CIC

CANADIAN INTERNATIONAL COUNCIL
CONSEIL INTERNATIONAL DU CANADA

CIC Branch Policy

Version of July 7, 2014

1. Operation and Creation of Branches

The Branches of the Council are an integral part of the Council's cross-Canada network and shall operate under the Council's overall direction and consistent with the Council's mandate, mission and objectives.

No Branch shall be established without approval of the Board of Directors of the Council. Subject to that approval, Branches may be established in any location with sufficient numbers of persons to warrant such establishment.

The CIC's By-Law No. 1 and the CIC Branch Policy shall govern Branch activities. Branches shall be entitled to enact local policies and procedures to elaborate on its terms. Branches shall not make any policies or procedures that vary or depart from the mandate, mission or objectives of the Council.

A copy of local Branch policies and procedures shall be signed by the Branch President and filed with the Council by each Branch.

2. Purpose

The purpose of the Branch shall be to carry out the mission and purposes of the Council, in particular:

(a) to promote a broader and deeper understanding of international affairs and Canada's role in a changing world by providing interested Canadians with a non-partisan nation-wide forum for informed discussion, analysis and debate;

(b) to promote the study of international affairs in the broadest sense, with emphasis on the roles and interests of Canada.

The Branch as such shall not express opinions on international questions, national policy or issues of domestic politics; members may, however, express their views at meetings sponsored by the Council or in its publications.

The Branch as such shall not publish anything which bears the imprint of the Council or purports to be issued under its authority, save general descriptive material for membership or program purposes, unless the publication has been approved by the Board of Directors of the Council.

The Branch shall not carry on any business for the purpose of financial gain for its members. Any profits from its activities shall be used in promoting its purpose.

3. Branch Members

Membership in each Branch shall be open to persons that pay an annual membership fee to the Council as set by the Board of Directors.

The members of the Branch at any time shall be: all persons who have been accepted as members of the Branch, and are in good standing, having paid the current fee.

No person shall be excluded from membership. The procedure to revoke CIC membership is detailed in 3.03 of CIC By-Law No.1.

A member a Branch may transfer membership to another Branch after application and fulfillment of membership requirements. No member shall belong to more than one Branch except when two Branches within the same locality have different languages.

CIC members may participate in CIC Branch events across the country at the CIC member rate.

4. Membership Fees

All annual fees as approved by the Council shall be payable upon admission of a member.

The Board of Directors of the Council shall determine what percentage thereof shall be directed to the Branches.

Members shall be notified in writing of the membership dues at any time payable by them, if any, and, if any such membership dues are not paid within one (1) calendar month of the membership renewal date the members in default shall automatically cease to be members of the Council.

Membership may be reinstated on payment of fees.

5. Branch Executive Officers

Each Branch shall elect an Executive Committee from among its members, to serve for such terms as the Branch may determine. The Branch Executive Committee shall consist of no less than a president, secretary and treasurer or a combined office of secretary-treasurer. All members of the Branch Executive Committee shall be CIC members in good standing.

The president, secretary or secretary-treasurer of each Branch shall forward the names and coordinates of the Branch Executive Committee to the National Office at the beginning of each fiscal year and shall notify the National Office of any changes to the executive that may occur during the year.

The Branch Executive Committee shall meet no less than four times per year in person or via conference call.

The Branch Executive Committee may select Branch members to fill any vacancies between Annual Branch Meetings.

The Branch Executive Committee will file with the National Office each year a report on Branch activities, including the identification of a potential successor as President, a member recruitment plan, and a program plan. It is the obligation of the Branch Executive Committee to ensure orderly and regular succession of all officers of the Branch.

6. Liability

The Board will purchase personal liability insurance for Branch Executive Committee members when performing duties in good faith on behalf of and in the best interests of the Council. Notwithstanding the foregoing, neither the Council nor the Board of Directors shall be liable for the actions of the Branches or their Branch Executive Committee members.

7. Bank and Trust Accounts

The Branch treasurer or secretary-treasurer, as the case may be, shall be responsible for the funds and accounts of the Branch, including the collection of membership remittances from National Office and the depositing of the same in the Branch's bank or trust account. Such account shall

be maintained at a chartered bank or trust company in the name of the "Canadian International Counsel – Conseil international du Canada".

