

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.

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.

Section 3: Other Insignia

Other insignia may be adopted at any 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 Membership Convener 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 AGM, shall acknowledge and welcome the new Federate. In provinces where there is a PCW, the NCWC Membership Convener 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 (POSSs), signify intent to form a PCW, the said organizations shall contact the NCWC Membership Convener 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 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 Membership Convener who shall review the outline in the Procedures Manual for federating with NCWC. Upon completion of this process, the President, at the next AGM, shall acknowledge and welcome the new Federate. In provinces where there is a PCW, the NCWC Membership Convener 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 Membership Convener 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 Office together with a copy of the Organization's Constitution and/or Purpose and the names of its Officers. The NCWC Constitution Convener 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 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 Membership Convener, 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 Convener 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 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 Membership Convener 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 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 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 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 Foundation Fund, the Federate shall propose her name for approval by the Voting Body at an 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 Membership Convener who shall review with her the process in the Procedures Manual for becoming an Individual or Associate Member of NCWC. Upon completion of the application form and the payment of \$100, the President shall acknowledge and welcome the new Individual Member at the AGM.

K. Youth/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 at a post-secondary educational institution. When a person signifies intent in becoming a Youth or a Student Member of NCWC, she shall contact the NCWC Membership Convener who shall review with her the process in the Procedures Manual for becoming a Youth or a Student Member of NCWC. Upon completion of the application form and the payment of \$25, the President shall acknowledge and welcome the new Individual Member at the 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, Conveners of such Committees are members of the corresponding NCWC Committees. LCW Conveners shall maintain communication with the corresponding NCWC Conveners of Standing Study Committees.
- (iii) Each LCW shall submit an Annual Report, not to exceed five hundred (500) words, to the National Office at least one (1) month prior to the date of the AGM
- (iv) Each LCW shall submit to NCWC a list of their officers and conveners immediately following their annual meeting.
- (v) Each LCW is entitled to send delegates to 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. Conveners of such Committees are members of the corresponding NCWC Committees. PCW Conveners shall maintain communication with the corresponding NCWC Conveners of Standing Study Committees.
- (iii) Each PCW shall submit an Annual Report, not to exceed five hundred (500) words, to the National Office at least one (1) month prior to the date of the AGM
- (iv) Each PCW shall submit to NCWC a list of officers and conveners 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 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 Convener of any NCWC Committee.
- (iii) Each NCWC Study Group shall submit an Annual Report, not exceeding five 00) words, to the National Office at least one (1) month prior to the date of the AGM.
- (iv) Each NCWC Study Group is entitled to send delegates to 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 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 five hundred (500) words, to the National Office at least one (1) month prior to the date of the 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 AGM one of whom shall carry its weighted vote.
- (iii) Each LOS is expected to submit an Annual Report, not exceeding five hundred (500) words, to the National Office at least one (1) month prior to the date of the 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/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 Convener and the National Office.

Amendments to LCW By-Laws must be sent to the NCWC Constitution Convener and to the National Office at least one (1) month prior to the NCWC 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 Convener and the National Office. Amendments to PCW By-Laws must be sent to the NCWC Constitution Convener and to the National Office at least one (1) month prior to the NCWC 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 Conveners 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 Conveners 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 AGM, that a vote to discontinue the membership of the Federated Organization or the Individual Member shall take place at the NCWC 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 AGM.

B. Originating From a Member

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 Membership Convener. Such information shall be given to the Board and reported at the next AGM. 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 Convener.
- (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) NCWC Office shall ensure that Federates, Board Members, NCWC Conveners 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 AGM are recorded in the AGM Minutes which are distributed to all NCWC members.

Section 2: Governing Bodies

A. Voting Body

(i) Responsibilities

- a. At an 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 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.

Section 3: Administration of National Office

The National Office shall be administered by a staff member appointed by the Board of Directors and all requests from Council members for administrative support shall be placed through her.

