

**THE CANADIAN FEDERATION OF BUSINESS AND  
PROFESSIONAL WOMEN**

**HANDBOOK FOR  
CLUB MEMBERS**

**REVISED 2018**



**BPW Canada**

[www.bpwcanada.com](http://www.bpwcanada.com)

**MANDATE**

The Canadian Federation of Business and Professional Women is an equality-seeking group working toward the improvement of economic, political, employment and social conditions for women in the workforce.

Clubs can download the Handbook through the website, members only section by logging in and click on “Member and Club Resources”.

Clubs should refer to BPW Canada By-laws and Regulations for up to date information as Handbook may not be updated or include full details.

**DEDICATION**

This Handbook for Club Members was revised in 2018 to honour our deceased members who were tireless in their dedication.

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Check BPW Canada's website a [www.bpwcanada.com](http://www.bpwcanada.com) for the most up-to-date forms.

The Canadian Federation of Business and Professional Women (BPW Canada) is a non-sectarian, non-profit and non-partisan organization that works towards the improvement of economic, social, political and employment status of women in the workforce in Canada.

This Handbook is intended to be the member's reference and guide. It provides information to increase knowledge and understanding about the organization's past and present achievements as well as its future potential. It serves as a guide for the member's participation in the activities and administration of the organization at all levels.

The BPW Canada website [www.bpwcanada.com](http://www.bpwcanada.com) is also a rich source of information about the organization, and includes necessary forms and documents that clubs need. Visit the site often!

This is your Handbook. Use it as a guide to make your membership more operative, enjoyable and inspirational, however it should be used in conjunction with BPW Canada By-laws and Regulations as well as Club By-laws and any Provincial By-laws.

## **MISSION STATEMENT**

The Canadian Federation, as a member of the International Federation of Business and Professional Women, links business and professional women across Canada to provide support for and recognition of their achievements, and to work toward equality of opportunity and economic security for all women.

## **GOALS**

1. To provide opportunities for interaction between members and Clubs; to promote the policies and initiatives of the National and International Federations, the Provincial Organizations/Associations, and local Clubs; and to promote the development of new Clubs in Canada.
2. While upholding the traditions of respect, support and mutual co-operation and recognizing the varied backgrounds and lifestyles of its members, to create a positive image of a strong, progressive and mutually supportive women's group by developing forward thinking policies and efficient operating procedures to provide a forum for positive action.
3. To lobby for change in law and practice which will achieve economic equity and economic security for women, and to work for change in attitudes which will bring about equality of opportunity for women in education, employment and participation in public and political roles.
4. To recognize and promote the varied abilities and accomplishments of its membership and to encourage the development of the career and leadership aspirations of women.

## **OBJECTIVES**

1. To develop and encourage women to pursue business, the professions and industry.
2. To work toward the improvement of economic, employment and social conditions for women.
3. To work for high standards of service in business, the professions, industry and public life.
4. To stimulate interest in federal, provincial and municipal affairs, and to encourage women to participate in the business of government at all levels.
5. To encourage and assist women and girls to acquire further education and training.
6. To affiliate with other organizations to promote mutual interests of women
7. To co-operate with the International Federation of Business and Professional Women (IFBPW), and to implement its aims and objectives.

Objectives are defined and action steps developed at the International Congress every three years, BPW Canada National Convention every two years and annual Provincial Conferences and/or at the interim annual Board meetings (AGMs).

## **VALUES AND OPERATING PRINCIPLES**

Equal Opportunity and Participation

Respect For Diversity

Peace and Security for All

Celebrate Achievements

## **BENEFITS OF MEMBERSHIP**

### ✓ **Women's Issues – Advocacy and Awareness**

- Access to current information on issues affecting women.
- Shaping, lobbying and influencing the world around us through resolutions, letters and briefs to governments at all levels.
- Influence at United Nations as Category One Status through our international federation.
- Debating the issues and developing background research for resolutions.
- Insight into the big picture of our mandate “improving the economic, social, and political status of women.”

### ✓ **Personal Development**

- Formal: Monthly dinner meetings, guest speakers, special events, mentoring, provincial conferences, conventions and congresses.
- Informal: Sharing/mentoring and learning from a diverse membership comprised of a wide range of occupations and experience.
- Career Skills Achievement Program offers members an economical, timely and practical skill development program.
- The General Studies Program offers programs in mentoring, time management, public speaking, meeting management, handling sexual harassment and business etiquette.

### ✓ **Leadership Skills and Career Advancement**

- Club activities and opportunities to serve in a range of leadership capacities: local club executive, provincial, national and international boards, multiple committees, and ad hoc initiatives at all levels of the organization.
- Leadership Learning Modules and Single Point Lessons for BPW members. Topics include: How to create exciting programs that engage your audience and entice the media, How to give power to your voice through resolutions that can change your world, and a host of tools, templates and learning modules designed to help strengthen your leadership skills and become an effective leader of high powered teams in a dynamic international organization.
- Learning to work with others and developing leadership skills that value and respect a healthy diversity of ideas, cultures and approaches can successfully position members for advancement of their professional, personal and/or political aspirations.

### ✓ **Supportive Networking and Lasting Friendships**

- Club meetings and projects, district/regional meetings, provincial conferences, national conventions and international congresses.
- Connection through club rosters, internet, and club committees.

The Canadian Federation of Business and Professional Women is comprised of all local Clubs within Canada. The Canadian Federation is a member of the International Federation of Business and Professional Women. All members of local BPW Clubs are automatically members of the Provincial Organization, the Canadian Federation and the International Federation. Individual Clubs and/or individual members may become **Friends of International** on payment of 100.00 Euro per year. Information is available on the BPW International website at [www.bpw-international.org](http://www.bpw-international.org).

**THE CLUB CHARTER** Any group of working women in Canada may apply for Club status in CFBPW. Upon acceptance, the group will receive its Charter from CFBPW. Women interested in organizing a new Club will find a useful reference, with all the forms they need and directions, in "*A Step-by-step guide to forming a new BPW club*," which is available on the BPW Canada website. An initial membership of 10 to 15 women is recommended, to ensure that key leadership roles are filled.

**CLUB MEMBERSHIP** Clubs strive to have members of various occupations, viewpoints and ages. At all times, at least 75% of the total membership should be ACTIVE members, which means that they are engaged in a remunerative occupation. There are four types of Club membership:

- **ACTIVE MEMBER** is, or was at the time of admittance to BPW, engaged in remunerative employment. An ACTIVE member has a two-year window when she is applying for membership (having worked within the last two years or intending to go back to work within two years). Anyone who joins as an ACTIVE member and then retires remains an ACTIVE member all her life.
- **ASSOCIATE MEMBER** is not engaged in remunerative occupation at the time of acceptance in this category.
- **STUDENT MEMBER** is a person enrolled in 60% of full-time or more study at a post-secondary educational institution.
- **CORPORATE MEMBER** includes Sole Proprietorship, Partnerships or Corporations associated with the Business and Professional life of Canada and allows them to pay Membership fees for any of their employees to attend Club functions as a member. Corporate members must be committed to the mission and values of BPW Canada and clubs to ensure the mission of their Corporate Members do not contravene those of BPW Canada. Refer to Regulation VI Section 2 for implementation guidelines.
- **HONOURARY MEMBER** is a person of special merit who is voted such membership in the Club. The Club assumes payment of fees on her behalf to Canadian Federation, Provincial Organization and International Federation. She is not entitled to hold office, have a vote in matters at any level, or hold delegate status at convention or AGM.
- **LIFE MEMBERSHIP IN CFBPW** may, at the request of her Club, be conferred upon a member by the Federation, in recognition of outstanding service, and on payment by her Club to CFBPW of a fee determined at national conventions, plus the cost of the Life Member Pin and Scroll. The Club may permit other Clubs to contribute toward the fee. At least one month before the proposed date of presentation, the Club must forward to CFBPW an application accompanied by the fee, and a summary of the service of the Club member. No further CFBPW annual fee is payable by or on behalf of a Life Member; however, annual international fees, BPWC Travel Pool and possibly

provincial fees and travel pool (depending on the Rules of Procedure of the Provincial organization) are payable by the Club on behalf of a Life Member.

**ANNUAL CLUB FEES** vary from Club to Club. The amount is determined by the members as specified in the Club By-Laws. The amount should be sufficient to include the fees required by the CFBPW, IFBPW, Provincial Organization and travel pool fee for national and provincial, and possible delegate expenses for conventions, provincial conferences, regional and district meetings. The fees should include costs of local club administration.

The **FISCAL YEAR** for CFBPW and its member Clubs is May 1 to April 30. Clubs shall notify the members that fees are due on or before May 1 and must be paid promptly to remain in good standing. The Club treasurer remits fees for new and renewing members using the Club Membership Reports, Form #100A and #100B, available on the website. The completed form should include the members' occupations, telephone and fax numbers, and e-mail address, if applicable, years of membership and whether they are a Young BPW member (35 years of age or younger). The form should also indicate whether or not the member has signed consent to share their information with national and provincial organizations.

