUW Perth and District Code of Ethical Behaviour.

Duties
- Distribute meeting agendas and reports for Executive and General meetings, as well as other notices as required by the President. Members of the Executive may submit to the Secretary an activity report for information or decision. Circulate these reports with the Executive meeting agenda.
- Use BCC for all-member distributions, getting email addresses from the Excel list of members circulated monthly by the Membership Officer.
- Take the minutes of all Executive, General or Special meetings and the AGM. After signoff by the President of the draft minutes, distribute them to the Executive or the general membership, as appropriate, by email or by postal mail.
- Maintain electronic files of all official club letters/emails received/sent along with agendas and minutes of meetings.
- Include the date and time of the next meeting at the end of each set of minutes.
- Maintain electronic or hard copy files containing copies of any club reports or briefs on matters of club policy.
- Send official CFUW Perth and District cards as requested by the President.
- Tally and record each motion proposed at the Executive, Special and General meetings or the AGM.
- Email copies of the Constitution and the Procedures Manual to the new Executive members in time for the June crossover meeting.

Communications
- The Secretary is expected to exercise discretion in not further communicating any information from Executive meetings that may be considered confidential.
It is hoped that the Secretary will find a qualified and interested member to replace her when her two-year period in the role is completed. If successful, this information is to be transmitted to the Nominating Committee Chair.

**Treasurer**

**Responsibilities**

Manage and record all Club income and expenditures; deposit monies in approved financial institutions and instruments, keep books of account using recognized accounting procedures, pay all invoices, and reimburse authorized expenditures. Use the reimbursement form at Annex B of this manual.

**Duties**

- Present a financial statement at each Executive Meeting, based on information in the books of record at the beginning of the month (not the last bank statement, since some issued cheques may still be outstanding). At each General Meeting, present the same financial statement.
- Approve disbursements up to and including $100.00; they may be paid in cash supported by a receipted invoice or an invoice accompanied by a written receipt or paid by cheque supported by an invoice.
- Present requests for approval to the Executive/President for unbudgeted disbursements between $100.01 and $500.00 over the approved allocation, excluding expenditures for fundraising and special events. Approved expenditures at this level must be paid by cheque supported by an invoice or, in the case of an outreach expenditure, supported by a remittance letter signed by the President.
- For expenditures in excess of $500.00, obtain additional prior authorization by a majority vote at a regular meeting, after notice of the motion has been given in the newsletter or agenda. Approved expenditures at this level must be paid by cheque supported by an invoice or, in the case of outreach expenditure, supported by a letter signed by the President.
- Present the financial statements, prepared by the auditor/reviewer, at the AGM. If, due to time restrictions, this is not possible, present them at the September meeting.
- Ensure all cheques are signed by any two of the following: President, Vice-President, Past President, or Treasurer.
- Prepare a draft budget for the fiscal year (based on input from executive) and present it to the Executive at the April Executive Meeting and through the April newsletter to the general membership.
- Have the proposed budget approved in principle at the AGM so the Executive can recommend the fees. Fees should be enough to cover membership in Ontario Council and CFUW National as well as operating fees if no other fundraising is planned.
- At the AGM, have the membership fees approved, if they change for the following year.
- The fiscal year shall end June 30. The completed unaudited financial statements shall be distributed with the Annual Report within two months of year end along with the proposed budget for the next fiscal year.
- Information to be submitted to the auditor/reviewer for the year-end financial review
  - Passbook for all CFUW accounts
  - Investment statements for the year, including investments
  - Investment transaction summary for each individual portfolio
• List of donations received
• Detailed transaction ledger for year
• Cheque stubs, bank statements and cancelled cheques, paid invoices, etc. for year
• List of executive members, indicating signing officer

Communications

• The Treasurer is expected to exercise discretion in not further communicating any information from Executive meetings that may be considered confidential.

Other

• It is hoped that the Treasurer will find an SJC member to replace her when her two-year period in the role is completed. If successful, this information is to be transmitted to the Nominating Committee Chair.
## Monthly Planning Calendar - Financial Activities

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July/August</strong></td>
<td>Have annual review completed on CFUW Perth and District year-end closing budget sheet. Note: This is not a formal review.</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td>Present new budget for approval to membership at first meeting. Deposit membership dues, cheques from house tour, cash from book sales Issue and distribute cheques for current expenses (house tour, membership, etc.) Prepare and balance budget sheet to accompany the agenda for the executive meeting by the Thursday before every executive meeting and present at following executive meeting and following monthly membership meeting.</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td>Deposit activity as above.</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td>Same deposit activity as above plus deposit Christmas dinner cheques/monies. Pay rent to Legion for Sept.–Dec.</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td>Deposit activity as above. Balance House Tour income and expenses to provide House Tour Committee with rough final figures for announcement at Christmas dinner. Collect money at Christmas dinner for the Charitable Trust and Ecole Polytechnique.</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td>Remit membership dues and liability insurance premium to Ontario Council by February 7. Prepare and balance monthly budget sheet. Deposit activity as above.</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td>Submit list of club donation activities from previous year to CFUW National electronically on their website. Prepare budget with President for coming year. Prepare and balance monthly budget sheet. Deposit activity as above.</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td>Prepare cheques for Education Award recipients. Prepare and balance monthly budget sheet.</td>
</tr>
<tr>
<td><strong>June</strong></td>
<td>Prepare coming year’s budget and make copies to present to Executive at Crossover Meeting. Balance end-of-year budget sheet to send to Executive and prepare for review.</td>
</tr>
</tbody>
</table>
Promotions Officer
Responsibilities
The Promotions Officer is responsible for: 1) assisting in promoting the club as an organization, and 2) taking the lead on publicizing its monthly events. In both respects, the Officer is charged with ensuring that drafts of documents (e.g., press releases, posters, web submissions) are approved by the President prior to being submitted for publication. The Officer must heed guidance from the Executive and understand and follow the CFUW Perth and District Code of Ethical Behaviour.

Meetings
• The Officer is a standing member of the Executive. Any meetings she instigates are on an ad-hoc basis only with the few individuals needed to achieve a specific outcome. Such meetings would be held at a mutually convenient time and place.

Activities
• Promote the club by writing news releases regarding all special meetings, projects and activities, working closely with the Programs and Membership chairs as needed.
• Promote the Open House and Programs’ talks occurring before monthly general meetings (approx. five per year), through preparing and submitting approved press releases and photos to local newspapers (hard copy and online) and radio as well as the club’s web and Facebook pages. Manage the timing such that editors have the option of printing press releases either two weeks or one week ahead of the event. Prepare and have printed at least 10 copies of an approved poster promoting such events and distribute them two weeks ahead, primarily within Perth (library, coffee shops, banks, other public places), on the club’s web and Facebook pages, and opportunistically in the surrounding area.
• At the request of the President, promote any additional events or club activities that are planned during the year. In general, the committee chairs are responsible for promoting their committee events (e.g., Environment film showing, Education Awards announcements), but the Promotions Officer may be called upon for advice or assistance.
• Maintain a spreadsheet of media contacts and an archive of all press releases, posters and other such publications.
• Prepare a report at the end of the year to submit for the club’s Annual Report.
• At the conclusion of the term of office, give all archives collected to the Secretary.
• Keep the original photographs of the Education Award winners to be given to the next Officer.

Recruiting Additional Members
• The Officer may recruit one or more club members to assist with her duties (e.g., drafting some of the press releases).
• It is hoped that the Officer will find someone to replace her when her two-year period as Officer is completed (unless she chooses to stay on for an additional term). If successful, this information is to be transmitted to the Nominating Committee Chair.