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 Convener. Individual members wishing to submit a resolution must do so through a Federated Organization, the Board or an NCWC Convener.
- b. Resolutions shall be submitted to the Convener 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 Convener 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 Convener shall advise the Conveners 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, Conveners, 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 Convener by March 31.

- b. Amendments shall be included in the AGM Docket.
- c. Amendments to the submitted amendments may be made during the policy development debate at the AGM.
- d. No new amendments shall be accepted at the AGM.

(iii) Adoption of Resolutions

- a. Resolutions shall be presented to the AGM by the Resolutions Convener.
- b. Resolutions presented at the 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 Convener, in consultation with the Minutes Recorder, shall prepare the final wording of the resolutions as approved by the Voting Body at the AGM and submit the resolutions to the National Office within two (2) weeks of the AGM.
- d. The agenda for the NCWC 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 Convener 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 AGM. In this case, the originator must bring eighty (80) 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 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 AGM are sent to the appropriate government body immediately after the 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 Convener before being submitted.
 - 3. Updates should be of particular concern to Standing Study Committee Conveners.
 - 4. Updates supersede previous policy.
- b. Policy Updates must be received by the Resolutions Convener by March 31 for circulation to the Voting Body. If the Resolutions Convener determines that a proposed resolution can be dealt with as an update, she shall consult with the appropriate Convener 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 AGM.

(vi) Reiterating Policy

Reiterations are a restating of policy. (see example in Appendix to the Procedures Manual). At an 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 Convener.
- (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 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 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 copies sent to the Voting Body, preferably by e-mail.
- (iv) The Board may appoint a committee to review policy and make recommendations to the AGM about policy that should be highlighted and/or placed in the Archives.
- (v) For the convenience of NCWC members, three (3) versions of the Policy Book shall be produced:
 - a. a compact disc version containing just the Resolved Clauses of Policy;
 - b. a compact disc version containing both the Whereas and the Resolved Clauses of Policy;
 - c. 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 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 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, Conveners, 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, Conveners, 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 Conveners of Administrative and Special/Ad Hoc Committees and of NCWC Representatives.
- (ii) The Board is responsible for hiring a staff person to administer the National Office.
- (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 outlined in the Procedures Manual.
- (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 Convener 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 Conveners. 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, 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 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 Convener;
 - c. is responsible for the final preparation of the Parliamentary Brief and its presentation to the Government;
 - d. keeps aware of Government Committees established to study specific issues.

- (iii) The President also:
 - a. gives a report at the 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 Advisor, 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. 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 Membership and Constitution committees.

- (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 AGM.

Vice-President

Committees & Responsibilities

Administration	Archives Finance Human Resources Membership Services National Office Constitution Minutes Nominations Resolutions Year Book
Economics	Economic Issues Employment National Women's Reference Group On Labour Market Issues
Justice	Citizenship Global Affairs Justice and Legislation UN Representation Federally-Sentenced Women
Environment	Environment
Social Development	Health Senior Issues Social Issues Youth HEAL Campaign 2000
Public Relations	Membership Culture and Heritage Newsletter Public Relations Web Committee CNE Representation

- (iii) Each VP shall begin to communicate with the elected or appointed Conveners of the Committees in her portfolio within the month following the AGM in order to:
- a. establish rapport, offer assistance, and apprise the Conveners 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 and News Sheet as media of communication;
 - g. encourage Conveners to ensure that Committee files are complete at all times and that they are transferred promptly to an incoming Convener.

- (iv) VPs shall be appointed the liaison with the Conveners of 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 Conveners;
 - b. advising the Board if a Convener 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 Conveners 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 be the Convener of the Human Resources Committee and 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 Convener 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 National Office and Treasurer;
 - f. staff support and advice is provided;
 - g. office procedures are evaluated;
 - h. an inventory of assets is updated annually.

