

Bursary Society CFUW Sunshine Coast Toolkit 2023

This protocol outlines details for incoming and existing members of the Bursary Society Board of Directors.

Approval by:

President (Ellen Heale)

Written by Ellen Heale

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Revision 2 May 29, 2019 (Addition of new protocols)

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Welcome

Thank you for agreeing to serve on the Bursary Society Board of Directors. This document is a reference for all board members. If you have any questions or feel there is a need for additional information, please contact the President.

Special Note

The business conducted by the Bursary Society is confidential. It is not to be distributed, discussed or otherwise shared with anyone outside of the Bursary Society board of directors. Reporting to the CFUW-SC board of directors and the Club members is at the discretion of the Bursary Society President or designate. This reporting is of a general nature and does not include specific financial amounts (e.g. of donations or bursaries to individuals) with the exception of the AGM financial reporting.

The CFUW-SC Club is responsible for bursary fundraising. The Bursary Society Board of Directors is responsible for donations. All is outlined in our policies and procedures.

Where information is retained

As much as possible we have attempted to keep all important documents in electronic format, available to all board members. Locally are 3 main avenues, a Club gmail account, a Bursary gmail account and the Administration page on the Bursary Website. Details as follows:

Information on access to the Club and Bursary gmail accounts is outlined in our "Protocol for email Distribution" posted on the Bursary website under Administration.

The following is an excerpt for the document with instructions:

A secure account has been set up on gmail. Follow the instructions for access.

Click on <http://mail.google.com/>

The name of the Club account is cfuwsunshinecoast@gmail.com

The password is sechelt1986

Although not defined in the protocol, the Bursary Society also has an email account

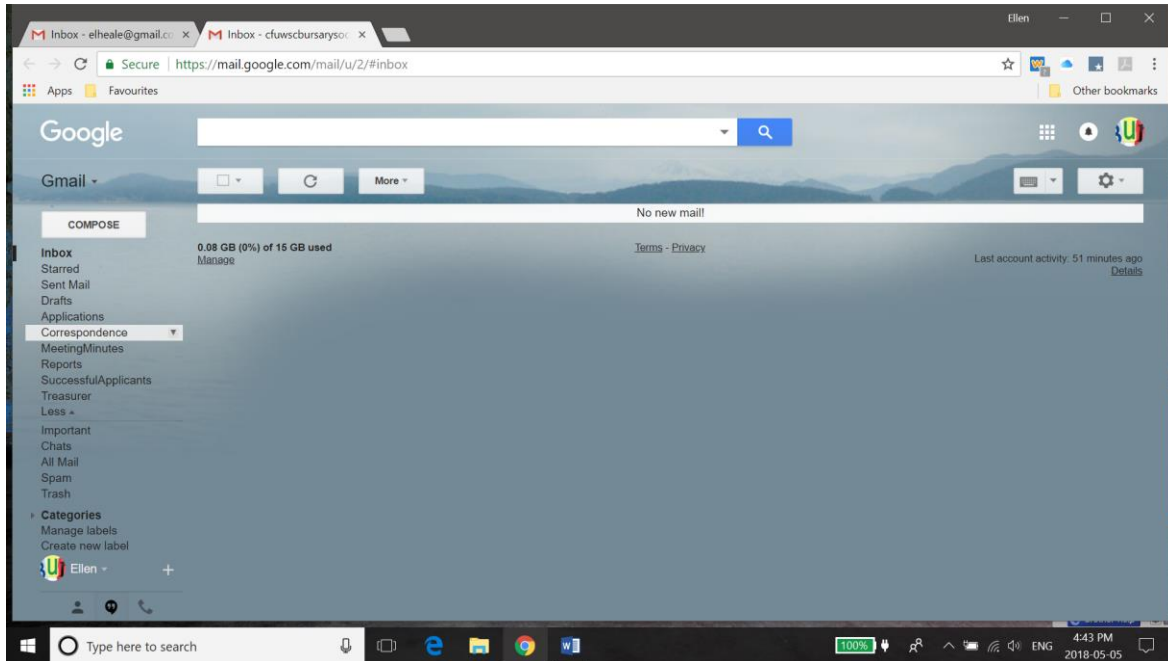
cfuwscbursarysociety@gmail.com

The password is sechelt1986

Once you have logged in right click on the logo (upper right) and 'add to favourites' for easy access in the future.