The Branch president, treasurer or secretary-treasurer shall provide the President of the Council with copies of the records and other particulars of monies deposited to and held in the name of the Branch annually. Financial reports will cover the period from July 1-June 30, and must be submitted to the National Office no later than September 30. A copy of the branch bank statement ended June 30 must be included with the financial report.

8. Finance

It shall be the responsibility of the Branch treasurer to have charge of all funds received and disbursed by the Branch and to keep proper accounts, and, in particular to:

(a) maintain an account in a chartered bank or trust company selected by the Branch Executive Committee under the name "Canadian International Council – Branch Name" for all fees, gifts, bequests, and other receipts, particulars of which shall be given to the President of the Council on request;

(b) remit to the Council all monies not approved by the Board of Directors for retention in whole or in part by the Branch;

(c) present to the Annual Branch Meeting a financial statement of receipts and disbursements; and

(d) at the end of each fiscal year have the books of the Branch reviewed by a competent person acceptable to the Executive Committee of the Branch. Such statement and review must be conveyed to the President of the Council promptly thereafter. The Council reserves the right to review and verify a Branch's financial statements.

9. Branch Events

Events and meetings of the Branch may be open or private.

If meetings are to be held on a strictly private and non-attributable basis, the chairperson of the meeting shall so state at the beginning of each such meeting.

Where appropriate, the Branch shall strive to build a relationship with local universities.

Branches are required to hold a minimum of four events and/or meetings per year.

10. Annual Branch Meetings

There shall be an Annual Branch Meeting to conduct the essential business of the Branch.

Notice of the time and place of the Annual Branch Meeting shall be given to each member entitled to vote at the meeting by the following means:

(a) by mail, courier or personal delivery to each member entitled to vote at the meeting, at least 14 days before the day on which the meeting is to be held; or

(b) by telephone, email or other communication facility to each member entitled to vote at the meeting, at least 14 days before the day on which the meeting is to be held.

The Annual Branch Meeting shall:

(c) receive reports from Branch Executive Committee, including a financial statement consisting of a balance sheet and a profit and loss (revenue and expenditure) statement of the Branch and the current financial position of the Branch;

(d) elect a Branch Executive Committee to hold office for one year;

(e) transact other business as may be brought to the meeting or as the meeting approves.

Quorum for the Annual Branch Meeting is five (5) members in good standing.

Proxy voting is not permitted at the Annual Branch Meeting.

Participation by teleconference is permitted, if technically feasible, as determined by the Branch Executive Committee.

Nominations to the Branch Executive Committee from the floor at the Annual Branch Meeting are permitted.

Upon election of the new Branch Executive Committee, the Branch shall promptly convey to the President of the Council the names and addresses of the newly elected members.

11. Nominating Committee

The Branch president shall appoint a member of the current or past Branch Executive Committee to be the chair of the Nominating Committee of the Branch. The Nominating Committee shall consist of at least one member of the Executive Committee of the Branch, and two other members of the Branch, as determined by the chair of the Nominating Committee. The Branch President shall provide the chair of the Nominating Committee with a list of positions on the Branch Executive Committee, which must include at least a president, secretary, and treasurer or combined position of secretary-treasurer. All other positions on the Branch Executive Committee are at the discretion of the Branch President and the Branch Executive Committee, depending on the needs of the Branch.

The Nominating Committee of the Branch shall:

(a) circulate a request by mail and/or email for nominations to Branch members at least four (4) weeks prior to the Annual Branch Meeting;

(b) receive any nominations made by at least two Branch members in writing (by mail and/or email), at least one (1) week before the Annual Branch Meeting;

(c) Confirm whether current members of the Branch Executive Committee wish to stand for re-election (in which case a written nomination is not required);

(d) submit nominations to the Annual Branch Meeting. When two or more members are nominated for one office, a vote shall be held.

Following the Annual Branch Meeting, the Branch president or secretary shall furnish the President of the Council with the names and addresses of the newly-elected Branch Executive Committee.