E. Treasurer

- (i) The Treasurer is a Director and Convener 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 Auditor, 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 Foundation Fund Manager 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, VP Administration, and the Office Administrator 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 AGM;
 - c. being prepared at the AGM, to answer questions about the Audited 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: Citizenship, Culture and Heritage, Economic Issues, Employment, Environment, Global Affairs, Health, Justice and Legislation, Senior Issues, Social Issues, Youth.
- (ii) Conveners 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) Conveners of LCW, PCW, and NCWC Study Group Committees are members of similar NCWC Standing Study Committees.
- (iv) A NCWC Convener of a Standing Study Committee may ask persons knowledgeable about her Committee's subject matter to be resource persons.
- (v) Conveners 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 Conveners of Standing Study Committees must be based on existing NCWC policy and submitted to the President for her signature.
- (v) Conveners 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) Conveners of Standing Study Committees shall not speak or act, or make statements in Annual Reports contrary to NCWC policy.

C. Administrative Responsibilities

- (i) Each Convener 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 prior to sending to the National Office.
- (ii) Each NCWC Convener of a Standing Study Committee shall:
 - a. prepare a Plan of Action which has been reviewed by the Liaison VP and sent to the National Office by August 15 for sending to corresponding Committee Conveners or Presidents of LCWs, PCWs, and NCWC Study Groups;
 - b. maintain contact with those Conveners or Presidents during the year;
 - c. prepare for the 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 NCWC Office one (1) month prior to the date of the AGM for publication in the Docket.
- (iii) Conveners 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 National Office and copies are forwarded to the NCWC Conveners of Standing Study Committees. Conveners of Standing Study Committees shall send copies of their correspondence with ICW to the National Office.
- (iv) Each Convener of a Standing Study Committee shall maintain a file recording her activities which, when her term is completed, shall be given to the incoming Convener. Such a file shall contain copies of Plans of Action and activity reports, relevant NCWC Resolutions with background information, and correspondence.
- (v) An outgoing Convener of a Standing Study Committees may, if requested, help prepare the Plan of Action for the coming year.
- (vi) Conveners 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 Convener's communication expenses. (See Standing Rules, Article VI, Section 1 A viii)
- (vii) Conveners of Standing Study Committees may be requested to represent NCWC in partnerships or coalitions.
- (viii) A Convener of a Standing Study Committee who did not submit a Plan of Action is not eligible for nomination for a second term.

D. Terms of Reference

(i) Citizenship

The Convener 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;
- b. study immigrant/refugee women and children and their integration into the community.

(ii) Culture and Heritage

The Convener 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;

- c. study the use being made of films, radio, printed matter, television and the internet, to promote freedom of speech and fair comment;
- d. promote awareness of the responsibility of the mass media to truth and morality.

(iii) Economic Issues

The Convener and her committee shall:

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

(iv) Employment

The Convener 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.

(v) Environment

The Convener 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) Global Affairs

The Convener and her committee shall:

- a. familiarize themselves with the democratic process as it pertains to women and children world wide;
- b. take a proactive stance encouraging women to participate in their communities by seeking elected office or positions on organizations that formulate public policy.

(vii) Health

The Convener and her committee shall:

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

(viii) Justice and Legislation

The Convener 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.

(ix) Seniors Issues

The Convener and her committee shall advocate and advance issues to improve the lives of seniors. Some of the issues to be considered shall include: the elimination of elder abuse, the provision of affordable housing and adequate income and the promotion of healthy living.

(x) Social Issues

The Convener and her committee shall:

- a. endeavour to keep aware of the unmet needs of children, families and individuals;
- b. advocate for the improvement of social conditions.

(xi) Youth

The Convener and her committee shall:

- a. monitor and report on Canadian business initiatives in youth employment
- b. assess current youth programs and report on what appears to (1) work or not work and (2) be gaps in programs
- c. keep LCW/PCW and affiliates informed and involved in the assessment process
- d. make recommendations for action to the NCWC Board of Directors
- e. develop an advocacy/information campaign directed at governments, media and business
- f. involve youth in the development of policy on NCWC youth issues.