Membership Committee
Responsibilities
The Chair(s) of the Membership Committee (MC) is charged with the efficient and effective running of the committee, ensuring that major activities undertaken meet with approval of the Executive and that
all members of the committee understand and follow the CFUW Perth and District Code of Ethics. The Chair prepares a report at the end of the year to submit for the club’s Annual Review.

Meetings
- Meetings are held as needed, based on desires of committee members and Chair(s). It is important to hold the meetings at a convenient time and place to allow working members of the Club to participate.
- A meeting is usually held in August to plan the arrangements for the open house.
- Members shall be reminded of the upcoming meeting 5-7 days in advance.

Activities
- Work closely with Treasurer/New Member Liaison to ensure consistent messaging and good communication and to avoid duplication.
- Work with New Member Liaison to Plan Open House for new members in early September.
- Ensure all new members complete a registration form via email or form available at the first general meeting in September and have renewing members inform Membership of any changes in information.
- Receive membership dues and forward to Treasurer for depositing.
- Follow up with members who do not renew, determine reason and share with Executive.
- Collect half of membership fee from new members joining after 15 January. Those fees are not sent to National.
- For new members, file completed registration forms.
- When requested, forward to Treasurer an up-to-date tally of membership numbers and verify the names of the paid members if/when requested.
- Maintain a current list of members and compile an annual Club Directory and mailing list.
- Review the proposed contents of the directory with the Executive.
- Produce Club Directory for distribution in as soon as possible after finalized, December at the latest.
- Ensure sufficient copies of directories to allow extras for distribution to new members in the following year.
- Identify members who will achieve 25-year (or more) of membership in current year. Arrange for Certificate of Appreciation and purchase commemorative pin.
- Monitor and manage membership email address cfuiperthanddistrict@gmail.com. Prior to handoff, change google security contact information to that of new Chair.

New Member Liaison
Responsibilities
Recruitment
- Establish committee or assistants to volunteer with recruitment and functions if required. They can work as greeters or buddies for new members.
- Keep in close contact with Executive with information on new members and their contact information.
- Contact prospective new members. Encourage friends and friends of friends through email and word of mouth; make presentations at other group meetings.
- Prepare an information package for prospective members including Perth CFUW news releases and the past history of success stories and distribute to appropriate individuals or groups.
• Plan new member portion of Open House in early September with information on all aspects of the Club. Invite the entire community through news releases in local newspapers, working with PR Chair.
• Record new member information and welcome new members to all meetings. Introduce new members to executive and other members. Use buddy system so no one feels alone or abandoned.
• Plan New Members’ Social and coffee mornings. Take orders for name tags ordered through Elite Engraving, at the corner of North and Gore.
• Create a group email including all new members. Send reminders of meetings – time and place. Offer rides to meetings if required. Ensure that the members have had their pictures taken to be included in Club Directory. Ask new members for short biographies for printing in the newsletter.

**Newsletter Editor**

**Responsibilities**

The Editor of the Newsletter is charged with the efficient and effective production of the Newsletter, and that she understands and follows the CFUW Perth and District Code of Ethics.

**Duties**

• Attend all Executive meetings, so that if an item of interest is raised, the Editor can suggest that it be included in the Newsletter, and in which month.
• Decide the deadlines for all article submissions and advise all members.
• Read all articles submitted for completeness and readability and revise as necessary.
• Ensure that all articles are signed, i.e. not anonymous.
• Summarize or shorten articles that are too long, repetitive, or covered in another article.
• Use discretion when shortening text.
• If necessary, ask the President’s advice regarding the appropriateness of an article.
• Advise theatres and other local organizations that they may provide you with information on their upcoming events: e.g. Studio Theatre; Station Theatre in Smiths Falls, etc. Give them guidelines on what is acceptable. Inclusion of their info is at your discretion.
• It is the Editor’s responsibility throughout the month prior to the distribution of our Newsletter to check and read the information on the CFUW National website as well as National and Ontario Newsletters, press releases, etc. for information relevant to our members. Summarize, add hyperlinks and include under the “National and Regional” section in our Newsletter.
• Send out the Newsletter in a timely fashion.

**General**

• The Newsletter usually goes out on the second Wednesday of each month, before the monthly general meetings, or as decided by the Executive.
• The Deadline for submissions to the Newsletter is generally the Sunday before the second Wednesday, so there is time to receive all articles and put them together. The timing is determined by the Editor.
• Unless there is time-sensitive content, no Newsletter is sent out in June or July.
• A short Newsletter is sent out in August to announce September meetings, fees, etc.
• In the first Newsletter, list the deadlines for the year for articles to be submitted.
Committee Chairs and the President are expected to prepare and submit a report/article each month. They need to be told this in August.

An update on the House Tour is included in all fall newsletters.

Guidelines for the “Community Connections” section:

- Maximum 25 words. Include contact name and phone number or email address. Any requests not meeting this guideline will be returned. Notices must be submitted at least one week prior to the Newsletter’s publication date. Types of permitted notices to be determined by Executive and added here.
- The President may request that she or the VP review the Newsletter before it is sent out.
- The procedure has been that the Newsletter always starts with the President’s message; this can be changed at the direction of the Executive.
- All articles should be published in Word format, 12-point Calibri font, aligned left. Titles are in 14- or 16-point Bold.

Each Issue

- Always use the CFUW Perth and District letterhead on the front page in colour.
- Always include the date, time, and location of the next General Meeting at the end.
- Under “Contact Updates” include:
  - “If any member has changed her contact information, please send the changes to (the Membership Officer) to update the Membership Directory and to the Editor (your email address) for the Newsletter.”
- Proofreading and spell-checking must be done before the Newsletter is issued.
- Save the final version of the Newsletter as a PDF to attach to the distribution email.
- Each month the Membership Chair will provide a current list of all members’ email addresses; copy and paste them into the BCC area of the distribution email.
- Prepare a standard email each month and send the Newsletter as an attachment. Always include the following two standard paragraphs re unsubscribing and comments in the email to members.
  - “Note: If you wish to respond to or comment on anything pertaining to CFUW Perth and District, please reply directly to me or to the appropriate individual. Club policy issues should be referred to the President’s email address.”
  - “If you do not wish to receive any email from CFUW Perth & District, please advise (your email address), and your name will be removed from the distribution list.”
- Photos or other long information can be attachments to the email, rather than appearing in the Newsletter itself.
- For any member who does not have email access, print a copy and hand-deliver or mail it. For example, Sherle Perkins, 22 Gore St., Perth.
- Reimbursement for stamps, envelopes, and printer cartridges is available from the Treasurer with receipts, using her reimbursement form.
- Email a copy of the final version of each Newsletter to the CFUW National office as well as the Ontario office.

Archivist
Responsibilities
Collect the yearly history from the Secretary, Publicity Officer and others to maintain the archives.

The Club archivist shall be appointed by the Nominating Committee.

**STANDING COMMITTEES**

**Program Chair/Committee**

This committee shall consist of one or more members whose responsibilities are:

- Provide speakers/program for general meetings when required, October, November, January, February, unless otherwise determined by the Executive. The program shall reflect the objectives of the Club. Some months have a unique focus that is not the Program Committee’s responsibility: e.g., March is Social Justice month.
- Prepare and discuss over the summer a proposed program for the coming year. The target is to table at the first September Executive Committee meeting, the finalized program for the year.
- Prepare a Program Schedule for inclusion in the newsletter, publication on our website and Facebook page and distribution to the Executive. The Chair may choose to distribute to members and prospective members at the September General Meeting.
- The Program Schedule should include the name of the speaker for each general meeting, the topic, the expected length, any special requirements, and a brief explanation about the topic, so that this information can be promoted.
- Update the Program Schedule as required during the year.
- Provide the speaker with written confirmation of date and time, topic, place of the meeting, and the audiovisual equipment that you will provide.
- Determine special furniture/room arrangements needed, the audiovisual equipment required, ensure everything (including the microphones) is in place/working and help the speaker to set up prior to the start of the meeting.
- Arrange for someone to introduce and/or thank the speaker.
- Present a thank-you note after the presentation, along with an appropriate recognition token.

