

NATIONAL COUNCIL OF WOMEN OF CANADA

STANDING RULES

PREAMBLE

The Standing Rules of the National Council of Women of Canada (NCWC) set out the procedures and conditions needed to implement the By-Laws.

Communication from NCWC with its Members shall be done by electronic means. Arrangements can be made on an individual basis to send communications by other methods.

ARTICLE I – INSIGNIA

Section 1: Bow

The Bow is a symbol of NCWC and may be worn by any member.

Section 2: Coat of Arms and Badge

- (i) The Coat of Arms and Badge, granted to NCWC by the Governor General of Canada on May 13, 1993, may be used by NCWC in publicity material and publications, including invitations, brochures, year books and stationery.
- (ii) PCWs and LCWs may use the Coat of Arms and Badge in similar ways and should advise the NCWC Office of such use.
- (iii) Proposals to use the Coat of Arms or Badge in other ways must be approved by the Board.
- (iv) Copies of the Coat of Arms are available from the NCWC Office.
- (v) The term NCWC Office refers the location determined by the Board, from time to time.

Section 3: Other Insignia

Other insignia may be adopted at any Annual Conference and AGM by a majority vote of the Voting Body.

ARTICLE II – OBJECT

Refer to By-Laws

ARTICLE III – MEMBERSHIP

Section 1: Members and Method of Federating

A. Local Councils of Women

When at least three (3) societies signify intent to form a LCW in their area, the said societies shall contact the NCWC Administration VP or Constitution Convenor who shall review with them the outline in the Procedures Manual for federating with NCWC. Upon completion of this process, the President, at the next Annual Conference and AGM, shall acknowledge and welcome the new Federate. In provinces where there is a PCW, the NCWC Membership Convenor shall keep the PCW informed about the development of the new LCW.

B. Provincial Councils of Women

When at least three (3) organizations in the same province, including LCWs, NCWC Study Groups, Locally Organized Societies (LOSs) or Provincially Organized Societies (POSs), signify intent to form a PCW, the said organizations shall contact the NCWC Administration VP or Constitution Convenor who shall review with them the outline in the Procedures Manual for federating with NCWC. Upon completion of this process, the President, at the next Annual Conference and AGM, shall acknowledge and welcome the new Federate.

C. NCWC Study Groups

When a group of at least five (5) individuals in an area in which there is no LCW, indicate intent to form a NCWC Study Group, the said individuals shall contact the NCWC Administration VP or Constitution Convenor who shall review the outline in the Procedures Manual for federating with NCWC. Upon completion of this process, the President, at the next Annual Conference and AGM, shall acknowledge and welcome the new Federate. In provinces where there is a PCW, the NCWC Membership Convenor shall keep the PCW informed about the development of a new NCWC Study Group.

D. Nationally Organized Societies

When a NOS indicates interest in federating with NCWC, the NCWC Administration VP or Constitution Convenor shall meet with representatives of the Organization to review the outline in the Procedures Manual for federating with NCWC. The Organization's application for membership shall include a motion passed by the Organization asking for federation. A copy of this motion shall be sent to the NCWC Constitution Convenor together with a copy of the Organization's Constitution and/or Purpose and the names of its Officers. The NCWC Constitution Convenor shall review the Constitution and/or Purpose. If acceptable, the Organization's application shall be submitted to the Board for approval and then referred to the Voting Body for ratification. Upon completion of the process, the President, at the next Annual Conference and AGM, shall acknowledge and welcome the new Federate.

E. Locally Organized Societies

When an organized women's group located in an area where there is no LCW wishes to become an LOS, a representative of the group shall contact the NCWC Administration VP, who shall review with the group the outline in the Procedures Manual for federating with NCWC. The Organization's application for membership shall include a motion passed by the Organization asking for federation. A copy of this motion shall be sent to the NCWC Office together with a copy of the Organization's Constitution and/or Purpose and the names of its Officers. The NCWC Constitution Convenor shall review the Constitution and/or Purpose. If acceptable, the Organization's application shall be submitted to the Board for approval and then referred to the Voting Body for ratification. Upon completion of the process, the President, at the next Annual Conference and AGM, shall acknowledge and welcome the new Federate.

If the women's group applying for membership in NCWC is already affiliated with an NCWC NOS, the Administration VP shall refer the group to the national office of that NOS.

F. Honorary Life Members

- (i) Honorary Life Members may be elected from those members who have rendered signal service to NCWC. Candidates shall be proposed by six (6) Federated Organizations, and shall be elected at an Annual Conference and AGM. A Federate

wishing to propose a person for Honorary Life Membership shall first submit the name to the Board before approaching other Federates for endorsement.

- (ii) Retiring Presidents of NCWC may be proposed for Honorary Life Membership by the Board and shall be elected at an Annual Conference and AGM.
- (iii) The President shall acknowledge and welcome the new Honorary Life Member.

G. Honorary Vice-Presidents

Past-Presidents of NCWC who were given the title of Honorary Vice-President by a vote at an Annual Conference and AGM, shall retain that title during their lifetime.

H. Emeritus Life Members

No further nominations shall be received for the category of Emeritus Life Member but those so honoured shall retain that title during their lifetime.

I. Life Members

When a Federate wishes to honour a member by naming her a NCWC Life Member and has provided five hundred dollars (\$500) to be added to the capital of the NCWC Reserve Fund, the Federate shall propose her name for approval by the Voting Body at an Annual Conference and AGM. Upon completion of the process, the President shall acknowledge and welcome the new Life Member. Life Members may purchase a pin from the National Office.

J. Individual Members

When a person signifies intent in becoming an Individual Member of NCWC, she shall contact the NCWC President who shall review with her the process in the Procedures Manual for becoming an Individual. The Individual will then complete the application form. Once this has been submitted, the potential Individual Member is interviewed by the President and the President presents the Individual Member to the Board. If the applicant is accepted, the President will advise her and ask the Treasurer to issue her an invoice for her Individual Membership fee of \$100. The President shall acknowledge and welcome the new Individual Member at the Annual Conference and AGM.

K. Youth Members and Student Members

A Youth is defined as being between the ages of 16 and 25 inclusive. A Student is defined as a full-time student ages of 18 to 25 at a post-secondary educational institution. When a person signifies intent in becoming a Youth Member or a Student Member of NCWC, she shall contact the NCWC Administration VP who shall review with her the process in the Procedures Manual for becoming a Youth Member or a Student Member of NCWC. Upon completion of the application form and the payment of \$15 and \$25, respectively, the President shall acknowledge and welcome the new Individual Member at the Annual Conference and AGM.

Section 2: Relationship to NCWC

A. Local Councils of Women

- (i) LCWs shall receive:
 - a. regular mailings;
 - b. the Newsletter;
 - c. the Resolutions Package;

- d. Nomination and Election Packages;
 - e. notice of the Annual Conference and AGM.
- (ii) LCWs shall respond promptly to requests from NCWC for information. Where committees of LCWs correspond to those of NCWC's Standing Study Committees, Convenors of such Committees are members of the corresponding NCWC Committees. LCW Convenors shall maintain communication with the corresponding NCWC Convenors of Standing Study Committees.
 - (iii) Each LCW shall submit an Annual Report, not to exceed seven hundred (700) words, to the NCWC Administration VP at least one (1) month prior to the date of the Annual Conference and AGM
 - (iv) Each LCW shall submit to the NCWC Administration VP a list of their officers and convenors immediately following their annual meeting.
 - (v) Each LCW is entitled to send delegates to Annual Conference and AGM one of whom shall carry its weighted vote.

B. Provincial Councils of Women

- (i) PCWs shall receive:
 - a. regular mailings;
 - b. the Newsletter;
 - c. the Resolutions Package;
 - d. Nomination and Election Packages;
 - e. notice of the Annual Conference and AGM.
- (ii) PCWs shall respond promptly to requests from NCWC for information. The Committees of PCWs shall correspond to those NCWC's Standing Study Committees which deal with subjects within the jurisdiction of provincial governments. Convenors of such Committees are members of the corresponding NCWC Committees. PCW Convenors shall maintain communication with the corresponding NCWC Convenors of Standing Study Committees.
- (iii) Each PCW shall submit an Annual Report, not to exceed seven hundred (700) words, to the NCWC Administration VP at least one (1) month prior to the date of the Annual Conference and AGM
- (iv) Each PCW shall submit to the NCWC Administration VP a list of officers and convenors immediately following their annual meeting.
- (v) PCWs are to be notified when the NCWC President plans to attend meetings in their They shall be responsible for arranging, in consultation with the President, her itinerary for visiting the PCW, LCWs and NCWC Study Groups.
- (vi) Each PCW is entitled to send delegates to Annual Conference and AGM one of whom shall carry its weighted vote.

C. NCWC Study Groups

- (i) NCWC Study Groups shall receive:
 - a. regular mailings;
 - b. the Newsletter;

- c. the Resolutions Package;
 - d. Nomination and Election Packages;
 - e. notice of the Annual Conference and AGM.
- (ii) NCWC Study Groups shall respond promptly to requests from NCWC for information. NCWC Study Groups may contact the Convenor of any NCWC Committee.
 - (iii) Each NCWC Study Group shall submit an Annual Report, not exceeding seven hundred (700) words, to the National Office at least one (1) month prior to the date of the Annual Conference and AGM.
 - (iv) Each NCWC Study Group is entitled to send delegates to Annual Conference and AGM one of whom shall carry its weighted vote.

D. Nationally Organized Societies

- (i) NOSs shall receive:
 - a. regular mailings;
 - b. the Newsletter;
 - c. the Resolutions Package;
 - d. Nomination and Election Packages;
 - e. notice of the Annual Conference and Annual Conference and AGM.
- (ii) Each NOS is entitled to send delegates to the AGM one of whom shall carry its weighted vote.
- (iii) Each NOS is expected to submit an Annual Report, not exceeding seven hundred (700) words, to the National Office at least one (1) month prior to the date of the Annual Conference and AGM.

E. Locally Organized Societies

- (i) LOSs shall receive:
 - a. regular mailings;
 - b. the Newsletter;
 - c. the Resolutions Package;
 - d. Nomination and Election Packages;
 - e. notice of the Annual Conference and AGM.
- (ii) Each LOS is entitled to send delegates to the Annual Conference and AGM one of whom shall carry its weighted vote.
- (iii) Each LOS is expected to submit an Annual Report, not exceeding seven hundred (700) words, to the National Office at least one (1) month prior to the date of the Annual Conference and AGM.

F. Honorary Life Members

- (i) Honorary Life Member shall receive:
 - a. regular mailings;
 - b. the Newsletter;
 - c. the Resolutions Package;
 - d. Nomination and Election Packages;
 - e. notice of the Annual Conference and AGM.

- (ii) They shall have the right to vote.

G. Emeritus Life Members

- (i) Emeritus Life Members shall receive:
 - a. regular mailings;
 - b. the Newsletter;
 - c. the Resolutions Package;
 - d. Nomination and Election Packages;
 - e. notice of the Annual Conference and AGM.
- (ii) They shall have the right to vote.

H. Life Members

- (i) Life Members shall receive:
 - a. regular mailings;
 - b. the Newsletter;
 - c. the Resolutions Package;
 - d. Nomination and Election Packages;
 - e. notice of the Annual Conference and AGM.
- (ii) They shall have the right to vote.

