



**CANADIAN  
PARENTS  
FOR FRENCH**  
BRITISH COLUMBIA  
& YUKON



**Created August 1, 2017**

Last updated May 2024

# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>1. Canadian Parents for French – A National Organization</b>	<b>4</b>
1A. HISTORY	4
1B. MISSION	4
1C. VISION	4
1D. VALUES	4
1E. CPF POSITION STATEMENTS	4
<b>2. CPF BC &amp; Yukon Branch</b>	<b>5</b>
2A. A BRIEF HISTORY	5
2B. THE BRANCH FUNCTION	5
2C. BRANCH KEY CONTACTS	5
<b>3. Functions of chapters</b>	<b>6</b>
<b>4. Forming a chapter</b>	<b>6</b>
4A. CHAPTER BOARD ROLES	7
<b>5. Chapter Governance</b>	<b>10</b>
5A. BYLAWS	10
5B. TYPES OF MEETINGS	10
1. <i>Chapter Annual General Meeting (AGM)</i>	10
2. <i>Chapter Board Meeting</i>	11
3. <i>Chapter Special General Meetings</i>	12
4. <i>Chapter Meetings</i>	12
5C. VOTING—GUIDELINES	12
5D. MINUTE-TAKING—GUIDELINES	13
5E. ROBERT’S RULES	13
<b>6. Chapter Resources</b>	<b>13</b>
6A. BRANCH WEBSITE	13
6B. CHAPTER WEBSITE TEMPLATE	13
6C. SOCIAL MEDIA ACCOUNTS	14
6D. CPF BRANCH & NATIONAL ANNUAL GENERAL MEETINGS AND CONFERENCES	14
6E. FRENCH ADVISORY COMMITTEE GUIDE	14
6F. CHAPTER TRAINING SERIES	14
6G. SOCIO-CULTURAL GRANTS	15
6H. CHAPTER MANUAL	15
6I. INSURANCE	16
<b>7. Membership Lists</b>	<b>16</b>
<b>8. Funding Opportunities</b>	<b>16</b>
<b>9. Annual Membership Drive</b>	<b>16</b>
<b>10. Engagement strategies – Volunteers and Board Members</b>	<b>17</b>
10A. BE SPECIFIC ABOUT VOLUNTEER WORK NEEDED	17
10B. BOARD WORK AND ROLES	17
10C. BENEFITS OF CPF MEMBERSHIP	18



<b>11. Chapter Dissolution</b>	<b>18</b>
<b>12. Chapter Dormancy</b>	<b>18</b>
<b>Merci from the CPF BC &amp; Yukon Branch!</b>	<b>19</b>

# 1. Canadian Parents for French – A National Organization

## 1A. HISTORY

In 1977, Keith Spicer was serving as Canada's first-ever Commissioner of Official Languages. Interested in the bilingualism of Canada's youth, he met with groups of parents across Canada who wanted their children to learn French as a second language (FSL) but who ran into roadblocks at the local school board.

To get the ball rolling, Spicer offered to find some seed money—enough to organize a national conference of like-minded parents. The result was an event called "Parents' Conference on French Language and Exchange Opportunities," which took place in Ottawa in March of 1977. It was during this weekend-long conference that Canadian Parents for French was officially founded as a volunteer-based advocacy group, a collective of parents who wanted to ensure that children would have the opportunity to become bilingual in the Canadian school system.

The first conference determined a few things that are fundamental to the history of CPF. The group outlined its goals and elected its first National Board of Directors, led by inaugural president Pat Webster of Ontario. Her fellow directors were Judith Madley (British Columbia), David Saunders (Prairie Region), Elizabeth Annesley (Quebec), and Mary Lou Morrison (Atlantic Region).

This original small group of concerned parents who met in Ottawa nearly 40 years ago has evolved into a proactive national network with 11 Branch offices and some 150 Chapters in communities coast to coast.

## 1B. MISSION

Canadian Parents for French (CPF) is the national network of volunteers which values French as an integral part of Canada, and which is dedicated to the promotion and creation of French Second Language learning opportunities for young Canadians.

## 1C. VISION

CPF envisions a Canada where French- and English-speakers live together in mutual respect, with an understanding and appreciation of each other's language and culture and where linguistic duality forms an integral part of society.

## 1D. VALUES

In Canadian Parents for French we value commitment to our mandate, the acquisition and dissemination of knowledge, and the taking of initiative and responsibility so that we achieve credibility and effectiveness.

## 1E. CPF POSITION STATEMENTS

There are the 4 basic pillars that describe the position of Canadian Parents for French. These official position statements inform CPF's focus and efforts to support and advance French Second-Language learning for all youth in Canada. These statements act as CPF's touchstones when introducing the organization and our interests, and these positions also direct and inform our advocacy efforts.

Following are the position statements. For examples of how these statements take shape in practice and policy, please visit the website [here](#).