<table>
<thead>
<tr>
<th>Year</th>
<th>Speaker</th>
<th>Topic</th>
<th>Expected Length</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/2020</td>
<td>September</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Constable Lobinowich</td>
<td>Cyber-Security</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>November</td>
<td>Jill Heinerth</td>
<td>Into The Planet</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>December</td>
<td>none</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>CARR</td>
<td>Perth’s Refugee Sponsorship</td>
<td>45 min + 15</td>
<td>Confirmed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Three members from the original CARR (Community Alliance for Refugee Resettlement) committee will speak about the process of bringing in refugees, the challenges of doing it in a small town and how the refugees feel about it.</td>
</tr>
<tr>
<td>Month</td>
<td>Presenter</td>
<td>Topic</td>
<td>Duration</td>
<td>Organizer</td>
</tr>
<tr>
<td>-------</td>
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<td>-------</td>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>February</td>
<td>Not Finalized</td>
<td>Women’s Wellness</td>
<td>45 min + 15</td>
<td>To be confirmed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A woman doctor will be asked how we should be taking care of ourselves, being proactive. This will be a closed meeting?</td>
</tr>
<tr>
<td>March</td>
<td>Terri-lee Kelford (Cornerstone Landing)</td>
<td>Organized by Social Justice</td>
<td>45 min + 15</td>
<td>Organized by Social Justice Committee planning to invite County Warden Brian Campbell</td>
</tr>
<tr>
<td>April</td>
<td></td>
<td>Environment</td>
<td>45 min + 15</td>
<td>Environment Committee</td>
</tr>
<tr>
<td>May</td>
<td>none</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Interest Groups Committee**

**Responsibilities**

The Chair(s) of the Interest Group Committee is/are charged with the efficient and effective running of the committee, ensuring that major activities undertaken meet with approval of the Executive and that all members of the committee understand and follow the club’s Code of Ethical Behaviour and the Respectful Treatment Policy and Procedures. The Chair prepares a report at the end of the year to submit for the club’s Annual Report.

**Meetings**

Meetings are held as needed, based on desires of committee members and Chair(s). It is important to hold the meetings at a convenient time and place to allow working members of the Club to participate.

**Activities**

- Prior to September, contact interest group leaders for current information on their groups.
- Prepare information package that will contain description of interest group, time and date of meetings, fees (if required), leader’s name and contact information.
- At Open House, and September, October and November meetings, present information and sign-up sheets for returning and new members. Sign-up sheets will require name, address, telephone and email addresses and confirmation of payment of fees.
- Send information obtained from each general meeting to interest group leaders after the meeting.
- Ask that all interest group leaders report any additional members to the Chair(s).
- Respond to all requests for new interest groups.
- Regularly update Executive on interest group activities and raise any concerns. Seek advice or input as required.
- The CFUW website (https://cfuwperthanddistrict.wordpress.com/) outlines full details of all the current interest groups, including descriptions of activities, days and times of operation and coordinator names and contact information.

**Communications**
• The Chair(s) are invited to attend the Executive meetings, though are not required to do so. If there are two Chairs, they may choose to send one representative, as Minutes are distributed to all Chairs.
• A short report on committee activities should be emailed to the Secretary for circulation before the Executive meeting.
• Attendees and/or Minutes recipients are expected to exercise discretion in not further communicating any information from Executive meetings that may be considered confidential.
• Recruiting Committee Members
• Members may join the IGC at any time throughout the year, but the major recruiting period is September. No non-CFUW Perth and District members will be accepted.
• It is hoped that each Chair will find an IGC member to replace her when her two-year period as Chair is completed. If successful, this information is to be transmitted to the Nominating Committee Chair.

Hospitality Committee Responsibilities

The Chair(s) of the Hospitality Committee (HC) is charged with the efficient and effective running of the committee, ensuring that major activities undertaken meet with approval of the Executive and that all members of the committee understand and follow the CFUW Perth and District Code of Ethics. The Chair prepares a report at the end of the year to submit for the club’s Annual Report.

Meetings
• Meetings are held based on the desires of committee members and Chair(s). It is important to hold the meetings at a convenient time and place to allow working members of the club to participate.
• Dates, times and locations of meetings should be set at the first meeting (September).
• Members shall be reminded of the upcoming meeting 5-7 days in advance. An agenda is sent out at the same time.
• Minutes of each meeting should be taken and reviewed by the Chair(s) before distribution to the committee members. Minutes should include action items for the committee members when required.

Committee Activities
• The major objectives of the HC are:
  o to provide refreshments at general meetings;
  o to organize the Fall Potluck, the Christmas Dinner and the EA Dinner, and order pizza/drinks for Resolution Night and/or Vision Night.

Fall Potluck
• The potluck is held at the Legion Hall, on the third Monday in September beginning at 6 p.m.; based on the 2018/2019 membership numbers of 140, usually about 75 is the average number attending. Round tables are set for dinner with tablecloths, buffet tables for Potluck food. Ask other members for additional help, particularly with clean-up. Arrive about 3:00 to set up and prepare coffee, etc.
• Location: Royal Canadian Legion, Branch 244, Perth-Upon-Tay, 26 Beckwith East, Perth, K7H 1B5, Tel: 613-267-4400. Contacts for 2019: Laina Trevino Manager and Kitchen Convener – Florence Doran

Christmas Dinner
• The dinner is held early in December to facilitate attendance. Book a facility before the new fiscal year starts. There should be space to seat UP TO 80 people with enough room to socialize among the tables.
• Reservations for the Christmas dinner are made via email or at the October and November meetings so that a firm number can be provided to the restaurant well in advance of the party. There is a cash bar for cocktails. The cost of the dinner is established to cover expenses, including guests for that event only, and not to raise extra money. The Treasurer pays the dinner bill by cheque at the end of the evening.

Annual General Meeting/Education Awards Dinner
• This usually takes place on the third or fourth Monday in May, depending on the Victoria Day holiday. Make the location selection and reservations early. Start advertising the event early at the general meetings. Consider holding a potluck dinner similar to the September event and combining this with the Education Awards ceremony. Check with the President and EA Chair to see if the intent is to hold both meetings at the same time.

Communications
• The Chair(s) shall attend the Committee Chair and Executive meetings, though if there are two Chairs, they may choose to send one representative, as Minutes are distributed to all Chairs. The Chair(s) should prepare a short summary of activities to be emailed to the Executive when not participating in the Executive meeting.
• From time to time, the Chair(s) may be required to update the membership verbally at General Meetings.
• Recruiting Committee Members
• Members may join the HC at any time throughout the year, but the major recruiting period is September. Special events often required additional help from the membership. Under some circumstance, non-members have helped out.
• It is hoped that each committee Chair(s) will find an HC member to replace her when her two-year period as Chair is completed. If successful, this information is to be transmitted to the Nominating Committee Chair.

Budget
• The HC has a budget to make the needed arrangements for the Potlucks and a small budget for general meeting refreshments.