I. Individual Members

- (i) Individual Members shall receive:
 - a. regular mailings;
 - b. the Newsletter;
 - c. the Resolutions Package;
 - d. Nomination and Election Packages;
 - e. notice of the Annual Conference and AGM.
- (ii) They shall have the right to vote.

J. Youth Members and Student Members

- (i) Individual Members shall receive:
 - a. regular mailings;
 - b. the Newsletter;
 - c. the Resolutions Package;
 - d. Nomination and Election Packages;
 - e. notice of the Annual Conference and AGM.
- (ii) They shall have the right to vote.

K. The Voting Body

The term “the Voting Body” includes all NCWC members entitled to vote.

Section 3: Governing Documents

- (i) **Local Councils of Women**

There is a Common Constitution for all LCWs but each LCW formulates its own By-Laws and Standing Rules. These must be approved by the membership of the LCW and a copy sent to the NCWC Constitution Convenor. Amendments to LCW By-Laws must be sent to the NCWC Constitution Convenor at least one (1) month prior to the NCWC Annual Conference and AGM.

Each LCW should possess an up-to-date copy of the NCWC Constitution, By-Laws, Standing Rules and Procedures Manual.

(ii) Provincial Councils of Women

There is a Common Constitution for all PCWs but each PCW formulates its own By-Laws and Standing Rules. These must be approved by the membership of the PCW and a copy sent to the NCWC Constitution Convenor. Amendments to PCW By-Laws must be sent to the NCWC Constitution Convenor at least one (1) month prior to the NCWC Annual Conference and AGM.

Each PCW should possess a copy of the NCWC Constitution, By-Laws, Standing Rules, and Procedures Manual.

Section 4: Mode of Operation

A. Local Council of Women

- (i) LCWs work through Committees and the LCW Convenors are members of the corresponding NCWC Standing Study Committee.
- (ii) LCWs carry out the work of NCWC in their province and are autonomous in dealing with local issues within the framework of the NCWC Constitution. LCWs make direct approaches to Members of Provincial Parliament (MPPs), Members of Legislative Assembly (MLAs), Members of National Assembly (MNAs) and Members of Parliament (MPs) in their province on matters of local concern. See By-Law Article V Section 3 (iv) and (v).

B. Provincial Council of Women

- (i) Provincial Councils work through Committees and the PCW Convenors are members of the corresponding NCWC Standing Study Committee.
- (ii) Provincial Councils are autonomous in dealing with Provincial matters in the framework of the NCWC Constitution. Provincial Councils carry out the work of NCWC in the Provinces. PCWs make direct approaches to MPPs, MLAs, MNAs and MPs in their province on matters of provincial concern. See By-law Article V Section 3 (iv) & (v).
- (iii) Provincial Councils should, when possible, hold their Annual Meeting prior to the NCWC Annual Meeting which is usually held in late May or early June.

Section 5: Discontinuance of Membership

A. Originating from NCWC

- (i) The Committee, appointed by the Board to investigate an allegation of contravention of the Object, Policy or Principles of NCWC, shall be chaired by a Board member. The Chair shall appoint two other members to the Committee who are familiar with the

NCWC Governing Documents and who have no personal experience with the alleged offender. The Board shall ratify the membership of this Committee. The Committee shall investigate and report its findings to the Board.

- (ii) If there is a proposal by the NCWC Board to discontinue the membership of a Federated Organization or Individual Member (By-Law V Section 2), the Voting Body of that Federated Organization or the Individual Member shall receive notice by registered mail at least 30 days in advance of the NCWC Annual Conference and AGM, that a vote to discontinue the membership of the Federated Organization or the Individual Member shall take place at the NCWC Annual Conference and AGM. The notice shall include a request that the reply be sent by registered mail. The NCWC Voting Body shall also receive notice of the proposed discontinuance by mail or electronic means.
- (iii) All members including the alleged Offender shall be notified in writing within two (2) weeks following the meeting, regarding the vote at the Annual Conference and AGM.

B. Originating From a Member

- (i) If a Federated Organization or Individual Member decides to withdraw from membership with NCWC, the President of the Federate or the Individual Member shall write a letter of intent to the NCWC President. Such information shall be given to the Board and reported at the next Annual Conference and AGM.
- (ii) Failure to pay annual fees shall be interpreted as discontinuance of membership.

ARTICLE IV – GOVERNANCE

Section 1: Governing Documents.

- (i) An up-to-date copy of each of the Constitution, By-laws, Standing Rules and Procedures Manual of NCWC shall be kept at the National Office.
- (ii) An up-to-date copy of each of the governing documents, including Constitution, By-Laws, Standing Rules, Procedures Manual, Act of Incorporation and its amendments, shall be kept in safekeeping separate from the NCWC Office by Constitutional Committee Convenor.
- (iii) An up-to-date copy of the amended By-Laws of LCWs and PCWs, and the Terms of Reference of NCWC Study Groups shall be kept at the National Office.
- (iv) The NCWC Office shall ensure that Federates, Board Members, NCWC Convenors and members of the Constitution Committee have copies of the Constitution, By-Laws, Standing Rules and Procedures Manual and receive updates on a timely basis. Others may purchase copies of the documents.
- (v) Any changes to the Constitution, By-Laws and Standing Rules of NCWC adopted by the Voting Body at the Annual Conference and AGM are recorded in the Annual Conference and AGM Minutes which are distributed to all NCWC members.

Section 2: Governing Bodies

A. Voting Body

- (i) **Responsibilities**

- a. At an Annual Conference and AGM or Special Meeting, the Voting Body decides all matters that come before the meeting. Only members of the Voting Body who are present, personally or by proxy, and are registered to vote shall be entitled to propose or second motions and vote. Accredited registrants may participate in discussions.
- b. When it is necessary to reach a decision through a mail vote, a two-thirds (2/3) majority vote of the Voting Body is required for adoption of the motion. Votes are weighted as stated in By-Law Article IV, Section 2 A (iv), and quorum requirements must be met as stated in By-Laws Article VIII, Section 4.
- c. Votes in response to Questionnaires sent to the general membership are not weighted, except that the total vote of individual members shall not exceed the total vote of Federated Organizations.

(ii) Pro-rating of Individual Member Votes

When the total number of votes cast by Individual members as defined in By-Laws Article III, Section 1, exceeds the total votes cast by Federated Organizations in any vote of the Voting Body, each vote of an Individual Member shall be pro-rated so that the total votes of Individual members equals that of Federated Organizations.

e.g	Total federated weighted vote	200
	Total individual votes	250
	Each individual vote would count as 4/5 vote	

(iii) Proxies

- a. A NCWC Federated Organization wishing to appoint a Proxy to an Annual Conference and AGM, shall complete a proxy form and pay an administrative fee of seventy-five (75) dollars.
- b. A person designated as a Proxy shall vote in accordance with the directions of the appointing body or person. The appointment confers discretionary authority upon the Proxy, with respect to matters which may properly come before the meeting, including amendments or variations to directions given. Persons named as Proxies shall vote on such matters in accordance with their best judgement.

B. Board of Directors

The Board may reach decisions by meeting in person or by teleconference. Other communication facilities may be used only if they permit all persons participating in the meeting to hear each other. Written resolutions may be used in place of meetings where 100% of all Directors sign. Proxy voting is not available.

ARTICLE V – POLICY

Section 1: Policy Development

LCWs and PCWs develop policy within the framework of the NCWC Constitution, By-Laws and Standing Rules and their own respective Constitutions, By-Laws and Standing Rules. NCWC Study Groups shall take part in the development of policy within the framework of NCWC's Constitution, By-Laws, and Standing Rules.

A. Resolutions

(i) Initiating Resolutions

- a. Proposed resolutions may be submitted by any Federated Organization, by the Board, or by any NCWC Convenor. Individual members wishing to submit a resolution must do so through a Federated Organization, the Board or an NCWC Convenor.
- b. Resolutions shall be submitted to the Convenor of the Resolutions Committee by November 15.
- c. Resolutions shall be national in scope, address a new or emerging issue on which NCWC lacks policy, have at least three references not including newspaper articles.
- d. Resolutions may be based on recommendations from workshops, seminars, and symposia. They may also have local, provincial or international implications.
- e. Resolutions shall be in the form of Resolved Clauses, which set out clearly the intent of the proposed resolution. The Resolved Clauses shall be supported with Whereas Clauses.
- f. The Resolutions Committee shall review the proposed resolutions to ensure that they comply with (c) and (e) above and that they cannot be presented as updates or reiterations. The originators shall be advised of any recommended improvements in the text or any additional required information.
- g. The Resolutions Convenor shall advise the originator of a proposed resolution which does not comply with (c) and (e) above, stating the reason(s) for not accepting this resolution.
- h. The Resolutions Committee may make minor changes in the wording of a resolution after receiving the originator's approval.
- i. The Resolutions Convenor shall advise the Convenors of the Standing Study Committees of the resolutions accepted relevant to their committees and request comments and/or background material.
- j. Proposed resolutions which have completed the above process shall be circulated by January 10 to LCWs, PCWs, NCWC Study Groups, NOSs, LOSs, NCWC Directors, Convenors, Individual Members, Youth/Student Members and all Life Members.

(ii) Amendments to Resolutions

- a. Proposed amendments to the Resolutions must be received by the Resolutions Convenor by March 31.
- b. Amendments shall be included in the Annual Conference and AGM Docket.
- c. Amendments to the submitted amendments may be made during the policy development debate at the Annual Conference and AGM.
- d. No new amendments shall be accepted at the Annual Conference and AGM.

(iii) Adoption of Resolutions

- a. Resolutions shall be presented to the Annual Conference and AGM by the Resolutions Convenor.
- b. Resolutions presented at the Annual Conference and AGM shall be adopted, amended, defeated, or referred to the originators for further study, by a simple majority vote of the Voting Body present.
- c. The Resolutions Convenor, in consultation with the Minutes Recorder and her Committee, shall prepare the final wording of the resolutions as approved by the Voting Body at the Annual Conference and AGM and submit the resolutions to the National Office within four (4) weeks of the Annual Conference and AGM.
- d. The agenda for the NCWC Annual Conference and AGM held in the year before an ICW Triennial Meeting shall include a period of time for discussion of the Resolutions to be submitted by NCWC to ICW.

(iv) Resolutions on Emerging Issues

- a. Resolutions meeting the criteria for Emerging Issues (By-Laws Article V, Section 1 (ii)) must be submitted to the Resolutions Convenor by March 31 for circulation to the Voting Body.
- b. After March 31, only Resolutions which relate to national concerns arising after that date shall be brought to the Annual Conference and AGM. In this case, the originator must bring at least forty (40) copies for distribution to the Voting Body at the opening session.
- c. All Resolutions on Emerging Issues must include:
 - 1. a rationale explaining why they meet the criteria for Emerging Issues;
 - 2. Whereas Clauses and background information supporting the content of the Resolution.
- d. At the Annual Conference and AGM, the Resolutions Committee shall study the proposals received and make recommendations to the Voting Body concerning their admissibility as genuine Resolutions on Emerging Issues.
- e. After a period of at least twelve (12) hours the Voting Body shall vote on the admissibility of proposed Resolutions on Emerging Issues. Acceptance shall be by a two-thirds (2/3) affirmative vote of the Voting Body present.
- f. After a further twenty-four-hour (24) period, those Resolutions accepted as being on Emerging issues shall be debated and voted upon under the same conditions as regular Resolutions except that a two-thirds (2/3) affirmative vote of the Voting Body present is required for acceptance.
- g. Resolutions on Emerging Issues adopted at the Annual Conference and AGM are sent to the appropriate government body immediately after the Annual Conference and AGM.

