



White Rock / Surrey



RESOURCE HANDBOOK

revised May, 2022

CFUW WHITE ROCK / SURREY

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Section I: Overview

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Without your input, it could not have been completed.
Spring 2022

CFUW Brief History

After the beginning of the First World War, there was a remarkable industrial expansion which opened up many areas of work and study for women. The increase in urban population with its consequent growth, led to opportunities for women in industry and in social work. Women, at this time, were already well established in the teaching profession and also entered medicine and law in large numbers, as well as journalism and nursing.

Some of the leaders among university women in Canada had been dreaming of a national federation for years, but the effective impulse towards it came from Great Britain. Early in 1919, Dr. Winifred Cullis, well known in Canada because she had spent time during the war years lecturing at Toronto University, suggested that the national federation might be organized at once. As a result, Canada could become one of the first group of countries in the coming International Federation of University Women. This suggestion was reinforced by Virginia Gildersleeve of the American Association of University Women. While Dr. Cullis hoped the Canadians would form their own federation, in effect they might prefer to be allied with the American Association. Canada's response was immediate. A conference of four leaders in university organizations took place in Toronto in March 1919. They included Mrs. J.A. Cooper, President of the Toronto Club; Margaret McWilliams, President of the Winnipeg Club; May Skinner, then a Canadian representative on the American Association's Committee on International Affairs; and Laila Scott. These women decided unanimously to create

the Canadian Federation. The first draft of the constitution was drawn up and they sought approval from all clubs in the establishment of a federation, the approval of a constitution and the approval of a meeting in the summer of the same year. This was undertaken with May Skinner dealing with the Eastern clubs and Margaret McWilliams with the Western Clubs.

The various clubs responded enthusiastically to the appeal and an organization meeting took place in Winnipeg in August of the same year. Six clubs – Ottawa, Toronto, Winnipeg, Regina, Edmonton, and Victoria, as well as McGill Alumnae, sent delegates. The latter adopted the proposed constitution and selected the first officers and committee chairs. Education, in all its phases, was declared to be the first interest of the new federation. The first matters of business included the plan to set up a Fellowship, to encourage women to stand for election to the Board and provide support for women to engage in politics.

Representatives of the University Women's' Clubs of Canada met in Winnipeg in 1919 to organize the Canadian Federation of University Women. The first Officers of the Federation were:

Margaret McWilliams:	President
May Skinner:	First Vice President
Douglas Thom:	Second Vice President
G.L. Lennox:	Recording Secretary
Charles Schofield:	Treasurer
Digby Wheeler:	Archives
Elsie Moore:	Membership

The Committees of the Federation included Education, Libraries, Vocations, Scholarships, Publications and Recognition of the Standing of Colleges and Universities.

The CFUW Clubs that joined at that time were:

Victoria
Edmonton
Regina
Saskatoon
Winnipeg, Wesley Alumnae
Kingston, Queen's Alumnae
London
Ottawa
Toronto
Montreal, McGill Alumnae

In 1921, a visit by Madame Currie to the United States highlighted the value of Canadian membership in the International Federation. CFUW made a substantial contribution to the fund raised by women to purchase radium for Madame Currie and invited her to Niagara Falls, Ontario.

In 1923, at the second CFUW Triennial at Minaki, Ontario, membership was well established with 1300 members from seventy-five universities, thus immediately reflecting the international character of the national body. Three Fellowships had been awarded, including one to a Canadian who was studying at the Sorbonne and another who was studying at Radcliffe. At this

time, studies were undertaken on women's employment in educational institutions and conditions in Canadian libraries. Membership lists sent in reflected 27 different degrees earned: 81% held a Bachelors degree, 11% a Masters and 1% a Doctorate. In addition, a number of members held MD and LLB degrees.

IFUW

As a prelude, in 1918, Miss Spurgeon travelled to North America as a delegate from the British Educational Mission to discuss the issue of the interchange of lecturers and students. The British Federation appointed a Committee on International Relations with Dr. Winnifred Cullis as its Chair.

It was the joint action of the American Association of University Women (Dean Virginia Gildersleeve) and the British Federation of University Women which called a meeting.

The original purpose was:

“to promote understanding and friendship between university women of the world, and thereby further their interests, and to develop sympathy and mutual helpfulness between their countries.”

At this first meeting were assembled women from all five continents who were eager to forward the cause of women worldwide. Further meetings were jointly chaired by Dr. Winnifred Cullis of the London School of Medicine for Women and Dean Virginia Gildersleeve of Barnard College, New York.

Countries represented at this meeting were:

Australia, Belgium, Canada, Czechoslovakia, Denmark, France, Great Britain, Holland, India, Italy,

Norway, South Africa, Spain, Sweden, and the United States of America. Countries sufficiently well organized as federations to be granted votes were Canada, Czechoslovakia, France, Great Britain, Holland, Italy, Spain, and the United States of America. Canada's closest ties in the early days were the American Association of University Women and the British Federation of University of Women

At the Conference in London, July 12 to 14, 1920, representatives worldwide met to consider an International Foundation, stating that the foundation of a national federation is a natural step to the establishment of an international federation. The latter was seen as a way for university women to increase their influence, their strength, and their usefulness. The British and the American group made themselves responsible financially and in other ways for the organization at this meeting.

Much discussion centered on the great value of the promotion of world peace. The keynote speaker stressed the need for international goodwill and the need to work together towards international understanding as a powerful way to achieve this goal. Additional speakers stressed the need to work together to promote education, international friendship, scholarships and equality and the issue of equal pay for equal work.

The first members elected to the Board were:

President:	Professor Caroline Spurgeon, Bedford College, London
Vice – President:	Margaret McWilliams, Canada
Treasurer:	Edgerton Parsons, USA
Secretary:	Theodora Bosanquet, London

The second meeting, held in Toronto in 1920, recorded the pleasure of working with other women for a common cause. The first item on the agenda was to raise money for a scholarship and all the Clubs worked together to establish a national program. The academic and economic status of teachers was also a great concern as was the issue that women were paid far less than men for equal work.

The Federation of the United States, Great Britain and Canada met, in July 1919, to establish the IFUW and promote understanding and friendship between the university women of the world. Delegates who attended the IFUW meeting held in London in 1920 included Australia, Belgium, Canada, Czechoslovakia, Denmark, France, Great Britain, Holland, India, Italy, Norway, South Africa, Sweden, and the United States of America. This session was chaired jointly by Dr. Winifred Cullis of the London School of Medicine and Dean Virginia Gildersleeve of Barnard College, New York. At this meeting the foundation for international scholarships was laid down. The first CFUW Scholarship, valued at \$1000.00 was called the Federation Scholarship.

Note the IFUW Meeting of 1923: Headquarters at that time were in London, England. IFUW had a relationship with the League of Nations, the International Council of Women, Unions des Associations Internationales, International Women's Suffrage alliance, English Speaking Union, National Bureau of International Education. IFUW initially worked with a Biennial system, changing to a Triennial system in 1928.

Federation Scholarship

- 1921 Isobel Jones MA Toronto
- 1922 Dixie Pelluet MA Alberta
- 1923 Margaret Cameron MA McGill and Radcliffe
- 1924 Dorothea Sharpe
- 1925 Doris Saunders
- 1926 Alice E. Wilson
- 1932 Lillian Hunter
- 1933 Constance MacFarlane
- 1934 Marion Mitchell
- 1935 Marie Hearne
- 1936 Naomi Jackson
- 1937 Gwendolyn Toby
- 1938 Phyllis Gill
- 1939 Dorothy Lefebvre and Phyllis Brewster

In 1940 the issue of displaced university women comes up for the first time.

List of Presidents CFUW

		Elected at
1. Margaret McWilliams in Toronto (1920)	1919 - 1923	Winnipeg and affirmed
2. Mrs. Walter Vaughan	1923 – 1926	Minaki, Ontario
3. Dean Mary L. Bollert	1926 – 1928	Montreal

4. Laila Scott	1928 – 1931	Vancouver
5. Mrs. Douglas Thom	1931 – 1934	Ottawa
6. Laura Newman	1934 – 1937	Edmonton
7. Charlotte Melrose	1937 – 1940	Toronto
8. Dr. Dorothy Turville	1940 – 1943	Calgary
9. Dr. Ursilla MacDonnell	1943 – 1946	Quebec
10. Ruth Crummy	1946 – 1949	Winnipeg
11. Dr. Marion Elder Grant	1949 – 1952	Vancouver
12. Dr. Martha Law	1952 – 1955	Ottawa
13. Dr. Doris Saunders	1955 – 1958	Edmonton
14. Dr. Vivian Morton	1958 – 1961	Montreal
15. Margaret MacLellan	1961 – 1964	London
16. Dr. Laura Sabia	1964 – 1967	Winnipeg
17. Dr. Margaret Orange	1967 – 1970	Vancouver
18. Dr. Gwendolyn Black Toronto	1970 – 1973	York University,
19. Dr. Ruth Bell	1973 – 1976	Ottawa
20. Dr. Jean Steer	1976 – 1982	Quebec City
21. Two Terms		
22. Margaret Strongitharm	1982 – 1985	Winnipeg
23. Linda Souter	1985 – 1988	Calgary
24. Thomasine Irwin	1988 – 1990	Ottawa
25. Peggy Matheson	1990 – 1994	Edmonton
26. Phyllis Scott	1994 – 1996	Winnipeg
27. Betty Bayless Newfoundland	1996 – 1998	St. John's,
28. Mavis Moore	1998 – 2000	Kelowna
29. Roberta A. Brooks	2000 – 2002	Guelph
30. Jacqueline Jacques	2002 – 2004	Richmond, BC
31. Rose V. Beatty	2004 – 2006	Regina

The early years of the Federation were marked by a sense of purpose and pride. CFUW formed as a Federation in the same years as IFUW and members were present at the first IFUW Meeting.