Section 2: Administrative Committees

A. Composition and Selection

- (i) Currently, Administrative Committees are: Archives, Constitution, Finance, Human Resources, Membership, Membership Services, Minutes, Newsletter, Nominations, Public Relations, Resolutions, Web and Year Book.
- (ii) Conveners shall be appointed by the Board from members who are knowledgeable in the matters dealt with by the respective Committees.
- (iii) A Convener's term of office is two (2) years, renewable once, with the exception of the term of office for the Archives Convener which is indefinite
- (iv) Most Conveners 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 VP Administration and one other non-Board member;
 - b. the Human Resources Committee which shall include the VP Administration, a member of the Ottawa Council of Women, a member of a NOS and two other members;
 - c. 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 Convener 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. Conveners 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 Convener shall keep her liaison VP informed of her activities and shall submit an Annual Report in the same manner as Conveners of Standing Study Committees.

C. Terms of Reference

(i) Archives Committee

The Archives Committee Convener 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 VP Administration and the NCWC Office Administrator, 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 Convener 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 AGM Docket and presented for ratification at the AGM;
- e. ensuring that amendments to the documents named in clause a that are adopted at an AGM are recorded correctly in the AGM minutes;
- f. revising the documents named in clause a to reflect all amendments approved at the 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 NCWC Office.

(iii) Finance Committee

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

(iv) Human Resources Committee

The VP Administration shall be the Convener of the Human Resources Committee and is responsible for:

- a. ensuring that job descriptions and employment agreements for NCWC employees are up to date; this to be done in consultation with the staff and Board;

- b. making recommendations to the Board concerning the need for changes in staff, working conditions and remuneration;
- c. recommending to the Board persons to be employed as Office Administrator of the National Office;
- d. arranging performance evaluation reviews of the Office Administrator at the end of the six month probation period and yearly thereafter. These should be carried out by the Human Resources Convener and the President;
- e. dealing with disputes using the Grievance Procedure outlined in the Office Procedures Manual.

(v) Membership Committee

The Membership Committee Convener shall be responsible for:

- a. approaching NOSs which have aims and objectives similar to NCWC and which may have an interest in becoming NCWC Federates;
- b. encouraging groups and assisting them to organize LCWs and PCWs in areas of Canada where they do not currently exist;
- c. encouraging individuals and assisting them to organize Study Groups in areas where there are no LCWs;
- d. working with PCWs where they exist when organizing new LCWs or NCWC Study Groups;
- e. encouraging and assisting LCWs, PCWs and NCWC Study Groups to remain;
- f. encouraging and assisting local organized women's groups in areas where there is no LCW to become LOSs.

(vi) Membership Services

The Membership Services Committee Convener shall:

- a. acknowledge requests for membership information
- b. send out a letter of welcome to new members
- c. answer queries regarding membership
- d. liaise with National Office regarding membership data

(vii) Minutes Committee

The Minutes Committee Convener 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 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 Convener 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 AGM
- e. forwarding the minutes of the 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 and the NCWC Office.

(viii) Newsletter Committee

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

- a. encouraging all Board members, Conveners and members to submit material for the newsletter. The final decision concerning inclusion is made by the Editor;

- b. receiving material, editing copy, and forwarding same to the NCWC office for formatting and printing;
- c. notifying members of the deadlines for submission of material.
- d. obtaining advertisers.

(ix) Nominations Committee

The Nominations Committee Convener is responsible for:

- a. encouraging NCWC Federates to recruit and nominate qualified persons for NCWC positions;
- b. carrying out the nominations and elections process according to the procedure described in Standing Rules Article IX Nominations and Elections;
- c. including in her annual report, the number of ballots sent out, the number returned, the list of positions filled by acclamation including the persons' names, a list of the positions filled by election 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 Conveners or for appointments to Government Boards and Commissions.