Education, Literacy and the Arts Committee Responsibilities
The Chair(s) of the ELA Committee is/are charged with the efficient and effective running of the committee, ensuring that major activities undertaken meet with approval of the Executive and that all members of the committee understand and follow the CFUW Perth and District Code of Ethical Behaviour. The Chair(s) prepare a report at the end of the year to submit for the club’s Annual Report.
Meetings

- Meetings shall be held based on the desires of committee members and Chair(s). Regular meetings facilitate information exchange and keep members engaged. It is important to hold the meetings at a convenient time and place to allow working members of the Club to participate.
- Members shall be reminded of the upcoming meeting 5–7 days in advance. An agenda is sent out at the same time.
- Minutes of each meeting must be taken by a member and reviewed by the Chair(s) before distribution to the committee members. Minutes should include action items for the committee members when required.
- Minutes, once approved and distributed, shall be sent to the club Secretary and will be archived on the Members Only section of the website in the SJC section.

Committee Activities

- The activities of the ELA Committee are to:
- support projects that would fall under the scope of Education, Literacy and Arts, such as Ready2Read, library summer programs for literacy, or music and/or art events in schools;
- support any individual beginning or continuing with a project that qualifies for funding;
- have the option of planning an event that would highlight the area of the committee;
- review the activities and make recommendations to the executive regarding funding and/or effectiveness of a project or procedure.
- The committee members shall meet at the beginning of the year to confirm the work planned for the year and to exchange information on intended projects and provide support to any group moving forward with new plans.
- The Chair(s) shall report to the Executive on ongoing projects and, if financial assistance is required, request executive decisions on funding.

Communications

- The Chair(s) is/are invited to attend the Executive meetings, though are not required to do so. If there are two Chairs, they may choose to send one representative, as Minutes are distributed to all Chairs. The Chair(s) is/are also invited to email reports of current committee activities or items requiring a decision to the Secretary for circulation to the Executive before the Executive meeting.
- From time to time, the Chair(s) will be required to verbally update the membership at General Meetings about committee activities.
- The Chair(s) will receive the Minutes from Executive meetings. Attendees and/or Minutes recipients are expected to exercise discretion in not further communicating any information that may be considered confidential.
- Recruiting Committee Members
- Members may join the Committee at any time throughout the year, but the major recruiting period is September. No non-CFUW Perth and District members will be accepted.
- It is hoped that each committee Chair will find a committee member to replace her when her two-year period as Chair is completed. If successful, this information is to be transmitted to the Nominating Committee Chair.
Social Justice Responsibilities

The Chair(s) of the Social Justice Committee (SJC) is/are charged with the efficient and effective running of the committee, ensuring that the major activities undertaken meet with approval of the Executive and that all members of the committee understand and follow the CFUW Perth and District Code of Ethical Behaviour. The Chair(s) prepares a report at the end of the year to submit for the club’s Annual Report.

Meetings

- Meetings are held monthly, if possible, to ensure connection and communication among committee members and to accomplish the committee’s goals set for the year. It is important to hold the meetings at a convenient time and place to allow working members of the Club to participate.
- Dates, times and locations of meetings should be set at the first meeting (September).
- Members shall be reminded of the upcoming meeting 5–7 days in advance via email. An agenda is sent out at the same time, which include an item called Any Other Business (AOB). If committee members have issues they want to raise or information to share they can present it under AOB.
- Minutes of each meeting must be taken by a member and reviewed by the Chair(s) before distribution to the committee members. Minutes should include action items for the committee members when required.
- Minutes, once approved and distributed, shall be sent to the Club Secretary and will be archived.

Committee Activities and Issues to be Addressed

- The major objectives of the SJ Committee are:
  o to educate and inform CFUW and committee members about key Social Justice issues including political, social, cultural and scientific
  o encourage an active participation in such affairs by qualified women
  o provide an opportunity for effectual, concerted action
  o foster a sense of responsibility
  o be concerned with human rights and at the same time safeguard and improve the economic, legal and professional status of women; and
  o take action and support the initiatives of CFUW at the Provincial, National and International levels.

- At the first meeting of the year, the committee members should develop a list of issues which they may want to address for the year. In the past the committee has chosen one theme and one sub-theme. The SJC can also consider addressing related resolutions passed by National CFUW at the immediately preceding National AGM or resolutions passed by Ontario Council at its AGM.

- It is important to remind the committee, at the first meeting of the year, that the SJC’s mandate (as a committee of CFUW) is advocacy and not activism.

- Any topic may have a resolution, which will allow more widespread advocacy action. If SJC would like to develop a resolution, it is incumbent on the committee to check the resolutions in
existence on the National website in the Members Only section and on Ontario Council’s website. No provincial or national advocacy can be undertaken without an existing resolution.

- All letters/emails to local/municipal/provincial/federal officials or ministries must be signed or approved by the Club President. The SJC Chair(s) should also sign.

- SJC has traditionally provided a speaker or event (e.g., documentary film) on some relevant topic for the March CFUW members meeting. SJC Chair(s) should work with the Programs Chair to organize the event and ensure appropriate publicity is issued.

- No issues addressed or activities undertaken by the SJC should require an expenditure by the Club unless previously budgeted and approved by the Executive of the Club. Speakers who address the SJC itself cannot be paid unless it is out of the small stipend given the SJC at the beginning of the year.

**Communications**

- The Chair(s) is/are invited to attend the Executive meetings, though are not required to do so. If there are two Chairs, they may choose to send one representative. The Chair(s) is/are also invited to email reports of current committee activities or items requiring a decision to the Secretary for circulation to the Executive before the Executive meeting.

- In the past, an article posted in the monthly Newsletter has been written by a member of the SJC. Articles for submission must be approved by the Chair(s) of the committee. The writer should ensure the draft article is received by the Chair(s) in advance of the Sunday submission deadline so that any editing can be done prior to submission. Articles for submission must follow the requirements of the Newsletter editor. Please contact the Editor for details.

- From time to time, the Chair(s) will be required to verbally update the membership at General Meetings about committee activities.

- The Chair(s) will receive the Minutes from Executive meetings. Attendees and/or Minutes recipients are expected to exercise discretion in not further communicating any information that may be considered confidential.

**Recruiting Committee Members**

- From time to time, the Chair(s) will be required to update the membership verbally at General Meetings.

- Members may join the SJC at any time throughout the year, but the major recruiting period is September. No non-CFUW Perth and District members will be accepted.

- It is hoped that each committee Chair will find an SJC member to replace her when her two-year period as Chair is completed. If successful, this information is to be transmitted to the Nominating Committee Chair.

**Budget**

- The SJC has a small budget to facilitate the running of the committee. It is recommended that this money be used for advocacy/events rather than expenses incurred by the committee for food, drinks at meetings, etc.
Environment Committee
Responsibilities

The Chair(s) of the Environment Committee (EC) is/are charged with the efficient and effective running of the committee, ensuring that the major activities undertaken meet with approval of the Executive and that all members of the committee understand and follow the CFUW Perth and District Code of Ethical Behaviour. The Chair(s) prepares a report at the end of the year to submit for the club’s Annual Report.