The Club gmail is used for distribution of agendas, minutes, *et cetera* to Bursary Board members and the Club membership. The Bursary gmail is used exclusively for bursary-related correspondence and applications.

To file information in a folder – send an email to cfuwscbursarysociety@gmail.com, attach the document you want to file and mail. It will show up in the inbox of the account. Select, drag and drop the email into the appropriate folder/label. Please delete outdated information. Previous versions of documents may be retained for reference. However, outdated documents must be clearly marked (e.g. OldPresidentsReport2016)



Access to the Administration page on the Bursary website is by user email and personal password. You will be sent an email invitation separately.

At times you may need to access National information.

<http://cfuwmembership.org/>

Username: sunshine

Password: cfuw1986

For inputting Club executive information, membership numbers, bursary donations

<http://cfuwadmin.org/>

Username: viewonly

Password: cfuw4321

Access to CFUW National approved documents, resolutions, AGM materials, minutes of meetings, and executive

To access the [BC Registries](#) for filing of our annual report and Board of Directors you need to set up your own email access and password (BCeID)... then Society Incorporation # S0027440; Registry key sechelt1986

Bursary Society Policies and Procedures

We currently have the following policies, and protocols in the Administration section of the website. Please read these documents so you understand their intent.

- Protocol for email Distribution
- Bursary Society Bursary Naming Policy
- Bursary Society Constitution and Bylaws
- Bursary Society Donations and Grant Applications
- Bursary Society Investment Policy
- Also applicable is the Club Archive Protocol

Board Positions

The Board consists of the following positions: President, Past President, Vice-President, Secretary, Treasurer, and Vice-Treasurer, comprising the executive members, plus if available, Members at Large, and one ex officio Director appointed by the Club's Board of Directors.

Officers of the Board are determined annually, at the first Board meeting (within 30 days) after the Annual General Meeting, by the members of the new Board of Directors. Other than the President, any Director may occupy up to two (2) positions.

The Quorum for transaction of business is a majority of the Directors holding office at that time.

Directors are elected for two (2) years, and may be re-elected once, for a maximum of four (4) consecutive years, but may be re-elected after a one-year absence from the Board.

The Director chosen as President may only serve for two (2) consecutive years in that capacity, but may be chosen again after a one-year absence from the position.

Directors' terms of office coincide with the date of the Annual General Meeting of the Club, at which each member of the Board was elected.

Responsibilities of Members of the Board are outlined in the Articles and Bylaws (Part VI), please read this section carefully. There are also role descriptions for board members available in the Administration section of our website. [Administration - Bursary Society CFUW-SC](#) (cfuwscbursarysociety.org)

Bursary Society Forms

Forms are available as follows:

- Bursary Society expense form
- Letterhead
- Bursary Society application form (word); information for applicants (.pdf)
- Rating form bursary applicants (word and .pdf)
- Bursary Society rating form summary
- Terms of acceptance 2023 (recipient sign-off)

Board of Directors Meetings

Board meetings are scheduled, as required throughout the year. At the June meeting, tentative meeting dates will be determined for the following year.

June– welcome, appointment of Board positions, overview, strategy

October – funding and grant applications

January – review rating and application forms

March – campaign for applications and donations

May – review of applications, award bursaries, AGM

Interim ‘meetings’ may be held electronically by email (e.g. to vote on issues, comment on policy).