Changes in an individual's coordinates as well as deaths, resignations and transfers in and out of the Club must be reported promptly in the month in which these occur. Members should report such changes to the Club treasurer or secretary who, in turn, should provide this information to CFBPW. New members joining the Club between January 1st and April 30th usually pay a reduced Club fee which carries them through to the end of the Club's current year. The reduced fee, which the Club pays to CFBPW, includes the full amount for IFBPW and travel pool, but only half the annual amount for CFBPW. Amounts are indicated on Form#100A. The provincial fee is due from the Club for Club members, including Honourary Members, and Life Members of the Federation. The Honorary and Life Members provincial fees vary from province to province. They are due and payable on May 1st.

An **INITIATION FEE** is paid by new members to cover the cost of giving the new member an emblem lapel pin, the Handbook for Club Members, copy of Club By-Laws, the Club Roster, etc. These may be presented at the Initiation Ceremony for new members. The club determines the amount.

**TRANSFER TO ANOTHER CLUB** A Club member in good standing within her Club may transfer her membership to another Club in CFBPW by completing the "*Credential transfer to another club in the Federation*," which is available on the BPW Canada website. If fees for the current Club year have been paid to the Canadian Federation, it is customary for the Club to which she transfers to accept her as a "Courtesy Member" without payment of fees for the balance of the fiscal year. Both Clubs report the "transfer out" and "transfer in" on the Club Membership Report, Form #100A & B, sent to CFBPW and the Provincial Organization.

A Club member may use the "*Introduction to Clubs in another Federation*" Form, which is also available on the BPW Canada website, as an introduction to a Club in another National Federation or Associate Club in another country.

**VISITING OTHER CLUBS** Members are encouraged to contact Clubs in places they may visit on business or pleasure in Canada or in other countries. Your Club President has a national Roster, which lists the names and addresses of the Presidents of the Clubs in Canada and CFBPW Officers.

**WHAT THE CLUB PROVIDES** The Club opens a door to knowledge, achievement, fulfillment and friendship. Club meetings seek to provide a stimulating environment in which Club members work together for common causes, with each benefiting from discussions and activities that inform, encourage use of talent, imagination and ingenuity, broaden outlook and cement friendships. The Club gives the member opportunities:

- To familiarize with BPW purposes, projects, programs and publications
- To join in concerted action in promoting the Club's aims or causes
- To advance ideas of the policies to be adopted
- To share thoughts, experiences and knowledge with women in various occupations
- To extend knowledge of community, municipal, provincial, national and international public questions and practices
- To help focus public attention on the opinions of women
- To develop qualities of friendliness, co-operation and leadership
- To improve skills for self-expression and public speaking, for organizing functions and conducting public meetings
- To enjoy friendship, fellowship and networking:
  - ✓ in the community with members of her Club at meetings and festivities
  - ✓ throughout the province with members from other Clubs at Regional/District meetings, conferences and seminars
  - ✓ across Canada with women from all provinces at Biennial Conventions
  - ✓ around the world with Club members in other National Federations and
  - ✓ Associated Clubs of IFBPW, at IFBPW Congresses and seminars

**WHAT THE CLUB MEMBER CONTRIBUTES** The purpose of the Club is the promotion of the status of business and professional women locally, provincially, nationally and internationally. The Club member is the keystone of the structure of the organization. Success depends upon the member's understanding of, dedication to, and involvement in furthering the Club's objectives. The Club member is, therefore, the driving force for all BPW activities.

The Club member contributes and helps build the Club by:

- Attending Club meetings, contributing to discussions, participating in Club activities
- Replying promptly to calls for information, service, fee
- Working with officers and Chairs of committees in planning and implementing programs and projects
- Familiarizing herself with the purposes, programs and projects of CFBPW, and with the by-laws of her Club
- Reading and contributing to the club's newsletter and the national or provincial newsletters that may exist
- Attending, when possible as a delegate or observer, Regional/District Meetings, Provincial Conferences, National Conventions and International Congresses
- Volunteering as a candidate for office in the Club, Provincial Organization, CFBPW and IFBPW
- Encouraging other women to join BPW to strengthen the organization
- Supporting the aims and objectives of the organization

**SPECIAL PROJECTS** Over the years, Clubs have translated the Federation's objectives in terms of specific projects that they actively promote. These have included:

- Appointment of women from every province to the Senate of Canada



- Appointment of qualified women to policy-making, administrative and judicial commissions and boards of government (municipal, provincial and federal) and employment equity
- Election of women candidates at the municipal, provincial and federal level
- Enactment and implementation of federal and provincial laws such as those providing equal pay for work of equal value (pay equity) and employment equity
- Repeal of policies and laws that discriminate against women
- Elimination of unfair practices in taxation, wages, salaries, career opportunities, job levels and employment benefits (such as medical, pension and retirement plans)
- Abolition of discriminatory practices against women prisoners
- Support for the United Nations, and for its efforts to improve the status of women
- Encouragement to girls to seek higher education and "career" training, particularly in non-traditional occupations
- Sponsorship of public seminars on personal development topics
- Establishment of scholarships, bursaries and other awards to assist women and girls to obtain advanced education and training
- Active support of worthwhile community projects that fall within the organization's mandate, aims and objectives
- Working towards Empowering Women by promoting the Women's Empowerment Principles (WEPS) and establishing the Canadian Coalition to Empower Women (CCEW)

## **ADMINISTRATION AND ORGANIZATIONAL STRUCTURE OF LOCAL CLUB**

**CLUB BY-LAWS** are the recognized rules governing the Club's administration and activities under its Charter of Membership. They are subordinate to the CFBPW's Constitution and By-Laws which have precedence over any clauses in Club By-Laws where there seems to be a conflict. The CFBPW Resolutions and By-Laws Chair supplies the Clubs with Suggested Club By-Laws, found in the *Step-by-step guide to forming a new BPW club* on the website. Clubs should review their By-Laws each year, make amendments when necessary and, after approval by Club members, submit them for approval to CFBPW Resolutions and By-laws Chair. Club officers, chairs and members should refer to the By-Laws for guidance to participate in the business of the Club.

The **EXECUTIVE COMMITTEE** (or Board of Directors) is responsible for the administration of the Club. It is usually composed of:

- ✓ President
- ✓ Immediate Past President
- ✓ Vice President (one or more according to Club By-Laws (including Young BPW Vice President
- ✓ Secretary
- ✓ Treasurer
- ✓ Chairs of Standing Committees

**STANDING COMMITTEES** provide Club contacts and co-ordinate the Club work with the CFBPW and the Provincial Organization. The following committees are in place at each level of the organization:

- ✓ Budget and Finance
- ✓ Membership

- ✓ Communications
- ✓ International Affairs
- ✓ Personal Development
- ✓ Public Affairs
- ✓ Resolutions, By-Laws and Regulations

**SPECIAL CLUB COMMITTEES** undertake Club functions such as contacting members, publishing a newsletter, selling emblem items, social and hosting duties at meetings, Club scholarships or bursaries for students, fund-raising activities, etc.

**AD HOC COMMITTEES** may be struck to complete specific tasks such as to organize a seminar, study a particular report or paper, conduct a campaign to raise money or plan a Club event. The Ad Hoc Committee is disbanded when the purpose has been accomplished.

### **DUTIES OF CLUB OFFICERS**

The duties of the officers are such as are implied in their respective titles. They vary somewhat with the size of the Club and the type of meetings it holds. They are specified in the Club's By-laws, which each officer should consult on assuming office.

For the general information of Club members, particularly those considering standing for Club office, the usual duties are noted below, and further amplification may be found in the Club By-laws.

**IMMEDIATE PAST PRESIDENT:** acts in an advisory capacity at meetings of the Executive Committee and to the President; is typically a Chair of a committee and may have the responsibility to review Club Bylaws in her term as Past President.

**PRESIDENT:** is the chief executive officer of the Club and has general supervision and management of all business in collaboration with the Executive Committee; represents the Club in the community, and leads Club delegations at Meetings, Conferences and Conventions; is an ex-officio member of all Club committees, and receives advance notice of all committee meetings; promotes CFBPW aims and objectives, projects and programs among the Club members and in the community; is one of the signing officers of the Club's legal documents and cheques; prepares the business agenda for, and presides at meetings of the Club and the Executive Committee; arranges for appointment of the Chair of Club committees (where not elected), and makes sure that all Club Officers and Chairs understand their duties and report regularly to the Executive Committee of the Club. The President familiarizes herself with Club By-laws, Provincial Rules of Procedures, CFBPW By-laws and Regulations, and the basic rules of parliamentary procedure. Disseminates to the appropriate Committee Chairs all information and correspondence received from provincial and national counterparts.

**VICE-PRESIDENT(S):** Performs the duties of the President in her absence; upon request, represents the President at outside meetings; usually chairs a committee such as Resolutions and By-laws.