Committee Meetings

- Meetings are held monthly, if possible, to ensure connection and communication among committee members and to accomplish the committee’s goals set for the year. It is important to hold the meetings at a convenient time and place to allow working members of the Club to participate.
- Dates, times and locations of meetings should be set at the first meeting (September).
- Members shall be reminded of the upcoming meeting 5–7 days in advance via email. An agenda is sent out at the same time, which include an item called Any Other Business (AOB). If committee members have issues they want to raise or information to share they can present it under AOB.
- Minutes of each meeting must be taken by a member and reviewed by the Chair(s) before distribution to the committee members. Minutes should include action items for the committee members when required.
- Minutes, once approved and distributed, shall be sent to the Club Secretary and will be archived on the Members Only section of the website in the EC section.
- Committee Activities and Issues to be Addressed
- The major objectives of the EC are:
  - to educate and inform committee members about key environmental issues
  - to educate and inform CFUW members about key environmental issues
  - if possible, to conduct outreach to the local community on environmental issues.
- At the first meeting of the year, the committee members should develop a list of issues which they may want to address for the year. In the past the committee has chosen one theme and one sub-theme. The EC can also consider addressing related resolutions passed by National CFUW at the immediately preceding National AGM or resolutions passed by Ontario Council at its AGM.
- It is important to remind the committee, at the first meeting of the year, that the EC’s mandate (as a committee of CFUW) is advocacy and not activism.
- Any topic may have a resolution, which will allow more widespread advocacy action. If EC would like to develop a resolution, it is incumbent on the committee to check the resolutions in existence on the National website in the Members Only section and on Ontario Council’s website. No provincial or national advocacy can be undertaken without an existing resolution.
- All letters/emails to local/municipal/provincial/federal officials or ministries must be signed by the Club President. The EC Chair(s) should also sign.
- EC has traditionally provided a speaker or event (e.g., documentary film) on some environmental topic for the April CFUW members meeting, given that Earth Day occurs on April 22nd. EC
Chair(s) should work with the Programs Chair to organize the event and ensure appropriate publicity is issued.

- No issues addressed or activities undertaken by the EC should require an expenditure by the Club unless previously budgeted and approved by the Executive of the Club. Speakers who address the EC itself cannot be paid unless it is out of the small stipend given the EC at the beginning of the year.

Communications

- The Chair(s) is/are invited to attend the Executive meetings, though if there are two Chairs, they may choose to send one representative. The Chair(s) is/are also invited to email reports of current committee activities or items requiring a decision to the Secretary for circulation to the Executive before the Executive meeting.
- In the past, an article posted in the monthly Newsletter has been written by a member of the EC. Articles for submission must be approved by the Chair(s) of the committee. The writer should ensure the draft article is received by the Chair(s) in advance of the Sunday submission deadline so that any editing can be done prior to submission. Articles for submission must follow the requirements of the Newsletter editor. Please contact the Editor for details. From time to time, the Chair(s) will be required to verbally update the membership at General Meetings about committee activities.
- The Chair(s) will receive the Minutes from Executive meetings. Attendees and/or Minutes recipients are expected to exercise discretion in not further communicating any information that may be considered confidential.
- Recruiting Committee Members
- From time to time, the Chair(s) will be required to update the membership verbally at General Meetings.
- Members may join the EC at any time throughout the year, but the major recruiting period is September. No non-CFUW Perth and District members will be accepted.
- It is hoped that each committee Chair will find an EC member to replace her when her two-year period as Chair is completed. If successful, this information is to be transmitted to the Nominating Committee Chair.

Budget

- The EC has a small budget to facilitate the running of the committee. It is recommended that this money be used for advocacy/events rather than expenses incurred by the committee for food, drinks at meetings, etc.

SPECIAL COMMITTEES

Education Awards

The Chair(s) of the Education Awards Committee (EA) is/are charged with the efficient and effective running of the committee, ensuring that the major activities undertaken meet with approval of the Executive and that all members of the committee understand and follow the CFUW Perth and District Code of Ethical Behaviour. The Chair(s) prepares a report at the end of the year to submit for the club’s Annual Report. Historically, the Education Awards Committee is chaired by the current Vice-President.
Note: Date for AGM Dinner and Education Awards will have been set at Crossover meeting.
Note: * denotes copy of document exists in electronic file.
Note: House Tour Chair(s) handles all arrangements for homeowners to attend Education Awards.

Fall
- Determine Education Awards Committee membership (ideally 2 from previous year remain on Committee; recruit new members) and email contact info* to all members.
- Attain site for interviews or re-establish contact with contracted site for interviews. Ensure a paper trail exists.
- Purge personal files of applicants at the six-month mark post Education Awards (if keeping email addresses ONLY, request permission).
- Set committee meeting dates (3).
  - Initial meeting (10 weeks from dinner)
  - Applicant triage (4 weeks from dinner)
  - Interview night (3 weeks from dinner)
- Receive electronic documents file from previous Chair.

Eleven Weeks from Education Awards Dinner
- Email committee members (5 plus Chair) to reconfirm participation.

Ten Weeks from Education Awards Dinner
- Hold first of three (3) committee meetings to discuss procedures and assign responsibilities.
  - Confirm meeting dates.
  - Decide on areas/schools and organisations* to be included as ‘Perth and District’.
  - Set deadline date for application submission (5 weeks before EA Dinner).
  - Set applicants’ interviews date.
  - Assign tasks and dates for completion
    ➢ Poster and website update
    ➢ Poster printing
    ➢ Poster delivery to targets
    ➢ Resume producer
    ➢ Liaison with interview site and hostess
    ➢ Folders acquisition and certificate printing
    ➢ Name tags for recipients
    ➢ Flowers for recipients
- Send email to interview site with time and date as a reminder.
- Clear previous email address for receipt of applications (if not already done).
- Update website information on Awards eligibility/process for application (if necessary).
  - Include the parameters on which selections will be made.
    ➢ Where domiciled
    ➢ Education institutions considered appropriate.
    ➢ Financial need
    ➢ References
  - Include if there is a specific number of awards to be given (e.g. 12).
Outline deadline and consequences of sending incomplete application within 3 days of deadline.

- Modify or redesign poster.
  - Use electronic poster* and modify as necessary.
    - Change deadline and any other information as necessary.
    - Ensure there is direction to website information.
    - Advise applicants of electronic receipt only.

Note: it is recommended that ‘print’ (i.e. newspapers) no longer be used as an advertising medium for the call for applications.

Nine Weeks from Education Awards Dinner
- Print and distribute poster by hand and email.
  - Confirm email addresses of school principals and guidance departments*.
  - Email schools – both principals and guidance teachers. Request a ‘read receipt’. Call secretary to ensure receipt. Use electronic letter* or modify.
    - Change deadline
    - Change any other information necessary; include email address for applications
    - Ensure there is direction to website information
  - Drop off revised posters by hand to each school.
  - Email student organisations* (see list; add any more/modify/delete if necessary).
  - Drop posters off at student organisations.

Eight Weeks to four weeks from Education Awards Dinner
- Chair to check email account and triage applications as they come in. Contact any applicant with missing information and inform.
  - Whenever possible, call applicant to request missing information if application is received in advance of deadline.
- Chair to copy and transfer complete file(s) to ‘résumé’ producer.
- Résumé producer begins to fill in electronic chart* as applications received.
  - Column one: name, email, phone number and school attending
  - Column two: institution, program and length of program to which applicant is applying
  - Column three: financial expenditures and resources
  - Column four: salient reference information in point form
  - Column five: salient information from applicant in point form

Four Weeks from Education Awards Dinner
- Send finalised applicant chart to all Committee members along with adjudication guidelines*.
- Meet to review/further triage applicants.
  - Decide on number of awards to be presented.
  - Decide on which applicants to be interviewed
  - Set up interview chart
- Contact final triaged applicants for interviews by email or phone
  - Send email* outlining time, date and location for interview.
Follow up with phone call stating time, date and location for interview. Request confirmation.

- Recruit CFUW member (or two) to act as hostess for interviews.
  - Greets interviewees at door, shows them where to wait, sends them to interview team at correct time
  - Offers glass of water, etc.