(x) Public Relations Committee

The Public Relations Convener working in conjunction with the Board, the Newsletter Editor, and the National Office, shall be responsible for:

- a. informing members and the public concerning the purpose, plans, and achievements of NCWC;
- b. creating and maintaining a good image and favourable opinion of NCWC through publicity material for the media;
- c. working with the AGM Host Council to provide publicity and press releases.

(xi) Resolutions Committee

The Resolutions Committee Convener 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

(xii) Web Committee

The Web 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;
- e. continue to build the site with value added materials generated by members;
- f. report to the board frequently of visits to the site and other issues related to the web site;
- g. 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.

- (xiii) Year Book Committee
The Year Book Convener is responsible for producing the year Book from the 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 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 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 Office Administrator is an ex-officio non-voting member of Ad Hoc Project Committees.
- (vi) Committee Conveners shall be appointed by the Board, the term of office to be set by the Board.
- (vii) Committee members may be recommended by the Conveners 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. When a project requires intensive work, Committee members with appropriate expertise may need to be drawn from the same geographical area as the Convener, in order that they may meet regularly;
 - c. 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 Convener and NCWC Liaison VP.
- (x) The budget for an Ad Hoc Policy Committee, shall be set by the Board. Conveners 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 Convener and the NCWC Liaison VP.

B. Responsibilities

- (i) The Conveners 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 Conveners of Standing Study Committees.

Section 4: Special Representatives and Appointments

A. Designation

Special Representatives are Conveners of Special Committees

B. Terms of Reference

- (i) NCWC Representative to Canadian National Exhibition Association (CNE)
The representative shall:
 - a. agree to work on at least one committee of the CNE;
 - b. attend the CNE board and committee meetings as requested;
 - c. ensure that women's concerns are considered in the decision-making process of the Committees and Board;
 - d. report to the NCWC Board including information about possible opportunities for NCWC or one or more of its Federates to participate in the exhibition program.

- (ii) 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 Status of Women 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.
 - b. Provision is made in the Annual NCWC Budget for costs related to travel, meals and accommodation for one (1) representative, for a period of up to two (2) weeks, to attend the United Nations Meetings of the Commission on the Status of Women in New York City.

- (iii) Health Action Lobby (HEAL)
The NCWC representative of this group shall:
 - a. be aware of NCWCs policy on health care;
 - b. attend HEAL meetings and report back to the Board through the VP for Social Development and to the Health Convener.

- (iv) 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 and to the Social Issues Convener

- (v) National Women's Reference Group on Labour Market Issues
The NCWC representative to this group shall:
 - a. be aware of NCWC policy on labour market issues and promote that policy as required
 - b. take part in committees and task forces as required;
 - c. report on activities of the group to her liaison VP.

- (vi) Policy Advisor
A Policy Advisor 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 Convener 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;
 - d. the content of the Brief and other documents the President is sending to government.

- (vii) 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 Convener 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 Convener 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 to discuss current issues, to exchange information and to socialize. The Annual General Meeting (AGM) is held at the time of the NCWC Annual Conference.

B. Preparations

(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, Conveners, 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 AGM:
 - a. meeting rooms for AGM sessions and an appropriate office space;
 - b. office equipment and supplies;
 - c. audio-visual equipment;
 - d. reception area for registration of arriving delegates.
 2. Information for delegates:
 - a. indicating the availability and cost of suitable accommodation and special conference rates;
 - b. informing delegates that they are responsible for making their own reservations for accommodation.
 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. The Annual General Meeting Arrangements;
 - a. the Agenda of the 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.
 - 2. 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 Conveners 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 AGM. [For proxy votes, see Standing Rules Article IV Governance Section 2 A (iii)].
- b. NCWC shall pay the 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 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 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.