### 1. Universal Access

In Canada, every student has the opportunity to learn French and access the French as a second official language program that meets his or her needs and aspirations.

## 2. Effective Programs

All students have access to a wide variety of effective, evidence-based French Second Language programs from kindergarten to post-secondary.

## 3. Recognized Proficiency Levels

Proficiency levels and goals are in place so language learners, parents, teachers, post-secondary institutions, and potential employers have a common understanding of each learner's French-language abilities and the expectations of respective programs.

## 4. Accountability for Student Achievement

Governments are accountable for reporting on achievement of students and French Second Language programs. Parents and community stakeholders are actively engaged and involved in decision-making with school boards. CPF believes that accountability, transparency, and engagement all work towards ensuring success of our FSL programs, and student achievement.

# 2. CPF BC & Yukon Branch

## 2A. A BRIEF HISTORY

Following the 1977 conference Ottawa when Canadian Parents for French was born, directors were elected to represent Ontario, BC, the Prairie region, Quebec and the Atlantic. BC opened its own branch office in 1978, though with no bricks and mortar office until 1985.

Fast forward to the late 1990s and suddenly growth in French immersion started to take off in BC. In 1999 there were 29,979 students enrolled in this province. Today, there are approximately 53,000 with another 900+ French Immersion students in Yukon. Supporting those students are our 40 very active chapters.

## 2B. THE BRANCH FUNCTION

The branch is governed by its own board of directors, in compliance with CPF National Bylaws and Policy. Additionally, the CPF BC & Yukon Branch is incorporated provincially under the BC Society Act; it's also an incorporated charity federally.

The branch leads policy and pedagogy research as it relates to the context of French Second Language (FSL) learning in the region. It also conducts annual analysis of FSL enrolment and attrition numbers.

For a comprehensive look at the framework within which the branch operates, you can refer to the Branch Annual Reports [here](#), and the Branch Bylaws and Policy Manual [here](#). This will give you a sense of the work, and the branch's approaches to it.

## 2C. BRANCH KEY CONTACTS

The branch office is staffed with a mix of full-time and part-time staff, and a couple of contractors. The key people you'll encounter are:

### Chapter Advocacy and Outreach Manager

The Advocacy and Outreach Manager is who your chapter will liaise with the most. The role is specifically designed to support local chapters in matters relating to local advocacy issues and campaigns; to work with chapters around membership inquiries; and to provide direction and support resources for membership engagement and development. The Advocacy and Outreach Manager also works to support chapters with governance and administration issues such as board work and running meetings, as well as chapter reporting. [outreach@cpf.bc.ca](mailto:outreach@cpf.bc.ca)

#### Projects Manager

Your chapter will mostly encounter the Projects Manager regarding Socio-cultural grant administration, and other general branch-lead projects and activities. [projects@cpf.bc.ca](mailto:projects@cpf.bc.ca)

#### Office Administration and Finances

On occasion chapters may have direct contact with our office administration, likely to sort out a chapter rebate question. More often than not, however, the first point of contact will be the Advocacy and Outreach Manager. [office@cpf.bc.ca](mailto:office@cpf.bc.ca)

#### Executive Director

The executive director oversees the governance, strategic direction, and advocacy work of the branch; as well as overseeing the internal operations of the office in terms of human resources and other policy-related administrative matters. Ordinarily, chapters will work first with the Advocacy and Outreach Manager before direct contact with the executive director. [ed@cpf.bc.ca](mailto:ed@cpf.bc.ca)

You can see the full list of office contacts [here](#).

## 3. Functions of chapters

CPF chapters are community-based, volunteer-led groups of CPF members who come together at the local level to forward the goals that CPF has as an organization. To that end, chapters, led and managed by a volunteer board of directors, organize events and resources, member and community engagement, and lead local advocacy efforts as needed—all in support of quality French Second Language (FSL) learning opportunities in the community.

Chapter work includes such things as: organizing extra-curricular French-language activities and events (for example, film festivals, reading clubs, field trips, winter carnivals, spring break and summer camps); providing information and resources for parents and children; working with school districts, principals, and teachers; representing parents on district French Advisory Committee; recognizing student success through awards, gift exchanges, and local public speaking competitions; welcoming new volunteers and new ideas.