- Recruit volunteer photographer for Awards Dinner photos.

**Three Weeks from Awards Dinner**
- Prepare folders for each interviewer (interviewer schedule, full file information of applicants) and provide to committee members in advance of interviews.
- Provide schedule/interview chart to committee members and hostess.
- Interview applicants.
  - Interview in pairs at designated location using questionnaire*.
    - Three pairs of interviewers interviewing for 15 minutes with one 15 minute break.
- Following completion of all interviews, all interviewers meet, discuss and decide on those applicants to be awarded money along with amounts.
  - Advise interviewers to split awardees’ introductions in half.
- Immediately following meeting, contact applicants by phone to advise re award and amount.
- Send follow up acceptance email* the day after the interviews.

**Second Week from Education Awards Dinner**
- Send another detailed email* to awardees regarding what they can expect at awards dinner.
- Request RSVP to dinner by specific date (two guests allowed per recipient).
- Record those attending* and number of guests expected. Send to President and hospitality chair when complete.
- Check if previous year’s committee members have any folders, labels, name tags or lanyards left over from previous year.
  - Purchase folders, labels for folders, blank name tags and lanyards, one for each awardee.
- Outline stage needs to Legion (or dinner site), by phone and email.
  - Audio (Note: Sandra Shaw has a microphone)
  - Stage tables and chairs.
- Request introductions from Interviewers for their awardees.
  - One minute duration
- Chair to prepare speech.
  - Thank homeowners, generally explain how committee processes applicants and decides on awards

**Week before Education Awards Dinner**
- Confirm numbers of attendees (awardees and guests) with hospitality chair.
- Request cheques from Treasurer (send full name and amount for each awardee).
• Prepare certificates* (Inter Alia).
  o Include name of recipient on each certificate (double check spelling of name)
  o Signature line for Education Awards Chair and President
  o Place badge stickers on certificate

• Prepare and label folders for awardees (include certificate, cheque and introduction).
  o Double check to ensure introduction, cheque and certificate match name on folder

• Prepare name tags for recipients.
• Recruit a CFUW member to help recipients at stage stairs.

**Day before Education Awards Dinner**
• Purchase flowers for awardees. Prepare individual bouquets and refrigerate.
• Send final list of awardees and number of guests to hospitality chair.
• Advise committee members of order for introductions.
• Confirm photographer and advise of photo requirements.

**Immediately Preceding Dinner**
• Set up stage table.
• Organise flowers and folders on stage table.

**Immediately Post-Dinner**
• Hold postmortem by email.
• Incorporate any desired changes into SOP.

**One Week Post Dinner**
• Prepare press release or contact Publicity and request press release be prepared.
• Review press release and modify if necessary; return to Publicity.
• Request press release be sent with picture of recipients to local papers.
• Send pictures to each recipient (one on stage picture, one with all recipients, one of committee and recipients and one of homeowners and recipients).
• Send group picture to homeowners.

**September**
• Send email* to awardees to wish them well.

**December**
• Send email* to awardees to ask how school has been going.

**Member Wellbeing (Care Crew)**
• The Member Wellbeing team of CFUW Perth and District supports members through illness and traumatic events and is the primary point of contact for anyone reporting or requesting support services.

**Responsibilities**
• The Member Wellbeing Committee will be a communal unit to identify and provide aid, if required, to members in distress, either through illness or a catastrophic event (e.g. death of a family member).
• The committee shall consist of four to six members with connections to a fair number of the club members. There will be no chair of this committee.
• Meetings of the committee are arbitrary and may only occur when another member is added to the team in order to advise her of the responsibilities of the committee members.
• Any expenses incurred by the committee in terms of purchases of memorial items or cards are to be submitted to the Treasurer for reimbursement from the club’s Discretionary Fund.
• Activities
  o The Committee members will unobtrusively keep an eye on the members of CFUW Perth and District, identifying any member who is in need of care.
  o If a member is identified as being significantly ill or in need of help due to a family member’s illness or death, a committee member shall telephone first to determine whether the member would like to receive help from the club. If the member accepts the offer of help, it should be determined what type of aid can be provided and in what manner it should be delivered. It is at the discretion of the committee regarding the extent of help to be provided, for how long and by which committee members.
  o The committee is authorized to purchase and send ‘get well’ cards on behalf of the club and ‘sympathy’ cards when deemed appropriate.
  o Upon the death of a club member, the committee may purchase (or arrange a purchase with someone who knew her) a book to be donated in memoriam to the nearest library of said member. The cost of the book shall be commensurate with the cost of a book purchased by Programs. The book selected shall reflect that member’s life or interests and shall be inscribed with the member’s name and details prior to being presented to the library.
  o Upon the death of a member, the committee shall advise the Newsletter Editor and provide an obituary to be placed in the next newsletter.
  o All information gathered by the committee on members shall be considered confidential, with the exception of the death of a member. The committee should provide information to the President regarding who is receiving help from the committee.
• Reporting
  o The committee reports to the President of the club.

Resolutions Committee
Resolutions developed at the Club level and approved at the Annual General Meeting form the basis for CFUW Advocacy. CFUW Perth and District encourages interested members to be involved in reading the proposed resolutions, volunteering to lead a discussion group and actively participating in the resolutions review.

Timing
• Resolutions Review is usually scheduled at the Crossover meeting.
  o In November, begin discussing with the membership why resolutions are valuable and the importance of member review.
  o Commence recruiting process for attendees for the Resolutions Review

Producing a New Resolution or Emergency Resolution
• Refer to the Resolution Guidelines (fiscal year.docx) on the CFUW National Website under Members Resources; Proposed for complete information on the resolution process.

  • For any questions about the resolutions process please contact the Chair of the Resolutions Committee at resolutions@fcfdu.org or the National Office at cfuwadvocacy@rogers.com.

Important Dates for Proposing a Resolution
November 15 Deadline for Intents to Submit a Resolution for the upcoming AGM. Send to resolutions@fcfdu.org

  • National Office will publish Intents by November 30 after a review by the Resolutions Committee.
  
  • May 15 Deadline for Emergency Resolutions.

Reviewing Resolutions

  • CFUW Clubs are advised by National sometime after January 15th whether resolutions have been received. These resolutions will be reviewed by all clubs. Note that, from time to time, no resolutions are received by National. Although National may suggest what can be done instead of a Resolution Review, it is not binding, and the Club may decide on another use for the time designated for this purpose.
  
  • CFUW Perth and District (Vice President, President or Past President) will receive the proposed draft resolutions package by February 15th.
  
  • Read the proposed resolutions to ensure you understand the issues (you may wish to do some additional research).
  
  • Send the proposed resolutions to all members as soon as possible so that members can read the resolutions in advance of the Resolutions Review evening, usually held the first Monday in March.
  
  • At least two weeks ahead, select ‘table heads’ for each resolution (ensure they have an interest in the topic covered by the resolution). Table heads will act as the Committee, along with the Vice President as Chair. Use the table heads to help recruit members to participate.
  
  • Hold a teleconference or a quick meeting of table heads to discuss process.
  
  • Resolutions Review Night includes dinner (usually pizza, vegetable tray, soft drinks), which is currently paid for by the attending members through a $5.00 donation each. As a result, it is important to have a good idea of the number of potential attendees to provide to Hospitality, as they will order the pizza and take care of food and drink needs for the evening.

Resolutions Review Night Process

  Equipment suggested – Flipcharts and markers
  
  • Each member is instructed (or assigned) to sit at a table where their preferred resolution is under review. Several paper copies of the resolution should be made available at each table.
  