**SECRETARY:** Keeps an accurate record of the proceedings of all meetings and a permanent file of all records; presents the minutes to the membership at the next meeting and duly notes and corrects all errors and omissions. Conducts the official correspondence of the Club; forwards Club notices to Club members; signs legal documents on behalf of the Club (in conjunction with the President); immediately following the Club's annual meeting, forwards the names, occupations and addresses of the newly-elected officers to the CFBPW; prepares the Club roster; keeps membership records, and records of changes of address, telephone and fax numbers, e-mail addresses, etc. of Club members;

and reports membership changes to the Federation Promotion/Membership Chair and Treasurer. Also is responsible for the safekeeping of the Club's Charter. This position can be split into Corresponding Secretary and Recording Secretary if club needs warrant.

**TREASURER:** Receives and deposits (monthly) all funds on behalf of the Club; keeps an accurate record of all receipts and disbursements, and bank statements; reconciles the bank statements; presents regular financial statements to the Executive Committee and the Club Executive Meetings; submits financial statements (reviewed by a qualified person(s) familiar with accounting practices who is not a current Board or executive member) at the Annual Meeting. Assumes responsibility for dispatch of fees to the CFBPW and Provincial Organization on due dates

## **DUTIES OF CLUB COMMITTEES**

1. The Chair or Club representative of an equivalent CFBPW Standing Committee establishes contact with the CFBPW Chair and Provincial Chair of that committee. She contacts either of these when she requires further information or clarification of her duties. The names and addresses are available on the BPW Canada website or from the Club President for Provincial committees
2. Throughout her term of office, the Committee Chair or her designate shall receive from her Club President a copy of the directives, letters, etc., relating to the work of her Committee. These communications may have come from CFBPW or Provincial Organization. It is the duty of the Committee Chair to publicize and implement these directives, and to submit reports promptly as requested by them, together with ideas she may have for implementing them.
3. Each Committee Chair shall, at the end of her term, pass on a file of information pertinent to her Committee to her successor.
4. Each Committee shall carry out all duties assigned to it under the Club's By-laws. Suggested duties for each Committee are noted, as follows:

## **BUDGET AND FINANCE COMMITTEE**

1. To prepare and present financial statements to the Club's Executive Committee prior to end of the fiscal year; to prepare a tentative budget for discussion purposes and review by the Executive and then approved by the general membership at the Annual General Meeting. This document forms the basis upon which the Club may operate during the ensuing fiscal year. Since all Club expenses incurred by the officers and committee chairs in connection with their Club duties should be included in the budget, the Committee should consult with them as to their requirements
2. To check periodically with the Treasurer to ensure that the Club is operating within the accepted budget
3. To advise on any need for raising additional funds, to consider all proposals advanced for raising funds and, at its discretion, to recommend ways of raising such funds, including any change in the amount of the annual fee of the Club members
4. To recommend to the Executive Committee and the Club, the disposition of any surplus funds, the manner and custody of Club assets, and keep an up-to-date list of such assets and their location

5. To consider such financial matters as may be referred to it by the Executive Committee, or by the Club members in general meetings

## **MEMBERSHIP COMMITTEE**

1. To seek out new members, aimed at building a strong Club by bringing into membership women interested in supporting the aims and objectives, projects and programs; and by maintaining a good balance in occupation, viewpoints and ages to broaden its scope and gain recognition in the community
2. To be responsible for maintaining a good supply of Club application forms and CFBPW brochures, and to use this promotional material to interest new members in joining, and to be responsible for the return of the Club's application form when properly completed
3. To arrange for the introduction of new members at a Club meeting, and for presentation to each of them a copy of the Club's By-laws, a CFBPW Handbook, and when feasible an Emblem pin
4. To carry out Club procedures in connection with admissions, reinstatements and transfers, and to report the number of new members, transfers (in and out), resignations and deaths at the Club annual meeting
5. To advise the Club President, the Regional/District Director (where applicable), the Provincial Chair and the CFBPW Chair of Federation Promotion, should the possibility of forming a new Club present itself
6. To display sample Emblem Supplies at Club meetings, and to promote the sale and use of Emblem items, using CFBPW Form #401 to order the supplies
7. To arrange for an interpretation of the Emblem when this is required

## **COMMUNICATIONS**

1. In conjunction with the President, Secretary and Publicity and Public Relations Chair, is responsible to share communications from CFBPW, IFBPW and Provincial with members.
2. If Club determines need, create and distribute a newsletter to members, along with CFBPW President and Provincial President

## **INTERNATIONAL AFFAIRS COMMITTEE**

1. To interest Club members in IFBPW by informing them of the activities as reported in communications from BPW Canada and BPW International website.
2. To interest the Club in the work of the United Nations, and to report from time to time on its activities
3. To carry out the arrangements for the IFBPW Candle Lighting Ceremony. The most recent affiliates to join IFBPW will be published by the CFBPW International Chair in the bi-monthly mailings in time for International Night, which is held in February by most clubs. A copy of the IFBPW Candle Lighting Ceremony is available from the CFBPW International Chair and on the BPW Canada web site

## **PERSONAL DEVELOPMENT COMMITTEE**

1. To advise Club members on matters pertaining to the education of women, especially in the area of self-development and the use of leisure time, and to propose studies and projects for the Club to undertake
2. To encourage self-development and leadership training among the members, and to interest the Club in participating in projects and studies undertaken by the Personal Development Committee of CFBPW
3. To organize and conduct public seminars to promote personal development of women, to implement the CFBPW Aims and Objectives and to provide to members and to the public the CFBPW modules. To look for sponsorship for such events, including CFBPW Women's W.O.R.K.

## **PROGRAM AND PROJECTS COMMITTEE (Optional at Club level – may be part of Personal Development)**

1. To arrange programs for Club meetings which will stimulate the interest of new and continuing members in the aims and objectives, and will encourage them to increase their activities in Club affairs and to attend Regional or District Meetings, Conferences, Conventions and Congresses
2. To collaborate with other Chairs of Club Committees in placing the work of their committees before the meetings and in involving different groups of Club members following, where possible, the suggestions for topics as prepared by the CFBPW Chair, Program and Projects Committee, published annually
3. To maintain balance between business and sociability, and to bring variety to Club meetings by featuring workshops, panel discussions, study groups, etc., on International Affairs, United Nations, Public Affairs, Personal Development, Parliamentary Procedure, etc., and by various forms of entertainment
4. To confer with the Club President, where the program includes a speaker, regarding the speaker's transportation, fee, expenses, etc., the introduction and thanks, and the publicity.

## **PUBLIC AFFAIRS COMMITTEE**

1. To keep the Club informed of local, provincial and national conditions concerning the employment of women
2. To keep the Club informed of existing laws and proposed legislation of particular interest to women
3. To initiate Club studies and projects as proposed by the CFBPW Chair of the Public Affairs Committee
4. To study relevant subjects (e.g., employment practices relating to minimum wages, pay equity, pensions, hours and conditions of work, economic plans, retraining programs, municipal, provincial and federal legislation relating to taxation, human rights, U.N. conventions, etc.)

5. To suggest relevant resolutions which the Club might present to Provincial Conferences or Biennial Conventions

## **PUBLICITY AND PUBLIC RELATIONS COMMITTEE (Optional at Club level – usually part of Communication)**

1. To extend public knowledge of activities, aims and objectives, projects and programs of the Club and of the CFBPW through every information channel available
2. To make contact and establish friendly relations with local newspapers, radio and television stations, and learn how they prefer to have the news of the Club presented
3. To consult with the Club President and the Club Program and Projects Chair regarding future Club programs, and arrange for advance publicity, including pictures and photographs
4. To consult with the Club President regarding use of those News Releases received by her from the CFBPW and the Provincial Organization
5. To use Social Media, such as Facebook and Twitter, to promote Club events, meetings and benefits of membership.

## **RESOLUTIONS AND BY-LAWS COMMITTEE**

### **Resolutions**

1. To become familiar with the standard format and procedure of resolutions
2. To survey Club members for subjects for resolutions promptly on receipt of the “Call for Resolutions”, and to accept and prepare these and present them to the Club in the proper form
3. To submit copies of Club resolutions to the proper individuals by the due date
4. To bring to the club meeting resolutions received for presentation at Provincial conference or National convention for discussion and instructions to be given to delegates for voting on resolutions accepted or rejected by club membership

### **By-laws**

1. To review the Club By-laws biannually with a view to suggesting amendments if desired
2. To accept and prepare amendments to the Club By-laws and present them to the Club in proper form (a recommended template for club by-laws is included in the *Step-by-Step guide to forming a new BPW Club*, available on the BPW Canada website)
3. To forward amendments accepted by the Club to CFBPW Resolutions and By-laws Chair for approval
4. To review CFBPW By-laws and the By-laws of the Provincial Organization; to accept, prepare and present to the Club, including any desired amendments; forward any proposed amendments to

the VP Resolutions & By-laws of BPW Canada or Provincial Resolution Chair by the due date stated in the Call for Resolutions & By-law Amendments

## **CLUB MEETINGS**

**BUSINESS MEETINGS** are usually held each month with a minimum of nine meetings during the year. A meeting may include a dinner or luncheon, and a program for the further interest and enjoyment of the members.