CPF was established as a three-tiered organization because the most fundamental decisions about the provision of French Second Language learning take place at three levels:

- i the federal government (which encourages and supports FSL learning)
- i provincial/territorial governments (which have constitutional authority over education)
- i school boards (to which many decisions are delegated by the provinces/territories)

## 4. Forming a chapter

When you have decided to become a local CPF Chapter, you must apply to the CPF-BC & Yukon Branch to gain Chapter status. In order to form a CPF Chapter in your school district or local area, you need:

- i At least six (6) CPF members in good standing (ie: their membership fees are up-to-date) in the same school district or local area of the school district;
- i To adopt the CPF-BC & Yukon bylaws
- i An elected Board of Directors consisting of at least three (3) Directors; (mandatory board roles are President and Vice-President); Chapter Board Directors must be at 18 years old and must be in good standing

- o the chapter board of directors, or the chapter AGM may add other officers
- ï An established chapter bank account under the name of your chapter with at least two (2) signing officers;
- ï To complete and submit the forms and reports requested by the CPF-BC & Yukon branch office
  - o Checklist for New or Re-establishing Chapter Request for Status
  - o Official Status Request Form
  - o Minutes from founding Chapter Meeting
  - o Budget for 1<sup>st</sup> year, or Financial Statement if re-establishing
  - o Chapter Executives Contact Form
  - o Chapter Banking Information Form

New Chapters will receive a \$250 start up grant upon the Branch office's receipt of the Chapter's meeting minutes, signed Chapter bylaws, and the Chapter's banking information.

Complete information and required document templates to form a Chapter can be obtained by contacting the branch Advocacy and Outreach Manager.

#### **Chapter Responsibilities:**

- ï Maintain at least six (6) CPF members in good standing
- ï Hold a minimum of one (1) board meeting per year, and one (1) Annual General Meeting with an election
- ï Operate in accordance with the rules, regulations and bylaws of Canadian Parents for French
- ï Use Chapter membership rebate funds to promote French second language learning opportunities for students in your area
- ï Immediately advise CPF-BC & Yukon of any changes to your Board of Directors
- ï Submit Chapter reports by the deadlines to the CPF BC & Yukon Branch office
- ï Adopt a Chapter gmail account with the naming convention cpfName@gmail.com.
- ï Be an active part of the Canadian Parents for French network by:
  - o Participating in occasional province-wide projects, programs and fundraising activities of CPF-BC & Yukon
  - o Maintaining regular communication with the CPF-BC & Yukon office
  - o Keeping CPF-BC & Yukon informed of issues and trends in your area
  - o Sharing ideas, experiences and resources with other chapters.

## **4A. CHAPTER BOARD ROLES**

Of the three or more board directors that form a chapter, there are two (2) required officer roles that every CPF chapter board must include: President and Vice-President. This is required according to the CPF BC & Yukon bylaws. In addition, we strongly recommend the positions of Secretary, Treasurer, and Membership Coordinator. It's common to see the roles of Treasurer and Secretary combined, but this can make for a lot of work for one person, and if possible we suggest that your board make these two separate positions.

The chapter board of directors is elected at the chapter AGM, and additional officers may be added by the board between AGMs. Here's a brief summary of what the various board roles entail:

#### *President (mandatory)*

Volunteer time required: approximately 1-10 hours a month

The Chapter president's role is akin to that of a chief executive officer, ensuring that the chapter base its actions on the Mission, Vision and Values of Canadian Parents for French, and that the chapter follow the CPF BC & Yukon Bylaws. This means that the president oversees the chapter's governance, planning, community engagement, advocacy, and chapter reporting.

The specific work that falls within the responsibility of the president includes:

- ï chairing all chapter meetings, including the board meetings and the annual general meeting

- ï being responsible for the management of chapter affairs, including acting as a signing authority on the chapter bank account, and other official documents
- ï ensuring that required Chapter Reporting is completed and submitted on time to the Branch
- ï maintaining correspondence with the branch and relaying all pertinent information to the chapter board and general membership
- ï representing the chapter at community and school district events, including advocacy efforts
- ï seeking out events in the community where there's an opportunity to network and raise the profile of the chapter and of the work CPF does
  - o The branch has promotional material, including a banner, posters, and an assortment of brochures that talk about French Second Language learning and its benefits. You can obtain this material through the branch Advocacy and Outreach Manager.
- ï stays abreast of chapter activities and opportunities at the levels of advocacy, community events, and membership development, and, crucially, understands how, when, and to whom to delegate when the required work extends beyond the direct functions of their role.

#### *Vice-President (mandatory)*

Volunteer time required: approximately 1-5 hours a month

The key responsibility of the Vice-President is to assume the president's role and responsibilities when the President is unable to do so. The Vice-President also assists the President in large projects and time-consuming duties, including assisting with emails, and with communications to the membership and to the public.

When not required to assume the responsibilities of the president in their stead, the vice-president's position has flexibility, and can be customized to address your local needs, interests, and capacity. For example, the vice-president can be tasked with overseeing aspects of your board operations, and/or projects your chapter has planned to undertake (as agreed to by the board), such as: Managing Succession Planning materials, year-to-year. As such, the vice-president's role is a unique and integral part of your board and chapter work.

#### *Treasurer*

Volunteer time required: approximately 1-5 hours a month

As a not-for-profit organization receiving government funding, we have a duty to report on all our financial activity. CPF Chapters are considered part of Branch activity and must therefore provide complete financial reporting too.