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 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 AGM.
- (iv) The Board shall appoint members, as needed, to assist the Resolutions Convener.
- (v) The Minutes Convener 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 Convener or one of her Assistants present to record proceedings.
- (vi) The Minutes Convener shall be responsible for:
 - a. recording the proceedings of the AGM including attendance;
 - b. preparing a summary of decisions of the AGM and forwarding copies to the President within two (2) weeks of the 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 Convener 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 Convener the exact wording of any changes and additions made to the Constitution, By-Laws and Standing Rules.
- (vi) There shall be a session to exchange information about the year's Common Program in which LCWs and PCWs have participated.

- (vii) There shall be a time for Presidents of Federated Organizations, or their representatives, and NCWC Directors and Conveners to speak briefly to recommendations included in their Annual Reports.
- (viii) There shall be a binder of the year's in-coming and out-going government correspondence.
- (ix) The Board of Directors shall undertake the actions approved at the AGM.
- (x) Complete Minutes of the AGM are to be retained in a permanent file at the National Office.

B Contents of AGM Docket

- (i) The contents of the docket shall be:
 - a. Table of Contents
 - b. Agenda
 - c. Standing Rules for the AGM
 - d. Greetings from Governor General
 - e. Messages from Prime Minister, etc.
 - f. List of Participants at AGM*
 - g. List of Voting Members of NCWC*
 - h. list of financial donors
 - i. Reports from NCWC Board
 - j. Reports from Conveners of Standing Study Committee
 - k. Reports from Conveners 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. AGM Minutes from previous year
 - s. Notice of Motion, Changes to Standing Rules and Procedures Manual
 - t. President's Update Letters
 - u. Expense Claim Forms
- (ii) Additions /Deletions as Board determines
- (iii) Note: Federates and Convenerships 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) Meeting sessions shall be held in the facilities of the National Office or in a location nearby.

- (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 weeks before the date of the meeting.
- (vi) Board members shall bring typed reports to the meeting or, if possible, have distributed such reports two weeks before the date of the meeting.
- (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 Convener;
 - d. Copies of sections that concern Constitution, By-Laws, Standing Rules and Procedures Manual shall be sent to the Constitution Convener;
 - e. The Minutes Recorder shall prepare a summary of Board Minutes for distribution to the Voting Body;
 - f. Board Minutes, or sections thereof, shall be sent to a member requesting same except when deemed confidential;
 - g. A list of decisions, made by the Board, shall be prepared for ratification by the Voting Body at the next 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, AGMs and Special Meetings or reimbursed at a pre-set rate (breakfast \$7.00, lunch \$10.00, dinner \$15.00).
 - c. Shared hotel accommodation shall be reimbursed for attendance at Board Meetings, AGMs and Special Meetings (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 Status 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 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, 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, 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, Treasurer
Term is two (2) years, renewable once, excepting the Treasurer whose term is renewable twice.
- (ii) Conveners of Standing Study Committees, currently eleven (11)
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 Convener 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 Convener of a Standing Study Committee after an absence of two (2) years of being Convener of that particular Committee.
- (vii) A Director or Convener 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 Conveners 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 Convener of a Standing Study Committee not wishing to stand for election to any position for the following term shall notify the Nominations Convener by November 15 or as soon as possible thereafter.
- (vi) The President shall notify the Nominations Convener by November 15 of Directors or Conveners who are not eligible to hold office in the coming year.

Section 4: Procedures

The Nominations Convener shall follow the outline in the Procedures Manual for Nomination of Directors and Conveners of Standing Study Committees.