(v) Updating Policy

- a. Policy established as a result of Resolutions may be updated to reflect the need for change due to changing external circumstances and NCWC's response to them. (see example in Appendix to the Procedures Manual).
 1. Updates shall not change the original intent of the previous policy. Such updates may take the form of a Position Paper or revision of an existing resolution.
 2. Updates may be proposed by any member, but shall be discussed with the appropriate Convenor before being submitted.
 3. Updates should be of particular concern to Standing Study Committee Convenors.
 4. Updates supersede previous policy.
- b. Policy Updates must be received by the Resolutions Convenor by March 31 for circulation to the Voting Body. If the Resolutions Convenor determines that a proposed resolution can be dealt with as an update, she shall consult with the appropriate Convenor and forward it to the originator to rewrite as an update.
- c. Acceptance of a Policy Update requires a majority vote of the Voting Body present at the Annual Conference and AGM.

(vi) Reiterating Policy

Reiterations are a restating of policy. (see example in Appendix to the Procedures Manual). At an Annual Conference and AGM any member of the Voting Body may move that an established policy be reiterated in a letter to government.

B. Policy Questionnaires

- (i) Questionnaires may be used to ascertain what level of support an issue may receive so that a motion, position paper or resolution may be drafted.
- (ii) Questionnaires may be originated by the Board or a National Convenor.
- (iii) Questionnaires should be carefully worded and checked by others knowledgeable on the subject matter and on how to word questionnaires.
- (iv) Responses to individual questions in the questionnaire may be considered positive if fifty per cent (50%) of those surveyed have responded and sixty-six per cent (66%) of the responders are in agreement.
- (v) Policy may then be developed based on the positive responses, and ratified through the resolution process or a motion at the Annual Conference and AGM.

C. Recommendations

Recommendations adopted at a NCWC sponsored, or co-sponsored, workshop shall become NCWC policy when approved by a two-thirds (2/3) affirmative vote of the Voting Body present at an Annual Conference and AGM.

Section 2: Policy Recording

- (i) The Policy Book recording the complete Resolutions shall be kept in a secure place in the National Office.
- (ii) Policy shall be listed by year. The Policy Book shall include both an index by year and an index by subject.
- (iii) Additions to the Policy Book and revised indexes shall be prepared annually and shall be sent to the Website Convenor for posting to the Website. Additions and revisions will be sent by email, on request.

- (iv) The Board may appoint a committee to review policy and make recommendations to the Annual Conference and AGM about policy that should be highlighted and/or placed in the Archives.
- (v) For the convenience of NCWC members, two (2) versions of the Policy Book shall be produced:
 - a when requested, a compact disc version containing both the Whereas and the Resolved Clauses of Policy;
 - b a printed version containing both Whereas and Resolved Clauses of Policy shall be kept at the National Office.
- (vi) The charge for the Policy Book shall be decided by the Board.

Section 3: Policy Implementation

A. Parliamentary Briefs and Submissions

- (i) The Annual Brief shall include policy approved at the Annual Conference and AGM including Updates and Reiterations. Following an ICW meeting, it shall also include relevant resolutions adopted at the ICW meeting.
- (ii) The President shall be responsible for the preparation of the Annual Brief and for its presentation to Government.
- (iii) Whereas Clauses and background information of Resolutions adopted at an Annual Conference and AGM may be used in Briefs and letters to the government to explain and expand policy statements. The originators of Resolutions adopted as NCWC policy shall be involved in the updating of material and in providing additional background material as required.
- (iv) Negative votes and abstentions on issues under consideration must be included in the Parliamentary Brief if so requested by the member dissenting or abstaining.
- (v) LCWs, PCWs and NCWC Study Groups shall be encouraged to ask their local members of Parliament to work to implement legislation that would reflect NCWC Policy.

B. Use of Policy by Federates and NCWC Committees

- (i) Position papers presented by LCWs, PCWs, NCWC Study Groups, and NCWC Standing Study Committees to Federal Commissions or to Federal Boards of Inquiry must be based on NCWC policy.
- (ii) If NCWC policy has not been established, but the topic of inquiry is under study by NCWC, the above mentioned groups may refer to the subject being studied, making known to the Board or Commission the NCWC mode of study and method of adopting policy.
- (iii) When speaking on local issues, LCWs, PCWs, NCWC Study Groups, Directors, Convenors, Individual Members, Youth/Student Members and all Life Members shall conform to NCWC policy.
- (iv) When speaking on local issues which have not been dealt with in any way by an LCW, PCW, or NCWC, a Study Group may speak to an issue in reference to its impact locally or provincially, provided that its own members have reached consensus on the issue.

- (v) LCWs, PCWs, NCWC Study Groups, and NCWC Standing Study Committees, Directors, Convenors, Individual Members, Youth/Student Members and all Life Members must not speak out publicly against NCWC policy or statements by NCWC.

ARTICLE VI – BOARD OF DIRECTORS

Section 1: Responsibilities

A. General

- (i) The Board under the chairmanship of the President is responsible for the appointment of Convenors of Administrative and Special/Ad Hoc Committees and of NCWC Representatives.
- (ii) The Board is responsible for hiring a staff person as needed.
- (iii) Each Director shall receive an orientation package containing a current copy of the Constitution, By-Laws and Standing Rules, the Policy Book, the Procedures Manual, the Code of Ethics.
- (iv) Each Director shall keep a file of Minutes of Board Meetings and a file of correspondence and other matters relating to the responsibilities of her specific portfolio.
- (v) Each Director shall abide by the Code of Ethics.
- (vi) A request for the resignation of a Director received by the President from one more than half of the number of Directors shall be considered and voted on by the Board.
- (vii) The Board may request the resignation of a Convenor who is not carrying out her duties and appoint a replacement to complete her term.
- (viii) Each Director has a global budget for the work of her section including her own communication expenses and those of her Convenors. This budget will also, as funds are available, cover NCWC representation at such conferences or workshops as are deemed relevant to the work in this area of concern. (See Standing Rules Article VII, Section 1, C (vi)). Each Director is entitled to compensation for all travel expenses incurred for attending Board Meetings, Annual Conference and AGMs and Special Meetings and for conducting NCWC business authorized by the Board. (Standing Rules Article VIII, Section 3)
- (ix) All expenses of the President incurred in connection with presidential duties shall be covered by NCWC

B. President

- (i) The President is the official representative of NCWC, and as such, she:
 - a. speaks for NCWC adhering at all times to accepted policies, delegating this responsibility when necessary;
 - b. represents NCWC at meetings, workshops, conferences and national information sessions held by national and international bodies; government organizations and media, delegating this responsibility when necessary;
 - c. is entitled to lead the NCWC delegation to all ICW Meetings and attend all Regional Council of the Americas Meetings which occur during her term of office;

- d. is a member ex-officio of the Board of National Council of Women of Canada Development Organization (NCWCDO).
- (ii) The President, in relations with government:
 - a. has sole responsibility for correspondence with the Prime Minister and Members of the Cabinet. This does not preclude LCWs and PCWs from contacting a Member of the Cabinet who represents the local or provincial ridings respectively on matters of local or provincial concern;
 - b. works closely with the NCWC Resolutions Convenor;
 - c. is responsible for the final preparation of the Parliamentary Brief and its presentation to the Government;
 - b. keeps aware of Government Committees established to study specific issues.
- (iii) The President also:
 - a. gives a report at the Annual Conference and AGM on what activity has taken place over the past year in regard to resolutions and government action to date;
 - b. in consultation with the Board, assigns the Vice-Presidents (VPs) their liaison responsibilities with the Standing Study, Administrative and Special Committees;
 - c. with the advice of the Board, may appoint an Archivist, a Parliamentary Liaison person, a Policy Adviser, and a Reader of Hansard;
 - d. receives copies of all reports and minutes of Committee meetings;
 - e. appoints persons to attend conferences and other events at which NCWC is to be represented;
 - f. is responsible for Public Relations and works with the following Convenors, Newsletter, Public Relations, Social Media, Website.
 - g. assigns responsibility for the Year Book.

C. Past-President

- (i) The Past-President, during the year following her presidency shall:
 - a. assist the President at the President's request;
 - b. serve as a member of the Constitution committee.
- (ii) The term of office for Past-President is one year.

D. Vice-Presidents

- (i) VPs are Directors and have equal status except for the First Vice-President. On the list of Directors and in directories their names are listed in alphabetical order, together with the title of their portfolios.
- (ii) Liaison and reporting relationships are determined annually following the Annual Conference and AGM.

<u>Vice-President</u>	<u>Committees & Responsibilities</u>
Administration	Archives Finance Constitution Election Minutes Nominations Resolutions Year Book
Economics	Economic and Employment Issues

Campaign 2000

Justice	Citizenship, Immigration and Global Affairs Justice and Legislation Women and Gender Equality UN Representation Federally-Sentenced Women
Environment	Environment
Social Development	Children and Youth Health
Social Relations	Seniors and Social Issues Culture and Heritage

- (iii) Each VP shall begin to communicate with the elected or appointed Convenors of the Committees in her portfolio within the month following the Annual Conference and AGM in order to:
 - a. establish rapport, offer assistance, and apprise the Convenors of current concerns, studies and projects;
 - b. encourage them to prepare brief and concise Plans of Work;
 - c. encourage them to undertake studies which will lead to the development of National Resolutions including consulting with experts in their particular fields of interest in order to establish complete and balanced background information;
 - d. encourage them to share information on work in progress with their Local and Provincial counterparts;
 - e. encourage them to prepare summary reports on their Committee's work-in-progress for circulation to the Federates;
 - f. promote the use of the Newsletter as media of communication;
 - g. encourage Convenors to ensure that Committee files are complete at all times and that they are transferred promptly to an incoming Convenor.
- (iv) VPs shall be appointed the liaison with the Special Committees according to subject matter.
- (v) Each VP is responsible for:
 - a. reporting to the Board at Board Meetings, at least twice a year in writing, on the activities of her assigned Convenors;
 - b. advising the Board if a Convenor in her portfolio is not carrying out her duties;
 - c. maintaining communication with other VPs on matters of mutual interest, in order to help ensure that the work of all Convenors is co-ordinated and duplication of time and effort is prevented;
 - d. keeping the President informed of activities of Federates with whom she has contact;
 - e. assuming other duties as delegated by the President.
- (vi) The Vice-President Administration shall act as Corporate Secretary. She shall be responsible for ensuring that:
 - a. the corporate records are complete and up-to-date;
 - b. the NCWC Corporate Seal and Incorporating Documents are held in a secure place;
 - c. appropriate notice of any change in the status of NCWC is filed with the government;
 - d. the Constitution Convenor is copied on all changes initiated by the Board concerning By-Laws, Standing Rules and Procedures Manual;
 - e. a system is developed for recognizing contributions to NCWC and a list of those recognized is kept in consultation with the Treasurer;
 - f. an inventory of assets is updated annually.