(The Branch can also use the information provided by chapters about additional funds they raise locally to leverage further funding with matching grants. So, it's very important to remain up-to-date with reporting, and to clearly report all activities and monies at the Chapter level.)

Chapters maintain their own bank accounts and are required to have at least two (2) signing officers—the treasurer is one of these two.

The treasurer is responsible for: preparing and monitoring the chapter's annual budget; maintaining the monthly books (monthly spending; monies received); keeping track of monthly bank reconciliations; managing the chapter rebates; and preparing the annual financials for the chapter AGM and for annual chapter reporting to the branch – this includes: approved budget; balance sheet; income statement.

In sum, the role is responsible for:

- ï being a signatory on your Chapter bank account
- ï Managing and reporting on the chapter bank account, chapter rebates, financial transactions, and budgeting
- ï Preparing the required financials for:



- o each Chapter board meeting
- o Chapter Annual General Meeting
- o Annual Chapter Reporting

The branch has a template for each of the financial documents required – it's easy to use and available through the branch Advocacy and Outreach Manager, or can be downloaded [here](#).

### *Secretary*

Volunteer time required: approximately 1-5 hours a month

The chapter secretary records and circulates the minutes of all meetings, and makes them available to any voting member of the chapter. The secretary also prepares and sends notices of meetings and Annual General Meetings. In sum, the role is responsible for what's communicated, recording and documenting decisions and actions, as well as maintaining the filing/archiving system of these records.

In collaboration with the president, before each board meeting, the secretary creates the meeting agenda; gives email notice to the board members of the meeting a minimum of 14 days in advance of the meeting date. During the meeting, the secretary takes minutes (according to Roberts Rules), and records the votes on all matters pertaining to financial and governance matters. After the meeting, the secretary finalizes the minutes and has them ready to send to the board prior to the next meeting.

In terms of the chapter AGM, the same steps are followed, however advance notice of the meeting must be given to all chapter members, and must be given a minimum of fourteen (14) days in advance of the date of the meeting.

### *Membership Coordinator*

Volunteer time required: approximately 1-5 hours a month

The membership coordinator has a valuable role to play. A key aspect of the position is to welcome new members as they join your chapter – an important function to maintaining a robust and engaged membership

– and this person liaises with the branch regarding your chapter membership lists to ensure accuracy.

Additionally, there are other board positions that aren't mandatory but that perform a valuable function. A few of them for your consideration are the following:

### *FI School Representatives*

There are chapter members who represent French Immersion schools in their district; the goal is to have each FI school represented. These aren't always voting board members; their function is more one of communication rather than governance.

### *Resource Coordinator*

This role helps find learning resources for the chapter, FSL families, and/or for students and schools that fall within your chapter goals and fundraising efforts. The role will often work in tandem with the president, the fundraising coordinator (if there is one), as well as the event coordinator (if there is one).

### *Fundraising Coordinator*

This role oversees fundraising efforts, coordinating and communicating fundraising events at the local level. This role is also responsible for grant-writing on behalf of the chapter. The role works with the president, and can also involve collaboration with the event coordinator (if there is one).

### *Event Coordinator*

This role works with the board and with the chapter members to identify French cultural events and performers to bring to the schools. The work includes planning the event/s; booking the entertainer/s; applying for socio-cultural grants, and other grants applicable.

## 5. Chapter Governance

### 5A. BYLAWS

All CPF chapters operate according to the CPF BC & Yukon Branch bylaws. The Branch's bylaws, policies and operations comply with the framework of mandatory obligations adopted by CPF National, and have been adapted to meet the needs of the region.

Bylaws are the rules and regulations adopted by a corporation for its internal governance. Bylaws usually contain provisions relating to directors, officers and general business. At the corporation's initial meeting the bylaws are adopted. Bylaws are more flexible than the articles of incorporation because they are easier to amend.

Whenever a Chapter amends its bylaws, a copy of the new bylaws shall be submitted in a timely fashion to the Branch Executive Director, who shall review them to ensure compliance with CPF Branch and National Bylaws and Policy.

### 5B. TYPES OF MEETINGS

There are 4 different types of meetings that can be held at the chapter level. The two most common meetings you'll encounter as a board member are Chapter Board Meetings and the Chapter Annual General Meeting, both of which comply with the bylaws that outline their frequency and governance. Quorum will also vary, depending on the type of meeting you're holding. (Quorum is the required number of members in attendance in order to vote on motions related to governance and finances.)

All meetings are chaired by the Chapter President or a designate who's ratified at the AGM – this means, someone's who's been nominated, seconded, and approved by the membership present at the AGM.