  • The table head will read aloud through the entirety of the resolution to ensure each participant is fully informed.
• Members of the group will then ask questions regarding missing information or clarification regarding the **supporting** information. Record on flipchart. Note: the table head is not required to answer these questions.

• Review the supporting/background information.
  - Is it all clear? Is there additional information the group is aware of that should be used?
  - Is there supporting material which should not be used?

  Following the review of the supporting information, review the resolution itself. Make sure all information is captured on the flipchart.
  - Is it clear? If not, how can it be worded to make it clearer? Why is clarification needed?
  - Is it missing anything (e.g. target population)? If so, what?
  - Does it stand alone? Should it be broken up?

  After all discussion is exhausted, write the final changes to the Resolution along with queries on the flipchart. Rationale for each change must be captured.

• At the suggested time, each table head will present their table’s findings and conclusions to the rest of the groups. Any additional comments/changes must be written down.

• Once all resolutions have been presented, thank and close.

**Next Steps**

• The Resolutions Review Chair will collect all changes/suggestions for changes and rationale for changes to resolutions.

• As soon as possible following Resolution Review night (i.e. within the next week), write up remarks/changes/amendments and send to the appropriate Resolution Proposer by email. Note that the Resolution Proposers have been assigned a specific email address for their resolution, e.g. resolution1@cfuw.org where they will receive other Clubs’ advice and/or amendments.

**May 15**

• Shortly after this date, the **Amended Draft Resolutions, together with any Emergency Resolutions**, will be sent to the Clubs.

• A representative from the Proposing Club makes a two-minute statement to the Voting Body Prior to discussion of the Resolution, and **Prior** to the Vote: closing statement.

• If adopted, the resolution becomes CFUW Policy.

**After the AGM**

• After a resolution is adopted at the AGM, it becomes CFUW Policy and is recorded in the *Policy Book Online*.

• The National and International Advocacy Committees will work with National Office and work with the Proposer on next steps for action.
POLICIES

Code of Ethical Behaviour for CFUW Perth and District

An organization’s code of ethical behaviour encompasses its core values. It is integral to a respectful and supportive environment, and it demonstrates responsible stewardship—the personal commitment to care for both earth and neighbour. The code outlines clear expectations for expected behaviour and is applicable to our members’ interactions with each other and our partners, including CFUW National, CFUW Ontario Council and other CFUW Clubs, its members, service providers and the public.

CFUW Perth and District’s core values include: Education, Respect for Others, Life-long Learning, Advocacy, Human Rights and Integrity (based on the 2019 Vision Night exercise). We subscribe to the Code of Ethical Behaviours Report and Policy developed by CFUW and located here:


Respectful Treatment Policy CFUW Perth and District
(modified from CFUW Ontario Council’s Procedures for Respectful Treatment)

In any group, differing opinions are normal, but CFUW Perth and District’s members must commit to communicating in a respectful manner and honouring the dignity of all parties. A truly respectful CFUW Perth and District Club requires the cooperation and support of every person in the organization. Everyone is responsible for setting a positive example and behaving in a manner that will not offend, embarrass or humiliate others, whether deliberately or unintentionally.

In an ethical organization, treating everyone with civility and respect is a fundamental value. All members are expected to uphold the CFUW Perth and District Respectful Treatment Policy. This document has been written to provide information on steps that may be taken to ensure that the club’s Code of Ethical Behaviour (hereafter known as Code) is followed within our organization. Failure to follow the Code may result in the actions described below.

At all levels of dealing with disrespectful behaviour, it is important that they be done in a confidential manner.

The Questions and Answers section below will help in clarifying the Code and the policy and procedures around respectful treatment. Appendix 1 contains the form that may be used to document incidents of violations of the Code and disrespect.

Provincial legislation may supersede parts of these procedures.

Procedures

When an instance of disrespectful behaviour is identified the following actions may be taken:

- A verbal warning is sent from the Club President or other designated authority, in consultation with the Club Executive.
- A written warning is sent from the Club President or other designated authority, in consultation with the Club Executive.
- The membership of the individual is withdrawn; if this is done, it will be in writing by the Club President or other designated authority, in consultation with the Club Executive. A report of the
incident must be sent to the appropriate next level in the organization as soon as possible (e.g. reports from Clubs go to the Regional Director and regional VP).

- In the case of the behaviour being that of the Club President, the Club Executive may decide to take any of the above three steps.
- Regional Directors and Regional Vice Presidents are available to assist in this process.
- If a person feels she/he has been wrongly accused of displaying disrespectful behavior as described in CFUW Perth and District’s Respectful Treatment Policy and Procedures document, the individual may request help from a Regional VP in resolving the matter.

**Questions and Answers Regarding Respectful Behaviour**

1. **What is a respectful organization?**
   A respectful organization is one that values:
   - diversity and the human rights of others related to their race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, or any physical or mental disability
   - the dignity of the person
   - courteous conduct
   - mutual respect, fairness and equality
   - positive communication between people
   - collaborative working relationships

2. **What is disrespectful behaviour?**
   Disrespectful behaviour includes, but is not limited to the following:
   - offensive or inappropriate remarks, gestures, material or behaviour
   - inappropriate jokes or cartoons, including racial or ethnic slurs
   - grouping or isolating (e.g. on race or ethnic origin)
   - shouting or other aggressive behaviour
   - belittling
   - reprimanding in the presence of others
   - patronizing behaviour
   - embarrassing or humiliating behaviour
   - discrimination as defined under human rights legislation
   - sexual harassment
   - damaging gossip or rumours
   - unwanted physical contact
   - covert behaviour, i.e. inappropriately withholding information, undermining, underhandedness

3. **To whom does this policy apply?**
   This policy applies to all Club members and volunteers. It applies to Club meetings as well as to activities connected with the Club, such as travel, conferences, Club-related social gatherings and Interest Group settings and the many forms of written and spoken interactions (e.g. telephone calls, emails, social media). It applies to relationships and interactions between members, volunteers and the general public.

4. **How can Club Presidents and Club Executives ensure a respectful organization?**
   - model respectful behaviour
   - recognize and value diversity in the organization
create an environment that supports the resolution of respectful organizational issues
inform Club members and volunteers that the organizational environment is one based on respect
orient all members and volunteers to the organizations’ respectful treatment policy
monitor the Club to ensure respectful behaviour is practised

5. What are members’ responsibilities?
- treat others with respect
- set an example by respecting the dignity and human rights of all
- recognize and refrain from actions that offend, embarrass or humiliate others, whether deliberate or unintentional
- raise the issue of disrespectful conduct with the person displaying it or with a person in authority (Club President) as soon as possible (those witnessing disrespectful behaviour may wish to approach the individuals involved)
- avoid making frivolous or vindictive allegations of disrespectful behaviour
- make every effort to resolve respectful treatment issues, where possible, in an informal manner

6. What is a Club President’s responsibility if an issue arises?
A Club President or designated authority, in consultation with the Club Executive, is responsible to take action immediately upon becoming aware of any situation involving disrespectful behaviour. She will:
- recognize and address actions that offend, embarrass or humiliate others, whether deliberate or unintentional
- treat each situation as a serious matter
- manage the situation towards a resolution between the parties if possible, with a view to correcting behaviour and preserving long-term relationships
- safeguard against further incidents
- provide support to members/volunteers who are experiencing the effects of disrespectful behaviour
- consult with the RD/VP if the situation cannot be resolved between the parties

7. What should members do if accused of disrespectful behaviour?
- attempt to resolve the situation by listening and trying to understand the concern
- be open to the other person’s perspective. For example, something which you consider to be humorous might be offensive to someone else
- consider the impact of your actions on the other person
- be willing to make reasonable changes that could make a difference. Often a sincere apology and a commitment to refrain from disrespectful behaviour is sufficient to resolve the situation in an informal manner
- if necessary, seek assistance from your regional VP to mediate the issue
- keep your involvement and nature of the complaint confidential

8. What can members do if treated in a disrespectful manner?
Every situation is unique, but whenever possible, informal resolution of an issue as soon as possible is preferable. However, upon occasion, it may be necessary to invoke a formal process. At all levels of dealing with disrespectful behaviour, it is important that these dealings are done in a confidential manner.