E. Treasurer

- (i) The Treasurer is a Director and Convenor of the Finance Committee. She shall be bonded. She shall have a background in financial management, budgeting and computer accounting.
- (ii) The Treasurer's responsibilities include:
 - a. working closely with the Bookkeeper, the Financial Reviewer, and the Finance Committee to ensure that the bookkeeping methods reflect clearly the day-to-day and month-to-month transactions;
 - b. consulting the Board before any non-budgeted expenses, in excess of five hundred dollars (\$500) per expenditure, are approved;
 - c. keeping in touch with the Investment Adviser of the Reserve Fund regarding investment activities;
 - d. receiving and approving all financial statements on a monthly basis;
 - e. presenting financial statements to the Board.
- (iii) The Treasurer's duties also require:
 - a. working closely with the President, Administration VP, and the Finance-Committee in preparing the Budget for the coming year;
 - b. presenting the Budget to the Finance Committee, then to the Board and finally, to the Voting Body at the Annual Conference and AGM;
 - c. being prepared at the Annual Conference and AGM, to answer questions about the Financial Statements and the Budget;
 - d. keeping informed about all special project budget preparation and funding
 - e. developing financial policies for recommendation to the Board of Directors to help ensure that NCWC meets its goals;
 - f. developing suggestions for reducing costs and/or raising funds, if needed, for presentation to the Board.

ARTICLE VII – COMMITTEES

Section 1: Standing Study Committees

A. Composition and Selection

- (i) Currently, the Standing Study Committees are: Children and Youth, Citizenship, Immigration and Global Affairs; Culture and Heritage, Economic and Employment Issues, Environment, Health, Justice and Legislation, Seniors and Social Issues, Women and Gender Equality.
- (ii) Convenors of Standing Study Committees are elected according to the process outlined in Standing Rules Article IX Nominations and Elections. The term of office is two years, renewable once.
- (iii) Convenors of LCW, PCW, and NCWC Study Group Committees are members of similar NCWC Standing Study Committees.
- (iv) An NCWC Convenor of a Standing Study Committee may ask persons knowledgeable about her Committee's subject matter to be resource persons.

- (v) Convenors of NCWC Standing Study Committees are members of corresponding Committees of ICW.

B. General Responsibilities

- (i) Standing Study Committees shall gather and study information that is national in scope concerning their respective subjects and submit recommendations for action, including resolutions, policy updates and letters for the President's signature.
- (ii) Standing Study Committees shall work collaboratively on cross-cutting issues.
- (iii) Standing Study Committees shall support the promotion of women to policy-making bodies in their field of responsibility.
- (iv) Letters or position papers or reports related to current concerns and drafted by Convenors of Standing Study Committees must be based on existing NCWC policy and submitted to the President for her signature.
- (v) Convenors of Standing Study Committees shall study changes being made to legislation, checking to see if the principles comply with NCWC policy and, if not, proceed to intervene/advocate to the appropriate bodies.
- (vi) Convenors of Standing Study Committees shall not speak or act, or make statements in Annual Reports contrary to NCWC policy.

C. Administrative Responsibilities

- (i) Each Convenor of a Standing Study Committee shall forward to her respective liaison VP, a copy of her Plan of Action, progress reports, relevant correspondence and Annual Report for review and possible revision.
- (ii) Each NCWC Convenor of a Standing Study Committee shall:
 - a. try to prepare a Plan of Action with the help of her Liaison VP concerning the actions that she would like to pursue with respect to her convenorship. She should communicate these ideas to corresponding Committee Convenors or Presidents of LCWs, PCWs, and NCWC Study Groups;
 - b. maintain contact with those Convenors or Presidents during the year;
 - c. prepare for the Annual Conference and AGM an Annual Report on her activities, including the implementation of her Plan of Action and a summary of activities as reported to her. This report must be received by the Administration VP at least one (1) month prior to the date of the Annual Conference and AGM for publication in the Docket.
- (iii) Convenors of Standing Study Committees shall respond promptly to requests from ICW, even if the response only advises that the information requested is not available or the subject matter is not relevant to NCWC. Directives from ICW are sent to the NCWC mailing address and copies are forwarded to the NCWC Convenors of Standing Study Committees. Convenors of Standing Study Committees shall send copies of their correspondence with ICW to their liaison NCWC VP.
- (iv) Each Convenor of a Standing Study Committee shall maintain a file recording her activities which, when her term is completed, shall be given to the incoming Convenor. Such a file shall contain copies of Plans of Action and activity reports, relevant NCWC Resolutions with background information, and correspondence.

- (v) An outgoing Convenor of a Standing Study Committees may, if requested, help prepare the Plan of Action for the coming year.
- (vi) Convenors of Standing Study Committees asked to attend Board Meetings, shall be eligible for the same travel subsidy as Directors. Other expenses, such as attending workshops, after discussion with the respective Liaison VP, shall be reimbursed from that VP's global budget, as also shall Convenor's communication expenses. (See Standing Rules, Article VI, Section 1 A viii)
- (vii) Convenors of Standing Study Committees may be requested to represent NCWC in partnerships or coalitions.
- (viii) A Convenor of a Standing Study Committee who has not actively communicated with LCWs, PCWs and Study Groups during her term of office is not eligible for nomination for a second term.

D. Terms of Reference

(i) Children and Youth

The Convenor and her committee shall:

- a. monitor and advocate when needed for the upholding of the rights of children and youth living in Canada as articulated in the Convention on the Rights of the Child and those reflected in the Canadian Charter of Rights;
- b. respond to ongoing social issues that limit their well-being (poverty, housing, access to care etc) as well as emergency and emerging concerns impacting the overall well-being of children and youth living in Canada;
- c. prepare updates, documents and letters for the NCWC Board and when appropriate to engage with the overall membership by organizing forums or newsletter reports, etc.

(ii) Citizenship, Immigration and Global Affairs

The Convenor and her committee shall:

- a. follow policy at present on the NCWC books, and work towards introducing policy to cover the multi-faceted meaning of Citizenship, Immigration and Global Affairs;
- b. study immigrant/refugee women and children and their integration into the community;
- c. familiarize themselves with the democratic process as it pertains to women and children world-wide;
- d. take a proactive stance encouraging women to participate in their communities by seeking elected office or positions on organizations that formulate public policy.

(iii) Culture and Heritage

The Convenor and her committee shall:

- a. endeavour to cover all areas of Culture and Heritage that promote a Canadian identity;
- b. monitor issues in regard to post-secondary education;
- b. study the use being made of films, radio, printed matter, television and the internet, to promote freedom of speech and fair comment;
- c. promote awareness of the responsibility of the mass media to truth and morality.

(iv) Economic and Employment Issues

The Convenor and her committee shall:

- a. look at all aspects of women in the workforce;
- b. promote an ethical framework for all persons in the workplace, with attention directed to the matter of benefits for contractual and part-time workers;
- c. promote fair and progressive labour conditions.

- d. be aware of the need for fast movement on matters of Trade and Trends such as globalization;
- e. study and report on how changes may particularly affect women, the family and the community at large;
- f. study and report on items such as economic trends, taxation policies and pensions;
- g. assist the Finance Committee in preparation of briefs and submissions.

(v) Environment

The Convenor and her committee shall:

- a. review aspects of the environment such as water, soils, air quality, land use and public safety as it relates to NCWC policy;
- b. advocate for improvements where appropriate;
- c. advocate for environmental sustainability.

(vi) Health

The Convenor and her committee shall:

- a. keep up to date on all aspects of health and ageing;
- a. be aware of research affecting the physical, mental and emotional health of women;
- b. advocate for adequate health services in the areas of physical, mental, spiritual and social needs for families and individuals of all ages;

(vii) Justice and Legislation

The Convenor and her committee shall:

- a. be mindful of the criminal justice system as it affects women as both victims and offenders;
- b. monitor issues in relation to human rights and tools such as gender-based analysis.

(viii) Seniors and Social Issues

The Convenor and her committee shall:

- a. endeavour to keep aware of the unmet needs of children, families and individuals;
- b. advocate and advance issues to improve the lives of seniors, dealing with concerns such as the elimination of elder abuse, the provision of affordable housing and adequate income, the promotion of healthy living, etc.
- c. advocate for the improvement of social conditions.

(ix) Social Media Committee

The President of the NCWC and the Facebook Social Media Editor are the only persons authorized to post on the NCWC Social Media pages. The Social Media pages Editor will be solely responsible for the maintenance, editing, updating, and posting to the NCWC Social Media pages. To this end, she will:

- a. be very familiar with NCWC policies, history and traditions;
- b. provide leadership as to its usage in promoting the work of the NCWC;
- c. report to the Board on the frequency of visits to the site and other issues related to the Social Media pages;
- d. give preference to those posts that originate from:
 - i. the NCWC membership based on NCWC policies;
 - ii. NCWC federates;
 - iii. the ICW and its federates;
 - iv. legitimate news sources; and
 - v. other organizations that have similar goals; and
- e. not accept posts that come directly from any political parties, contradict NCWC policies, and/or question NCWC policies.

(x) Women and Gender Equality

The Convenor and her committee shall:

- a ensure an integrated approach in the work of Council to address women's equality
- b monitor and create awareness within Council and the wider community of issues related to women's equality and respond to Government of Canada initiatives thereof
- c make recommendations to the Board concerning actions to be taken as well as initiate activity to promote women's equality including providing advice to ensure that Policy is current

Section 2: Administrative Committees

A. Composition and Selection

- (i) Currently, Administrative Committees are: Archives, Constitution, Elections, Finance, Minutes, Newsletter, Nominations, Resolutions, Social Media, Website and Year Book.
- (ii) Convenors shall be appointed by the Board from members who are knowledgeable in the matters dealt with by the respective Committees.
- (iii) A Convenor's term of office is two (2) years, renewable once, with the exception of the term of office for the Archives Convenor which is indefinite.
- (iv) Most Convenors select the members of their Committees, the appointments to be ratified by the Board. The exceptions are:
 - a. the Finance Committee which shall include the Treasurer, the President, the Administration VP and one other non-Board member;
 - b. The Nominations Committee shall consist of at least three members.

B. General Responsibilities

- (i) In accordance with the Terms of Reference each Administrative Committee shall carry out some specific activity which is part of the general administration of NCWC.
- (ii) Each Committee may co-operate, when appropriate, with groups, both public and private, having similar aims.
- (iii) Each Convenor shall have a budget of \$40 per year to cover communication expenses. If further funds are required, a budget is to be prepared and submitted to the liaison VP for approval by the Board. Convenors asked to attend Board Meetings shall be entitled to the same travel subsidy as Directors. Other expenses, such as attending workshops at the request of the Board, shall be reimbursed.
- (iv) Each Convenor shall keep her liaison VP informed of her activities and shall submit an Annual Report in the same manner as Convenors of Standing Study Committees.

C. Terms of Reference

(i) Archives Committee

The Archives Committee Convenor shall be responsible for:

- a. preparing NCWC papers of each presidency for deposit in the National Archives of Canada;
- b. reviewing, from time to time, with the Administration VP, the arrangements for record keeping in the National Office;

- c. maintaining an inventory list of NCWC permanent files and artifacts held in the National Office;
- d. providing information to LCWs, PCWs and NCWC Study Groups concerning the proper care and disposition of their records and maintaining in the National Office a file on the location of such archival records;
- e. responding to general enquiries about NCWC archival records and requests for public access to such records.