**EXECUTIVE MEETINGS** should be held before each Business Meeting to ensure that the mandates from the previous meeting have been implemented and to prepare the Agenda for the next one. Many Clubs find that if the Executive deals with the routine matters, the business meeting will run more smoothly and in less time. To keep the membership informed and involved, the Minutes or a report of the Executive Meeting may be distributed to each member, along with the Club's bulletin or newsletter, at the meeting. At the meeting, an opportunity for discussion follows the motion, "to ratify the actions of the Executive".

**SPECIAL MEETINGS AND/OR PROGRAMS** are also held to observe particular occasions:

- Anniversary of the Club's Charter presentation
- Canadian Federation Night, observed at one meeting each year, to provide an opportunity to review CFBPW activities and contributions
- International Federation Night usually held at the Club's meeting in February, includes reading of the special message from the International President and a program using the IFBPW theme, with decorations, toasts, address, etc., directed toward the IFBPW.  
The Candle Lighting Ceremony may be used. This Ceremony was composed in 1951 by Lena Madasin Phillips, IFBPW's first President, and is the official version approved by IFBPW. It cannot be changed by CFBPW. However, Clubs are encouraged to adapt it to the time available. Since the Ceremony has to be updated whenever a new federation joins IFBPW, the current copy only should be used. This is distributed to the Club Presidents each year when received from the BPW International office
- Initiation of New Club Members is a gracious way to introduce the new member formally by name to the Club meeting, and to tell something of her talents and occupation. (Refer to Initiation Ceremony for New Members)
- Installation of Club Officers and Chairs of Committees may take place at the Club's Annual Meeting or the meeting immediately following it. Some formality should be followed in introducing the officer or committee chairs, stating her name and function
- Emblem or Collect Breakfast or Luncheon can be an inspirational meeting of the Club, at which a member or a guest, such as a representative of CFBPW or the Provincial Organization, presents her understanding of the significance of the Emblem (using the official interpretation presented) or the Collect for Club Women
- International Women's Day, March 8<sup>th</sup>. Clubs are encouraged to plan activities to mark this date, which is celebrated by women around the world

An **AGENDA** should be prepared in advance of each meeting to ensure that all necessary business is presented expeditiously, and a balance maintained between work and relaxation. It is a useful practice to distribute copies to each member in advance of the meeting so that all participants know when to introduce and discuss items. The Agenda assists the Chair in the orderly conduct of the meeting. The following is a **SAMPLE AGENDA** for a business meeting.

1. Call to order (on time).

2. President's Opening Remarks: Summary of business to be discussed.
3. Minutes of previous meeting. (Approval of any required corrections must be sought at the meeting and when approved should be signed by the Chair).
4. Unfinished Business:
  - a) Arising out of the minutes (report on action taken on matters not covered by other items on the agenda)
  - b) Any other items of unfinished business.
5. Reports (when necessary or desired):
  - a) Officers: Treasurer, Vice-Presidents
  - b) Chairs of Standing Committees
  - c) Chairs of Ad Hoc Committees
6. New Business:
  - a) Summaries of National and Provincial mailings and information.
  - b) Correspondence (letters of interest to the Club, not relevant to any other item on the agenda).
  - c) Special Business:
  - d) (Agenda for National or Provincial Meetings; appointment of delegates; delegates' reports; resolutions to be discussed or proposed; decisions required in connection with local affairs, etc.)
  - e) Other New Business:
  - f) (Important decisions should never be taken under this heading. Such matters should be referred to the next meeting, so that members may have notice of them).
7. Announcements:
  - a) Time and date of next meeting
  - b) Special events, activities, etc.
8. Adjournment.

The following is a **SAMPLE AGENDA** for a luncheon or dinner meeting:

- ✓ Dinner
- ✓ Introduction of Head Table Guests
- ✓ Entertainment - musical, or other presentation
- ✓ Introduction of the speaker
- ✓ Speaker
- ✓ Appreciation or thanks to the speaker
- ✓ Business may be conducted before or after the dinner and speaker

**PARLIAMENTARY PROCEDURE** Meetings should be conducted in accordance with the rules of Canadian parliamentary procedure based on Bourinot. All members will find it useful to acquire a general understanding; refer to Appendix C, "Parliamentary Procedure."

**MINUTES OF MEETINGS** The importance of taking good minutes cannot be overlooked.

Meeting minutes are:

1. The official and permanent record of the organization for all time
2. The mandates for follow-up by officers, committees and members
3. Information to members attending or not attending the meeting. It is the responsibility of members to raise points in error or omitted before approval is voted at the next meeting. Each set of minutes should be dated and signed by the Secretary who recorded them and the President at the time of the approval.

Two things take place in meetings: communication (passing on of helpful information) and decisions (deciding to do something). Three points are recorded: the decision made, who has the responsibility for the follow-up and deadline for action. A total review of the discussion is difficult to write objectively



and adds little to the record. The fact that there was lengthy discussion can be recorded and perhaps a list of the points discussed. Full names and position should be included.

**COURTESIES AT MEETINGS** The arrangements for seating at the **HEAD TABLE** (if there is one – having a head table is optional) should be the responsibility of one officer (NOT the President). On the day of the meeting, she should consult with the President to find out who the head table guests are. The order of seating follows this pattern, except under special and unusual circumstances:

- The Chair sits at the centre of the table. The Guest of Honour, who is likely the speaker, is to her immediate right. The person introducing the speaker will sit on the speaker's right.
- The highest ranking of special guests will sit at the immediate left of the Chair. The second highest ranking guest will sit at the right of the person who introduces the speaker; and so on from there, to the right and left in that order.
- If there is a special representative, such as the Governor General of Canada or provincial Lieutenant Governor, as a head table guest, then that person has the place of the Guest of Honour, and all others move one place in precedence lower than set out above. If wives or husbands of such representatives are head table guests, they should be interspersed, as should members of the Club who are asked to sit at head table. Try to avoid having a special guest at the extreme end of the table at either end.

**ARRANGEMENTS FOR SPEAKERS** The following are some guidelines and ideas for speakers.

1. Invite knowledgeable people in their fields to speak on topics which have relevance to the CFBPW mandate, aims and objectives.
2. Give the speaker as much notice as possible before the date of the meeting, even if the speaker is a Club member. Write, email or telephone the speaker, giving date, hour, nature of meeting (luncheon, dinner, etc.), length of time allotted to speaker, and information about the CFBPW mandate, aims and objectives.
3. Suggest ways of travel if speaker is from out of town. This knowledge may make the difference between acceptance and refusal. Ask if there is a fee and/or expenses. The money or cheque should be handed to the speaker in as unobtrusive a manner as possible. If it is the habit of the Club to give a small gift, it is given as part of the thanks, or immediately following the formal thanks.
4. Once the speaker has accepted the invitation, confirm with the speaker the time of arrival, and offer to arrange for hotel accommodation or state if entertainment is being offered by a member of the Club.
5. Secure biographical material so that the Publicity Chair may have something with which to work, and the person introducing the speaker will have material to prepare her introduction. Ask for the topic of the presentation and for some general information about the presentation for publicity purposes.
6. If there is a radio or television station in the community, let the Manager, or Special Events Director know the name of the speaker, business affiliations, subject of talk, etc., and suggest it might be possible to arrange an interview, providing authorization has been given by the speaker.
7. Arrange for someone to meet the speaker upon arrival.

8. If your speaker lives in the community where the meeting is taking place, offer to arrange for transportation to and from the place of meeting.
9. Place the speaker early in the program. Do not have the speaker sit through a long business meeting or discussion.
10. Courtesies similar to those extended to speakers should also be extended to the members of the Boards of Directors of the IFBPW, CFBPW, and the provincial organization.
11. When national, provincial, or Regional/District officers or standing committee chairs are asked to accept speaking engagements from a Club, they would do so at the expense of the host Club (travel and accommodation expenses) or at a minimum share the costs as national and provincial organizations have limited travel budgets.

**INTRODUCING THE SPEAKER** The function of the person introducing a speaker is to prepare the audience to receive the speaker or 'to set the stage' so to speak. The general plan or outline is: (1) Why this subject? (2) Before this audience? (3) At this time? and (4) By this speaker? Don't read the biographical notes or curriculum vitae that the speaker may have provided but use these facts to answer those four questions to impress upon the audience why this talk and this speaker should have a special appeal to them. When you have finished the introduction, lead the audience in clapping the speaker to the front.

**THANKING THE SPEAKER** This speech cannot be prepared before one has heard the speaker! Therefore, one must listen carefully and establish specific reasons for which one can sincerely thank the speaker. Build your talk upon these reasons. Try to point out those items that have most significance to this audience and to the sponsoring group. The speaker appreciates knowing if the presentation has met the expectations of the group. Express the thanks on behalf of the audience and lead the audience in clapping to show appreciation for the speech.

## **COMMUNICATIONS**

**CLUB RESOLUTIONS** The Club may initiate action by the CFBPW or by the Provincial Organization, by researching and preparing resolutions that are approved at the Club level. The subject must fall within the mandate, aims and objectives of the Federation.