Our earliest interests include the work done by CFUW on pay equity and on the establishment of a Federation Fellowship to support higher education for women. CFUW and IFUW took great interest in the work of the League of Natures in the inter war period, and with issues around women's advancement into a variety of different fields of work and study and intellectual cooperation among nations.

It is clear that both Federations worked hand in hand in those early days.

By the time of the meeting in 1923 there were 16 Clubs.

The next Triennium was one of consolidation and the new president undertook to visit as many clubs as possible, to strengthen the feeling of cohesiveness as one national body and raise awareness of CFUW's role in the International Federation.

"Dr. A. Vibert Douglas convened the CFUW Fellowships Committee in 1934. Working at the MacDonald Physic Laboratory she published a paper on the eclipse of the sun on August 31 of

that year. Her background was in Astrophysics and a crater on Venus was named after her. Dr. Douglas served on the IFUW Fellowships Committee from 1939 into the 1940s. In 1943 there is a report from her on the War Guest Committee. It appears that throughout the war years the IFUW Fellowships Committee, chaired by Dr. Douglas in 1946, continued to meet in the US. She was President of the IFUW from 1947 to 1950 while also Dean of Women at Queen's University.

IFUW has promoted friendship and understanding among people of many nations while striving for high standards and integrity in scholarly research. It has had its influence through consultative status on the various United Nations bodies. It has aided intellectual and physical relief on a large scale. We believe that the work of IFUW has been wholly constructive in a world shaken by the Great War, disillusioned by a vast economic depression, again shaken by the horrors of the Second World War and now fraught by discordant ideologies.

“One of the positive achievements of the United Nations has been the Universal Declaration of Human Rights. It states that all human beings are born free and equal in dignity & rights and are endowed with reason and conscience to act towards one another in the spirit of brotherhood. Dr. Douglas challenged the Federation members to determine that the actual precepts of the Declaration are in accordance with what is happening in other countries.”

RATIONALE FOR THE RESOURCE HANDBOOK

CFUW White Rock/Surrey was founded in 1959. Since then, the operation of the Club has been guided by its local Constitution, By-laws, Standing Rules and *Roberts Rules of Order*, plus a stable membership with an oral memory of how business has been and is to be done.

Recently, the Club updated its Constitution and Bylaws to reflect the changes in the National CFUW By-laws (in particular the membership criteria), changed its local structure, and developed a new strategic plan. Further, the Club recognized that with its changing membership demographics, the local oral memory of how business was done is slowly disappearing. Thus, it is prudent to capture this knowledge/memory before it is completely lost.

Accordingly, this resource handbook will bring together recent changes and past knowledge, as well as new information and ideas. The benefits will be:

- consistent processes to be used in conducting CFUW White Rock/Surrey's business;
- transparency across the Club because all members have access to the same information; and
- reference material for use in orientation of the Board and Committee Chairs.

Interpretation of this handbook rests with the Board.

DISTRIBUTION

The Resource Handbook will be a living document available on the Club website to all members through the use of a member login. Updates will be the responsibility of the Board. All Board members and Committee Chairs will be expected to read the handbook. Two physical copies to be available at general meetings for review.

ORGANIZATION OF THE RESOURCE HANDBOOK

This handbook is organized in sections because of the structure of the Canadian Federation of University Women.

- Section I An overview of the Canadian Federation of University Women (CFUW) in Canada and the links among CFUW White Rock/Surrey, CFUW B.C. Council, CFUW National and Graduate Women International (GWI), formerly International Federation of University Women (IFUW).

- Section II: Purpose, structure, organization, management and activities of CFUW White Rock/Surrey.

- Section III: Advocacy and how it is implemented throughout CFUW.

- Section IV: Websites and E-Mail Addresses.

- Section V: Appendices and References.

Section II: CFUW White Rock/Surrey Club

1. INTRODUCTION

CFUW White Rock/Surrey was established in 1958. It is a not-for-profit, non-reporting registered society under the BC Society Act. The Club's aims are outlined in its Constitution and By-laws (Appendix A). A history of the Club can be found on its website: www.cfuw-wrsurrey.org.

1.1 Maintaining Society Status

The Club maintains its society status by submitting an annual report to the B.C. Society Act registrar updating required identifying information such as names and contact information of Board members. There is a fee of \$25.00. There is an additional charge when Board members or the Constitution and By-laws change.

The website for the BC Society Act is:

www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96433_01.

2. GOVERNANCE OF CFUW WHITE ROCK/SURREY CLUB

2.1 Board of Directors

The Board of Directors (the Board) comprises: the President, Vice-President, Past President, Secretary, Treasurer, up to three Members-at-Large and Chairs of Standing Committees. Standing Committees are Program, Membership, Finance, Communications and Community Affairs. All positions are elected at the Annual General Meeting, which is held in the spring. Since the Treasurer chairs the Finance Committee and the Vice-President chairs the Community Affairs Committee, separate elections are not held for the Chairs of these two positions.

All Board members are elected for one two-year term of office. The general expectation is that the President and Vice-President serve for one term. This can be changed as needed. All other Board members may be elected for

a second term of office, but may serve no more than two terms in any one position.

The Board of Directors ensures that the Resource Handbook is reviewed following the Annual General Meeting and initiates the development of any updates when needed.

2.2 Roles and Functions of Board Members

2.2.1 President

The President is the Chair of the Board and signer of all documents. She ensures that the mandate of the Club is carried out and that the Board operates in an effective and considerate manner. When there is insufficient time for Board approval, she may approve public communications on behalf of the Club.

Duties: The President

- i presides at General and Board Meetings;
- ii acts as an ex-officio voting member of all committees except the Nominations Committee. She is not expected to attend all committee meetings;
- iii votes in the case of a tie vote;
- iv acts as a non-voting member of the Surrey/White Rock Bursary Foundation Board; and
- v reviews all Club press releases and newsletters.

2.2.2 Vice-President

The Vice-President shall perform all duties of the President in her absence.

Duties: The Vice-President

- i acts as liaison with the BC Council, CFUW (National)

2.2.3 Past President

The Past President is an ex-officio Board member. She serves as general advisor to the Club and chairs the Nominations Committee. The Past President also coordinates the Board Orientation (See Appendix L).

2.2.4 Treasurer

The Treasurer keeps such financial records as are necessary to comply with the BC Society Act and renders financial statements to directors, members and others as required.

Duties: The Treasurer

- i receives, banks and records all monies and securities of the Club;
- ii submits a financial statement for each board meeting and for each membership meeting;
- iii makes a written report at the Annual General Meeting including the Audited Report;
- iv presents the proposed budget for the coming year at the beginning of each new fiscal year;
- v chairs the Finance Committee;
- vi gives a donation \$50.00 on behalf of the Club to the Surrey/White Rock Bursary Foundation in memory of any member who dies during the current Club year;
- vii obtains membership approval for any expenditures greater than \$500.00; and
- viii ensures that the Club's society status is maintained.

- ix collect the mail and track the mail keys

2.2.5 Secretary

The Secretary shall perform secretarial duties as outlined in Table 1.

Table 1: Summary of Annual Tasks Performed by the Secretary.

Task	Due Date
Draft minutes of monthly Board and General meetings in consultation with the President and circulate the final version to all the members.	Monthly
Prepare agendas for monthly meetings and the Annual General Meeting in consultation with the President and circulate them to the members seven days prior to the meeting.	Monthly
Record and distribute minutes of the Board, General, Annual and Special meetings.	Monthly as required
Circulate meeting notices to all members.	Monthly as required
Circulate resolutions from CFUW National to the Vice-President/President.	On receipt of resolutions - usually in January
Circulate all resolutions to the members when directed by the Vice-President	Usually January-February local meeting
Circulate all CFUW BC Council resolutions for discussion when directed by the Vice-President	Usually March-April
Keep electronic copies of the Minutes, the Motions and documents other than those to be retained by the Treasurer and the Archivist.	As required
Maintain and update Book of Motions	As required
Inventory: Keep a copy of the inventory list	Spring
Liability Insurance: Notify BC Council about the location of all meetings.	Annual and as required
Send sympathy cards and special correspondence as requested.	As required

2.2.6 Member-at-Large

Member-at-large positions are created to enable members with an interest in a future officer position to become familiar with Board activities. They perform duties listed below and as directed from time-to-time by the Board.

Duties: A Member-at-Large

- i under the direction of the Board, and working in conjunction with the Vice-President, initiates the annual review of the Strategic Plan and its planned revision every 3 - 5 years;
- ii in conjunction with the Secretary, makes sure the Resource Handbook is up to date at the end of the Annual General Meeting and collects new information for the manual; and
- iii in conjunction with the Secretary, maintains an inventory list of equipment.

2.3 **Board-Appointed Positions**

The Board appoints members to the following positions which are renewable annually.

- Archivist
- Parliamentarian
- Web Manager
- Refreshment Coordinator
- Newsletter Editor

The Archivist and Parliamentarian report directly to the Board; the Communications Director and Newsletter Editor report to the Communications Chair; and the Refreshment Coordinator reports to the Program Chair.

2.3.1 Archivist

The Archivist acts as the Club's historian. She identifies, arranges and collects original material to be preserved. All materials are stored at the White Rock Museum and Archives. Materials to be preserved are listed in Appendix B.

Duties: The Archivist

- i. liaises with White Rock Museum and Archives about the collection, maintenance, retrieval and disposal of archival materials;
- ii collects and maintains all archival materials and forwards them yearly or when appropriate to the White Rock Museum and Archives;
- iii retrieves archival material when required; and
- iv. conducts research on archival materials when required.

