

Grandmothers 4 Grandmothers Regina

We fundraise for the Stephen Lewis Foundation to support African grandmothers who are raising a generation of children orphaned by AIDS.

GUIDELINES

Approved September 2015

Affiliation with the Stephen Lewis Foundation

- Proceeds from fundraisers shall go to the Grandmothers Campaign of the Stephen Lewis Foundation
- All donations shall go to the Stephen Lewis Foundation
- Receipts for income tax purposes shall be issued by the Stephen Lewis Foundation

Financial

- The fiscal year is July 1 to June 30
- An up-to-date record of finances shall be kept
- A bank account shall be mandatory with a minimum of three authorized signatures. Two authorized signatures shall be required for cheques written or for the withdrawal of funds
- A balance of \$4,000 should be maintained in our account for the purpose of paying suppliers for merchandise and for venue deposits
- The treasurer shall submit the annual financial statement to members at the Annual Meeting
- There shall be an annual review of financial records by someone outside the G4G organization
- Records shall be kept in digital and hard copy for seven years

Conditions of Membership

- There shall be one class of membership and all members shall have voting privileges
- There shall be no reimbursement of membership fees should a member choose to withdraw

G4G Members Meetings

- General members meetings shall be held monthly except in December and July

Executive Committee Meetings

- Executive Committee meetings shall be held four times a year or as deemed necessary

Officers (see Roles and Responsibilities for job descriptions)

The executive shall consist of the following positions:

- Chair
- Past chair (necessary only if the chair or both co-chairs have completed their three year term(s) and will not be on the executive committee in any other role. Should one co-chair continue in any role, no past chair is necessary)
- Treasurer
- Secretary
- Coordinator of each of the five Standing Committees (Membership, Sponsorship, Communications and Merchandise, Education)

Shared positions (co-chairs) on the Executive or Special Event Committees are encouraged. When a position is shared on the executive, there shall be one vote per position.

Term of office for Executive Members shall be 3 years; elections to take place at the Annual Meeting in August.

All signing officers shall have a current criminal record check.

Reporting

- Minutes shall be kept for both executive committee meetings and general meetings
- The Chair of each standing committee shall submit a report to G4G Chair before each executive and general meeting
- The Chair of G4G, the Treasurer, the Secretary and each Standing Committee Chair shall submit an annual report to G4G Chair by the end of July

Event and Special Committees

- Committees shall be struck as necessary
- Term of office for Special Committee members shall be defined and dependent on the task
- Special Committees shall report to the membership
- The G4G Chair shall receive a final report from the Special Committee by the end of July

Social Responsibility Statement

We will make environmentally and socially responsible decisions and choices whenever possible. Examples are:

- Choose tap water over bottled water
- Have a plan for reusing and recycling
- Bring our own mugs to meetings
- Purchase fairly traded goods
- Buy locally

Mode of Repealing or Amending Guidelines

- Guiding Principles may be amended at the Annual Meeting, or at a special meeting of the membership, if warranted.
- Two weeks in advance of the Annual Meeting, members shall receive notice of meeting with copies of any motion to amend a Guiding Principle.

Annual Meeting

- To be held in August
- A quorum shall consist of twelve members