Informal Process
Level 1
Be proactive. Try to resolve the problem on your own. Do not wait until there is a recurrence or assume the problem will go away. Approach the member/volunteer who made you feel uncomfortable, explain how it affected you and ask them to stop. Do this calmly, respectfully, and in confidence. Often, a Club member/volunteer may not be aware that her or his behaviour is offensive, and most will change the behaviour once they are aware of the problem. If another Club member/volunteer approaches you regarding an issue of respect, careful listening, respectful discussion and honesty will often lead to a resolution.

Level 2
If you have attempted to resolve the problem without success or if you are not comfortable addressing the problem on your own, discuss the problem and possible solutions with your Club President. If the problem is with the Club President, contact one of the Club Executive members. Confidentiality considerations should be discussed and agreed upon.

Level 3
If for any reason you are unable to discuss the problem with your Club President or Club Executive, other avenues are available to help you resolve the problem. You may contact your RD. In the case of the other levels of CFUW, go to the woman immediately higher in the chain of command. Whether a formal or informal process is used, members are encouraged to take notes that reflect, as much as possible, the dates, times, nature of the behaviour, any witnesses, and what was done. These notes will be useful for anyone assisting in resolving the problem.

Formal Process
It is hoped that most complaints can be resolved between the parties involved, with subsequent monitoring by the Club President and Club Executive to ensure that there is no recurrence. However, in situations where allegations are denied, an investigation may be required. An investigation generally includes the following:
- interviewing the person who has raised the concern
- interviewing witnesses
- meeting with the person alleged to have acted disrespectfully to present the complaint and hear the response determining the facts
- maintaining confidentiality amongst the individuals involved and within the Executive
- providing findings to the National HR Committee
- recommending an appropriate response, which may include disciplinary action

9. What support is available to VPs, RDs and Committee Chairs?
The Human Resources Committee may provide support and can be contacted through the National Office.

10. How should the Club President or other designated authority communicate with the individual raising the concern and the person alleged to have committed the disrespectful behaviour?
She will communicate with the individual raising the concern by:
- listening and taking the issue seriously
- discussing the process to be followed
- directing the individual to keep the matter confidential
- informing and supporting the individual throughout the process
- informing the individual of the investigative findings and actions taken by the club, ensuring the situation is documented appropriately (see Appendix 1 for the form).

She will communicate with the person alleged to have committed the disrespectful behaviour by:
• informing the person of the complaint
• giving them an opportunity to respond to the allegations
• discussing the process to be followed
• directing them to keep the matter confidential
• keeping the person informed throughout the process
• informing the person of the outcome of the investigation

11. Are complaints kept confidential?
Club Presidents and Executive will keep the details of a complaint confidential to the best of their ability. However, confidentiality does not mean anonymity, because witnesses may be involved.

12. What if a Club member/volunteer makes a false allegation?
If the investigation proves that the complaint was deliberately made for frivolous or vindictive reasons, the Club member/volunteer making the false allegation is subject to action as decided by the Club President or designated authority in consultation with the Club Executive. This does not apply to complaints that are made in good faith but that are not proven.
Appendix A – Disrespectful Behaviour Incident Report


WHAT HAPPENED? (objectively state details)

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

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

WHAT REDRESS IS BEING SOUGHT?

WHAT CONCLUSION WAS REACHED?

NEXT STEPS, IF NECESSARY.

REPORTING OFFICER SIGNATURE: ---------------------------------------------
DATE: --------------------------
Allocation of the Discretionary Fund
The 2019-2020 budget includes a discretionary fund of $1000, to be allocated to small expenses not covered by other line items. Such funds shall be disbursed with the approval of a majority of the Executive Officers after appropriate discussion at an executive meeting.

Attendance at AGMS or Other CFUW-related Meetings
The President or another proxy officer (or officers) shall attend CFUW National or Ontario Council AGMS or other CFUW-related events. The choice of delegate(s) shall be approved by the Executive Officers at an executive meeting.

Disbursement of Funds for AGMs or Other CFUW-related Meetings
Members authorized by the Executive to attend the National or Ontario Council AGMs or other meetings involving CFUW Perth and District may request reimbursement for their registration fee and half of their travel costs, up to a maximum of $2000 per meeting, this amount to cover all the delegates’ entitlements. Funding shall be approved by the Executive Officers at an executive meeting.

Employed Member Accommodation
CFUW Perth and District welcomes members of all ages and aims to accommodate the needs of employed members in planning its meetings and activities. Whenever possible, meetings are to be held at times that are outside of normal working hours. As many Interest Group activities as possible are to take place outside of normal working hours as well, so that employed members may participate substantially in club activities.

Honoraria for Speakers
Speakers shall not receive monetary compensation for their CFUW presentation. They may be supplied with a gift certificate of up to $25 for gasoline expenses incurred in driving to the meeting, depending on the individual circumstances.

Interaction With Community Partners
The President is to be involved in all such interactions, either in person or by giving pre-approval to such interaction to others, depending on the case. Other members of the Executive, as well as Committee members, shall participate as agreed by the Officers and the Chair.

Member CFUW-related Advocacy on Social Media
Members posting CFUW-related advocacy items on any form of social media shall ensure that the material adheres to the provisions of the club’s Code of Ethical Behaviour and Respectful Treatment Policy and Procedures.

Membership Recognition
CFUW Perth and District takes pride in its members’ accomplishments and acknowledges them in several ways. Members’ achievements may be announced at executive and general meetings. Members who have belonged to CFUW for 25 or more years will receive a commemorative pin and other acknowledgements to a value of $50 at the AGM closest to the date of their long service.
Reports by Delegates Attending CFUW-related Meetings
Members authorized to attend the National or Ontario Council AGMs or other meetings involving CFUW Perth and District shall provide an oral report on the event, including lessons learned, at the next general meeting. Whenever possible they should also provide a written summary to be emailed to the Secretary and retained in the club records.

Responsibility for Official Correspondence
The President signs off on all official CFUW Perth and District correspondence, whether sent by post or email. Committee chairs may sign correspondence pertaining to their area of responsibility with prior approval of the President. The Secretary must be copied on all official correspondence. When feasible, matters of overall club policy will be discussed with the Executive before the correspondence is sent.

Responsibility for CFUW Social Media
One or more members shall be permitted to post CFUW Perth and District matter on club social media, providing their involvement has been approved by the Executive Officers. All such postings shall adhere to the provisions of the club’s Code of Ethical Behaviour and Respectful Treatment Policy and Procedures.

Record-keeping of Club Materials
The Executive and any members involved with club committees or activities shall forward to the Archivist by email any Minutes, planning records, photos or similar documents relevant to the club. The Archivist shall retain such records as an archive, subject to a decision of the Executive that such record is not relevant.

Sales at Meetings
Members may bring their personal products (e.g. crafts) to sell at general meetings, but speakers are not permitted to bring to the meetings any products available for sale elsewhere.