2.3.2 Parliamentarian

This person is knowledgeable about the formal rules and procedures that govern the Club's business: for example, its Constitution and Bylaws, *Robert's Rules of Order*, and the BC Society Act. She is also familiar with CFUW and the BC Council Constitution and Bylaws.

Duties: The Parliamentarian

- i. attends all Annual General Meetings;
- ii is available, when required, for consultation to the Board, committees and members on issues of procedure;
- iii consults on any revisions to the Club Constitution and Bylaws; and
- iv advises on points of procedure during meetings. Her advice is final.

2.3.3 Web Manager

The Web Manager is responsible for the Club website. She reports to the Board and is a member of the Communications Committee.

Duties: The Web Manager

- i coordinates the management of the Club's official website;
- ii consults with and obtains approval or direction from the Board on the format and content of the website;
- iii ensures the website is current as directed by the Board;
- iv establishes and maintains a procedure for public and membership access to Club information on the website; and
- v establishes links with other websites pertinent to the operations of the Club.

2.3.4 Refreshment Coordinator

The Refreshment Coordinator is responsible for organizing refreshments for meetings and Club events. She reports to the Program Chair and is a member of the Program Committee.

Duties: The Refreshment Coordinator

- i arranges for food and beverages for General Meetings;
- ii liaises with the Program Chair;
- iii may form a committee/group to assist with her duties; and
- iv gives all receipts to the Treasurer for payment.

2.3.5 Newsletter Editor

The Editor of the Newsletter is appointed by the Board and chairs the Newsletter Committee, which is a sub-committee of the Communications Committee. She may attend Board meetings if she chooses and must receive all Board minutes.

Duties: The Newsletter Editor

- i. chairs the Newsletter Committee; and
- ii chooses members of the Newsletter Committee, who are responsible for:
 - producing, editing and distribution of a minimum of five newsletters per year; and
 - providing a vehicle for advertising, as approved by the Board.

3. COMMITTEES

The Club has both standing and ad hoc committees.

Standing

The four Standing Committees are: Program, Membership, Communications and Finance. Each Chair is a member of the Board of Directors.

Special or Ad Hoc

The Board may from time-to-time establish Ad Hoc Committees to assist the Board/Club in its activities, e.g. the Nominations Committee. These committees are time limited and the Board establishes their terms of reference.

3.1 Standing Committees and Terms of Reference

3.1.1 Program Committee

The Program Committee arranges the general meeting programs in consultation with the membership and Board. The Program Chair sits on the Board and prepares reports for all meetings including the Annual General Meeting.

Terms of Reference: The Program Committee

- i organizes and implements general meeting programs including the venue, speaker and refreshments;
- ii receives members' suggestions for program consideration;
- iii liaises with the Refreshment Coordinator;
- iv arranges introduction of speakers and presents honoraria; and
- v prepares and places advertisements about Club meetings and events.

3.1.2 Membership Committee

The Membership Committee is responsible for all aspects of recruitment and maintenance of members. The Membership Chair, who sits on the Board, is in charge of seeing that these responsibilities are met. She also writes a report for all meetings, including the Annual General Meeting, and communicates changes in member information to the appropriate Club officers.

(a) Terms of Reference: The Membership Committee

- i collects and updates member statistics;
- ii processes member applications and renewals;
- iii organizes the new member program;
- iv operates the reception/registration desk at all Club meetings;
- v ensures the Membership Directory is prepared annually and updated when required; and
- vi coordinates the Club Interest Groups.

(b) Membership Applications

i Application Form

The form should be edited after the March Board meeting in order to incorporate any Board or CFUW mandated changes. The Web Manager must be informed of any changes, and several copies should be kept at the meeting registration desk. Each new member must fill out an application form and submit it either in person or by mail to the Treasurer, c/o the Club P.O. Box, together with a cheque for the fees (Appendix C).

ii Membership Application Process

The Treasurer receives the cheques after the application has been processed and accepted and returns the completed forms, receipts and membership cards to the Membership Chair. The forms are kept in alphabetical order in the membership binders, together with the official CFUW membership cards filled in by the Membership Chair (see portable membership file for samples and supplies of all forms). Receipts and individual membership cards are kept with the name tags at the registration desk to be picked up at meetings by the members.

(c) Communications Regarding New Members

i Welcome E-Mails

Upon receipt of a completed membership application form, the Membership Chair sends an e-mail welcoming the new member to the Club.

ii Notifications

The Chair sends the names, education or training background, and all contact information of each new member to the Membership Committee (which includes the Directory Editor), the Secretary (for Club e-mails) and the Newsletter Editor (for publication in the next newsletter). The Membership Chair also notifies Interest Group Coordinators when new members choose their interest group(s).

iii At Meetings

The Membership Chair introduces each new member at the first meeting she attends.

iv Mini- Biographies

New members are invited to send pictures and write mini-biographies of themselves for the newsletter. Alternately, a committee member might take on the project of interviewing all the new members for that purpose.

(d) Membership Renewals

i Renewal Form

The form should be edited each year in March for relevant changes (Appendix C). A copy of this form should be included in either the April or May Newsletter and be available on the website. The Membership Chair contacts the Web Manager regarding any changes. The completed form is used to renew membership, to collect current member-contact information and to record fees paid.

- ii Renewal Process
 - a Fees are due by May 31. All renewing members must complete renewal forms and remit them, with fees, by June 30. A late fee is payable after June 30.
 - b The Membership Chair and Treasurer (or their designates) collect fees at the April and May meetings, where extra renewal forms should be available. Alternatively, members can mail forms and cheques to the Club P.O. Box.
 - c The Treasurer processes the cheques and returns the completed forms, receipts and membership cards to the Membership Chair. The forms are numbered and kept in the renewals binder for one year. The receipts and membership cards are kept with the name tags at the registration desk to be picked up at meetings by the members.

- iii Late Renewals
 - a In late June, the Membership Chair e-mails a reminder to all members who have not paid, telling them this is their last chance to avoid the late fee.
 - b Further e-mails and/or phone calls should be made later in the summer to anyone who has still not renewed.

- iv Information from Renewal Forms
 - a All contact information changes (address, phone, e-mail) are sent to the Club President, the Directory Editor, the Newsletter Editor, and the Secretary.
 - b The Treasurer compiles an alphabetical list of members, showing renewal numbers and a list of members not renewing, plus new members as they join. On the Membership Chair's copy of this list, indicate any individuals who are dual or student members. Dual members may belong to more than one club, but their CFUW National dues are only paid once.

- c For statistical purposes, the list of non-renewing members should include reasons.

(e) Membership Directory

A directory of all members' names and contact information is published annually. Information for the directory is compiled by the Membership Chair from data gathered from application and renewal forms. One person from the Membership Committee acts as directory editor, and she is responsible for having the booklet printed in time for distribution to all members in October.

i Directory Contents

In addition to an alphabetical list of current Club members, the directory contains the following information: Club and CFUW goals and objectives; a directory of meeting venues, times and programs; a list of past Presidents; a list of GWI, CFUW, BC Council and AAUW contacts; a list of Charter Members; and a description of the Bursary Foundation.

ii Directory Process

- a The Directory Editor maintains a membership database of the member information in 3.1.2(d)v above.
- b The Directory Editor starts with a directory template which contains all of the on-going and amended Club information:
 - The cover includes name of club; club logo (heron); club P.O. Box address and CFUW and club website addresses.
 - The Directory Editor chooses a cover colour different from the previous 3 - 4 Directories.

- The Members' Database File is then merged into the template and is saved as a document and a pdf file.
 - The Directory Editor and Membership Chair (or designate) proof read the Directory.
 - The completed new Directory is e-mailed to a printer chosen by the Directory Editor (eg. Staples).
 - The Membership Chair relays new data and changes to the Directory Editor throughout the year.
- iii Directory Distribution
- a The Directory Editor is responsible for getting the printed directories to a designated meeting, usually in October.
 - b Directories not picked up at the meeting go to the Membership Committee for pick-up at subsequent Club meetings.
 - c Directories not collected after the Christmas luncheon are mailed by the Membership Chair.

3.1.4 Communications Committee

The Communications Committee is responsible for communication among the members and to other parts of CFUW and the public.

Terms of Reference: The Communications Committee

- i reviews and maintains the website and makes recommendations to the Board when required;
- ii publishes the White Rock/Surrey Club Newsletter;
- iii arranges public announcements about Club activities;
- iv updates the Club brochure when directed by the Board; and
- v liaises with Club committees about their activities.

3.1.5. Finance Committee

The purpose of the committee is to address Club financial issues. The Treasurer chairs the Finance Committee and selects its committee members. The number of meetings is at the discretion of the Chair.

Terms of Reference: The Finance Committee

- i discusses financial matters and recommends any changes to the Board;
- ii prepares the Club's annual budget for recommendation to the Board;
- iii suggests a person to conduct a financial review of the Club's books. This person may be a member of the Club. The Treasurer will present a motion at the Annual General Meeting to approve the 'reviewer' for the next fiscal year and arrange to meet prior to the next Annual General Meeting to conduct the survey of records;

- iv obtains membership approval at the Annual General Meeting of any auditor;
- v reviews the protocol for distributing monies from fundraising; and
- vi reviews newsletter advertising rate.

4. FINANCIAL MANAGEMENT

4.1 Signing Authority

Four Club Officers have signing authority: the President, Treasurer, Vice-President and Past President. Two officers, preferably the President and the Treasurer, must sign all cheques and documents. The President must be a signatory to all contracts and rental agreements

When a signing officer's term of office has ended, she no longer has signing authority. The Treasurer will ensure that the following bank requirements are met as soon as possible after any signing officer leaves office:

- 4.1.1 Signing officers leaving office must send a letter to the bank stating they have resigned from office and no longer have signing authority;
- 4.1.2 All new signing officers must go in person to the bank and complete a form showing their signatures and positions.