Section 5: Specific Dates

- | | |
|----------------|--|
| By November 15 | President notifies Nominations Convener of eligibility of Directors or Conveners of Standing Study Committees to hold office in coming year. |
| By November 15 | Directors or Conveners of Standing Study Committees not wishing to stand for election notify Nominations Convener. |
| By December 1: | National office, for the Nominations Convener shall send out Nominating Papers. |

- By January 15: Nominating Papers shall be returned to Nominations Convener c/o the National Office, postmarked no later than January 15.
- By February 5: Nomination Convener shall notify eligible nominees.
- By February 20: Nominees shall send notice of acceptance or rejection of the nomination to Nominations Convener c/o National Office.
- By February 20: Nominations Convener shall verify eligibility of Voting Body to vote through verifying same through the National Office.
- By March 1: The Nominations Convener with the help of the National Office shall send official election ballots to the Voting Body including the prioritized ballots for Vice Presidents. [See Bylaw IX Nominations and Elections Section 3 (iv)]
- By April 1: Completed ballots shall be received by the National Office.
- On April 2 or next working day: National Office, for the Nominations Convener, shall forward the sealed ballot envelopes to the Returning Officer.
- On or about April 9: Within seven (7) days, the Returning Officer shall forward to the Nominations Convener and to the NCWC Office, a list of all candidates and whether they have been elected or not for the applicable positions, together with a report on the number of ballots received.
- On next working day: On the first working day after this list of candidates is received, the Nominations Convener will notify each candidate whether she has been elected to a position or not.
- 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 AGM for election, using criteria in Standing Rule IX Section 2. The Board may also bring forth names of qualified candidates for election as Conveners of Standing Study Committees where none have been elected, using the same criteria as outlined in Standing Rule Article IX Section 2.
- At AGM: Nominations Convener, or her delegate, presents the list of elected Directors and Conveners of Standing Study Committees.
- Post-AGM Board Meeting: If, after AGM, a Standing Study Committee does not have a Convener, 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 no election for first Vice-President has taken place before AGM and/or if at the time of the elections, the full complement of Vice-President positions has not been filled and the Board shall have brought forward name(s) of qualified candidates to the AGM, an election shall be held after the AGM and the NCWC Voting Body shall indicate by way of a prioritized ballot which of the six vice-presidents shall serve as First Vice-President. A prioritized ballot of elected Vice-Presidents shall be prepared by the Nominations Convener listing Vice-Presidents in alphabetical order and sent to the Voting Body within 21 days of the AGM. A prioritized ballot is one in which the voter ranks the choices in order of preference. This ballot is to be returned to the

Returning Officer via the National Office. The Returning Officer shall notify the Nominations Convener of the results of this election and the Nominations Convener shall in turn notify the First Vice-President of her election and in turn the rest of the Board of Directors as well. The Voting Body should be informed of the election results at the first opportunity. Ballots shall be placed in a sealed envelope by the Returning Officer along with the names of the VPs listed in descending order of the voters' preference for First VP; the sealed envelope shall be kept in the National Office and opened only in the eventuality of the First Vice-President leaving her position for any reason.

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) When attendance of the Office Administrator at any meeting is required by NCWC, her expenses for registration, accommodation, meals and transportation shall be paid by NCWC.
- (ii) All NCWC ledgers and Audited Financial Statements shall be retained at the National office.
- (iii) 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.
- (iv) All expenses not covered in the budget shall require a motion of the Board and ratification of the Voting Body at the subsequent AGM.
- (v) 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.
- (vi) A Budget for the next year shall be presented at the 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 2007-2008 the NCWC membership fees are:

Local Councils of Women	\$75 plus \$5 for each Federated Organization and \$2 for each Individual Member
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Provincial Councils of Women	\$75 plus \$5 for each Federated Organization and \$2 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 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 V Section 1 F (iv)), are designated funds and shall be added to the Foundation Fund Capital Account. The current fee is \$750.

B Donations

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

- (i) Donations Added to Foundation Fund Capital Account
 - a. Bequests in wills and other legal documents entitle the donor of such a bequest to be recognized at the 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 Reserve Fund

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

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

Donors shall be recognized at the AGM and in the Year Book 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 the Foundation Fund shall be transferred to 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 Foundation Fund Capital Account.

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.)

