

Draft CFUW-Hamilton Timelines – 2025/26

Topic	Description
Meetings	<ul style="list-style-type: none"> General meetings of all members (with invited speakers or resolutions) are held once a month the <u>3rd Tuesdays</u> at 7:30 pm: <ul style="list-style-type: none"> In person Sept. – Dec. & March and April at the Frist Unitarian Church in Hamilton On Zoom - January and February to accommodate inclement weather Exec. meetings are held via Zoom the <u>first week</u> every 2 months at 7:30 pm: Sept., Nov., Jan., March, May An Annual General Meeting is held the 3rd Tuesday of May (where possible) during the day <p>Social Directors 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>Program Directors are responsible for arranging speakers for the General Meetings – with the exception of the Welcome Back meeting held in Sept. and the Resolutions meeting held in March.</p>
Publicity	<p>Social media material 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>The Newsletter is sent electronically three times a year (fall, winter, spring) to the general membership:</p> <ul style="list-style-type: none"> 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. The CFUW Hamilton Directory is sent out once year (usually in the fall after memberships are finalized).
Financial	<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"> Monthly financial updates for the general membership at their monthly meetings; the latest financial information for exec members at their executive meetings Collection of membership fees through the renewal of memberships in the fall and new memberships throughout the year. Membership dues paid to Ontario Council, CFUW National and Graduate Women International - 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. Budget preparation is done in collaboration with the CFUW-Hamilton executive: <ul style="list-style-type: none"> Budget discussion at the March executive meeting; a draft budget is completed by April along with a final financial statement which is approved by general membership at the May AGM

Resolutions	<p>CFUW resolutions form the foundation for our advocacy activities:</p> <ul style="list-style-type: none"> • Resolutions are approved by the CFUW Ontario Council at their AGM in May and by CFUW National at their AGM in the summer. The approved resolutions are available for viewing online. • Proposed resolutions 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.
Approval of CFUW Hamilton Executive and Directors	<p>The process of preparing a proposed slate of the Exec and Directors begins to be prepared by the executive in January of every year and is submitted for approval by members at their AGM in May.</p>