4.2 Financial Records

The Treasurer is responsible for all financial records. This includes keeping records of accounts, banking records, financial statements and reimbursement of expenses.

4.2.1 Bank Accounts

The Club has one bank account with Coast Capital in South Surrey. This bank account has the following subsections:

- Chequing Account;
- Savings Account;
- CFUW Gladys Utendale Travel Account;
- Gaming Account; and
- Contingency Account.

4.2.2 Deposit Book

The Club Treasurer tracks the source of funds. All funds received are identified by source and deposited in the Club bank account. Although Coast Capital does not require the Club to submit a detailed deposit book, the Club practice has been to submit the deposit in this format and have Coast Capital provide an official receipt to verify the transactions.

4.2.3 Receipt Book

The Treasurer is responsible for the receipt book. Monies received from organizations and individuals must be issued receipts from a duplicate receipt book that must be kept for any financial review. Receipts are signed by the Treasurer.

4.3 **Reimbursement of Funds**

From time to time, members may spend personal funds for approved Club business. To be reimbursed, members must complete the expense reimbursement form (Appendix D), attach the receipt(s), and submit both to the Treasurer for payment. The Treasurer will enter the expense into the account book.

4.4 **Financial Statements**

4.4.1 Financial Statements

A financial statement for each club meeting is prepared by the Treasurer and circulated to the members via e-mail prior to each monthly meeting.

4.4.2 Year-End Financial Report and Budget

At the Annual General Meeting, the Treasurer prepares and presents a financial report for the previous fiscal year and the budget for the next fiscal year.

4.4.3 Review of Financial Records

Financial Records should be reviewed yearly prior to the Annual General Meeting. The reviewer can be a member of the Club. Generally, a formal audit is not required. However, a formal audit may be initiated under special circumstances.

4.5 **Special Funds, Community Grants and Community Outreach Program**

4.5.1 CFUW Gladys Utendale Travel Fund

In April, 2013, a travel fund was established in memory of Gladys Utendale, a long-serving member of the Club, who strongly encouraged members to attend BC Council, CFUW, and GWI conferences to learn more about the work of these organizations. See Guidelines for the Use of the CFUW Gladys Utendale Travel Fund (Appendix E).

4.5.2 Community Grants

From time to time the Club has provided community grants to local organizations that support the education of women and children or work for the betterment of women's lives. Funds for these community grants are available from previous successful fundraising efforts. Criteria for these grants and a copy of the grant application form are on the Club website.

4.5.3 Community Outreach Program

(a) One-to-One Children's Literacy Program

The Community Affairs Committee has a One-to-One Children's Literacy Coordinator who works collaboratively with the One-to-One Literacy Society in Vancouver to support a children's literacy program. The trained volunteers tutor individual children in some local schools. More information about this program can be found on the Club website.

(b) Friends of the Food Bank

The Club, in conjunction with the White Rock Friends of the Library, supplies adult and children's books to the Sources Food Bank. Every two weeks, one of the three to four club members who volunteer for this project retrieve from the library sorted boxes of donated/discarded books in excellent condition. The member delivers the books to the Food Bank where she shelves them into categories of fiction/non-fiction for youth and adults. The Food Bank clients take the books for their personal use.

4.6 **Club Dues**

Club dues financially support the local Club, the CFUW National Office and the BC Council. The Membership Chair compiles the Club numbers as of January 31 of the current year. The Treasurer mails a cheque to the National Office.

4.6.1 For new members, fees are due upon receipt of the application form. Full fees are paid up to December 31; those joining between January and the end of the fiscal year are charged a reduced rate.

4.6.2 The process for members renewing their membership is stated in Section 3.1.2(d).

A percentage of CFUW White Rock/South Surrey annual dues supports the advocacy work of the National office, and GWI, the international federation. CFUW National sets the dues and notifies the clubs of increases, which are voted on at the CFUW Annual General Meeting. When National increased their fees from \$60.00 to \$70.00, the Club decided not to pass this increase on to the members, but instead to do in-house fundraising to cover it.

The Club pays annual dues of one dollar per member to the BC Council. These fees are used to support the work of BC Council. In addition, the Club pays BC Council a fee to provide liability insurance.

Both national and provincial dues are paid in the spring of each year.

4.7 Liability Insurance

The BC Council supplies all clubs in the province with a liability insurance policy. The Treasurer keeps a copy of the insurance policy. CFUW BC Council notifies the club President of any changes in the liability insurance policy content or cost. The Secretary informs the insurance carrier via BC Council about the location of all club events. This ensures members are covered. Appendix G has general information about the insurance policy.

5. MEETINGS AND MOTIONS

5.1 Meetings

The Club holds a minimum of five Board and General meetings a year. The Annual General Meeting is held in May. Special meetings may be called as per the BC Society Act and Club Bylaws.

5.2 Motions

5.2.1 The Secretary keeps an electronic record of all motions.

5.2.2 The Archivist, in consultation with the President and the Board, annually reviews the motions' file and archives motions that are no longer relevant to the operations of the Club.

6. STRATEGIC PLAN

The Strategic Plan sets a course of action for a three to five year period. A review of the Club's Strategic Plan is completed every three to five years as deemed necessary by the Board or membership. In the interim years, an annual review of the Strategic Plan is initiated prior to the Board's first meeting in the fall. Minor adjustments are made if required. Changes are brought to the membership for approval. Members-at-large initiate these reviews. Appendix G is the Strategic Plan.

7. COMMUNICATIONS MANAGEMENT

7.1 Mailbox

The Club shares a mailbox with the Surrey/White Rock Bursary Foundation for all its mail correspondence. The mailbox is located at Shoppers Drug Mart, in the Semiahmoo Mall, South Surrey, B.C. There are three keys to the mailbox.

7.1.1 Distribution and Tracking of the Keys

(a) Distribution

The President, Vice-President and Treasurer (or designate) have keys to the mailbox. Keys are distributed at the beginning of a term of office and returned when that term of office is completed. The Treasurer of the Bursary Foundation is given one mailbox key which is her responsibility to track.

7.2 Websites, Newsletters, Brochure and Directory

The Club has various ways to communicate with its members, other clubs, BC Council, CFUW, and GWI. The most common means of communication are itemized below.

7.2.1. Website

The White Rock/South Surrey Club maintains a website with information about the Club, its members and its activities. A Web Manager is appointed by the Board and functions as a part of the Communications Committee. The President approves the website content.

7.2.2 Newsletters

(a) The White Rock/South Surrey Club Newsletter

The White Rock/South Surrey Newsletter is published on-line five or more times per year and contains information about local, provincial and national activities. The Secretary distributes the Newsletter via e-mail to:

- (1) Club members;
- (2) the BC Council President and its Director of Communications;
- (3) the Regional Director West; and
- (4) the liaison person between our Club and our sister club, the American Association of University Women (AAUW).

(b) Newsletter from the Vancouver Club at Hycroft

The CFUW Vancouver Club, located at Hycroft, publishes a newsletter about its activities. White Rock/South Surrey members are given the link to this newsletter. Only posters of Hycroft events are circulated to the members.

(c) CFUW Newsletter

The CFUW posts a newsletter, "The Communicator", on its website.

(d) CFUW and GWI News Bulletins

The CFUW National News Bulletin is sent to the Club bi-weekly. This bulletin keeps its members up-to-date on advocacy and women's rights issues. The GWI also posts a newsletter, "In Focus", on its website. This newsletter also keeps members up-to-date on advocacy issues and women's rights.

7.2.3 Club Brochure

The Club Brochure is produced and up-dated at the discretion of the Board.

7.2.4 Club Directory

A Club Directory of all its members is published, distributed and maintained as outlined in section 3.1.2(e).

7.2.5 Use of the Club Logo and Letterhead

The Club Logo is regularly used on:

- letterhead;
- the Directory of Members;
- the Club brochure; and
- the Club website.

The President determines all other uses of the Club logo.

8. FUNDRAISING

Any fundraising must have a specific purpose and be approved by the membership. An Ad Hoc Committee is established to organize the fundraising activity. All monies from fundraising must be sent to the Treasurer for deposit to the Club bank account before any funds are distributed.

Allocation of Monies from Fundraising

The Finance Committee has developed guidelines for the disbursement of fundraising monies including setting targets for use of the funds. These guidelines are in Appendix H.

9. INTEREST GROUPS/ACTIVITIES

An Interest Group Coordinator is selected from within the Membership Committee.

The Club has numerous interest groups/activities that members may join. The number and type of interest groups varies from year-to-year depending on the Club's interests. Current interest groups are listed in the Club Newsletter and on the website.

10. INVENTORY OF EQUIPMENT AND MATERIALS

The Board assigns a Member-at-Large to conduct an annual inventory of equipment and materials in the spring and to report to the Board prior to the Annual General Meeting. The report should note any new additions or items that need replacement or are missing. A copy of the Inventory and Equipment Tracking Sheet is kept by the Secretary. All equipment and materials should be marked as property of the Club. Appendix I has the current Inventory of Equipment and Materials.

11. CONFERENCES

The CFUW and BC Council each hold an annual conference. The CFUW conference is usually in June or July and the BC Council conference is in April. All members are eligible to attend these conferences, but only voting delegates can vote on issues at their Annual General Meetings. The location of these conferences is dependent on who volunteers to hold the conference.

The GWI holds a conference every three years.

Some funding for delegates and members attending these conferences is available.

Duties of Delegate(s):

- (a) Attend the conference.
- (b) Complete a report during or after the conference.
- (c) Accompany the report with a picture(s) of the delegate(s).
- (d) Present the report to the Board at the first meeting after the conference.
- (e) Present the report to the first General Meeting after the conference.
- (f) Submit the written report and any pictures taken to the Newsletter.

A conference report is required for those receiving conference funding. A guideline for this report is in Appendix J.