How to find out about Bursary Society activities

For local information, be sure to check out our websites and Facebook page:

<https://www.cfuwscbursarysociety.org/>

<http://www.cfuwsc.org/>

<https://www.facebook.com/CFUWSC/>

If there is information you want to publicize on the website or Facebook page contact the Webmaster.

Note: any information going to the public (i.e. submission of newspaper articles, advertising, press releases *et cetera*) must be reviewed by the President. We have National guidelines that must be followed.

Contact information for the Bursary Society is:

cfuwscbursarysociety@gmail.com (our email address – checked by the Webmaster)

<https://www.cfuwscbursarysociety.org/> (Contact Us form – received by the Webmaster)

Registered Charity Status

Information is compiled from the Government of Canada, the Canada Revenue Agency (CRA) and the BC Centre for Social Enterprise.

A registered charity may take part in some political activities as a way of furthering its charitable purpose(s). However, charities do not have complete freedom to support any cause they like (restrictions on expenditures and time spent). Special legal rules apply to charities because of their charitable and tax statuses.

A charity's activities can be divided into three separate types:

- prohibited activities
- political activities
- charitable activities

A charity may not take part in an illegal activity or a partisan political activity. A partisan political activity is one that involves direct or indirect support of, or opposition to, any political party or candidate for public office.

When a political party or candidate for public office supports a policy that is also supported by a charity, the charity is not prevented from promoting this policy. However, a charity in this situation must not directly or indirectly support the political party or candidate for public office. This means that a charity may make the public aware of its position on an issue provided:

- it does not explicitly connect its views to any political party or candidate for public office
- the issue is connected to its purposes
- its views are based on a well-reasoned position
- public awareness campaigns do not become the charity's primary activity

In addition, a charity in this situation is also subject to the restrictions this guidance places on non-partisan political activity, public awareness campaigns and communications with an elected representative or public official.

A charity may provide information to its supporters or the public on how all the Members of Parliament or the legislature of a province, territory or municipal council voted on an issue connected with the charity's purpose. However, a charity must not single out the voting pattern on an issue of any one elected representative or political party.

Additional prohibited activities include:

- Supporting an election candidate in the charity's newsletter
- Distributing leaflets highlighting lack of government support for charity goals
- Preparing dinner for campaign organizers of a political party
- Inviting competing election candidates to speak at separate events

A charity may take part in political activities if they are non-partisan and connected and subordinate to the charity's purposes. An activity is political if a charity:

- explicitly communicates a call to political action (that is, encourages the public to contact an elected representative or public official and urges them to retain, oppose, or change the law, policy, or decision of any level of government in Canada or a foreign country)
- explicitly communicates to the public that the law, policy, or decision of any level of government in Canada or a foreign country should be retained (if the retention of the law, policy or decision is being reconsidered by a government), opposed, or changed
- explicitly indicates in its materials (whether internal or external) that the intention of the activity is to incite, or organize to put pressure on, an elected representative or public official to retain, oppose, or change the law, policy, or decision of any level of government in Canada or a foreign country

Compliance concerns for registered charities include:

1. Failure to file a T3010 Registered Charity Information Return every year.
2. Issuing incorrect official donation receipts or issuing donation receipts in exchange for services
3. Acting outside of legal objects (i.e. our purpose)
4. Gifts to non-qualified donees (i.e. can not issue official donation receipts for Income Tax purposes)
5. Employment issues
6. Failing to keep adequate books and records
7. Involvement in unrelated business activities
8. Mishandling of an audit (CRA conducts 800 audits per year of registered charities)
9. Gift restrictions (If a charity accepts a gift with a restriction on it the charity needs to comply with the restriction)
10. Failing to inform the Charities Directorate of any changes to the charity's mode of operation or legal structure

In the last 10 years, 315 charities in Canada have had their registered charity status revoked as a result of an audit. (This doesn't include revocation that was voluntary or as a result of failing to file returns). This number includes 34 charities in British Columbia.

If registration is revoked the charity must pay a 100% tax on the value of its assets i.e. a revocation tax.