(ii) Constitution Committee

The Constitution Committee Convenor shall be responsible for:

- a. suggesting needed amendments to the NCWC Constitution, By-Laws, Standing Rules and Procedures Manual and presenting them to the Board for approval;
- b. dealing with changes suggested by the Board to the documents named in clause a
- c. ensuring that the proper Notice of Motion is given to the Voting Body concerning proposed amendments to the Constitution and By-Laws as approved by the Board;
- d. ensuring that amendments to the Standing Rules and Procedures Manual are included in the Annual Conference and AGM Docket and presented for ratification at the Annual Conference and AGM;
- e. ensuring that amendments to the documents named in clause a that are adopted at an Annual Conference and AGM are recorded correctly in the Annual Conference and AGM minutes;
- f. revising the documents named in clause a to reflect all amendments approved at the Annual Conference and AGM;
- g. ensuring that an electronic and a printed version of the up-to-date documents named in clause a are available at the National Office and that Board members are notified of same
- h. ensuring that amended copies of LCW and PCW By-Laws and Study Groups Terms of Reference are reviewed by the Constitution Committee for conformity with the Constitution and By-Laws of NCWC and thereafter are filed in the National Office;
- i. ensuring that Constitutions and By-Laws of Organizations wishing to become members of NCWC, and amendments thereto, are compatible with NCWC's Constitution and By-Laws and ensuring that all are filed in the National Office.

(iii) Elections Committee

The Elections Committee Convenor is not eligible for any elected position and is responsible for

- a. carrying out the elections process according to the procedure described in Standing Rules Article IX Nominations and Elections;
- b. presenting her annual report listing the elected Directors and Convenors of Standing Study Committees, the number of ballots sent, and the number of ballots received;
- c. making a motion at the AGM to have the ballots destroyed; and
- d. once directed to do so, she shall destroy the ballots.

(iv) Finance Committee

The Finance Committee Convenor is the Treasurer. Refer to Article VI Board of Directors, E. Treasurer (iii) for Terms of Reference.

(v) Minutes Committee

The Minutes Committee Convenor shall be responsible for:

- a. assuring that there are three Board-approved members, including herself, on the Committee;

- b. taking reasonably good notes of proceedings and decisions throughout the Annual Conference and AGM and requesting her committee members to do likewise;
- c. ensuring at least two of the Minutes Committee are present during the meeting while it is in session. Should the need arise, the Convenor shall add additional Board-approved member(s);
- d. ensuring the accuracy of the wording of the Resolutions and any amendments to Constitution/By-Laws/Standing Rules/Procedures Manual adopted at the Annual Conference and AGM;
- e. forwarding the minutes of the Annual Conference and AGM to her committee members in a timely manner;
- f. working with her committee members to review the minutes and make alterations as needed;
- g. forwarding the amended minutes to the NCWC Vice-President of Administration.

(vi) Newsletter Committee

The Convenor of the Newsletter Committee is the Newsletter Editor and is responsible for:

- a. encouraging all Board members, Convenors and members to submit material for the newsletter. The final decision concerning inclusion is made by the Public Relations VP and the Editor;
- b. receiving material, editing copy, formatting and having it printed at an agreed-upon printer;
- c. notifying members of the deadlines for submission of material;
- d. obtaining advertisers.

(vii) Nominations Committee

The Nominations Committee Convenor is not eligible for any elected position and is responsible for:

- a. encouraging NCWC Federates to recruit and nominate qualified persons for NCWC positions;
- b. carrying out the nominations process according to the procedure described in Standing Rules Article IX Nominations and Elections;
- c. including in her annual report the list of positions filled by acclamation including the persons' names, and a list of the positions still to be filled;
- d. working throughout the year to establish a name bank of members qualified for positions as NCWC Directors or Convenors or for appointments to Government Boards and Commissions.

(viii) Resolutions Committee

The Resolutions Committee Convenor is responsible for:

- a. ensuring that the Resolutions process is carried out according to the procedure described in Standing Rules, Article V Policy, Section 1

(ix) Social Media Committee

The President of the NCWC and the Social Media Editor are the only persons authorized to post on the NCWC Social Media pages. The Social Media pages Editor will be solely responsible for the maintenance, editing, updating, and posting to the NCWC Social Media pages. To this end, she will:

- a. be very familiar with NCWC policies, history and traditions;
- b. provide leadership as to its usage in promoting the work of the NCWC;
- c. report to the Board on the frequency of visits to the site and other issues related to the Social Media pages;
- d. give preference to those posts that originate from:

- i. the NCWC membership based on NCWC policies;
- ii. NCWC federates;
- iii. the ICW and its federates;
- iv. legitimate news sources; and
- v. other organizations that have similar goals; and
- e. not accept posts that come directly from any political parties, contradict NCWC policies, and/or question NCWC policies.

(x) Website Committee

The Website Editor will be responsible for the maintenance, editing, updating and recommendation of enhancements for the NCWC web site, as a volunteer. To this end, she will:

- a. seek input from all members of NCWC and NCWC staff as to suggestions, recommendations and ideas for the web site;
- b. post all submitted and approved materials within a reasonable time period (24 hours);
- c. alert members and others when updates to the site have occurred, by e-mail and the Newsletter;
- d. promote the web site to members, NGOs and the public;
- b. continue to build the site with value added materials generated by members;
- c. report to the Board frequently of visits to the site and other issues related to the website;
- d. provide leadership as to the potential for electronic communications in support of NCWC work.

The Web Editor will use her own computer and software programs to service the NCWC website; however, costs such as the registration of the NCWC domain name, hosting by Magma, and the pico search engine will be covered by NCWC.

(xi) Year Book Committee

The Year Book Convenor is responsible for producing the year Book from the Annual Conference and AGM docket each year, same to be produced and delivered to the National Office by November 1 (see Article XI Section D (i)).

Section 3: Ad Hoc Committees

A. Composition and Selection

- (i) Ad Hoc Committees may deal with policy or projects.
- (ii) Ad Hoc Committees may be appointed for a specific purpose by the Voting Body at an Annual Conference and AGM; such Committees to be dissolved by the Voting Body.
- (iii) An Ad Hoc Committee may be appointed by the Board if the matter is urgent; such appointments must be submitted to the Voting Body for ratification at the next Annual Conference and AGM.
- (iv) The Board shall set the Terms of Reference for each Ad Hoc Committee and assign the Committee a liaison VP who is also an ex-officio member of the Committee.
- (v) The President is an ex-officio non-voting member of Ad Hoc Project Committees.
- (vi) Committee Representatives shall be appointed by the Board, the term of office to be set by the Board.

- (vii) Committee members may be recommended by the Representatives and appointed by the Board.
- (viii) Depending on the nature of work to be done, the following criteria may be used in the formation of Ad Hoc Committees:
 - a. When appropriate, each Committee shall be composed of up to five (5) persons from across Canada knowledgeable about the subject matter of that Committee;
 - b. All Committee members should be kept informed by receiving minutes and copies of all correspondence, and be encouraged to provide input. Time constraints may limit the amount of consultation but Committee members may consult by telephone, fax, and e-mail.
- (ix) Any person who is hired on a contractual basis to work on a project shall report concerning financial matters to the Committee Representative and NCWC Liaison VP.
- (x) The budget for an Ad Hoc Policy Committee, shall be set by the Board. Representatives asked to attend Board Meetings shall be entitled to the same travel subsidy as Directors. Other expenses such as attending workshops, if requested by the Board, shall be reimbursed.
- (xi) The budget for a special project is determined by the terms of the grant. Expenditures must be authorized jointly by the Representatives and the NCWC Liaison VP.

B. Responsibilities

- (i) The Convenors of Ad Hoc Committees shall:
 - a. forward copies of Plans of Work and correspondence to their liaison VPs;
 - b. submit progress and Annual Reports in the same manner as Convenors of Standing Study Committees.

Section 4: Special Representatives and Appointments

A. Terms of Reference

- (i) United Nations (UN) Appointment
 - a. The NCWC, a NGO (non-governmental organization) in consultative status with the Economic and Social Council of the UN, is entitled to five (5) representatives registered and cleared for security to New York, or Geneva, or Vienna specifically. The representative(s) shall:
 - 1. be familiar with using and applying NCWC policy and be prepared to write resolutions or policy updates as the need arises;
 - 2. become familiar with UN Agreements, Conventions and Declarations and report regularly to the appropriate UN Commission(s);
 - 3. participate, when possible, in the annual sessions of the UN Commission for the Women and Gender Equality and other relevant Commissions;
 - 4. report regularly to the President and Board of NCWC through the VP for Justice and Legislation and prepare reports for circulation on developments at the UN relevant to NCWC;
 - 5. alert the President whenever special action or intervention is required by NGOs and at the President's request, act for NCWC;
 - 6. work with other Canadian women's organizations at Canadian Government consultations and within the Canadian Caucus at the UN without compromising NCWC policy.

- (ii) Campaign 2000
The NCWC representative to this group shall:
 - a. be aware of NCWCs policy on child poverty and advocate for that policy as required;
 - b. attend meetings and report back to the Board through the VP for Social Development.

- (iv) Federally Sentenced Women
The NCWC representative on “Federally Sentenced Women” shall:
 - a. be aware of NCWC policy on federally sentenced women;
 - b. alert NCWC of opportunities to advocate on behalf of federally sentenced women;
 - c. maintain linkages with other advocates for the wellbeing of federally sentenced women;
 - d. keep abreast of emerging issues relating to federally sentenced women;
 - e. prepare update resolutions on federally sentenced women when required;
 - f. report annually to NCWC Annual Conference and AGM on federally sentenced women.

- (v) Policy Adviser
A Policy Adviser may be appointed by the President to act as a resource person for the President concerning interpretation of NCWC policy. Such advice may be sought on:
 - a. relevant NCWC policy which may be used in support of a letter that a Convenor wants the President to write to the Government;
 - b. what can be said about NCWC policy when talking with media persons about a specific subject;
 - c. whether or not NCWC’s policy is adequate to enable the President to fax or e-mail the government about a controversial subject currently in the news;
 - b. the content of the Brief and other documents the President is sending to government.

- (vi) Mentor
 - a. With the agreement of a Council or NCWC Study Group, a Mentor may be appointed by NCWC to assist the Council or NCWC Study Group. A Mentor should have the following characteristics:
 - 1. have clear understanding of NCWC policy and be able to give accurate information;
 - 2. have wisdom, experience and patience;
 - 3. be able to listen actively;
 - 4. be able to think creatively;
 - 5. be able to help others to find their own solutions.
 - b. The Mentor must be prepared to meet personally with the Council or NCWC Study Group. The Mentor should:
 - 1. meet key people in the Council or NCWC Study Group;
 - 2. find people in the Council or NCWC Study Group who would be able to help find solutions;
 - 3. confer with NCWC Membership Convenor for advice, if needed;
 - 4 offer some suggestions for improvement;
 - 5. seek commitment from members of the Council or NCWC Study Group to undertake specific tasks related to implementing their solution.
 - c. The Mentor shall report regularly to the NCWC President, the Membership Convenor and shall submit a final written report for the NCWC Board.