12. SURREY-WHITE ROCK BURSARY FOUNDATION

In 1960, the University Women's Club of White Rock awarded its first bursary (\$100) to a Surrey School District graduate. Gradually the number and value of the bursaries increased, and the criteria were expanded to include women graduates of Surrey schools OR women who have lived in Surrey for five years or longer, and to specify that recipients must be entering third year or higher of a degree program.

In the 1980s, the number of applicants had grown to the point where the Club needed to raise more money and be able to issue tax receipts. Consequently, in 1986, the Surrey/White Rock Bursary Foundation was incorporated, and the first Bursary Luncheon was held. Various major fundraising efforts allowed for the establishment of an endowment fund, more bursaries and larger awards. Today, the Foundation generally awards two bursaries per year.

Every Club member is automatically a member of the Surrey/White Rock Bursary Foundation, and the Foundation can be proud of its achievement of awarding, to date, over 300 bursaries. More information about the Foundation can be found on the website.

Section III: Advocacy

1. WHAT IS ADVOCACY?

CFUW National and the CFUW BC Council both advocate for public policy changes based on resolutions that are approved by the membership at their Annual General Meetings. These resolutions conform to CFUW mandates and are researched and proposed by clubs, BC Council or national committees.

CFUW has several definitions for advocacy. In general:

*"Advocacy is about influencing people and institutions - particularly decision makers (political, corporate or organizational) and the general public to support a cause or course of action. **It is about change. It is about helping people** - as an advocate for an individual person requiring access to supports and services, or an advocate for a cause affecting a number of people."*

CFUW National has a section of its website devoted to Advocacy. It is for Club use in developing resolutions and taking action on policy. CFUW National has excellent reference material in its [CFUW Advocacy Handbook](#) and advocacy toolkit.

One of the most common ways for local clubs to become active in developing CFUW and BC Council policy is by developing, discussing and voting on resolutions. Once the resolution is approved at the Annual General Meeting (BC Council or CFUW), it then becomes policy. BC Council or CFUW then proposes to the clubs various ways to act on this policy. This process is advocacy in action.

2. STEPS IN THE RESOLUTION/POLICY MAKING PROCESS

The BC Council and CFUW National both use a similar process in the resolution-development/policy-making process.

Below is an outline of how the Club takes steps in the resolution/policy-making process. The outline is for the BC Council but a parallel process is used for CFUW National. The Community Affairs Committee takes the lead in this process with the membership involved in the various steps.

2.1 Steps in the Resolution Process

- (a) Members of the Club, Community Affairs Committee or Board decide to address an issue of concern. First they check if a similar policy has been passed previously. If there is no policy, the Club can develop a resolution for the BC Council Annual General Meeting. Note: It may take a year to complete the process, as considerable research is usually involved in developing the background on the issue and the resolution.
- (b) The Community Affairs Committee or a sub-committee conduct the research and develops the resolution. The Chair of the Community Affairs Committee ensures that the BC Council process for resolution development is followed and that the Club President and membership are aware that a resolution is being developed. The CFUW Advocacy Handbook describes in detail various aspects of the resolution development to be considered and can be used as a guideline.
- (c) The Secretary is notified about any additional preparation of the document that may occur as part of her workload.
- (d) Once the resolution is in its final draft form, the Board reviews it and prepares it for presentation to the Club members.
- (e) The authors of the document and/or the Vice-President present the resolution to the Club members for their endorsement. If the resolution is not endorsed, the authors may revise as directed and re-present it to the members.
- (f) If not adopted by the members, the resolution dies. If adopted by the members, the Board forwards the resolution to the BC Council Resolutions Committee.

2.2 Resolution Decision-Making Process

- (a) The White Rock/Surrey Secretary receives BC Council's proposed resolutions and circulates them to the Board, Vice-President and the Community Affairs Committee for review and comment.
- (b) The Vice-President presents these comments to the Board and Community Affairs Committee and the membership for their comments and forwards all the comments to the BC Council Resolution Committee as the Club's feedback.
- (c) The Secretary receives the approved proposed BC Council resolutions and circulates them to all the members asking them to read the resolutions before the meeting and come prepared to discuss and vote on the resolutions.
- (d) The Chair of the Community Affairs Committee assigns committee members or other interested Club members to present the proposed resolutions to the membership by:
 - Reading the resolution and providing some critical comments both pro and con and concluding with their personal recommendations.
- (e) At the meeting where the resolutions will be discussed, the President asks the Vice-President/Chair of the Community Affairs Committee to assume the Chair of the meeting to discuss the resolution(s). The President steps down and the Vice-President assumes the Chair.
 - i Additional copies of the resolutions are made available for members who may have forgotten their copy.
 - ii The Chair reviews the process to be followed in discussing and voting on the resolutions as follows:
 - (i) A presenter will read out the resolutions and provide their comments, pro and con, to the resolutions, commenting on the research and evidence to support the resolutions.

- (ii) The Chair will then ask for a motion to adopt the resolutions and open the floor for discussion.
 - (iii) Members can speak twice to each resolution for a maximum of two minutes each time.
 - (iv) Once discussion is concluded, the call for the vote is made by the Chair or a member.
 - (v) The vote is taken and the pros, cons and abstention are recorded in the minutes.
 - (vi) The Chair then asks the membership what direction they would like to give to the delegate(s) about how to vote on the resolutions.
 - (vii) A vote is taken to instruct the delegate to vote in favour only, to vote against only or to leave it to the delegate to vote as she sees fit if any new information becomes available at the time of the Annual General Meeting.
- iii This process is repeated for each resolution.
 - iv Once the process is concluded, the Chair formally announces "the business of the resolutions is completed" and turns the Chair back to the President.
 - v The delegate(s) to the Annual General Meeting votes for the resolutions as instructed by the Club and reports back on the outcome of the vote for each resolution. Appendix K has a sample timeline for the Resolution Process.

2.3 Policy Plan of Action

Once the resolution(s) have been approved at the Annual General Meeting, it becomes policy. The BC Council sends out a plan of action that local clubs can initiate and action that the BC Council will also be taking. The Club can ask the Regional Director West to assist the Club with any plan of action, and report to the Regional Director the results of the Club's plan of action.

This process ensures that CFUW and BC Council policy originates from the grassroots and involves them in every step of the process.

Section IV: List of Websites and E-Mail Addresses

1. Websites

1. White Rock/Surrey Club: www.cfuwwhiterocksurrey.com
2. Surrey/White Rock Bursary Foundation: www.cfuw-wrsurrey.org ...
Bursaries
3. CFUW BC Council: www.sites.google.com/site/cfuwbccouncil/
4. CFUW National: www.cfuw.org
5. CFUW Membership (need a login): www.cfuwmembership.org
6. CFUW Administrative & Resources (need a login): www.cfuwadmin.org
7. B.C. Society Act:
www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96433_01

2. E-Mail Addresses

1. CFUW Member Services: memberservices@cfuw.org
2. CFUW Office Website Information, Services and Supplies:
cfuwgen@rogers.com
3. CFUW Advocacy: cfuwadvocacy@rogers.com
4. CFUW Fellowships: cfuwfls@rogers.com
5. BC Council: cfuwbccouncil@gmail.com

A list of all BC CFUW club websites and e-mail addresses can be found on both the CFUW BC Council and CFUW websites.

Section V: Appendices

1. List of Appendices

- A. Constitution of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, B.C.
- B. Bylaws of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, B.C.
- C. Materials to be Saved for the Archivist
- D. Membership Application and Membership Renewal Forms
- E. Expense Reimbursement Form
- F. Guidelines for CFUW Gladys Utendale Travel Fund
- G. Strategic Plan
- H. General Information about the Liability Insurance Policy
- I. Guidelines for Allocation of Fundraising Monies
- J. Inventory of Equipment and Materials
- K. Guidelines for Conference Report
- L. A Sample Timeline for The Resolution Process
- M. Board Orientation

APPENDIX A

Constitution of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, B.C.

Article I: NAME

The name of the Society shall be Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, B.C. hereinafter referred to as "The Club".

Article II: PURPOSE

The aims of the Club are to:

- (i) promote high standards of public education in Canada, advanced study and research by women, and the concept of lifelong learning;
- (ii) advocate for human rights and the advancement of the status of women;
- (iii) encourage among members an intelligent interest and active participation in all aspects of public affairs;
- (iv) promote cooperation, networking, support and understanding among women; and
- (v) fundraise for community endeavors such as, but not limited to, shelters for abused women, quality childcare, and the Surrey/White Rock Bursary Foundation.

Article III: DISSOLUTION

In the event of dissolution of this Society, the assets that remain after payment of all debts and liabilities, and that are properly incurred in this dissolution, shall be transferred to the Canadian Federation of University Women Charitable Trust. This provision shall be unalterable.

May, 2016

APPENDIX B

Bylaws of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, BC

Bylaw I: MEMBERSHIP

- 1.1 Any woman with or without a university degree and is a resident of Canada may be a club member.
- 1.2 A Student Member is a full-time student at an institute of higher education that offers a degree, diploma or equivalent qualification. A Student Member is entitled to all privileges and responsibilities of CFUW.
- 1.3 A Dual Member belongs to more than one CFUW club.
- 1.4 Membership ceases upon non-payment of dues, or by expulsion following a resolution passed by the members at a General Meeting.

Bylaw II: DUES

- 2.1 Dues for the coming year shall be determined at the Annual General Meeting.
- 2.2 Dues are payable June 1.
- 2.3 Student members pay 50% of club and CFUW per capita dues.
- 2.4 Dual Members pay CFUW National per capita dues to only one CFUW club.
- 2.5 A member in good standing may transfer to any other CFUW club without paying additional national dues for that year.

Bylaw III: FINANCIAL

- 3.1 The fiscal year shall be May 1 to April 30.