Resolutions to be submitted to the CFBPW must deal with matters of federal jurisdiction. The schedule is as follows:

- ✓ The Call for Resolutions is sent to Club Presidents in early September, with the deadline for receipt of resolutions being the following March 1<sup>st</sup>.
- ✓ After the March 1<sup>st</sup> deadline has passed, only resolutions considered to be "urgent" will be accepted. An "urgent" or "emergency" resolution is one requiring action during the current year - which action, if delayed until the next Convention or AGM, will lose much or all of its force. "Urgent" matters may also be brought forward at any time, to be addressed by the Resolutions Committee in collaboration with interested clubs or members constituting a task force on the issue as deemed appropriate by the Committee.
- ✓ Resolutions that are intended to be submitted to BPW International must address an international issue and be passed by a national Convention or AGM in advance of the deadline for submission to BPWI (i.e. at least six months before the date of the next International Congress).

- ✓ All resolutions received by the CFBPW are posted on the BPWC website by April 30th to provide ample time for Club members to consider them and to instruct the Club's delegate(s) how to speak to them, amend them, and vote on them at the Convention or the AGM.
- ✓ Adopted resolutions become the official policy of the Federation, to be supported by all members as part of their advocacy activities. They are submitted in a written brief to the Prime Minister, politicians and relevant public administrators. A request is also made to meet with the Members of Parliament or their representatives, heads of special committees, commissioners and other relevant public administrators.

Regional/District Meetings and Provincial Conferences may not submit resolutions to CFBPW Biennial Conventions nor to meetings of the CFBPW Board of Directors. This is the prerogative of the individual Club as a member of the CFBPW.

Resolutions of provincial and municipal matters are approved by the Club for presentation to the Provincial Conference or, between Conferences, to the meeting of the Provincial Organization's Board of Directors. The Call for Resolutions is issued to the Presidents of the Clubs in the province well in advance of the Conference, with timelines varying from province to province. A deadline date for receipt of resolutions is specified, and resolutions are sent back to the Presidents of the Clubs in the Province well in advance of the Conference for discussion by Club members, delegates, etc. As at national, all resolutions submitted by Clubs to the annual Provincial Conference are discussed and debated by the delegates. Adopted resolutions are developed into a written brief and submitted to the Premier and relevant Ministers and/or relevant municipal councils and politicians. A request may also be made to meet with the politicians and the relevant public administrators in person to discuss BPW policy issues. Municipal issues are addressed on an ongoing basis by the local Club membership.

## **PUBLICATIONS FOR CLUBS AND MEMBERS**

The CFBPW website is updated regularly. The site has pages for Public viewing and a Members Only section. User ID's and passwords are sent to the Club President annually. Members are encouraged to review the site regularly for updated information concerning CFBPW.

There may also be **PROVINCIAL ORGANIZATION NEWSLETTERS** that are distributed to clubs in the province. Clubs should check with their Provincial Organization to see if a provincial newsletter exists or refer to any Provincial websites that may exist.

**CLUB REPRESENTATION AT BPW MEETINGS** The meetings listed below are scheduled according to the By-laws and rules governing the organization. Clubs send Delegates to their Regional or District Meetings (in Ontario only), Provincial Conferences, the CFBPW Annual General Meeting (AGM) and Biennial Convention.

- ✓ The **CFBPW AGM** is held in every calendar year to comply with the Canada Corporations Act and with the CFBPW By-Laws, to receive the audited financial report for the preceding year and to receive resolutions. The AGM held in the "odd" years is brief, usually held during the weekend that the CFBPW Board of Directors meets. Representation from not less than 25% of Clubs constitutes a quorum. All club members are welcome.
- ✓ The **CFBPW BIENNIAL CONVENTION** constitutes the AGM in the "even" years. The Convention cannot meet twice in succession in the same province, except by the unanimous vote of the preceding Convention. The convention is usually held in late July or August, over a week-end, to elect officers and review the audited financial statement, the budget for the ensuing biennium, resolutions from the Clubs, and reports of the CFBPW Officers and Committee Chairs. Representation from not less than 51% of the Clubs constitutes a quorum. Each Club in good standing is entitled to one delegate for every 20 Club members or fraction

of 20, for whom the Club has paid fees as of April 30 immediately preceding the Convention. To be in good standing a Club must have remitted their fees for each member to the BPWC Bookkeeper for the year in which the Convention/AGM takes place. Each Club is accorded its full quota of votes; its representation may be by proxy. Delegates, Alternates and Proxies shall be Active Members of Clubs; Alternates may substitute for a delegate when requested to do so. Observers are encouraged to attend and take part. Anyone attending the convention needs to register in advance. In advance of the Convention, the Club President completes and returns copy for each delegate, or proxy, of the prescribed forms. Observers do not need credentials but do need to be registered.

- ✓ The CFBPW **EXECUTIVE COMMITTEE** or **BOARD OF DIRECTORS** meets as needed, at the call of the President and the Secretary-Treasurer.
- ✓ **PROVINCIAL CONFERENCES AND REGIONAL/DISTRICT MEETINGS** are held by the Provincial Organizations in accordance with their Rules of Procedure; some are held annually, some biennially, Delegate representation is defined in the Provincial Rules of Procedure.
- ✓ **IFBPW CONGRESSES** are held every three years, the location being determined by a vote of delegates six years in advance. National Federations, such as CFBPW, are represented by a number of delegates based on their membership.

In each province, a Provincial Organization serves as a catalyst for the activities of Clubs, and as a liaison between Clubs and BPW Canada. It promotes and furthers the Aims and Objectives of the CFBPW in the province and fosters networking, friendship and mutual support among the Clubs and members. Specific provincial issues and concerns are pursued through research, briefs and projects. The officers and chairs provide leadership in the province and invite consultation. Provincial and Regional/District Meetings and Conferences are organized for delegates and observers from the Clubs. Usually a newsletter or other publication is distributed to members and directives are sent to Club officers.

Each Provincial Organization operates according to its Rules of Procedure, which vary in different provinces but must be consistent with CFBPW By-laws. The duties of the officers and committees are outlined in these documents.

The President of the Provincial Organization is a member of the CFBPW Board of Directors. Each provincial committee chair is automatically a member of the corresponding CFBPW Standing Committee. The Provincial Organization may levy and collect a provincial fee and operate a travel pool to assist Club delegates to attend provincial conferences. Club members may obtain information about the Provincial Organization from their Club President.

In the event that no Provincial organization exists in a province where there are active clubs, the BPWC President, with the approval of the Board, may appoint a member to act as Liaison for the province for the duration of her biennium. The role of the Liaison shall be the same as set out in By-Law VII, Section 2 (b) 1 and 2, and to actively seek to form new clubs in the province. She may attend regular board meetings and shall report her activities to growing clubs in her province. She shall also provide an annual report to be included in the Book of Reports

The Canadian Federation of Business and Professional Women (CFBPW) is the only national organization in Canada whose primary concern is the education, employment, social and economic status of employed women. The organization was incorporated by Letters Patent #034632-2 in 1930, in accordance with the Companies Act of 1927, as a national voluntary, non-sectarian, non-partisan, non-profit federation of Clubs composed of women employed in business, the professions and industry.

The Canadian Federation is a founding member of the International Federation of Business and Professional Women, also founded in 1930 and now composed of Federations and Associate Clubs in over 100 countries. An individual member of a Club is, therefore, associated with the local, provincial, national and international organizations of BPW.

The Canadian Federation develops and co-ordinates programs and projects for clubs, in line with its Aims and Objectives. It provides services to the membership, including the production and distribution of materials, mailings and a newsletter. The CFBWP is the official spokesperson to the federal government, national organizations and authorities. It presents the views of the members in submissions to Cabinet, commissions, special committees, etc. It is also the representative for Canadian Clubs and members in the IFBPW. In Canada, the CFBPW liaises to promote mutual interests with other groups such as Canadian Day Care Advocacy Association, Canadian National Exhibition Association, UNIFEM, National Council of Women, United Nations Association of Canada/Canadian Commission for UNESCO, Osteoporosis Canada and Women's Legal Education and Action Fund (LEAF).

**ORIGIN OF THE FEDERATION** Between 1910 and 1929, flourishing Business and Professional Women's Clubs had sprung up in Calgary, Edmonton, Guelph, Hamilton, Montreal, Owen Sound, St. Catharines, Saskatoon, Toronto, Vancouver, Victoria and Winnipeg.

On June 7, 1930, five applicants - Mary Ethel Thornton (Winnipeg Club), Catharine McDonald McLaren (Victoria Club), Eloise Girdlestone (Vancouver Club), Dorothy Heneker (Montreal Club) and Edna Rae Shultis (Saskatoon Club) were granted a Charter under the Companies Act to form The Canadian Federation of Business and Professional Women. The Clubs to which they belonged, and the Calgary Club, are recognized as the six Charter Clubs of the Federation.