NOTE: The process for assigning a mentor to a Council or NCWC Study Group may be found in the Procedures Manual Article VII Committees, Section 3.

ARTICLE VIII – MEETINGS

Section 1: NCWC Annual Conference

A. Nature of the Meeting

The Annual Conference is an opportunity for NCWC members to meet together in person or virtually in alternate years to discuss current issues, to exchange information and to socialize. In-person Meetings may also be available virtually. The Annual General Meeting (AGM) is held at the time of the NCWC Annual Conference. Throughout this Article, as well as all other Articles, the term “Annual Conference and AGM” will be used except in those instances in which the specific activity(ies) of the AGM are referred.

B. Preparations for an in-Person Meeting

(i) General

- a. Planning for the Annual Conference and AGM shall be the responsibility of NCWC in consultation with the Host Council.
- b. The location and date of the Conference shall be decided by the Board at least one (1) year in advance, in response to invitations from Local Councils. The Board shall, if possible, ensure that the sites are geographically distributed.
- c. Notice of the Annual Conference and AGM, including a Draft Agenda, shall be sent to all NCWC Federates, Directors, Convenors, Individual Members, Youth/Student Members and Life Members at least ten weeks prior to the opening date.
- d. Media interviews shall be arranged so as not to interrupt the proceedings of plenary sessions.
- e. Literature to be presented or made available at the Annual Conference shall conform to the object and policy of NCWC. Sample copies of such literature shall be made available to the Board in advance of the meeting.

(ii) Responsibilities

- a. The Host Council is responsible for providing local arrangements, including:
 1. Facilities for the Annual Conference and AGM:
 - a. meeting rooms for Annual Conference and AGM sessions;
 - b. audio-visual equipment;
 - c. reception area for registration of arriving delegates.
 2. Information for delegates:
 - a. indicating the availability and cost of suitable accommodation and special conference rates;
 3. Local Arrangements and Reports:
 - a. appointing a Local Registration Committee;
 - b. making recommendations to the Board about the programs, including workshops and social events;
 - c. making arrangements for and covering the costs of social activities and hospitality;
 - d. preparing a report of the Annual Conference arrangements to be given to the Board and to the Host Council of the next Annual Conference.
- b. NCWC shall be responsible for:
 1. Sending to NCWC members the Registration Package which includes information on registration for NCWC, NCWC Education Fund, NCWCDO, hotel accommodation, proxy form.
 2. The Annual General Meeting Arrangements;
 - a. the Agenda of the Annual Conference and AGM;
 - b. the contents of the Docket (see Standing Rule Article VIII Section 2 B;
 - c. administrative and secretarial assistance;
 - d. credentials;
 - e. provision of ballots and a ballot box, if required;

- f. all official notices and publicity;
 - g. receiving the registration fees;
 - h. arrangements for program presenters and special guests.
 - i. set-up of the Virtual Meeting if the AGM will be available virtually
3. Expenses related to:
- a. meeting rooms and an appropriate office space;
 - b. equipment and office supplies;
 - c. all photocopying;
 - d. audio-visual equipment;
 - e. accommodation for presenters and special guests;
 - f. the Annual Banquet programme.

(iii) Registration

- a. All Members, Directors and Convenors of NCWC may attend the NCWC Annual Conference and AGM and participate in the program and discussions. Only members of the Voting Body shall vote during the Annual Conference and AGM. [For proxy votes, see Standing Rules Article IV Governance Section 2 A (iii)].
- b. NCWC shall pay the Annual Conference and AGM registration fee for all NCWC Board Members.
- c. A non-voting delegate who is a member of a Federated Organization, upon payment of a registration fee, may attend the NCWC Annual Conference and AGM, and enter into discussion.
- d. NCWC Representatives to Government Boards, National or International Organizations shall have the right, upon payment of a registration fee, to take part in the proceedings of the Annual Conference and AGM, but shall not vote.
- e. There shall be a NCWC registration fee, the amount to be set by the Board at least ten weeks prior to the opening of the Annual Conference. This fee shall cover:
 - 1. all expenses for providing the facilities and services for which NCWC is responsible;
 - 2. the Annual Banquet; it may include other meals;
 - 3. any travel subsidies as stated in Standing Rules Article X Finance, Section 3 E
- f. Cost of meals and social events not included in the registration fee shall be listed separately.
- g. Conference registration fees shall be sent to the National Office at least one month prior to the opening of the Conference. Late registrations, accepted at the discretion of the Board, may be subject to an additional fee.
- h. Accommodation shall be arranged directly by the registrants.

(iv) Budget

- a. A Draft Budget shall be prepared by the Board in consultation with the Host Council, details of costs involved having been assembled by Director(s) by the winter Board meeting. It may be based on attendance figures of the previous year.
- b. The Draft Budget is used to set the NCWC Registration Fee.

(v) Agenda

- a. A Draft Agenda of the Annual Conference and AGM shall be prepared by the Board in consultation with the Host Council and included in the Notice of the Annual Conference sent to NCWC Voting Body.
- b. The Final Agenda shall be in the Docket distributed at the Conference.

C. Preparations for a Virtual Meeting

(i) Responsibilities

- a. NCWC shall be responsible for:
 - 1. the Annual General Meeting Arrangements:

- a. arranging someone to host the Virtual Meeting;
- b. the agenda of the Virtual Meeting;
- c. the contents of the Docket sent by e-mail;
- d. administrative and secretarial assistance;
- e. credentials;
- f. all official notices and publicity;
- g. arrangements for programme precentors and special guests.

Section 2: Annual General Meeting

A. Roles and Responsibilities

- (i) The NCWC President shall preside at all plenary sessions of the Annual General Meeting (AGM). A VP shall be appointed to assist the President at each session and presides in the President's absence.
- (ii) The Board shall appoint a knowledgeable person to be Parliamentarian for the Annual Conference and AGM. Procedures followed shall be based on the current Robert's Rules of Order.
- (iii) Standing Rules to govern the conduct of business shall be adopted at the beginning of the Annual Conference and AGM.
- (iv) The Board shall appoint members, as needed, to assist the Resolutions Convenor.
- (v) The Minutes Convenor shall have one or two other persons, as she deems necessary, to act as Assistant Minutes Recorder(s). At all times there shall be either the Minutes Convenor or one of her Assistants present to record proceedings.
- (vi) The Minutes Convenor shall be responsible for:
 - a. recording the proceedings of the Annual Conference and AGM including attendance;
 - b. preparing a summary of decisions of the Annual Conference and AGM and forwarding copies to the President within two (2) weeks of the Annual Conference and AGM;
 - c. forwarding the draft minutes to the Minutes Committee Members within the specified time period.
 - d. preparing a summary of the proceedings of the Annual Conference for the Year Book
 - e. providing the President and Resolutions Convenor the exact wording of the Resolutions adopted as policy, including Emerging Issues Resolutions and Updates. Minority opinions and abstentions must be recorded upon request.;
 - f. providing the President and the Constitution Convenor the exact wording of any changes and additions made to the Constitution, By-Laws and Standing Rules.
- c. There shall be a session to exchange information about the year's Common Program in which LCWs and PCWs have participated.
- d. There shall be a time for Presidents of Federated Organizations, or their representatives, and NCWC Directors and Convenors to speak briefly to recommendations included in their Annual Reports.
- e. There shall be a binder of the year's in-coming and out-going government correspondence.

- f. The Board of Directors shall undertake the actions approved at the Annual Conference and AGM.
- g. Complete Minutes of the Annual Conference and AGM are to be retained in a permanent file at the National Office.

B Contents of Annual Conference and AGM Docket

- (i) The contents of the docket shall be:
 - a. Table of Contents
 - b. Agenda
 - c. Standing Rules for the Annual Conference and AGM
 - d. Greetings from Governor General
 - e. Messages from Prime Minister, etc.
 - f. List of Participants at Annual Conference and AGM *
 - g. List of Voting Members of NCWC*
 - h. list of financial donors for donations of \$100 or more
 - i. Reports from NCWC Board
 - j. Reports from Convenors of Standing Study Committee
 - k. Reports from Convenors of Administrative and Special Committees
 - l. Reports from PCWs
 - m. Reports from LCWs
 - n. Reports from NOSs
 - o. Financial Statements
 - p. Resolution Package
 - q. Emerging Issue Resolutions
 - r. Annual Conference and AGM Minutes from previous year
 - s. Notice of Motion, Changes to Standing Rules and Procedures Manual
 - t. Expense Claim Forms
- (ii) Additions /Deletions as Board determines
- (iii) Note: Federates and Convenorships are listed alphabetically.

Section 3: Board of Directors Meetings

A. Roles and Responsibilities

- (i) The Board shall meet at least twice during the year in addition to Post- and Pre-Conference Meetings. If necessary, meetings may be held by teleconference.
- (ii) If the President decides that a matter is urgent, there may be a vote by e-mail or mail.
- (iii) The Board Meeting held in November or October will be held in a convenient location in Ottawa.
- (iv) The President shall contact the Board to set mutually satisfactory dates for meetings.
- (v) The President shall prepare and distribute a draft agenda at least two days before the date of the meeting.

- (vi) Board members shall bring typed reports to the meeting or, if possible, have distributed such reports two days before the date of the meeting. All reports are to be emailed in a timely manner to the Minutes Recorder for inclusion in the Minutes.
- (vii) All motions shall be in writing with the mover and seconder clearly noted. Relevant budget implications shall be indicated.
- (viii) Minutes of Board Meetings:
 - a. Complete Minutes shall be filed at the National Office;
 - b. Copies of complete Minutes shall be sent to each Director;
 - c. Copies of sections of Minutes that concern NCWC policy and policy development shall be sent to the Resolutions Convenor;
 - d. Copies of sections that concern Constitution, By-Laws, Standing Rules and Procedures Manual shall be sent to the Constitution Convenor;
 - e. Copies of sections that concern Finances shall be sent to the Chair of the Board Audit Committee for distribution to that Committee
 - f. The Minutes Recorder shall prepare a summary of Board Minutes for distribution to the Voting Body;
 - g. Board Minutes, or sections thereof, shall be sent to a member requesting same except when deemed confidential;
 - h. A list of decisions, made by the Board, shall be prepared for ratification by the Voting Body at the next Annual Conference and AGM.
- (ix) Attendance Expenses: Within the budget allocation for Board expenses the following shall be covered:
 - a. Directors shall be reimbursed for all travel costs in accordance with travel policies in the Procedures Manual. A reasonable effort should be made to travel by the most economical way available.
 - b. All meals shall be provided for the period of Board Meetings, Annual Conference and AGM s and Special Meetings or reimbursed at a pre-set rate (breakfast \$7.00, lunch \$10.00, dinner \$15.00 with receipts for each meal being submitted.
 - c. Shared hotel accommodation shall be reimbursed for attendance at Board Meetings, Annual Conference and AGM s and Special Meetings (at one-half the room rate up to \$75/person/night).

