

POLICY AND PROCEDURES GUIDELINES FOR CFUW NORTHUMBERLAND

PREAMBLE: In accordance with the CFUW Northumberland Constitution, the Policy and Procedures File is to be used as a Guide to meet the needs of the Executive. It is intended to be flexible and easily changed by the Executive or a General Membership decision as needs and practices dictate. Items followed by © are mentioned in the Constitution.

CONSTITUTION: This is posted on the Club's Website. Any changes must be voted on by the Membership, except those changes voted on at any AGM of CFUW. Such changes at the National level are then forwarded to all Clubs for inclusion in their own Constitution. CFUW Northumberland's Constitution includes the following information categories: Name; Purpose; By-laws re: membership, dues, governing body and duties, fiscal year, meetings, elections, use of name, amendments and dissolution. The following information must be considered alongside the contents of the Constitution and where there is a discrepancy, the Constitution holds sway.

- MEMBERSHIP MEETINGS:**
1. These are held the first Monday of the month at 7:30 p.m., unless this is a holiday. In the latter case, the meeting is held on the second Monday of the month.
 2. The first three meetings are held in Port Hope; the following three are held in Cobourg.
 3. In the case of particularly inclement weather, a decision about cancellation will be made by the President(s) and Program Convenor by 2 p.m. Members will be contacted by e-mail/telephone and the local radio station will be asked to make an announcement.
 4. Members are urged to wear their nametags to each meeting. In future, new members may decide whether they wish to have more than the CFUW Northumberland logo and their name on their tags (that is, their university affiliation, associate status, etc.)

5. As a rule, monthly speakers are paid \$50.00, although this money may at times be given to the organization s/he represents instead.
6. At the first meeting of the year (September), sign-up sheets are made available for Interest Groups, as well as possible Committees. Membership in Interest Groups is restricted to Club members. Guests are allowed at the discretion of the group leader.
7. Interest Group leaders may give brief reports at any meeting.
8. CFUW Northumberland events and non-CFUW Northumberland events may be posted on the relevant Bulletin Board with prior notice given to the President(s).
9. The April meeting is devoted to discussion of CFUW Resolutions - to be taken forward nationally.
10. Socials are held in December and June. The membership is responsible for bringing food for each occasion. Executive members bring wine.

OFFICERS:

1. Executive meetings are usually held the third Monday of each month, with a minimum of five meetings per year ©. The President(s) may add additional meetings in consultation with the Executive. An August meeting is held before the first Membership Meeting in September.
2. Annual reports are required from all members of the Executive except the Secretary. The deadline for their submission is before the June AGM. At that time, these reports are to be made available to the General Membership.
3. A conference funding account of \$2,000.00 exists to enable the President(s) and Vice-President(s) to attend the national AGM. This will pay for registration and \$150.00 in expenses. This account is to be topped up from the general account as needed. Transportation and hotel costs are not covered.

4. Duties of each officer are briefly outlined in the Constitution. There may be additional duties including the following:
- a) **President(s):**
 1. The President(s) act(s) as the liaison for the Regional and National Federations ©.
 2. The President(s) may discard, at her/their discretion, information pertaining to the office of President if it is ten years old or older. One copy must be kept for the archives (from 1991 to the present) of Minutes, Newsletters, Annual Reports, information of Regional or National events hosted by the Club.
 - b) **Communications Convenor(s):** The Convenors will accept business card-sized ads for the Newsletter at \$10.00 each.
 - c) **Program Convenor:** The Program Convenor is responsible for booking the facilities for monthly General Meetings and the AGM ©, as well as for planning Programs.
 - d) **Secretary:**
 1. The Secretary is responsible for taking minutes of meetings ©, posting them at General Meetings and sending them by e-mail to Members.
 2. Minutes taken at Executive Meetings should be sent to each Officer as soon as possible after each Meeting in order for appropriate actions to be taken in a timely manner.
 3. Two copies of each Newsletter are to be kept: one for the Club's archives and one for the Secretary's files.

- e) **Social Convenor:**
1. The Social Convenor and her Committee are responsible for refreshments at General Meetings as well as all Club social events ©.
 2. The hostess of the Christmas Social will be sent a note and a floral arrangement for the day of the event.
- f) **Treasurer:**
1. The Treasurer's report is given in detail at the following times: a fall General Meeting after fees have been collected; any General Meeting after a fundraising event; the June AGM. Updates may be given at any other meeting.
 2. The Treasurer will report bank balances in the General Account and the Scholarship Account at every Executive Meeting.
 3. Monetary decisions at any Executive Meeting may not be made without the Treasurer or her proxy present.
 4. Charitable donations must be deposited in the Scholarship Fund. Income tax receipts must be issued for all monies over \$15.00 deposited as a donation to the fund.
 5. Any fee increase will be set at the Annual General Meeting.

- MEMBERSHIP & DUES:**
1. Dues must be paid by September 30th, ©, since funds must be paid to our parent bodies at that time.
 2. Prospective members may attend meetings before their dues are requested. They will pay the full amount, irrespective of their date of joining the Club.

- FUNDRAISING:**
1. Fundraising is done primarily to provide award monies. Activities have included: May luncheon and raffle; June trunk/boot sale; fall silent auction. Additional funds for general expenses may be raised by in-house activities such as 50/50 draws and book sales.
 2. **Donations:** The Club does not make donations to any other organization since it is itself a charitable organization.

- AWARDS:**
1. Seven (7) \$750.00 CFUW-N awards are made available to a deserving female student from each of Northumberland County's six secondary schools as well as the Centre for Individual Studies (CIS).
 2. The award applicant must be a Canadian citizen or landed immigrant.
 3. Award expenses are paid from the Scholarship Fund Account, not from the Club's General Funds.
 4. If an award winner misplaces her cheque, the Treasurer must ensure that the bank (BMO Cobourg) has not cashed it and thus try to avoid charge for 'stop payment'. If this fee is charged, the amount will be deducted from the replacement cheque.
 5. Award winners should be invited to some Club event each year.
 6. An Endowment Fund has been established with Trent University to provide an annual grant of \$500.00 to a deserving female student in her second, third or fourth year of study. This student should come from Northumberland County if possible.

PROJECT PLANNING:

1. Individual or groups within the Club may undertake projects for the Club after having secured approval from the Executive.
2. Persons wishing to undertake any project which involves raising funds must present their proposals to the Executive for approval, including the source of any funds to be disbursed and the intended use of profits.
3. When a repetition of any project is being considered, step #2 must be followed again.
4. The Vice-President(s) ensure(s) as much co-ordination as possible of projects involving the raising of money. The person in charge of the project reports to the Vice-President(s).

COMPASSIONATE RESPONSE:

1. The Vice-President(s) will acknowledge special circumstances concerning club members and their families by sending a card on behalf of the Club. If Interest Groups or other groups wish to send flowers or other forms of support, it is up to them to do so.
2. When a member dies, \$50.00 (for an inscribed book) is donated to one of the local libraries.