The four types of meetings are:

#### 1. Chapter Annual General Meeting (AGM)

- a. Required number of meetings / year:
  - I. At least one meeting in every calendar year, and not more than 15 months after the adjournment of the previous AGM
  - II. The AGM should not be held more than 6 months after the fiscal year ends.
    - i. Your Chapter fiscal year follows your Branch's – April 1 to March 31 – so this means that your AGM must take place no later than September 30
- b. Notice of meeting:
  - I. Notice of the AGM can be conveyed by postal mail, e-mail, or phone, such that it is received at least fourteen (14) days before the day of the meeting.
  - II. Notice by regular mail shall be considered to be received within five (5) days of mailing.
  - III. Notice of a meeting shall describe the nature of the business in sufficient detail to permit the Chapter Board of Directors and voting members to form a reasoned judgment on it.

- i. This usually includes the Agenda, and any supporting materials such as a budget etc.
    - IV. Notice must be conveyed to Chapter members and the Branch Executive Director
  - c. Purpose of meeting:

Also known as an AGM, this is a meeting of the general membership of a chapter. AGMs are legally required, and are held primarily to conduct the business of the chapter. The following sample agenda includes items required by the bylaws (in bold), and suggested items.

    - I. **Adopt the agenda**
    - II. **Accept the minutes from the previous AGM**
    - III. **President's Report**

**The President's report offers a summary of the year gone by, touching on events and advocacy efforts, and highlighting achievements and lessons learned. Sometimes the President will offer some personal insight and/or recommendations for the coming year, particularly if the person in the role is completing their term.**
    - IV. **Treasurer's Report**

**The treasurer will present the financials to the membership, and will offer some orientation to these documents as the membership reviews them.**

      - i. **Acceptance of financial statements (for the fiscal year closing)**
      - ii. **Approval of proposed budget (for the coming fiscal year)**
    - V. Report from French Advisory Committee (FAC) member
    - VI. **Election of board of directors**
  - ci. Quorum:
    - I. Chapter AGMs require no less than 4 active members
      - i. If your AGM has less than this, you must reschedule the AGM because all AGMs include decisions about governance and finances

## 2. Chapter Board Meeting

- b. Required number of meetings / year:
  - I. meetings must be held at least once (1) a year, held at a place, time and date as determined by the president within their recognized jurisdiction.
    - i. It's recommended that you hold more however, and we suggest a meeting at the beginning of the school year; a month or so in advance of your AGM; at the end of the school year
  - II. Phone meetings are permissible, as well as with other communication platforms like online teleconferencing, as long as everyone can communicate with each other.
- c. Notice of meeting:
  - I. Notice can be conveyed by postal mail, e-mail, or phone, such that it is received at least fourteen (14) days before the day of the meeting.
  - II. Notice by regular mail shall be considered to be received within five (5) days of mailing.
- d. Purpose of meeting:

Chapter meetings can address a combination of governance, operations, and programming/projects activities. The agenda will vary according to the business at hand, though there are certain points that must be addressed. The following sample agenda includes items required by the bylaws (in bold), and suggested items.

  - I. **Adopt the agenda**
  - II. **Accept the minutes from the previous board meeting**
  - III. President's Report
  - IV. Treasurer's Report
  - V. Report from French Advisory Committee (FAC) member
  - VI. Reports from FSL school representatives
  - VII. Planning upcoming events and/or reviewing those just finished

- VIII. Advocacy issues
- e. Quorum:
  - I. Chapter Board Meetings must have 2 directors, or the majority of chapter directors, whichever is greater, when any voting is required that address governance and/or financial matters
  - II. If the meeting doesn't have quorum, discussion can cover all other business at hand

### 3. Chapter Special General Meetings

- a. Required number of meetings / year:
  - I. N/A – there is no required number of Special General Meetings
  - II. A Special General Meeting can be called by the Chapter Board of Directors at any time, and must be called when there is a written request of ten percent (10%) or more of the voting members, or upon the written request of three (3) Voting Members, whichever is greater.
  - III. Special Meetings are scheduled by the Chapter Board of Directors and be called to discuss and plan special events or advocacy issues
- b. Notice of meeting:
  - I. Notice can be conveyed by postal mail, e-mail, or phone, such that it is received at least fourteen (14) days before the day of the meeting.
  - II. Notice by regular mail shall be considered to be received within five (5) days of mailing.
  - III. Notice of a meeting shall describe the nature of the business in sufficient detail to permit the Chapter Board of Directors and voting members to form a reasoned judgment on it.
    - i. This usually includes the Agenda, and any supporting materials such as a budget etc.
  - IV. Notice must be conveyed to Chapter members and the Branch Executive Director.
- c. Purpose of meeting:
  - I. Is defined by the board, according activities and policy that are active at the time
- d. Quorum:
  - I. For Special General Meetings, a quorum of 4 members in good standing is required only when decisions are made that address governance and/or financial matters

### 4. Chapter Meetings

- a. Required number of meetings / year:
  - I. Chapter meetings aren't mandated in the bylaws and so have no set number required per year.
- b. Notice of meeting:
  - I. Provide minimum 14 days notice to members
- c. Purpose of meeting:
  - I. Chapter Meetings are generally called to discuss planning – whether that be to plan an event, or to plan a strategy (advocacy, member recruitment, etc.).
- d. Quorum:
  - I. Because there are no matters related to governance and/or finances, there is no quorum requirement for a chapter meeting.

