

EVENTS AND INITIATIVES POLICY

GENERAL

1.01 Purpose. The purpose of this policy is to clarify when the Board must be notified of events, initiatives, and actions taken by officers of the Board, Directors, Committee Chairs, contracted support and project managers. All regulations within this policy should be understood as operating within and under the By-Laws and Constitution of the IIWR-MB.

1.02 Definitions.

- 1. Co-Chairs:** Co-Chairs of the Institute for International Women's Rights-Mb Board of Directors.
- 2. Committee Chair(s):** Any individual/individuals who has/have been appointed by a motion of the Board of Directors to chair a committee or sub-committee, including those not holding an officer or director position, as defined under 2 and 3.
- 3. Contracted Support:** Any individual who has been appointed, by a motion of the Board of Directors, to provide services to the organization through a contract as determined between the individual and the organization. Contracted support does not need to be a member of the organization.
- 4. Director(s):** Members who sit on the Board of Directors that govern IIWR-MB. Directors are elected for one-year terms at the IIWR-MB's Annual General Meeting or under the special motion of the Board of Directors. All Directors are 18 years of age or older with power under law to contract.
- 5. Electronic Notification:** As understood for the purpose of this document, it includes telephone, e-mail, video or phone conference, or communication application.
- 6. IIWR-MB:** Abbreviation used throughout this document to reference the Institute for International Women's Rights - Manitoba.
- 7. Mandate:** The IIWR-MB's mandate is articulated as, "a world of opportunity, dignity, and human rights actualized for women and girls."
- 8. Member:** A person who had paid the IIWR-MB membership fees for the designated year, or who has made alternate membership payment as described in the Alternate Membership Payment Policy.
- 9. Officer(s):** Understood as per the IIWR - MB By-Laws as any individual(s) who holds the office of: president or co-presidents, vice-presidents, secretary, and treasurer and any such other officers as the Board of Directors may determine by by-law.
- 10. Project Manager(s):** Members of the organization who have been mandated by the Board of Directors, an Officer, a Director, or a Committee Chair to lead on an initiative or project that does not require committee support or action.
- 11. Vision:** The IIWR-MB's vision is articulated as, "we are a diverse community promoting awareness of women's human rights through advocacy, education, and action."

12. Values: The IIWR-MB's values are articulated as, "Advocacy: Highlighting to the larger community the issues, focusing on women's rights. Inclusivity: Being welcoming, diverse and respectful; having authentic grassroots voices; valuing everyone's contribution. Sharing/Learning: Raising our and others' awareness and knowledge. Connection and Community: Engaging and supporting multiple communities through education and fundraising. Peace: Acting on and promoting non-violence and safety.

REPORTING REQUIREMENTS

2.01 Initiatives Outside Mandate. For consideration of any events, initiatives or actions outside of the IIWR-MB Mandate, Vision, and Values consultation must take place with the Board of Directors prior to taking action. Notification may be done in person or electronically.

- a. Electronic notification requires a 24-hour notification period for objections. Should an objection be brought forward that is unable to be resolved by discussion between the officer proposing the event or initiative and the objecting officer, then the motion will be passed to a board vote that can be performed electronically or in-person, within 24 hours. Should a discussion result in the objecting officer rescinding their objections and no further objections come forward, the event or initiative may proceed. If no objections are brought forward within 24 hours, the officer may consider the motion passed and proceed.

2.02 Initiatives Within Mandate. All officers, directors, committee chair, contracted support, and project managers are required to report to the Board at the nearest preceding board meeting, either in person or electronically, any events, initiative, or actions that fall under the Mission, Vision, and Values that they have supported at the next possible meeting of the board.

- a. Space must be provided on the agenda for these reports at all board meetings.
- b. Should an officer, director, committee head, or contracted support be unavailable to attend the next meeting, they must send their report either in person or electronically for the Vice-President for Administration and Recruitment to report to the Board on their behalf.
 - i. An exception from this requirement is possible should a committee member be present at the board meeting. The committee member may instead present the report on behalf of the committee.

2.03 Violation of Reporting Requirements. All officers, directors, committee chairs, contracted support, and project managers are responsible to have familiarized themselves with these policies. Should these policies fail to be abided by, the individual(s) must report, in-person or via electronic notification, to the co-chairs as soon as they become aware of the violation.

- a. Should the individual(s) who violated the policy be the ones to report themselves, demonstrating a clear understanding of the policy, there is no need for further action.
- b. Violations should first be discussed between the individual(s) and the co-chairs to ensure the individual is clear on the policies and procedures.

- c. Should repeat offences occur that results in a negative outcome for the IIWR-MB, the Co-Chairs may consult the Board of Directors to determine the next steps, including potential termination.
 - i. If deemed necessary, the board may defer to the *IIWR-MB By-Laws* under Section 15 (a) for guidance on procedure.
 - ii. All individual(s) in violation of this policy should be consulted on this process and all individuals involved in the process should work to find the best solution for all involved, including the individual in violation.
- d. Repeat violations not resulting in negative consequences for the IIWR-MB may be taken to the Board of Directors for further consultation. Repeat violations not resulting in negative consequences for the IIWR-MB should result in a plan developed between the individual and the IIWR-MB to assist in their ability to abide by this policy.