

**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 at 7:30 p.m. the first Monday of the month, unless this is a holiday. In the latter case, the meeting is held on the second Monday of the month.
  2. All general membership meetings (including Resolutions in April, Socials in December and June) are to be held in accessible locations.
  3. The first three meetings of the year (September, October and November) are held in Port Hope; the following three meetings (January, February and March) in Cobourg.
  4. 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.
  5. 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.).

6. As a rule, monthly speakers are paid \$50.00, although this money may at times be given to the organization s/he represents instead.
7. 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 paid-up Club members. Guests are allowed at the discretion of the group leader.
8. Interest Group leaders may give brief reports at any meeting.
9. CFUW Northumberland events and non-CFUW Northumberland events may be posted on the relevant Bulletin Board or CFUW Northumberland's Website with prior notice given to the President(s).
10. The April meeting is devoted to discussion of CFUW Resolutions - to be taken forward nationally.
11. Socials are held in December and June. The membership is responsible for bringing food for each occasion. Executive Members bring non-alcoholic beverages.

**EXECUTIVE MEETINGS:**

1. The role of each Executive Member is dual: one is ownership of a task-specific portfolio and the other is the contribution of her knowledge and expertise during all debates and discussions at Executive Meetings.
2. Because CFUW Northumberland's Constitution states that there shall be held a minimum of 5 Executive Meetings a year, it seems reasonable to expect a 60% attendance of the requisite minimum number of Executive Meetings so that each Executive Member might help to ensure the quality of the outcome of any meeting discussions.

**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 General 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. Conference Funding – the amount to be decided annually –will be allocated to the President(s) and Vice-President(s) to enable them to attend the national AGM. This will pay for registration and \$150.00 each in expenses. Transportation and hotel costs are not covered.
4. As new members come into the Club, an Executive Member will be assigned to her or will volunteer to keep in touch with her and get her (the new member) connected to the Club.
5. 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 as the liaison for the Provincial Federation (CFUW OC).
    2. The President(s) may discard, at their discretion, information pertaining to the office of President if it is at least ten years old. One copy must be kept for the archives (from 1991 to the present) of Minutes, Newsletters, Annual Reports, information of Regional, Provincial or National events hosted by the Club.
  - b) **Vice-President:**
    1. The Vice-President acts as the liaison for the National Federation (CFUW).
    2. The Vice-President shall direct the annual CFUW Resolutions process for the Club.

- c) **Communications Convenor(s):** The Convenors will accept business card-sized ads for the *Newsletter* at \$10.00 each.
- d) **Program Convenor:** The Program Convenor is responsible for booking the facilities for monthly General Meetings ©, as well as for planning Programs and Guest Speakers.
- e) **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 action 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.
- f) **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.

- g) **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 committee budget balances to the Executive Committee – on a monthly basis.
  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 contributions of \$10.00 or more 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 30<sup>th</sup> ©.
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.
3. A **President's Fund** of two times the cost of the CFUW National fee has been established in order to help up to two CFUW-N members who request assistance in paying their membership fee.

**FUNDRAISING:** 1. Fundraising is done primarily to provide monies for Awards. Activities have included: May Luncheon and raffle; June trunk/boot sale; silent auction in the fall; a Cards & Games Afternoon. 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.

**PROJECT PLANNING:** 1. Individuals 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 proposal 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 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).

**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 charges 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.

**COMPASSIONATE RESPONSE:**

1. The Secretary 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, \$100.00 (for an inscribed book) is donated to either Port Hope Public Library or Cobourg Public Library.

- EMAIL ETIQUETTE:**
1. **Subject Line:** identify subject clearly and briefly, for example: *“Re: further to CFUW AGM”*. Clarity in the Subject Line prevents your email’s being identified as SPAM. It entices the reader to open your message and makes it easier to file.
  2. **When forwarding a message:** change the Subject Line to suit the contents of your email.
  3. **Keep your message short** and itemize points for clarity.
  4. **When replying:** place your answer at the top of the original message.
  5. **Take time to consider your reply carefully.** Earlier messages may need to be deleted for confidentiality purposes.
  6. **Consider carefully to whom your reply goes.** There often is no need to send your email to everyone on the Executive or in the Club.
  7. **Proofread** your message.
  8. **Before forwarding a message:** consider privacy concerns.
  9. It is expected that normal standards of **Civil Discourse** will be used in emails amongst CFUW-N Members.