### 5C. VOTING—GUIDELINES

- i All decisions that involve governance and finances must be voted on
- i All resolutions being voted on must be "moved" and "seconded"; then voted on
  - i The president asks that someone "move to vote" and that someone else "second the motion"; then the president calls for the vote
- i Resolutions are decided by a simple majority of those Voting Members present, ie: 50% +1
- i Other motions are decided using *Robert's Rules of Order - Newly Revised*.

## 5D. MINUTE-TAKING—GUIDELINES

- III. All meetings that involve voting must be recorded, and it's a good idea to keep basic minutes for all meetings.
    - i Usually the Secretary takes minutes, but if this position isn't filled then by someone named and approved by the board at the beginning of the meeting
    - ii Minutes must be approved from one meeting to the next
      - iii Approval of the prior meeting's minutes is at the top of the agenda for each meeting before proceeding through the rest of the agenda items
    - iii Minutes must be kept for seven years
- \*\* The guidelines for minute-taking and voting are the same, whether at a Board Meeting or an AGM, as per Robert's Rules.*

## 5E. ROBERT'S RULES

CPF conducts all Board Meetings, and standing committees, according to Robert's Rules of Order. Robert's Rules of Order Newly Revised, commonly referred to as Robert's Rules of Order (or simply Robert's Rules), is the most widely-used manual of parliamentary procedure. It governs the meetings of a diverse range of organizations— including church groups, county commissions, homeowners' associations, nonprofit associations, professional societies, school boards, and trade unions.

The first edition of the book was published in February, 1876 by U.S. Army Major Henry Martyn Robert. Its procedures were loosely modeled after those used in the United States House of Representatives. Robert wrote Robert's Rules of Order after presiding over a church meeting and discovering that delegates from different areas of the country did not agree about proper procedure.

The complete online edition is available here <http://www.robertsrules.org>

The branch also has a Coles Notes version of Robert's Rules in Brief. You can request a copy through the Advocacy and Outreach Manager.

# 6. Chapter Resources

## 6A. BRANCH WEBSITE

<https://bc-yk.cpf.ca/>

The branch website is a massive resource. It includes virtually everything you might need to know, whether it be about governance, grants, events, research, organizing, advocacy, etc.; as well as laying out "how-to". And, timely news items can be found on the blog roll.

- i **Blog:** <https://bc-yk.cpf.ca/en/category/media/news-releases/>

## 6B. CHAPTER WEBSITE TEMPLATE

CPF has developed an easy-to-use website template for all chapters to use. The layout is already created, so chapters can simply drop in content. It's a great way to communicate with your chapter membership, providing information and updates on advocacy and events; and posting board meetings and AGM information and materials. It's an opportunity to celebrate the role of your chapter within the community, and to highlight the important work it accomplishes on behalf of its membership. It's also a great way to promote the chapter to potential members, and to local businesses and sister organizations for fundraising and partnership development.

We strongly encourage all chapters to create their own website. Contact your Advocacy and Outreach Manager to obtain your login information – the template and access to it has already been created for each chapter.

## 6C. SOCIAL MEDIA ACCOUNTS:

- I. **Facebook** <https://www.facebook.com/CanadianParentsforFrenchBCYK/>  
The branch facebook posts cover topics about events and opportunities that might interest our members. The information ranges from summer camps, to good reads, to general coverage about what chapters are doing. In sum, its coverage is topical and social.
- II. **Facebook Leadership Group** <https://www.facebook.com/groups/CPFChapterLeadershipGroup>  
The FB leadership group is for members currently serving on a chapter board. It's a quick and effective way to ask questions, share/receive ideas and best practices, and to obtain very practical advice and resources related to the work of chapter board work. In sum, its coverage is tactical and strategic, aimed at policy and governance issues.  
This is a closed group and can be joined by sending an email request to the Advocacy and Outreach Manager, who will verify your chapter board member status.
- III. **Twitter** <https://twitter.com/cpfbc>

## 6D. CPF BRANCH & NATIONAL ANNUAL GENERAL MEETINGS AND CONFERENCES

The Branch holds its AGM & Conference each fall, to which chapters send a delegate. Chapters in good standing receive a rebate from the Branch, as budget permits, for their delegate's full participation. If a Chapter wishes to send multiple sponsored delegates, they can be placed on a waitlist through the Branch Office. If approved, the Chapter's additional delegates must report back to the non-attending Chapter they are representing.

Branch AGMs/Conferences are exceptional opportunities to learn and network, and are critical to the robust and effective representation of CPF's interests and to the performance of its duties. All chapters are strongly encouraged to attend.