APPENDIX B: Bylaws of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, BC Cont'd.

- 3.2 There shall be four designated signing officers: the President, Treasurer, Vice President and Past President. Any two of these four shall sign financial transactions such as cheques on behalf of the Club.

Bylaw IV: THE BOARD

- 4.1 The Board of Directors of the Club shall consist of the Officers, the Standing Committee Chairs and the Surrey/White Rock Bursary Foundation President, who is an ex-officio member. All Directors of the Club shall be voting members with the exception of the Club President (see *Robert's Rules of Order*) and the Surrey/White Rock Bursary Foundation President. All Board members serve without remuneration.

4.2 Officer of the Club:

- President
- Vice-President
- Past President
- Treasurer
- Secretary
- up to three Members-at-Large.

4.3 Standing Committees:

- Finance
- Communications
- Membership
- Program
- Community Affairs

4.4 Ad Hoc Committees:

- 4.4.1 A Nominations Committee, chaired by the Past President, shall be appointed annually by the Board prior to the Annual General Meeting.

APPENDIX B: Bylaws of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, BC Cont'd.

- 4.4.2 The Board of Directors or the membership may from time to time establish other ad hoc committees to carry out special activities of the club. These committees will report directly to the Board.
- 4.4.3 Terms of Reference for ad hoc committees will include objectives and time frame.
- 4.5 Duties of the Board:
 - 4.5.1 The Board organizes all matters pertaining to the Club in accordance with its Bylaws, Constitution and approved annual budget. The Board has general supervision of the affairs of the Club, and its actions are subject to the approval by the membership at a General Meeting.
 - 4.5.2 The President provides leadership and presides at all meetings of the Board and at General and Special Meetings of the membership. She is the administrative head of the Club and an ex-officio member of all committees. She is also the Club's liaison to the Surrey/White Rock Bursary Foundation.
 - 4.5.3 The Vice President is the liaison to CFUW, chairs the Community Affairs Committee and performs the duties of the President in her absence.
 - 4.5.4 The Past President serves as general advisor, chairs the Nominations Committee, and is an ex-officio member of the Board.
 - 4.5.5 The Treasurer supervises the financial affairs of the Club and chairs the Finance Committee. She ensures that full and accurate accounts are kept of all receipts and disbursements, reports on the financial activities of the Club as required by the Board, prepares an annual budget for approval, and ensures that the books are reviewed prior to the Annual General Meeting each year.

APPENDIX B: Bylaws of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, BC Cont'd.

- 4.5.6 The Secretary is responsible for the records of all meetings of the Club. She prepares and sends any correspondence as directed by the Board, maintains and monitors the Club e-mail account, and carries out other duties as outlined in the Resource Handbook.
- 4.5.7 The Membership Chair is responsible for the promotion of the club to the membership. She maintains a registry of the members; produces the annual Directory; keeps a record of attendance at general meetings; and is responsible for the New Members' Committee, ensuring that all new members are made aware of the objectives and purposes of the Club. The Membership Chair is also the Board liaison for Interest Groups; however, the Board acknowledges that Interest Groups may be established as desired by the membership.
- 4.5.8 The Members at Large shall perform such duties as are outlined in the Resource Handbook and as the Board requests.
- 4.5.9 The Communications Chair is responsible for the promotion of the Club, the Club newsletter and the website.
- 4.5.10 The Program Chair is responsible for venues, speakers and social activities for General Meetings.
- 4.6 Election of Directors:
 - 4.6.1 The Board of Directors shall be elected at an Annual General Meeting.
 - 4.6.2 The term of office shall be two years.
 - 4.6.3 No Director shall hold office for more than two consecutive terms in the same position, with the exception of the President, who shall serve only one term.

APPENDIX B: Bylaws of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, BC Cont'd.

- 4.6.4 If a Director resigns before her term is complete, the Board will appoint another member to the vacant position subject to ratification at the next General Meeting.
- 4.6.5 If there are no nominations for a director position at the Annual General Meeting, the Board shall appoint a member subject to ratification at the next General Meeting.

Bylaw V: OTHER POSITIONS APPOINTED BY THE BOARD

- 5.1 Archivist
- 5.2 Parliamentarian
- 5.3 Web Manager

Bylaw VI: QUORUM

- 6.1 A quorum shall be 50% of the members for Annual General Meetings, General Meetings and Special Meetings, and 5% at Board Meetings.

Bylaw VII: MEETINGS

- 7.1 The President shall call a minimum of five General Meetings per year starting in September, with a 30-day notice given to the members by electronic or other means.
- 7.2 Special meetings may be called:
 - 7.2.1 by a motion passed at a General Meeting;
 - 7.2.2 at the decision of the Board or President, with adequate time to advise the members; or
 - 7.2.3 by a petition in writing, signed by 15% of the membership. The Board must then call a Special Meeting within two weeks.

APPENDIX B: Bylaws of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, BC Cont'd.

- 7.3 The Annual General Meeting shall be held within three months of the end of the fiscal year. It shall include the election of Directors, as required; the financial statement; reports of the Directors to the members; and the proposed budget for the next fiscal year for approval.
- 7.4 A simple majority of those present shall constitute passage of all motions, except as otherwise stated in Bylaws 13.2 and 13.3.

Bylaw VIII: VOTING

- 8.1 Each member present at a meeting of members is entitled to one vote.
- 8.2 Voting is by show of hands unless the majority of members decide otherwise.
- 8.3 Voting by proxy is prohibited.
- 8.4 A Dual Member may vote on National matters only in the Club where she pays her CFUW dues.

Bylaw IX: RULES OF ORDER

- 9.1 The most recent edition of *Roberts Rules of Order* shall govern the proceedings of the Club in all cases not provided for in these Bylaws.

Bylaw X: RESOURCE HANDBOOK

- 10.1 A Resource Handbook supplements the Bylaws. It contains information about the Club's history and operational processes, details about duties of the officers and committee chairs, and descriptions of the Club's relationships with CFUW National and the BC Council.
- 10.2 The Resource Handbook shall be updated periodically as directed by the Board.

APPENDIX B: Bylaws of Canadian Federation of University Women's Society (CFUW) White Rock/Surrey, BC Cont'd.

Bylaw XI: BORROWING POWERS

- 11.1 The Club shall not incur debt except as a result of approval sanctioned by a special resolution of the members.

Bylaw XII: REPRESENTATION OF THE CLUB

- 12.1 Any use of the Club name or logo must have prior approval of the President.

Bylaw XIII: CONSTITUTION AND BYLAWS

- 13.1 On being admitted to membership, each member is entitled to, and must be given without charge, copies of the Constitution and Bylaws.
- 13.2 Notice of proposed amendments to the Constitution and Bylaws shall be in the hands of the members at least one month prior to a General Meeting. A Resolution amending the Constitution and Bylaws must be passed by 75% of the members present at the General Meeting.
- 13.3 A Special Resolution regarding expulsion of a member or incurring debt (11.1) shall be in the hands of the members at least one month prior to a General Meeting and must be passed by 75% of the members present.
- 13.4 The Bylaws shall be reviewed bi-annually by an Ad Hoc Committee.
- 13.5 The Bylaws may be approved or amended at any General Meeting by majority vote without previous notice.

Revised September 28, 2014

APPENDIX C

Materials to be Saved for the Archivist

This memo is a summary of the major types of material that we should be saving for the Archive Collection at the White Rock Museum & Archives. The conclusion of a club year is the ideal time to transfer files from retiring club executive members to incoming executive members and to turn those not needed over to the Club Archivist/Historian for sorting and addition to the existing collection. As the Club Archivist, I do this on a yearly basis, usually in July.

Items that should be saved include the following:

1. General and Board meeting minutes for the last year. These minutes are provided by the Club Secretary to the Archivist at year-end on a computer disk or flash drive. We are gradually increasing the number of items that we turn over in electronic form to conserve space at the Museum. The Archivist should also be on the distribution list for these minutes as they are sent throughout the year.
2. The updates to the Book of Motions for the last year. This is usually provided by the Secretary on the same computer disk as the minutes.
3. Annual Reports to CFUW National. This report includes the membership numbers and other information.
4. Updates to the Constitution, Bylaws and Standing Orders for the Club & Bursary Foundation. A hard copy plus computer disk should be saved for the Archivist.
5. Any significant award certificates.

Appendix C: Materials to be Saved for the Archivist Cont'd.

6. Newspaper and publicity articles specific to our Club. Someone who lives in the White Rock - Surrey area needs to be responsible for collecting this material on an on-going basis.
7. Any brochures and program notes or posters pertaining to special programs, projects and events. This includes invitations from other CFUW clubs.
8. Newsletters. Remind the Newsletter Committee to send a hard copy and at year-end provide on a computer disk or flash drive to the Archivist. Also copies of BC Council Newsletter (for the Record) and the National Communicator.
9. Club and Bursary Foundation Annual Year-End Reports.
10. Directory. Membership Lists (Membership to add Archivist to those needing a copy). Also membership cards of members who cease to be members in the past year.
11. Letters - Correspondence of special significance.
12. Any other items that pertain to the activities and history of our Club such as photos.

APPENDIX D

Membership Application and Renewal Forms

Membership Application Form: See Page 45

Membership Renewal Form: See Page 46



APPLICATION FOR MEMBERSHIP

**Canadian Federation of University Women
White Rock / Surrey**

(a member of GWI: Graduate Women International)

PO Box 75039, Surrey, B.C., V4A 0B1

www.cfuwwhiterocksurrey.com (email) cfuw.wr.s@gmail.com

Surname:	Given Names: (underline preferred name)	
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Previous Surname(s):
(where applicable)

Address:

City	Province	Postal Code
------	----------	-------------

Telephone (Home)	Telephone (Other)	E-mail
------------------	-------------------	--------

Career Information:

Signature: _____ **Date:** _____

Fees: Reg. \$100 ___ **Dual \$35** ___ **Student \$40** ___ **Payment by:** Cheque ___ Cash ___ Interac (payable to: CFUW White Rock / Surrey)

Although not obligatory, our club encourages new members to join a committee and/or an interest group immediately upon joining in order to enhance the positive experience of membership.