Section 4: International Council of Women Meetings

A. ICW Triennial Meetings

- (i) The ICW Committee shall be coordinated by the President or her designate.
- (ii) ICW delegates shall be required to:
 - a. participate in workshops and seminars at the ICW Meeting;
 - b. at the ICW Triennial Meeting determine appropriate responses to business arising;
 - c. submit a report to the National Office within 30 days of returning from an ICW Triennial Meeting.
- (iii) The President shall send a report to the Minister of Foreign Affairs and International Trade, with a copy to **Women and Gender Equality** of Women Canada, and request a meeting with the appropriate ministers.
- (iv) The President, or her designate, shall have registration fee, travel, meals, and accommodation expenses paid from NCWC's budgeted allotment, if there is a budgetted allotment, to attend ICW Triennial meeting.

B. ICW Executive Meetings

- (i) The President, or her designate, shall represent NCWC at ICW Executive meetings.
- (ii) The President, or her designate, shall have the registration fee and travel, meals, and accommodation expenses paid by NCWC, if there is a budgetted allotment, and when funds are available.

C. Regional Council of the Americas Meetings

- (i) If NCWC is participating at a meeting of the Regional Council of the Americas, the President, or her designate, shall represent NCWC.
- (ii) The President, or her designate, shall have the registration fee and the travel, meals, and accommodation expenses paid by NCWC, if there is a budgetted allotment, and when funds are available.

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1: Positions to be Filled Every Second Year

- (i) President and Seven (7) Directors: Six (6) VPs and Treasurer
Term is two (2) years, renewable once, excepting the Treasurer whose term is renewable twice.
- (ii) Convenors of Standing Study Committees, currently nine (9)
Term: two (2) years, renewable once

Section 2: Eligibility for Office

A. For the Position of President

- (i) Nominees for President shall be persons with proven leadership and administrative skills who have served NCWC as an elected or appointed Director, or as a LCW or PCW President.
- (ii) Any member of any LCW, PCW or NOS is eligible for nomination as President provided she meets the criteria in (i) above.
- (iii) A President may serve on the Board of Directors for up to nine (9) consecutive years (i.e. 4 years as Director, plus four (4) as President plus one (1) as Past President) subject to the provisions of Bylaw Article IX Section 3 (iii). A Treasurer who is elected President may serve on the Board of Directors for up to eleven (11) consecutive years (i.e. six (6) as Treasurer, plus four (4) as President plus one (1) as Past President) subject to the provisions of Bylaw Article IX Section 3 (iii).

B. For All Elected Positions Except President

- (i) Any member of a Federate is eligible for nomination. An Individual Member must serve as a Convenor before being eligible for nomination to the Board.

- (ii) Nominees for Vice-President must have held an executive position in any Federated Organization.
- (iii) Whether a person serves in an elected position because she has been elected or appointed to it, she is subject to the terms of By-law Article IX Section 2 (iii), Standing Rules Article IX Section 3 (iii) and (iv).
- (iv) A person is eligible for nomination to the Board after two (2) years of not holding a position on the Board.
- (v) A person is eligible for nomination to a previously held position of Convenor of a Standing Study Committee after an absence of two (2) years of being Convenor of that particular Committee.
- (vii) A Director or Convenor of a Standing Study Committee who fails to fulfil her duties and obligations in NCWC shall not be eligible for nomination at the next election and can be asked to resign.

Section 3: Regulations

- (i) Nominations for Directors, and Convenors of a Standing Study Committees, may be made by any member of the Voting Body.
- (ii) Each member of the Voting Body shall be entitled to submit only one (1) Nominating paper.
- (iii) At least two (2) nominations are required to be a candidate for office. One of these two nominations may be made by the Nominations Committee.
- (iv) No candidate may accept nomination for more than one (1) position.
- (v) An incumbent Director or Convenor of a Standing Study Committee not wishing to stand for election to any position for the following term shall notify the Nominations Convenor by September 15 or as soon as possible thereafter.
- (vi) The President shall notify the Nominations Convenor by September 15 or as soon as possible thereafter of Directors or Convenors who are not eligible to hold office in the coming year.

Section 4: Procedures

The Nominations Convenor and the Elections Convenor shall follow the outline in the Procedures Manual for Nomination and Election of Directors and Convenors of Standing Study Committees.

Section 5: Specific Dates

- | | |
|----------------|---|
| By October 15 | or as soon as possible thereafter, the President notifies the Nominations Convenor of the eligibility of the Directors or Convenors of Standing Study Committees to hold office in coming year. |
| By October 30 | or as soon as possible thereafter, the Directors or Convenors of Standing Study Committees not wishing to stand for election notify the Nominations Convenor. |
| By November 15 | the Nominations Convenor shall send out Nominating Papers. |

- By December 1 the Nominations Convenor emails the reminder that Nominating Papers are to be submitted by January 15
- By January 15: Nominating Papers shall have been returned to the Nominations Convenor, or at least postmarked January 15.
- By January 31: Nomination Convenor shall notify eligible nominees.
- By February 20: Nominees shall send notice of acceptance or rejection of the nomination to Nominations Convenor.
- By February 22 Nominations Convenor shall send the list of nominated candidates, by position, to the Elections Convenor.
- By February 25 the Elections Convenor shall determine the eligibility of members to vote by verifying their standing with the Treasurer.
- By March 1: the Elections Convenor shall send official election ballots, including the prioritized ballots for Vice-Presidents, to the Voting Body. [See Bylaw IX Nominations and Elections Section 3 (iv)].
- By April 1: completed ballots shall have arrived at the mailing address supplied by the Elections Convenor. If not received by this date but bear the post marked date of April 1, the ballot shall be accepted by the Elections Convenor.
- Within seven (7) days the Elections Convenor shall forward to the President, a list of all candidates to the President and whether they have been elected and for which positions. She shall report the name of the First VP. The name of the First VP and a list of the VPS with their vote count in descending order shall be placed in a sealed envelope by the Elections Convenor and sent to the President to be opened only in the event that the First VP is unable to continue in office.
- On next working day: the Elections Convenor will notify each candidate whether she has been elected to a position or not. A list of those elected will also be sent to the voting body.
- At Pre-AGM Board Meeting: If a full complement of directors is not elected, the Board shall bring forth name(s) of qualified person(s) to the Annual Conference and AGM for election, using criteria in Standing Rule IX Section 2. The Board may also bring forth names of qualified candidates for election as Convenors of Standing Study Committees where none have been elected, using the same criteria as outlined in Standing Rule Article IX Section 2.
- At AGM: the Elections Convenor presents her report listing the elected Directors and Convenors of Standing Study Committees, the number of ballots sent and the number of ballots received. She shall also make a motion to destroy the ballots. If approved, she will then destroy the ballots.
- Post-AGM Board Meeting: If, after Annual Conference and AGM, a Standing Study Committee does not have a Convenor, the Board may appoint a qualified person to that position using the same criteria as outlined in Standing Rule IX Section 2.
- Post AGM If at the time of the elections, the full complement of Vice-President positions has not been filled, the President, on behalf of the Board, shall bring forward the name(s) of qualified candidates to the Annual Conference and AGM. A prioritized ballot of elected Vice-Presidents shall be prepared by the Elections

Convenor listing the Vice Presidents in alphabetical order and shall be sent to the Voting Body within 21 days if the Annual Conference and AGM. (A prioritized ballot is one in which the vote ranks the choices in order of preference.) This ballot is to be returned to the Elections Convenor within 30 days of it being sent to the Voting Body. Within the next seven (7) days, the Elections Convenor shall notify the First Vice-President of her election; she shall also inform the President, the Board of Directors, and the Voting Body of the election results. The Elections Convenor shall list the names of the VPs in descending order of the voters' preference for First VP. She shall put this list in a sealed envelope which shall be by the President and opened only in the eventuality of the First Vice-President leaving her position for any reason. The Elections Convenor shall keep the ballots in a sealed envelope until the next Annual General Meeting at which time she will move they be destroyed.

Section 6: Nominations for ICW Positions

The Board shall approve nominees standing for office in ICW, based on experience and qualifications for the position.

ARTICLE X – FINANCE

Section 1: General

- (i) All NCWC ledgers and Financially Reviewed Financial Statements shall be retained at the National Office.
- (ii) Records that may be required by Revenue Canada shall be kept the length of time required by government regulations:
 - a. NCWC purchase vouchers and requisitions for ten (10) years;
 - b. processed cheques for ten (10) years.
- (iii) All expenses not covered in the budget shall require a motion of the Board and ratification of the Voting Body at the subsequent Annual Conference and AGM.
- (iv) The response to all requests received by NCWC for funding or grants by NCWC shall be decided upon by the Board. Financial assistance is contingent upon the availability of funds.
- (v) A Budget for the next year shall be presented at the Annual Conference and AGM for approval by the Voting Body.

Section 2: Revenue

A. Fees and Assessments

- (i) Federates and Individual Members of NCWC shall pay annual fees as approved by the Voting Body. Effective 2020-2021 the NCWC membership fees are:

Local Councils of Women	\$100 plus \$10 for each Federated Organization and \$5 for each Individual Member
Provincial Councils of Women	\$100 plus \$10 for each Federated Organization and \$5 for each Individual Member
NCWC Study Groups	\$15 plus \$2 for each member

Nationally Organized Societies	\$150
Locally Organized Societies	\$100
Individual Members	\$100
*Youth/Student Members	\$25

Note: *A Youth is defined as being between the ages of 16 and 25 inclusive

*A Student is defined as a full-time student at a post-secondary educational institution

- (iv) Fees are due on April 1, for the oncoming fiscal year. If the fees have not been paid by the Annual Conference and AGM, the Federate or Individual shall not be able to vote during the current year.
- (v) The Board of Directors may, upon a request from an NOS or Individual Member, reduce the fee payable when financial need is demonstrated.
- (vi) Fees for becoming a Life Member, paid according to the Standing Rules (Article III 1. I), are designated funds and shall be added to the Reserve Fund. The current fee is \$500.

B Donations

Members and friends may donate money to the Reserve Fund or the Operating Fund. Donors who contribute specified amounts shall be known as Friends of NCWC or NCWC Benefactors.

- (i) Donations Added to NCWC Reserve Fund
 - a. Bequests in wills and other legal documents entitle the donor of such a bequest to be recognized at the Annual Conference and AGM and in the Year Book as an NCWC Benefactor.
 - b. Federates and/or Individual Members may honour deceased members with a memorial donation.
- (ii) Donations Added to NCWC Operating Fund

Friends of NCWC are recognized in three (3) levels and receive a certificate designating the level of donation:

 - a. minimum \$100 per year (bronze certificate);
 - b. minimum \$500 per year (silver certificate);
 - c. minimum \$1000 per year (gold certificate).

Donors shall be recognized at the Annual Conference and AGM and in the Year Book and Annual Conference and AGM docket.
- (iii) Friends of NCWC shall receive the NCWC Newsletter.
- (iv) Friends of ICW
 - a. Membership as a Friend of ICW is open to NCWC members interested in learning more about ICW and giving minimal financial support.
 - b. The donation amount is \$25 per year.
 - c. Each "Friend" receives a copy of the ICW Newsletter and regular updates from ICW Board Meetings through the NCWC liaison person.

C. Investments

Revenue received in the form of interest, dividends, and capital gains from investments is kept in the Reserve Fund.

D. Project Funding

A percentage, determined by the granting agency, of funds received by NCWC for specific projects, shall be transferred to the NCWC Operating Fund to cover the cost of administering each project.

E. Fund-raising

From time-to-time the Finance Committee may organize fund-raising activities. The revenue generated shall be added to the Operating Fund unless specified in advance that it be added to the Reserve Fund.