(ii) Group Projects or Coalitions

- a. 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 Foundation Fund Investment Portfolio.
- (ii) At regular intervals the Treasurer, the President, and the VP Administration 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 AGM shall be paid as outlined in the Standing Rules. (Article VIII Meetings, Section 1)
- (iii) Expenses incurred by Directors and Conveners 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 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 AGM: the subsidy shall be half of the travel costs over three hundred dollars (\$300), contingent on availability of funds.
- (ii) NCWC Conveners or their designates for the AGM: the subsidy shall be the travel costs in excess of two hundred dollars (\$200), contingent on the availability of funds.
- (iii) NCWC Directors for all Board Meetings and the 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 will be made in the Annual NCWC Budget 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 the Status of Women in New York City.
- (ii) Provision will 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.

H. Alison Taylor Hardy Memorial Bursary

The Alison Taylor Hardy Memorial Bursary for the School of Journalism and Communication at Carleton University shall be awarded annually to a student in the third or fourth year of the Journalism Program. Notice of the Bursary, in the amount of one thousand dollars (\$1000), shall be published each year in the Carleton University Calendar.

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 daily interest 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.

Section 6: Foundation Fund

A. Description

- (i) The Foundation Fund provides long-term support for NCWC activities by preserving donated capital and, in-turn, contributing earned income to the Reserve Fund.
- (ii) The financial officers of NCWC, namely the Treasurer and the VP Administration, shall be responsible for ensuring that moneys designated for the Fund are kept in the NCWC Operating Account and transferred to the Foundation Fund Capital Account at least thirty (30) days prior to the end of the NCWC fiscal year.
- (iii) 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 Manager, to manage the Foundation Fund Investment Portfolio.

B. Sources of Revenue

- (i) The Treasurer and the VP Administration are authorized, with the approval of the President and subject to ratification by the Board, to accumulate moneys designated for the Foundation 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;

C. Administration

- (i) The NCWC financial officers, namely the Treasurer and the VP Administration, shall be responsible for ensuring that:
 - a. all moneys designated for the Foundation Fund are kept in a bank account and transferred, within the time approved by the membership, to the Foundation Fund Capital Account;
 - b. the activities of the Manager 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 Foundation 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 annually to the Reserve Fund at the close of the fiscal year (March 31);

- 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 VP Administration, shall be responsible for ensuring that authorization is obtained from the NCWC membership to authorize borrowing from the Foundation Fund to meet operating shortfalls

- (iii) The NCWC financial officers, namely the Treasurer and the VP Administration, shall consult with the Fund Manager 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 annually any growth such as interest, dividends and realized capital gains to the Reserve Fund at the close of the fiscal year (March 31);
 - 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, VP Administration and the President of NCWC;
 - f. presenting a yearly summary statement concerning the Portfolio to the Board and to the NCWC AGM;
 - g. preparing a report of the activities of the Foundation Fund to be an appendix to the Audited Financial Statements presented by the Auditor at the NCWC AGM.

D. Limits to Borrowing from Foundation Fund

While it is NCWC Board's intention to preserve the capital in the Foundation Fund, it is recognised that circumstances can arise when borrowing from the Foundation Fund is necessary to ensure that the work of NCWC can continue. Such borrowing is allowed when the NCWC membership approves a motion to this effect at an 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).

ARTICLE XI – PUBLICATIONS AND COMMUNICATION

Section 1: Publications

A. Information Kit

The Information Kit contains 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 two times a year.

- (ii) The Editor, who is Convener 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 without cost to: the Voting Body; Friends of NCWC; ICW office; a selected list of National Councils of Women, libraries and other organizations.
- (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 AGM.

C. News from National

"News from National" is 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 Conveners;
 - 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, Conveners 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 Conveners of Standing Study Committees;
 - o. list of National Office personnel;
 - 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 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 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 five (5) years. If, during the five-year period, the funds are not used for the re-establishment of that same Council, another Council or NCWC Study Group in the same Province or community, the moneys shall then be designated for NCWC Membership Development.

Section 2: NCWC

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

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