The purposes and objects stated in the Charter were broad in scope, intending to encourage the business and professional women of Canada to co-operate in promoting their mutual interests and extending their educational opportunities, to issue a magazine or other publication, and to affiliate with organizations of similar purpose both in Canada and abroad. In September 1963, the purposes and objectives were changed to place greater emphasis on women's need for education training and retraining.

Since then, Supplementary Letters Patent have been issued by the Secretary of State on three occasions. In January 1967, the corporation's name in French was added. In November 1984, it was further changed to La Fédération Canadienne de Femmes de Carrières Commerciales et Professionnelles (FCFCCP). At the 1992 National Convention in Winnipeg, Manitoba, a resolution was passed to adopt the new short form "BPW CANADA/FCCP CANADA." On an International level, the organization is known as BPW Canada.

BPW Canada has achieved many significant milestones over the years. Highlights and further detail about the organization's accomplishment and history can be found on the website at <http://www.bpwcanada.com> or by asking your Club President.

**ADMINISTRATION OF CFBPW** The CFBPW Constitution, By-Laws and Regulations govern the administration of the Canadian Federation. All Clubs have access to a copy of this document on the BPW Canada website. The CFBPW Board of Directors includes:

- **THE EXECUTIVE COMMITTEE** — Elected Officers (President, First Vice President, two Vice Presidents, Young BPW Vice President, Secretary, Treasurer, and Immediate Past President).
- **PROVINCIAL PRESIDENTS** — Elected by the Provincial organizations. The Executive officers, along with the Provincial presidents are installed at the Biennial Convention
- **STANDING COMMITTEE CHAIRS** — BPW Canada, as well as provincial organizations and local clubs, all have the following Standing Committees:
  - ✓ Membership
  - ✓ Communications
  - ✓ International Affairs
  - ✓ Personal Development
  - ✓ Public Affairs
    - WEPS
  - ✓ Publicity and Public Relations
  - ✓ Resolutions, By-Laws and Regulations

The term of office is two years, from one Convention to the next. No Director shall hold the same office for more than two consecutive terms. At the expiration of her term of office, the First Vice President shall automatically assume the office of President. Six months prior to Convention, Clubs are asked to nominate candidates for the elected offices. Further nominations, except for the position of 1<sup>st</sup> Vice President, may be made from the floor of the convention. Club delegates will elect by secret ballot. The chairs of Standing Committees are appointed. The members of the committee are the chairs of the counterpart committee in the provincial organizations.

A Convention may appoint a member who has made an outstanding contribution to the Canadian Federation as **HONOURARY PRESIDENT**. She has no particular duties or powers.

**EMBLEMS** An extensive number of emblem items and publications are available to Clubs and members, including lapel pins, charms, spoons, key chains, hasty notes, stationery, blazer crests, sweat shirts, T-shirts, etc. A list of these with prices is available on the BPW Canada website.

The **CFBPW Women's W.O.R.K.** (Women Offering Resources and Knowledge) is a trust fund created in 2006 from the assets previously accumulated in the Centenary Fund with voluntary contributions to support projects that promote "extraordinary educational projects and programs for the education of members and for women in Canada to fit them for responsibility and office in organizations, communities, public service and in business and professional life."

The **CFBPW MEMORIAL FUND** was established in 1981 to receive donations from Clubs and individuals in memory of any deceased person. This fund supports Federation activities and projects which fall outside the objectives of the CFBPW Women's W.O.R.K.

The **CFBPW CONVENTION TRAVEL POOL** is organized to assist each Club with the travel cost of its delegate(s) to attend the Biennial Convention. The purpose is to encourage attendance of every eligible Club delegate. The compulsory assessment is based on the membership count on the previous April 30. It is collected each year. Rebates are made to Clubs, not to the delegate, after the convention. The amount depends upon the distance travelled by all the delegates, the number of delegates qualifying and the total amount in the Pool.

**NATIONAL PROJECTS** The Canadian Federation provides suggestions and co-ordination for projects that all Clubs may undertake.



## CFBPW/FCFCCP PAST PRESIDENTS

<b>President</b>	<b>Club</b>	<b>Term</b>
Dorothy Heneker Cummins	Montreal	1930 - 1932
Josephine Dauphinee	Vancouver	1932 - 1935
Mary Mount	Hamilton	1935 - 1937
Dr. Ellen Douglass	Winnipeg	1937 - 1939
Margaret Clay	Victoria	1939 - 1941
Margaret Wherry	Montreal	1941 - 1944
Hilda Hesson	Victoria	1944 - 1946
Margaret Hyndman, Q.C., O.C.	Toronto	1946 - 1948
Ruth McGill, B.A., LL.D., Q.C.	Regina	1948 - 1950
Allie Ahern	Halifax	1950 - 1952
Margaret Campbell	Vancouver	1952 - 1954
Hazel Laycock	Winnipeg	1954 - 1956
Maude (Cawsey) Baylay	Toronto	1956 - 1958
Isabel Menzies	Montreal	1958 - 1960
Una MacLean Evans	Calgary	1960 - 1962
Elsie Gregory MacGill	Toronto	1962 - 1964
Nazla Dane	Toronto	1964 - 1966
Louise Card (Rey)	Neepawa	1966 - 1968
Margaret Ashdown	Toronto	1968 - 1970
Charlotte I. VanDine	Montreal	1970 - 1972
M. Elizabeth Aulin (Pryhitko)	Kamloops	1972 - 1974
Edna de Sanctis	Sydney	1974 - 1976
Helen Verdin	Edmonton	1976 - 1978
Nancy Dickson	St. James	1978 - 1980
Dr. Geraldine Farmer	Edmonton	1980 - 1982
Lucy Milne	Medicine Hat	1982 - 1984
Margaret Jackson	Toronto	1984 - 1986
Gertrude Demecha	Kamloops	1986 - 1988
Beverley D. Hoy	Vancouver	1988 - 1990
Dr. Doris E. Guyatt	Toronto	1990 - 1992
Shirley White	Cranbrook	1992 - 1994
Sharon Selkirk	Sault Ste. Marie	1994 - 1996
Marge Donovan	Penticton	1996 - 1998
Rachel Proulx	Sudbury	1998 - 2000
Marg Pronyk	Thompson	2000 - 2002
Jill Worobec	Port Coquitlam	2002 - 2004
Darla Campbell	Brampton	2004 - 2006
Fran Donaldson	Trenton and District	2006 - 2008
Sue Calhoun	Moncton	2008 - 2010
Doris Hall	London	2010 - 2012
Cara Coté	Saskatoon	2012 - 2014
Colleen Allan	Selkirk	2014 - 2016
Jenny Gulamani-Abdulla	Calgary	2016 - 2018

## NATIONAL CONVENTIONS

Year	Convention	Place Held
1930	1 <sup>st</sup> Convention	Winnipeg, Manitoba
1931	2 <sup>nd</sup> Annual	Montreal, Quebec
1932	3 <sup>rd</sup> Annual	Vancouver/Victoria, British Columbia
1933	4 <sup>th</sup> Annual	Hamilton, Ontario
1935	5 <sup>th</sup> Biennial*	Calgary, Alberta (1 <sup>st</sup> Biennial Convention)
1937	6 <sup>th</sup> Biennial	Niagara Falls, Ontario
1939	7 <sup>th</sup> Biennial	Winnipeg, Manitoba
1941	8 <sup>th</sup> Biennial	Victoria, British Columbia
1944	9 <sup>th</sup> Biennial	Winnipeg, Manitoba
1946	10 <sup>th</sup> Biennial	Toronto, Ontario
1948	11 <sup>th</sup> Biennial	Regina, Saskatchewan
1950	12 <sup>th</sup> Biennial	Halifax, Nova Scotia
1952	13 <sup>th</sup> Biennial	Vancouver, British Columbia.
1954	14 <sup>th</sup> Biennial	Toronto, Ontario
1956	15 <sup>th</sup> Biennial	Montreal, Quebec
1958	16 <sup>th</sup> Biennial	Edmonton, Alberta
1960	17 <sup>th</sup> Biennial	Winnipeg, Manitoba
1962	18 <sup>th</sup> Biennial	St. Andrews, New Brunswick
1964	19 <sup>th</sup> Biennial	Ottawa, Ontario
1966	20 <sup>th</sup> Biennial	Victoria, British Columbia
1968	21 <sup>st</sup> Biennial	Quebec City, Quebec
1970	22 <sup>nd</sup> Biennial	Halifax, Nova Scotia
1972	23 <sup>rd</sup> Biennial	Toronto, Ontario
1974	24 <sup>th</sup> Biennial	Vancouver, British Columbia
1976	25 <sup>th</sup> Biennial	Sault Ste. Marie, Ontario
1978	26 <sup>th</sup> Biennial	Moncton, New Brunswick
1980	27 <sup>th</sup> Biennial	Montreal, Quebec
1982	28 <sup>th</sup> Biennial	Saskatoon, Saskatchewan
1984	29 <sup>th</sup> Biennial	Niagara Falls, Ontario
1986	30 <sup>th</sup> Biennial	Halifax, Nova Scotia
1988	31 <sup>st</sup> Biennial	Windsor, Ontario
1990	32 <sup>nd</sup> Biennial	Penticton, British Columbia
1992	33 <sup>rd</sup> Biennial	Winnipeg, Manitoba
1994	34 <sup>th</sup> Biennial	Moncton, New Brunswick
1996	35 <sup>th</sup> Biennial	Sudbury, Ontario
1998	36 <sup>th</sup> Biennial	Lethbridge, Alberta
2000	37 <sup>th</sup> Biennial	Sault Ste..Marie, Ontario
2002	38 <sup>th</sup> Biennial	Quebec City, Quebec
2004	39 <sup>th</sup> Biennial	Regina, Saskatchewan
2006	40 <sup>th</sup> Biennial	Toronto, Ontario
2008	41 <sup>st</sup> Biennial	Winnipeg, Manitoba
2010	42 <sup>nd</sup> Biennial	Barrie, Ontario
2012	43 <sup>rd</sup> Biennial	London, Ontario
2014	44 <sup>th</sup> Biennial	Saskatoon, Saskatchewan
2016	45 <sup>th</sup> Biennial	Calgary, Alberta
2018	46 <sup>th</sup> Biennial	Ottawa, Ontario

