

## Draft CFUW-Hamilton Timelines – 2025/26

Topic	Description
<b>Meetings</b>	<ul style="list-style-type: none"> <li>General meetings of all members (with invited speakers or resolutions) are held once a month the <u>3<sup>rd</sup> Tuesdays</u> at 7:30 pm: <ul style="list-style-type: none"> <li>In person Sept. – Dec. &amp; March and April at the Frist Unitarian Church in Hamilton</li> <li>On Zoom - January and February to accommodate inclement weather</li> </ul> </li> <li>Exec. meetings are held via Zoom the <u>first week</u> every 2 months at 7:30 pm: Sept., Nov., Jan., March, May</li> <li>An Annual General Meeting is held the 3<sup>rd</sup> Tuesday of May (where possible) during the day</li> </ul> <p><b>Social Directors</b> book facilities for general meetings in the spring for the upcoming year. Zoom meeting arrangements are made separately by our Zoom facilitator (currently Brenda Wright)</p> <p><b>Program Directors</b> are responsible for arranging speakers for the General Meetings – with the exception of the <b>Welcome Back</b> meeting held in <b>Sept.</b> and the <b>Resolutions</b> meeting held in <b>March</b>.</p>
<b>Publicity</b>	<p><b>Social media material</b> is posted on our Facebook page and website etc. once a week or more frequently where a special event or urgent issues arises. Emails are sent out the general membership on an as-needed basis</p> <p><b>The Newsletter</b> is sent electronically three times a year (fall, winter, spring) to the general membership:</p> <ul style="list-style-type: none"> <li>Material for the newsletters such as interest group schedules, general meeting speakers, president's message and advocacy initiatives and other relevant material must be submitted to the Newsletter Editor by: August, November, and March.</li> <li><b>The CFUW Hamilton Directory</b> is sent out once year (usually in the fall after memberships are finalized).</li> </ul>
<b>Financial</b>	<p>Our financial year is from May 1 to April 30 to align with CFUW National. We have two signing officers for cheques and an individual who audits the year end financial statement. Treasurer activities include:</p> <ul style="list-style-type: none"> <li><b>Monthly financial updates</b> for the general membership at their monthly meetings; the latest financial information for exec members at their executive meetings</li> <li><b>Collection of membership fees</b> through the renewal of memberships in the fall and new memberships throughout the year.</li> <li><b>Membership dues paid to Ontario Council, CFUW National and Graduate Women International</b> - invoices re: GWI and the Ontario Council are sent to clubs in Jan./Feb.; membership #'s must be sent to National in Feb. with payments due by April 30. Electronic transfers can be made to National through the Exec. Director.</li> <li><b>Budget preparation</b> is done in collaboration with the CFUW-Hamilton executive: <ul style="list-style-type: none"> <li>Budget discussion at the <b>March executive meeting</b>; a <b>draft budget</b> is completed by <b>April along with a final financial statement</b> which is approved by general membership at the <b>May AGM</b></li> </ul> </li> </ul>

<b>Resolutions</b>	<p>CFUW resolutions form the foundation for our advocacy activities:</p> <ul style="list-style-type: none"> <li>• <b>Resolutions are approved</b> by the <b>CFUW Ontario Council</b> at their AGM in May and by <b>CFUW National</b> at their AGM in the summer. The approved resolutions are available for viewing online.</li> <li>• <b>Proposed resolutions</b> which do not duplicate what has already been approved by CFUW National or Ontario must be submitted in draft form to both bodies in November. A rigorous process of review takes place before the final versions are submitted before the CFUW club vote on them at the AGM's.</li> </ul>
<b>Approval of CFUW Hamilton Executive and Directors</b>	<p><b>The process of preparing a proposed slate of the Exec and Directors</b> begins to be prepared by the executive in January of every year and is submitted for approval by members at their <b>AGM in May</b>.</p>