## 6E. FRENCH ADVISORY COMMITTEE GUIDE

The role of the French Advisory Committee (FAC) is to advocate for excellence in district French Second Language (FSL) programming. The committee should work to ensure that schools have equitable access to the Federal French funding and that the funds are used in a fiscally prudent manner. Further, the committee should monitor enrolment numbers and analyze trends, and participate in forming policy and guidelines on French programs.

FACs operate at the school district level and are currently optional, with no official policy existing to indicate their power, parameters, or the people within the district who should sit on one. However, there are many FACs that *do* operate within school districts, and that play a strong and invaluable role in guiding, coordinating, and supporting FSL learning for the benefit of all students. In the absence of an official operational framework regarding FACs, CPF BC & Yukon has put together a guide that can be accessed [here](#).

## 6F. CHAPTER TRAINING SERIES

The CPF BC & Yukon Branch offers a CPF Chapter Board training program; it's a series of interactive webinars devoted to the various aspects of work chapter board members encounter in their various roles at the governance and programming levels. Topics include:

1. Welcome to CPF
  - a. An introduction to the organization and its work
  - b. How to make a public presentation

2. President and Vice-President
  - a. Composition of your board
  - b. Guiding principles
  - c. Role and responsibilities
  - d. Types of meetings
  - e. Reporting and documentation
  - f. How to run a meeting
  - g. Annual calendar of events and obligations
  - h. How to plan
3. Treasurer
  - a. Role and responsibilities
  - b. Annual calendar
  - c. Fiscal year end
  - d. Budgets and financial reporting requirements
4. Secretary
  - a. Role and responsibilities
  - b. Building an agenda
  - c. How to take minutes
  - d. Recording and reporting
5. Socio-Cultural Grants
6. Communication
7. Succession Planning

Training season takes place between September and June. Contact your Advocacy and Outreach Manager for questions.

## 6G. SOCIO-CULTURAL GRANTS

CPF BC & Yukon issues Socio-cultural grants to chapters on an annual basis. The grants are funded by the Ministry of Education, and are aimed at giving students cultural opportunities to learn and use French outside the classroom. All Chapters that are up-to-date in their reporting are eligible to apply.

The Branch Projects Manager manages all aspects of the SC Grants, from the application process and guidelines that define the application process; to the types of projects that are eligible; the funding and budgeting requirements; and final activity and budget reporting.

Complete information is online [here](#).

## 6H. CHAPTER MANUAL

The CPF Chapter Manual offers a comprehensive overview about running a local CPF chapter. To reduce the need to issue updates, "dated" information has been kept to a minimum. The Manual is the property of the chapter and is to be kept by the President as part of the permanent records of the chapter. It's the chapter President's responsibility to ensure that new revisions are added to the manual and that it's kept up-to-date. Chapter presidents need to be aware of the information available to the Chapter's Board of Directors and other key volunteers, and should have a complete manual on running a chapter.

The Table of Contents is laid out well, breaking down the various aspects of the manual into logical sections that will help you to find what's most important to your responsibilities. Other sections are for your reference, as required. Click [here](#) for the PDF of the manual.

## 6I. INSURANCE

CPF National maintains a Commercial General Liability policy and Chapters are covered for all activities during the policy term, subject to the terms and conditions of the policy. The current limit of liability is for \$2,000,000 per occurrence.

From time to time, for certain events, third parties (e.g. universities, school boards, hotels, etc) require evidence of insurance when events take place in their premises. At such times, Chapters must submit a *Request for Certificate of Insurance* to CPF National who will then issue the required documentation.

The REQUEST FOR CERTIFICATE OF INSURANCE is available on the website – visit <https://cpf.ca/en/resources-for-governance-volunteer-leaders/> to obtain a copy to download.

## 7. Membership Lists

The Advocacy and Outreach Manager sends a link containing membership lists to the chapter's gmail account on a monthly basis, excluding the summer. If you see any discrepancies, contact the Advocacy and Outreach Manager to make the necessary changes.

## 8. Funding Opportunities

The branch may offer opportunities for chapters to access funds during a given year, including through Socio-cultural grants. Qualification for CPF funding opportunities will be assessed according to the health of your chapter, i.e.: reporting requirements are up to date, chapters are demonstrating activities and initiative. In certain cases, more anecdotal elements will be taken into consideration when extenuating circumstances may be impacting a chapter's capacity to be proactive locally, and/or to comply with reporting requirements in a timely fashion. Mandatory annual reporting includes submitting up-to-date contact information for your Chapter Board; your Post-AGM Governance Report (including all required financials, and banking information); and your Chapter Activities Report (including volunteer hours reports). If the Branch doesn't receive your Chapter reporting, it is unable to subsidize your attendance at Branch conferences, help fund socio-cultural events, and will defer the disbursement of funds to chapters.