The International Federation of Business and Professional Women (IFBPW) was formed at Geneva, Switzerland in August 1930, as the outgrowth of Good Will Tours sponsored by The National Federation of Business and Professional Women's Clubs Inc. in the United States. During the summers of 1928, 1929 and 1930, groups of members visited European countries seeking to arouse interest in an international organization. In 1930, business and professional women from 16 countries gathered in Geneva and formed the International Federation. Lena Madelin Phillips, who as President of the U.S. National Federation had organized and led the Good Will Tours, was elected the first International President. A year later, European Headquarters were opened in Geneva, and subsequently in New York City from 1958 to 1966. The first member countries of the International Federation were Austria, Canada, France, Italy and the United States. By 1939, Federations or Clubs were established in 24 countries, and in 1993, there were more than 99 countries affiliated.

The International Federation is non-partisan and non-sectarian. It encourages women to meet their responsibilities as citizens, and its programs assist individual business or professional women through group study, discussion and action on local, national and international levels.

During the Second World War some Federations in European countries were forced to disband. Elsewhere, notably in Great Britain, Sweden and in the United States and Canada, expansion continued. When the war ended, members helped in the resettlement of refugees and assisted Clubs in war-ravaged countries. Many Canadian Clubs helped with packing "Bundles for Britain" as well as for Clubs in other countries.

The first post-war meeting was held in Brussels in 1946, then in Paris (1947) with successive triennial congresses in London (1950), Stockholm (1953), Montreal (1956), Paris (1959), Oslo (1962), Washington (1965), London (1968), Edmonton (1971), Buenos Aires (1974), Helsinki (1977), Montreux (1980), Washington (1983) The first Biennial Congress was held in Auckland (1985), followed by The Hague Netherlands (1987), Nassau, Bahamas (1989), Nairobi, Kenya (1991), Nagoya, Japan (1993). Triennial congresses recommenced in Venice, Italy (1996), followed by Vancouver, Canada (1999), Australia (2002), Lucerne, Switzerland (2005), Mexico City, Mexico (2008) , Helsinki, Finland (2011), Jeju, South Korea (2014), Cairo, Egypt (2017)

**CONTRIBUTION OF CANADIAN FEDERATION** The Canadian Federation, a charter member of IFBPW, has been held in high esteem. It has strongly supported its projects and activities, has regularly sent delegates to its congresses and meetings of the Board of Directors, and many members have been elected as officers. Detailed information about BPW Canada's significant contributions to IFBPW is available on the BPW Canada website.

**ADMINISTRATION OF IFBPW** IFBPW is administered by an Executive Committee and a Board of Directors. The Executive Committee is composed of the Immediate Past President, the elected officers of President, First and Second Vice Presidents, Executive Secretary, and Executive Finance Officer and Young BPW Representative. A Regional Coordinator is elected for the regions of Europe, Asia and the Pacific, Africa, South America and the region to which Canada belongs - North America and the Caribbean.

Policy and activities are generated at the Triennial Congresses at which the voting body comprises the Board plus delegates from each country with a Federation or Associate Clubs, based on their membership. There is no limit for the number of observers who may attend business sessions and participate in workshops, special sessions and social events.

IFBPW has Non-Governmental Organization (NGO) status, Category I with the United Nations Economic and Social Council. It has permanent representatives at the UN in New York, Geneva, Paris and Vienna. The official working languages of IFBPW are English, French, Spanish and Italian, and, whenever possible, simultaneous translation is provided in these and the local language of the host country at all congresses.

## APPENDIX A

### Installation of New Officers Ceremony

(Note: A longer version of this ceremony is available on the BPW Canada website)

(Officers to be installed in following order — Treasurer, Secretary, Vice-President, President.)

**Installing Officer:** “Members of the Business and Professional Women’s Club of (local club), it is my happy privilege and responsibility to install into office the executive of your new Club for the year (current year). Will the executive members please advance to the front of the room? (Officers come forward and form a semi-circle, in the order that they will be installed.)

**Installing Officer to Treasurer:** “(Name), as Treasurer, your duties are to receive the monies of this Club; to issue receipts; pay all accounts which are approved by the Executive; and to present a financial report to all meetings of the Executive Committee or whenever requested to do so by the President. Are you prepared to carry out these duties to the best of your ability?”

**Treasurer:** “I am.”

**Installing Officer to Treasurer:** “Then I now declare you duly installed in your office.”

**Installing Officer to Secretary:** “(Name), as Secretary, it will be your duty to keep the minutes of all meetings of the Club and of the Executive, and to co-operate with other members of the Executive in all the work of this Club. Do you promise to carry out these duties to the best of your ability?”

**Secretary:** “I do.”

**Installing Officer to Secretary:** “Then I now declare you duly installed in your office.”

**Installing Officer to Vice-president:** “(Name), as Vice-President, your duties are to assist the President in every way possible, to act in her unavoidable absence and to co-operate with the other members of the Executive for the benefit of the Club at all times. Are you prepared to accept this responsibility?”

**Vice-President:** “I am.”

**Installing Officer to Vice-president:** “Then I now declare you duly installed in your office.”

**Installing Officer to President:** “(Name), as President, the furtherance of the aims and ideals of this Club lie within your power for the coming two years. The Canadian and the International Federations stand behind you and the members of your Club to assist you in every way possible. The members of your own Executive and of the Club are also behind you in all that the Club may undertake. You have indeed a mission to fulfill in leadership and example. Of this, I am sure you are fully aware, and I now challenge you – are you ready and willing to undertake this obligation?”

**President:** “I am.”

**Installing Officer:** As President, the furtherance of the aims and ideals of this Club lie within your power. My sincere wish is that you keep your vision wide and your perception and judgment clear. I now declare you duly installed in your office.”

**(Installing Officer turns towards the audience)** Will the members and guests in the room please rise? Members of the (local club) Business and Professional Women’s Club, I present to you your officers for the year.

## **APPENDIX B**

### **Initiation Ceremony for New Members**

**Participants:** Club President, Club Membership Chair, new member(s).

The Membership Chair introduces each new member to the Club by reading a short biographical sketch about the member. The President presents the new member with a CFBPW Handbook, and a copy of the Club's By-laws, roster, etc. Some Clubs may wish to present a CFBPW and/or local Club pin.

**Welcome by the Club President:** "The Business and Professional Women's Club cordially welcomes you to the sisterhood of business and professional women. It is a sisterhood created through the companionship of women on equal and friendly terms, brought together through our community of interest in women who are active in the business and professional worlds. It is an expanding sisterhood as we work together to bring about greater opportunities for employed women, to achieve the purposes of our Federation, to understand and co-operate with working women throughout the world. Your part in the activities of the Club determines the success of the Federation."

**Club Membership Chair:** "Membership in the Canadian Federation of Business and Professional Women's Clubs is inclusive - not exclusive. We bring together in our Clubs, women of all ages, women highly skilled and thoroughly trained, and women trained in the school of experience; women from every business and all professions; from large cities, small communities and rural areas; women with various religious and political beliefs. Any working woman interested in the objectives of our Federation is eligible for membership.

The broad categories of age, training, experience and philosophies have earned our Clubs greater stature in their communities. Our Club, as an organized group, has had greater impact upon our community than could have been made by individuals or by an organized group lacking an action program."

**Club President:** "Today our Federation is the recognized voice for employed women in Canada. As a member of this organization, you are included in that voice. Your training, your experience, your intelligent informed thinking, vocally expressed, determine the program, policies and procedures of the provincial and national organizations, and create public opinion by making your opinion public. Through your association in our Club, you will find the joy of companionship, an opportunity to expand your business contacts, to improve your skills, to exchange knowledge with women facing common problems in the business world, to assist the women entering the business world, and to train for leadership in the Club, community and nation. Will all the members stand and join me in welcoming these new members into our Club."