12. Donations, Gifts and Bequests

Branches may only solicit donations or project-specific funds in accordance with guidelines established by the Board of Directors. In the absence of such guidelines, Branches shall seek approval from the National Office prior to engaging in fundraising activities. Branches shall make every reasonable effort to avoid duplication of fundraising activities with those of the National Office.

Should any Branch receive a gift or legacy designated for the head office of the Council, it shall remit the same to the Council, which shall be acknowledged on the Council's behalf. The Board of Directors shall determine the most appropriate manner and terms for the use of any such gift or legacy for the overall benefit of the Council.

Gifts or legacies that are designated for a specific Branch shall be for exclusive use by that Branch. National Office shall process the donation and provide the necessary charitable receipts to the donor. Funds will be transferred to the Branch to further the mandate, mission and objectives of the Council.

13. Good Standing

In order to retain official Branch status, Branches must:

(a) maintain twenty (20) members in good standing;

(b) submit financial statements to the National Office annually (covering the period from July 1-June 30);

(c) hold at least four (4) Branch Executive Committee meetings per year in person and/or via teleconference;

(d) hold at least four (4) events per year;

(e) have at least three (3) members on the Branch Executive Committee.

14. Forming a New Branch

No Branch shall be established without approval of the Board of Directors. Subject to that approval, Branches may be established in any location with sufficient numbers of persons to warrant such establishment.

New Branches shall have a minimum of twelve (12) guaranteed members and Branch Executive Committee composed of a president, a secretary/treasurer, and at least one other officer.

New Branches must conform to regular Branch standards within two years.

15. Dissolution of Branches

The Board of Directors may dissolve a Branch for good cause on prior notice delivered to the president and secretary or other officer of the Branch. Grounds for dissolution include but are not limited to:

(a) the Branch has failed to submit financial statements to the National Office for two (2) consecutive years;

(b) the Branch has not maintained a membership base of twenty (20) people for two consecutive years;

(c) the Executive Committee has failed to meet in person and/or via teleconference four (4) times a year for two (2) consecutive years;

(d) the Branch fails to have four (4) events per year for two (2) consecutive years;

(e) the Branch Executive Committee falls below three (3) members for two (2) consecutive years.

The first year that a Branch does not meet the above criteria, National Office will notify the Branch president and will work with the Branch president to put into place a development strategy for the following year, including suggesting potential speaker events, advice on how to engage new members, assistance with outreach and social media, assistance with the Branch financial statement, and assistance with finding new members of the Branch Executive Committee.

16. Electronic Communications & Canada's Anti-Spam Legislation

The CIC and its Branches will act in accordance with Canada's Anti-Spam Legislation (CASL). Spam is defined as any electronic commercial message sent without the express consent of the recipient(s). Spam is also used as the vehicle for the delivery of other online threats such as spyware, phishing and malware. The CIC and its Branches understand that the goal of the anti-spam legislation in Canada is to deter damaging and misleading forms of spam.

In order to ensure compliance, commercial electronic messages (including email marketing) done by the CIC and its Branches will be based on an opt-in approach. The CIC and its Branches will gain consent for commercial electronic messages purposes prior to sending commercial messages (including emails). Consent is implied for a paid CIC member in good standing or active subscriber to *International Journal*, however express consent will be sought in all cases.

The CIC and its Branches shall ensure the following practices are followed when using electronic messaging for marketing purposes:

(a) Maintain rigorous email list management practices. CIC Branches are required to use only the most up-to-date email list sent by National Office, and to notify National Office immediately if someone unsubscribes from a local list.

(b) On all emails, include all essential organizational information predominantly within the message such as the name "Canadian International Council" and/or "Canadian International Council [Branch Name]" and contact information (including address and phone number), plus a link to contact us and/or an email address.

(c) On all emails, include an opt-out (or unsubscribe) message that is simple and conspicuous within the email.

(d) Forward all unsubscribe requests to info@opencanada.org.

(e) Use an opt-in approach to allow subscribers to confirm they want the CIC's messages.

(f) Where possible, include a confirmation page for the unsubscribe request that includes the date of the request was submitted.

17. Acknowledgement

I acknowledge that I have read, understand, and agree to the CIC Branch Policy.

Name (print): _____

Position: _____

Branch: _____

Signature: _____

Date: _____