Check any of the following **Committees** that you may wish to join:

Membership ___ Program ___ Community Issues ___ Marketing ___ Finance ___ Check any

of the following **Interest Groups** that you may wish to join:

___ Book Group	___ Bridge	___ Stitch & Chat	___ Needle Felting	___ French Conversation
___ Dames Who Dine	___ Club Cuisine	___ Couples Dining Out	___ Matinee & Dinner	___ Travel
___ Art Appreciation	___ Symphony	___ Golf For Fun		

I am involved in the following: (other community organizations/volunteer groups/hobbies).

ial skills and abilities I'd like to share (i.e. computer, desktop publication, organization).

To Be Completed by **All Applicants**. Please note: To comply with the provincial Personal Privacy Information Protection Act, I give permission for the above information to be included in CFUW Club publications and to give CFUW permission to publish in the club newsletter any other club communication such as a photograph taken of me participating in a CFUW function (the club newsletter being for CFUW office distribution only). **Yes ___ No**

I permit e-mails to be sent to me from the club and interest groups. **Yes ___ No**

Signature: _____

(Please PRINT Clearly)

Section V - Appendices

Page 46

Renewal Number _____

**CFUW WHITE ROCK/SURREY
MEMBERSHIP RENEWAL 2015 - 16**

Fees are due by May 31. Please complete and submit this renewal notice, together with your cheque made out to CFUW White Rock/Surrey, either at a general meeting or by mail to PO Box 75039, Surrey, B.C., V4A 0B1. A late fee is payable after June 30.

NAME: _____

2015 - 16 Club Membership Fees	\$100
Late fee if paid after June 30:	10

TOTAL DUE: _____

DIRECTORY INFORMATION

My contact information in the current club directory is correct.

Signature

CHANGES IN CONTACT INFORMATION

(address; e-mail; telephone number)

Breakdown of Club Fees

National Federation (CFUW) and International Federation (GWI*) fees	\$70
BC Council fees, including liability insurance	1

Balance to CFUW White Rock/Surrey _____ \$29

*Graduate Women International

APPENDIX E

Expense Reimbursement Form

CFUW WHITE ROCK/SURREY

Request for Reimbursement

Date: _____ Amount: _____

Payee: _____

Committee/Activity: _____

Requested By: _____

Cheque Number: _____ Date Paid: _____

Please attach an itemized statement together with your receipts.

Receipts must contain ONLY Club-related expenses.

APPENDIX F

Guidelines for CFUW Gladys Utendale Travel Fund

The Gladys Utendale Fund was established in 2012 in memory of a former Club President who attended many provincial, national and international conferences on behalf of CFUW White Rock/Surrey. Gladys felt that participating in these events was of enormous value both to the participant and to the Club, and it was decided that there could be no more fitting memorial to her than a fund enabling more Club members to have this experience.

Monies for this fund will come from individual or in-house group event donations. Also, following a motion in April, 2015, any excess from the travel portion of the budget will be directed into the fund, which shall be used for travel to CFUW national. Application to access funds must be made in writing to the Board, who will allocate travel assistance from the fund.

APPENDIX G

CFUW WHITE ROCK SURREY STRATEGIC PLAN 2020-2025

The club's Strategic Plan is updated every five years or as deemed necessary by the Board or membership. In the interim years an annual review of the Strategic Plan is initiated at the Board's first meeting in the fall. Minor adjustments are made if required. The Strategic Plan is a living document that can be amended as needed with approval from the membership. Members at Large initiate reviews. Strategic Plan is included as Appendix G in the club's Resource Manual (online in the members only section of the club website.)

DETAILS OF THE STRATEGIC PLAN DOCUMENT – The Strategic Plan document states each of the four club goals as shown in the club directory. These goals are directly related to the support of the club mission statement. The strategic plan: a.) states the club goals, b.) shows who is responsible for each goal and c.) lists suggested actions that support the achievement of each goal.

GOALS and OBJECTIVES	RESPONSIBILITY
A. Promotion of Fellowship: Promote interaction among members; Promote attendance at Meetings; Encourage members to join committees and executive; Attract and retain new members.	Executive Board Membership Committee Program Committee All club members
B. Contribution to Public Affairs / Advocacy: Participate in CFUW Local, Provincial, National and International events; Develop effective strategies to advocate for women's; children's and environmental issues.	President, Vice-President or Alternates Club Standing Committees including: Communication Committee, Community Affairs Committee, Advocacy Committee others as initiated All club members
C. Support of Education: Support Club Bursary Foundation: Ensure Club members are aware of opportunities to pursue life-long learning	Finance Committee Executive Board Club Members Program and Advocacy Committee Fundraising Coordinator

<p>D. Effective Governance, Structure, Growth: Maintain a stable financial structure: Prepare, update on a regular basis and follow the Strategic Plan; Improve social media that support the Club; Emphasize training of Board members and committee chairs; Encourage Growth</p>	<p>Treasurer and Finance Committee Executive Board Members-at- Large – invited to join ad hoc committee Communication Committee, Out-going Committee Chairs</p>
--	---

GOAL A - PROMOTION OF FELLOWSHIP

Actions to achieve the Goal of Promotion of Fellowship

Advertise/Promote Interest Group Involvement

List interest groups on membership application forms

Provide programs that reflect club goals and members' interests

Provide members with opportunities to evaluate and give input into Club activities and directions

Members give mini- mini biographies at meetings and in newsletters

Encourage car- pooling to Club members.

Encourage zoom bubbles

Organize activities for new members

Welcome coffee party and new member orientation

New member lunch.

New members organize Christmas bake sale and/or other activity.

Interest group stations at Sept. meeting.

Blasts to inform members of events, meetings, educational and national news. Sent by PC.

Membership Chair notifies Interest Group Coordinators of new members' interests as per application forms.

Call out bubbles – teams to phone members as needed.

Maintain zoom account for meetings cancelled by weather or other restrictions. Those not comfortable with zoom could attend with a friend. Zoom can be used by board and interest groups.

Communication co-ordinator - attends board meetings, contacts newspapers

GOAL B - CONTRIBUTION TO PUBLIC AFFAIRS / ADVOCACY

Actions to Achieve the Goal of Public Affairs / Advocacy

Promote and Support Club Advocacy Committees

Raise awareness of CFUW National Resolution process

Encourage members to attend BC Council Annual General Meeting and report back to Club – (Note: Club funds four registrations and two hotel rooms)

Encourage at least one delegate to attend CFUW National – paid for by Club and Gladys Utendale Fund for two registrations and one hotel room. President or delegate reports back to club.

When appropriate, take action with government at all levels - For example, Letters to Mayors, MLA's, MP's.

Inform media about CFUW resolutions

Link with other community organizations with goals similar to ours.

Involvement in Community Affairs, Education and Environment Committees; Food Bank;

Friends of White Rock library.

Transfer of funds to support community projects

Zoom in special meeting for those interested in learning more about resolutions and resolution Process

Ensure members have log in information to our club, BC Council website, and CFUW National member site (add this information to the directory).

Raise awareness of Zoom webinars by National and BC council – send E Blasts to share information.

GOAL C - SUPPORT OF EDUCATION

Actions to Achieve the Goal of Support of Education

Actions to Achieve the Goal of Support of Education

Ensure that there are funds to support bursaries

Apply for Gaming Funds

Support Fundraising

In Memoriam donations

Birthday Doantions

Fundraising Coordinator role on board or on an adhoc committee

E Blasts to raise awareness of educational opportunities.

Encourage members to attend educational events: For example: TALK

GOAL D – SUPPORT OF EDUCATION AND GOVERNANCE

Actions to Achieve the Goal of Support of Effective Governance, Structure and Growth

Keep Club accounts, advise Club on financial matters and report regularly.

Prepare plan and present to Club for approval.

Familiarize club with the strategic plan and use to guide activities.

Ensure that Strategic Plan is followed. Review at board meetings on a regular basis. Update every 5 years or as needed.

Oversee establishment and maintenance of electronic social media for members.

Use Resource Handbook for Board orientation.

Ensure all members know about the Strategic Plan and where to review it by: presenting at AGM annually, putting the Strategic Plan document in the directory and in resource manual, use in Orientations with incoming chairs

Participate in outreach events

Encourage diversity among membership – events for inclusion

CFUW WHITE ROCK SURREY STRATEGIC PLAN 2020-2025

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<p>B. Contribution to Public Affairs / Advocacy: Participate in CFUW Local, Provincial, National and International events; Develop effective strategies to advocate for women's, children's and environmental issues.</p>	<p>President, Vice-President or Alternates Club Standing Committees including: Communication Committee, Community Affairs Committee, Advocacy Committee others as initiated All club members</p>
<p>C. Support of Education: Support Club Bursary Foundation: Ensure Club members are aware of opportunities to pursue life-long learning</p>	<p>Finance Committee Executive Board Club Members Program and Advocacy Committee Fundraising Coordinator</p>
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Actions to Achieve the Goal of Support of Education

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Familiarize club with the strategic plan and use to guide activities.

Ensure that Strategic Plan is followed. Review at board meetings on a regular basis. Update every 5 years or as needed.