**Optional:** members read the Collect for Club Women

"Again, welcome, and may each of you make the most of the privilege of membership in the Business and Professional Women's Club."

## APPENDIX C Parliamentary Procedure

The authority for the conduct of meetings of CFBPW is Sir John George Bourinot's "Procedure of Public Meetings" as used in the Parliament of Canada — an abridgment of which is Bourinot's "Rules of Order" (McClelland and Stewart). Bourinot's rules differ in some particulars from those of the English authorities (such as E. May and R.F.D. Palgrave), and from the American authorities (such as H.M. Robert and L.S. Cushing). The rules are made to assist an assembly to accomplish the objects for which it exists in the most direct and reasonable manner. They are based on the principles of order, equality and fairness, the rule of the majority and the protection of the rights of the minority.

### **SOME POINTS TO REMEMBER:**

1. The Chair's task is to maintain order, keep to parliamentary rules, and show patience, diplomacy, firmness and impartiality, so that the will of the majority prevails, while the opinion of the minority is permitted full expression. She refers to herself as "Your Chair". She refrains from expressing a personal opinion while in the chair and takes no part in the discussion unless she leaves the chair.
2. A quorum of the members shall be present before the meeting may open. A majority, e.g., over 50% (of the membership of the Club or the committee) constitutes a quorum, unless the By-laws specify otherwise. When a quorum is no longer present, the Chair shall adjourn the meeting forthwith.
3. Routine matters of business may be disposed of by the Chair with the consent of the Meeting (e.g. "If there is no objection, we shall accept this report").
4. The Chair of a committee usually presents and moves the acceptance of the committee's report.
5. Each item of business comes before the assembly in the form of a motion. When a motion is stated by the Chair, it becomes a Question.
6. With a few exceptions, every Motion requires a Mover and a Seconder.
7. No one shall speak more than once to a Motion (other than to ask a question or give an explanation) except the Mover, who has the right to reply, but her reply closes the debate. The Mover of an Amendment does not have the right to reply.
8. The general procedure at a meeting is as follows:  
After a Motion has been moved and seconded, the Chair states it clearly and calls for debate, ("Is there any discussion?"). During the debate an amendment, aimed at making the motion more acceptable to the assembly, may be moved and seconded, followed by debate on the amendment during which the amendment itself may be amended (by a sub-amendment), and the debate continued. Only one amendment and one sub-amendment may be considered simultaneously with the main motion.

When all who desire to speak have been given opportunity to do so, the Chair asks, "Are you ready for the Question?" Members answer "Question". The Chair then takes the vote on the motion, the amendment and the sub-amendment in the reverse order to that in which they have been offered — namely, first vote on the adoption of the sub-amendment; second on the amended (if amended) amendment, and third, vote on the Motion as amended (if amended).

Further amendments and sub-amendments may be offered between any of these voting.  
The Chair announces the result of the vote in each instance.

9. A complicated Question may be divided for purposes of discussion and voting.
10. Amendments shall be relevant to the subject of the main motion. The contradiction of the main motion (by introducing the word "not") shall NOT be accepted as an amendment.  
Amendments may propose the following:
  - a) to insert or add words;
  - b) to delete words;
  - c) to delete certain words in order to insert others.
11. Not all Motions require amendment. Not all Motions require a debate (i.e. need discussion). A Motion which is not debatable shall be put to the vote immediately.

12. The assembly shall deal with only one Motion at a time, except that the Motions noted under Item 14 below are in order at any time.
13. COMMITTEE OF THE WHOLE: When the Question is too complicated or lengthy to keep to the rule of "one speech only per person", at the suggestion of the Chair, or on motion of a member — THAT this meeting resolve itself into Committee of the Whole (Assembly) — duly seconded and passed, another person is put into the Chair, members may speak any number of times under leave of the Chair, motions do not require seconding; minutes are not recorded. When decisions have been reached, the pro-tem Chair suggests, or a member moves — THAT the Committee of the Whole do now rise and Report — duly seconded and passed, and the original person returns to the Chair and the decisions are moved, seconded and voted upon.
14. PROCEDURAL POINTS FOR CLUB MEMBERS: Club members may achieve the purpose noted below by any of the motions suggested.
  - a) **TO CHANGE SOME ASPECT OF THE QUESTION TO MAKE IT MORE ACCEPTABLE**
    - i) **Move** to amend the main motion or, where applicable, to amend the amendment.
  - b) **TO BRING THE QUESTION TO AN IMMEDIATE VOTE**
    - i) **Move to close the debate.** Undebatable, unamendable, requires a two-thirds majority to carry. If carried, the vote on the motion must be taken immediately.
  - c) **TO POSTPONE VOTING ON THE QUESTION** with a view to having more time for consideration or fact-finding, etc.
    - i) **Move to postpone the debate to a specified time**, e.g. until after dinner; at 9:30 PM. Undebatable; amendable only as to change in the time specified. Cannot be moved by anyone who has already spoken in the debate. If carried, the debate on the Question shall be resumed at the time specified;
    - ii) **Move to refer the Question to a committee** to study and bring its recommendations at a specified time (e.g. at 9:30 PM; at the next meeting; at the next session of meeting);
    - iii) **Move to proceed to the next (or another) item on the agenda.** (Undebatable, unamendable, no Secunder required.) If carried, the Question stands over until the next sitting of the same session when it comes first on the agenda.
  - d) **TO PREVENT THE QUESTION COMING TO THE VOTE**
    - i) **The mover and seconder may request permission to withdraw the motion.** The chair asks — "Is there any objection to withdrawal of this motion?" If there is no objection, the Chair declares it withdrawn by leave of the assembly. If there is objection, the Chair calls for a formal motion of withdrawal and, after this has been moved, seconded and passed, declares the motion withdrawn. If amendments have been offered, they are withdrawn in proper order — the sub-amendment, the amendment, then the main motion. A motion that is withdrawn is not recorded in the Minutes. The motion may be introduced later at any time by a motion to resume debate on the Question;
    - ii) **Move to postpone debate indefinitely** (i.e., American practice — to table the motion). Undebatable and unamendable. Cannot be moved by anyone who has already spoken in the debate. If passed, the motion may be re-introduced at any time during the session by a motion to resume the debate on the Question. If not re-introduced during the session, it lapses;
    - iii) **Move to adjourn the meeting.** Undebatable and unamendable (except as regards to time and place for reassembling).
  - e) **TO RE-INTRODUCE A QUESTION OR RESOLUTION**
    - i) **Move to resume debate on the Question**, where the debate was previously postponed indefinitely;
    - ii) **Move to reconsider or to rescind the Resolution.** No resolution may be re-introduced or be rescinded (i.e., reversed or revoked) at the same sitting at which it has been passed. To reconsider or to rescind requires Notice of Motion. A Resolution may be reconsidered or be rescinded at a later sitting or session provided notice is given in advance of the intention to move to reconsider or to rescind.



## **COLLECT FOR CLUB WOMEN**

(Approved at the 2000 CFBPW Sault Ste. Marie Convention)

It does not matter what Creative Power we invoke,  
We ask  
That we meet together as women,  
Not allowing beliefs, religion, nationality, colour or language to come between us.  
That these meetings enable us to move forward and  
Advance the status of women throughout the world.  
That the value of women be recognized  
In our families, our communities, our workplaces,  
Our country and the world.  
That we use our good ideas, our knowledge,  
Our experience to promote the worth of women.  
That we combine our strengths to move forward  
In peace, in serenity and in love.  
That women of all generations will do  
Their part to achieve harmony and  
Equality among all human beings.

– *Suzanne Garant, BPW Québec Métropolitain*

## **COLLECT FOR CLUB WOMEN**

Grant us the wisdom to see beyond pettiness, faultfinding and all forms of prejudice.  
Let us meet each other face to face with honesty, patience and generosity of spirit.  
May we go forward unafraid, confidently putting into action, plans that are carefully considered and adequately debated.  
May we depart with the knowledge that, through BPW and our collective energies, we can impact upon greater good more than can be realized alone.  
And grant us the strength to abide by our convictions, the reward of sharing our burdens and the joy of success in all we do.

*Susan Dill, London, Ontario Club*

## **ALTERNATIVE GRACE**

(Approved CFBPW National Convention, Winnipeg, 1992)

Blessed are we, who dwell in this land of plenty,  
Blessed are we, who are free,  
Blessed are we who can discuss and disagree within the framework of our sisterhood.  
As we enjoy these days of companionship, stimulation and decision,  
Let us not forget those who have gone before and  
Let us pray for guidance for those who follow.  
*Fran Morrey, Hamilton BPW Club, Ontario*

## **ALTERNATIVE GRACE**

(Approved CFBPW National Convention, Winnipeg, 1992)

For the fruits of the earth,  
For the labour that has brought them to this table,  
For the comradeship of this community,  
And for the purposes which bind us together in worthwhile endeavour,  
We are thankful.  
*Frances Dearman, Victoria BPW Club, British Columbia*