Section 3: Disbursements

A. Fees and Assessments

(i) ICW

- a. Each year NCWC shall put aside at least one thousand dollars (\$1000) to cover the ICW and Regional Council of the Americas membership fees. The amount of such fees is set by the respective councils.
- b. The President's fees shall be covered (ICW Triennial Registration fee, lowest possible fare arranged through NCWC, accommodation and per diem rate for meals according to the best rate of the host country) if monies are available and are provided for in the budget.

(ii) Group Projects or Coalitions

- a. If provided for in the budget, NCWC shall pay the fees, for participating in a group project or a coalition. The moneys shall be taken from the Operating Fund. (see By-Laws Article IV, Section 3)
- b. NCWC may make a donation for projects that fit the object of NCWC and are relevant to its interests.

B. Investments

- (i) NCWC may sign a contract empowering a Trust Company, or other financial institution, to manage the Investment Portfolio.
- (ii) At regular intervals the Treasurer, the President, and the Administration VP shall review the quality of management of the Portfolio and recommend changes deemed desirable.

C. Projects

In the accounting system, revenue and expenses for a NCWC project shall be identified as one category in order to be able to produce financial statements for that project separate from the Operating Fund.

D. Programs

- (i) Expenses of regular programs shall be paid out of Operating Funds.

- (ii) Expenses incurred by NCWC and the Host Council for holding an Annual Conference and AGM shall be paid as outlined in the Standing Rules. (Article VIII Meetings, Section 1)
- (iii) Expenses incurred by Directors and Convenors while carrying out NCWC activities shall be reimbursed upon submission of invoices or receipts as designated in the Standing Rules. (Article VIII Meetings, Section 3 and Article X Finance, Section 3)

E. Travel Subsidy for Board Meetings and the Annual Conference and AGM

Travel subsidies based on the lowest possible fare are paid upon submission of substantiating vouchers to the Treasurer.

- (i) Presidents of LCWs, PCWs, NCWC Study Groups and LOSs or their designates for the Annual Conference and AGM: the subsidy shall be half of the travel costs over three hundred dollars (\$300), contingent on availability of funds.
- (ii) NCWC Convenors or their designates for the Annual Conference and AGM: the subsidy shall be the travel costs in excess of three hundred dollars (\$300), contingent on the availability of funds.
- (iii) NCWC Directors for all Board Meetings and the Annual Conference and AGM: the subsidy shall be all travel costs contingent on the availability of funds.

F. Subsidies for Expenses Related to Attendance at Meetings on NCWC's Behalf

- (i) Provision can be made in the Annual NCWC Budget if monies are available to cover the costs related to travel, meals and accommodation for one representative, for a period of up to two weeks, to attend the United Nations Meetings of the Commission on **Women and Gender Equality** in New York City.
- (ii) Provis

ion can be made in the Annual NCWC Budget to cover the costs related to mileage and parking associated with attending Meetings on NCWC's behalf.

G. Administration

The expenses of operating the National Office shall be paid out of the Operating Fund.

Section 4: Operating Fund

A Purpose

The Operating Fund covers day-to-day expenses incurred in the operations of NCWC.

B Structure

The Operating Fund is kept in a chequing bank account.

Section 5: Reserve Fund

A Purpose

The Reserve Fund provides funds for the Operating Fund.

B. Structure

The Reserve Fund is maintained as a separate investment portfolio. The portfolio structure is to allow for flexibility and scheduled transfers to the Operating Fund.

C. Description

- (i) The financial officers of NCWC, namely the Treasurer and the Administration VP, shall be responsible for ensuring that moneys designated for the Fund are transferred from the NCWC Operating Account to the Reserve Fund in a timely manner.
- (ii) The President and the Treasurer shall be authorized, subject to ratification by the Board/Voting Body, to sign a contract empowering a Trust Company, or other financial institution, hereinafter referred to as the Investment Adviser, to manage the Investment Portfolio.

D. Sources of Revenue

- (i) The Treasurer and the ~~VP~~ Administration VP are authorized, with the approval of the President and subject to ratification by the Board, to accumulate moneys designated for the Reserve Fund to an amount sufficient for short-term investments. The income from such investments may be retained in the NCWC Operating Account.
- (ii) Designated funds include:
 - a. bequests and memorial contributions;
 - b. moneys received for new Life Memberships;

E. Administration

- (i) The NCWC financial officers, namely the Treasurer and the Administration VP, shall be responsible for ensuring that:
 - a. all moneys designated for the Reserve Fund are kept in a bank account and transferred, within the time approved by the membership, to the Reserve Fund Account;
 - b. the activities of the Investment Adviser of the Fund including purchase, sale, reinvestment or transfer of shares, bonds, or other securities in the Portfolio, conform to NCWC policy and conform to the limitation that fifty (50) percent of the Reserve Fund be kept in Guaranteed Investment Certificates and fifty (50) percent be comprised of bonds, stocks, and mutual funds (equity). No more than ten (10) percent of the equity portion shall be kept in foreign investments;
 - c. since the book value increases only by deposits of bequests, Life memberships, and memorial contributions, any growth such as interest, dividends and realized capital gains, be transferred to the Operating Account when needed;
 - d. NCWC moneys be invested only in stock and securities of corporations whose business is in keeping with NCWC policy, and that no investments include shares or stock of corporations dealing in alcohol or tobacco.
- (ii) The NCWC financial officers, namely the Treasurer and the Administration VP, shall be responsible for ensuring that authorization is obtained from the NCWC membership to authorize borrowing from the Reserve Fund to meet operating shortfalls
- (iii) The NCWC financial officers, namely the Treasurer and the Administration VP, shall consult with the Investment Adviser who is responsible for:
 - a. allowing income within the Portfolio, not required for administration fees and the monthly remittance to NCWC, to accumulate to an amount suitable for investment;

- b. investing accumulated moneys in the Portfolio as well as the transfer, sale, and investment of the Portfolio assets;
- c. transferring as needed any growth such as interest, dividends and realized capital gains to the Operating Fund;
- d. keeping stocks, bonds, and other securities in a Chartered Bank or Trust Company or other place of equal security;
- e. presenting quarterly statements of the Portfolio to the Treasurer, Administration VP and the President of NCWC;
- f. presenting a yearly summary statement concerning the Portfolio to the Board and to the NCWC Annual Conference and AGM;
- g. preparing a report of the activities of the Reserve Fund to be an appendix to the Audited Financial Statements presented by the Auditor at the NCWC Annual Conference and AGM.

F. Limits to Transferring from Reserve Fund to the Operating Fund

While it is NCWC Board's intention to preserve the capital in the Reserve Fund, it is recognised that circumstances can arise when transferring monies from the Reserve Fund is necessary to ensure that the work of NCWC can continue. Such transferring of monies is allowed when the NCWC membership approves a motion to this effect at an Annual Conference and AGM on the understanding that the capital investments may not be reduced to a level insufficient to cover one year's operating expenses (By-Law Article XIII Section 4).

Section 6: Credit Card

- (i) NCWC may hold a credit card at The Bank of Nova Scotia.
- (ii) The bank is directed and authorized to hold any balance to the extent of \$1,000.

ARTICLE XI – PUBLICATIONS AND COMMUNICATION

Section 1: Publications

A. Orientation Materials

The Orientation Materials contain pages of information on NCWC and can be used for members and non-members. (see Procedures Manual , Article XI Publications & Communication for list of contents)

B. Newsletter

- (i) The Newsletter is produced by an Editorial Committee and published between two to four times a year.
- (ii) The Editor, who is Convenor of the Editorial Committee, shall be appointed by the Board. The Editor shall appoint the Editorial Committee members, subject to ratification by the Board.
- (iii) Editorial policy shall conform to the Terms of Reference in the Procedures Manual.
- (iv) The Newsletter shall be distributed by electronic means to the Voting Body, Friends of NCWC, ICW office. Arrangements can be made to send it by other means.
- (v) Other persons may purchase the Newsletter, the cost to be set by the Board on recommendation of the Editorial Committee.

- (vi) An “NCWC Update” may be produced by the Editorial Committee for distribution periodically, such as at the Annual Conference and AGM.

C. Updates

Updates are issued periodically as a means of informing the membership of current matters relating to the activities of NCWC. Items included are determined by the President and members of the Board.

D. Year Book

- (i) The Year Book, the publication of NCWC’s activities, shall contain:
 - a. President’s message;
 - b. greetings from Governor General;
 - c. other messages eg. Prime Minister;
 - d. list of Directors and Convenors;
 - e. list of NCWC Federates;
 - f. names of Honorary Life Members, Honorary Vice-Presidents, Emeritus Life Members and Life Members;
 - g. names of Patrons, Benefactors, Friends of NCWC and all financial donors;
 - h. portrait of Lady Ishbel Aberdeen;
 - i. NCWC Coat of Arms;
 - j. In Memoriam tributes;
 - k. reports from Federates, NCWC Directors, Convenors and Representatives;
 - l. audited Financial Statements;
 - m. list of Resolutions by topics;
 - n. approved Resolutions, including ratified Emerging Issues Resolutions, printed in their entirety;
 - o. list of newly elected NCWC Directors and Convenors of Standing Study Committees;
 - p. list of Past-Presidents;
 - q. summary of the proceedings of the Annual Conference;
 - r. selected briefs.
- (iii) The Year Book is distributed upon request, on compact disc, to the Voting Body, Auditor, ICW, and Regional Council of the Americas. A hard copy of the Year Book will be distributed to those University and College libraries who prefer it, and to the Library and Archives Canada.
- (iv) Others wishing a copy shall be sent a disc and be charged an amount to cover the cost of production and distribution, the amount determined by the Board.

ARTICLE XII – AMENDMENTS

- (i) NCWC Standing Rules may be amended at an Annual Conference and AGM by a majority vote of the Voting Body present. Amendments do not require a Notice of Motion.
- (ii) NCWC Standing Rules may be amended at a Board Meeting by a majority vote of the Directors present. Such amendments shall be ratified at the subsequent Annual Conference and AGM.

ARTICLE XIII – DISSOLUTION

Section 1: LCWs, PCWs, and NCWC Study Groups

(Refer to By-Laws Article XIII)

- (i) Prior to the vote on dissolution, the LCW, PCW or NCWC Study group shall submit to the NCWC Treasurer, a copy of the current financial statement with the year's bank statements attached. This ensures that the LCW, PCW or NCWC Study Group, and NCWC are not held liable for any outstanding financial obligations.
- (ii) The minutes of the General Meeting held regarding dissolution, shall state who was in attendance and if there was a quorum, with the location, date, and time of meeting. The motion for dissolution shall contain the name and signature of the mover and seconder and the number of votes that were yea and nay.
- (iii) When it is a meeting of a Local Council, the Provincial Council President, where applicable, should be invited to attend.
- (iv) The Voting Body of a disbanding LCW, PCW or NCWC Study Group shall turn over the assets of its Council or Study Group to NCWC.
- (v) Such funds received by NCWC shall be held in trust for a period of one (1) year. If, during the one-year period, the funds are not used for the re-establishment of that same Council or for another Council or NCWC Study Group in the same Province or community, the funds shall be used by NCWC for its own purposes.

Section 2: NCWC

For the dissolution of NCWC, refer to By-Laws, Article XIII.

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