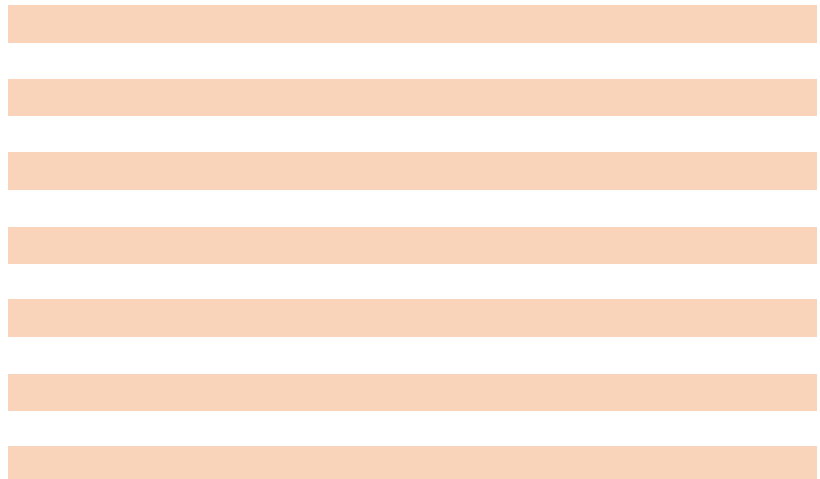
Oversee establishment and maintenance of electronic social media for members.

Use Resource Handbook for Board orientation.

Ensure all members know about the Strategic Plan and where to review it by:
presenting at
AGM annually,
putting the Strategic Plan document in the directory and in resource manual, use in
Orientations with
incoming chairs

Participate in outreach events

Encourage diversity among membership – events for inclusion



APPENDIX H

General Information about the Liability Insurance Policy

Insurance Policy

Through BC Council, our Club has third party liability insurance of two million dollars

Any liability insurance issues are dealt with by the Club Treasurer.

The cost for this policy is separate from the dues. Each club is assessed an amount divided among all B.C. clubs and is payable by the Treasurer with the BC Council dues.

Third Party Liability

On behalf of the CFUW clubs in British Columbia, BC Council has an insurance policy to cover third party liability for a person who sustains personal injury or property damage when attending an event put on by one of our clubs. It does not cover club members; they are covered by their own personal insurance.

Renewal

The policy has been in effect since 1995 and it is renewed annually on September 1st.

Value

The amount of damages cannot exceed \$2 million and the medical coverage is \$25,000. The policy deductible is \$1,000.

Club Requirements

Individual clubs must advise the insurance company of all its events in a public location. Generally, there are two types of events:

- a. Regular club meetings - generally held in the same location each month.

Appendix H: General Information about the Liability Insurance Policy Cont'd.

b. Special club events - these events are held occasionally and may be held in a variety of locations such as shopping malls, church halls, community centres, university and college meeting rooms. Some examples of these events would be bridge luncheons, book sales, special program speakers and presentations, concerts, etc.

Frequently Asked Questions

1. Does a club have to notify Shaw Sabey of all its events, including general meetings?

Answer: Yes. The notification should include details about the event, including type of event, number of participants expected, plus date, time and location. This information should be sent before the first meeting of the club. If your calendar is not complete, remit what you have and send the rest as soon as you have confirmed this location(s).

2. Can this be done as an omnibus notification, e.g. the Club's annual calendar of events?

Answer: Yes. The insurance agency should also be notified of any changes to those events, including change in venue, increase in numbers and type of events.

3. What if a club requires more insurance for a specific event?

Answer: Most clubs obtain the extra insurance from Shaw Sabey. If a club requires a higher limit for a specific event, Shaw Sabey could obtain a separate policy for that event only which is paid for by the club that needs it.

Appendix H: General Information about the Liability Insurance Policy Cont'd.

Please contact the company directly for all questions. Louise Idemelo is the BC Council Account Manager.

Shaw Sabey & Associates Ltd. / An Assurex Global Partner
Suite 1275 - Two Bentall Centre
555 Burrard Street - Box 234
Vancouver, B.C., V7X 1M9
800-684-1911 / Direct: 604-699-2061
Fax: 604-331-0662
idemelo@shawsabey.com / www.shawsabey.com

APPENDIX I

Guidelines for Allocation of Fundraising Monies

If there are outside participants in our fundraising events, then there is a 70/30 split in the profits. Seventy percent is given to the Bursary Foundation and 30% remains in the Club. If it is a 'members only' event, the money remains within the Club. It should be pointed out that our fees only yield \$29 per member for us to use for operation. If we want to build interesting programming, to fund community and educational grants, and to support our representatives to conferences, then we need to continue fundraising.

APPENDIX J**Inventory of Equipment and Materials****May, 2022**

<u>Item</u>	<u>In Possession Of</u>
AV equipment (in green suitcase)	Helen Christiansen
Cashbox	Treasurer
Tablecloths, teapot, paper plates, etc.	Program Committee/Refresh.
Coffee urn	Mt. Olive Lutheran Church
Club vests (6), feather boas, sunflower brooches	Monica von Kursell
Stand	Sandra Kraft
Mailbox keys	The President and Treasurer (or designate) have keys to the mailbox. Keys are distributed at the beginning of a term of office and returned when that term of office is completed. The Treasurer of the Bursary Foundation is given one mailbox key which is her responsibility to track.
Epson video projector & cord	Penny Harrington
New Cloth banner (heron)	Program Committee

APPENDIX K

Guidelines for Conference Report from Provincial or National Annual General Meetings

Annual General Meeting: Provincial National

Date Held:

Location:

Delegate(s):

1. Number of Attendees (can be approximate):
2. Motions/Issues Arising from the Business Meeting:
3. Workshops Offered:
4. Workshops Attended:
5. Most Worthwhile Workshop:
Highlights:
6. Keynote Speaker:
Highlights of Talk:
7. Most Interesting Conversation:
8. Two New Ideas:
9. How Will Your Experience at this Conference Benefit Our Club:

APPENDIX L

Sample Timelines for Resolution Process

Below is a sample timeline for BC Council Resolutions for the year 2013. The timeline varies from year-to-year and is sent out to the clubs in the fall prior to the next BC Council Annual General Meeting. A similar timeline can be applied to the CFUW Resolutions with their Annual General Meeting in June or July.

1. November 1, 2012: Notice of Intent to Submit a Resolution to be received by the Chair of Resolutions, BC Council.
2. December 1, 2012: First full draft is received by the Chair of Resolutions who begins consultation with the Resolutions Committee.
3. January 8, 2013: Resolution(s) are sent to all clubs for review and amendments.
4. March 1, 2013: Suggested amendments are to be sent to the proposing clubs and to the Chair of Resolutions.
5. March 25, 2013: Resolution with accepted amendments is sent by the proposing club to the Chair of Resolutions. A Resolution Action Plan is also sent to the Chair of Resolutions.
6. April 1, 2013: The final resolution(s) is e-mailed to all B.C. clubs by the Chair of Resolutions together with the list of comments and rationale for acceptance or rejection. All clubs will be able to view the suggested amendments and the rationale for their acceptance or rejection.
7. April 27, 2013: Resolutions to be discussed and voted on at the BC Council Annual General Meeting.

APPENDIX M

Board Orientation

Facilitated by the Past President

Timing:

Minimum of 4-6 hours; held in late August on alternate years; to be attended by all Board members when there is a turnover of the Board.

Welcome and overview of the meeting.

Activity 1 – Who are ‘you’? – Team building and relationships:

- Board – number of new and returning members.
- How many have served on any Board of Directors before?
- Why are you here?
- Leadership role on the Board?
- One skill you bring to the Board.

Activity 2 – Who are ‘we’? – Relationships with other Board members:

- Do you see any one that you need to relate within your leadership role?
- How does the work you do link together with the work of another committee?
- List of all Committees and other positions:

Committees:

Communications

- Fundraising
- Publicity

Community Affairs

Finance

Membership

- Directory Editor
- Interest Groups Coordinator
- New Member Chair

Program

- Refreshments Coordinator

Board-Appointed Positions:

Archivist

Newsletter Editor

Parliamentarian

Web Manager

Activity 3 – How do we fit with the larger community of CFUW?

- Overview of CFUW National and its relationship to our club.
- Overview of GWI (formerly IFUW) and its relationship to our club.
- Overview of BC Council and its relationship to our club.

Activity 4 – How do we operate?

1. Overview of what governs us: Constitution, Bylaws, Resource Handbook, Robert's Rules, BC Society Act.

2. Role/Functions of Co-Presidents, Co-Vice Presidents, and Co-Committee Chairs:
 There is usually only one President and one Vice President of the Club, but from time-to-time there could be Co-Positions. In either case, communication between the Co-Positions and the Board members, and vice versa, is key to the smooth running of the Board. If there are Co-Positions, they will outline their plan for how this will be done, including:
 - Who will chair the meetings and how will the work be divided up?
 - How will the Board address written communication to you via e-mail?
 - How do you want to have the Secretary prepare letters and signature for letters?
 - How is this going to impact the role of the Vice President? One of the duties is for the Vice President to stand in for the President when she is absent. Will this now default to the other Co-Position?
 - The President is ex-officio on all committees and may attend at any time. How will attendance at committees be divided up over the course of the year?
 - According to the Bylaws, the President has a vote to break a tie. Will there be two votes or just one, and who will get it?
 There may also be from time-to-time Co-Committee Chairs. The same applies.

3. Strategic Plan Review
 - Plan is located in the Resource Handbook.
 - Review functions of a strategic plan.
 - Member at Large, working in conjunction with the Vice-President, initiates the annual review of the Strategic Plan and its planned revision every 3 - 5 years.

4. Values and conduct at meetings. How will the meetings be conducted?
 Dealing with conflict:
 - Disagreement and finding consensus;
 - Confidentiality and allegiance to the Board.

Activity 5 - Finance Orientation - Treasurer

- To include budget discussion, submission of expenses, etc.

Activity 6 - Surrey White Rock Bursary Foundation Orientation - Bursary Foundation President

Closing - Wrap up and feedback.