## 9. Annual Membership Drive

As part of the start to a new school year, CPF runs its annual membership drive from September 1st to October 31st; all branches across the country participate, and CPF Chapters are integral. The membership drive is designed to help chapters raise awareness of CPF and obtain new members in order to host exciting French language social, cultural, and educational initiatives at the local level. For the membership drive funding will be provided to chapters based on the percentage of new members in each chapter during the drive.

In mid-August, the branch sends chapters a comprehensive membership drive package that includes directions and tips, as well as all the materials needed to run the drive at the chapter level. The branch also works to obtain donations/contributions/services to use as prizes in a draw – the entries are made up of all new membership signups between Sept 1st and October 31st.

The membership drive is designed to help chapters build awareness and community so you can host exciting local French language social, cultural, and educational initiatives.



## 10. Engagement strategies – Volunteers and Board Members

When providing a realistic “ask” you heighten the likelihood that you’ll find someone who will follow through on their commitment (no surprises await them, or you). You also increase the likelihood that you’ll find someone well- suited to the work, which lessens the need to usher your volunteer through their task/s, thereby freeing up your time so you can focus on your own role and tasks.

Volunteer engagement is an area that the branch plans to further develop as one of the support resources available to chapters. In the meantime, here are a few quick tips to keep in mind when recruiting volunteers to help with chapters events, and/or to serve on the chapter board.

Section 6 of the Chapter Manual has some great resources about working with volunteers. The following offers a summary of best practices.

### 10A. BE SPECIFIC ABOUT VOLUNTEER WORK NEEDED

- a. Tasks
  - i. Is it stuffing envelopes? Postering? Running a registration or information table? Picking up a guest performer at the airport?
- b. Skills
  - i. Does it require any particular computer skills, or a particular comfort level with computers? Does it require a car? Does it involve public speaking, or being comfortable chatting up people you don’t know? Does it require someone good with numbers?
- c. Length of time
  - i. Is it one hour? One day? Three half days? Is it a one-off, or will it stretch out over several months, or over one week?
- d. Date and time
  - i. Be as specific as possible, and if certain dates and times have yet to be confirmed, offer a general idea, and when it’s expected that the exact date/time will be nailed down and communicated.
- e. Where and with whom
  - i. Can the volunteer do the work at home? At another member’s home? At a local school? Who else is working on this? And how does one volunteer’s work relate to others’ work, and the overall event?
- f. Support
  - i. How is the volunteer being supported? Are there materials to refer to? Is there planning and/or training organized as an introduction and an orientation to the work/event? Is there a more seasoned volunteer available for questions?

### 10B. BOARD WORK AND ROLES

Section 4A of this document outlines the work and responsibilities of the various CPF board roles, and section 5A describes the kinds of meetings that take place over the year, and their frequency. The list below simply sketches out the information to convey when recruiting new board members. Be sure to flesh out this framework with specific details about how your chapter’s board operates.

- g. Number of meetings / year
- h. Number of hours / board position
- i. Skills required
- j. Training & support supplied
- k. Etc

## 10C. BENEFITS OF CPF MEMBERSHIP

There are a lot of reasons to join CPF, but not every reason will appeal to every person. What convinces one person may be of little or no interest to another. Think about whom you are trying to reach, what you know about them, and what you think may attract them, then gear your approach accordingly. Think about the common three points of engagement; that is, what might motivate someone to join CPF:

- ï the practical: "What's in it for me?"
- ï the idealistic: "How can I help?"
- ï the political: "How can I make changes?"

Usually the three are combined in any pitch, but sometimes circumstances will lend themselves to emphasis on one particular aspect of membership. So, in addition to considering your audience, consider the context for your message.

Remember to introduce CPF as a formal organization, highlighting its work and support to its membership. Here are some salient aspects about the organization worth mentioning:

- ï maintains active engagement at the policy and research level;
- ï regularly monitors the educational framework and practices, bringing that information into useful and relevant support materials and services for its members;
- ï guides chapters on advocacy strategy, on event ideas, planning and management;
- ï convenes networking and training opportunities for its members.

Be sure to elaborate on the branch and national's reference material, and include specific details about the BC & Yukon context & outcomes.

## 11. Chapter Dissolution

It is the intent of Canadian Parents for French (CPF) – BC & Yukon Branch to encourage and support Chapters in their vital work of addressing the needs of French-second-language (FSL) learning at a local level. Given the nature of volunteerism as well as the potential for changes in educational programming, there may be times when a Chapter is unable to fill its obligations as a part of CPF or to continue its work in support of French Second Language learning. This would include, but is not limited to:

- ï A failure to have at least six (6) voting members within its jurisdiction;
  - ï A failure to abide by the provisions of its bylaws;
  - ï A failure to provide reporting to the Branch as is required of Chapters;
  - ï Any notice to CPF BC & Yukon from the Chapter executive that the Chapter is unable to continue its work;
  - ï Any notice from CPF BC & Yukon that the Chapter has been deemed inactive or unable to continue its work
- The chapter president will work with the branch Advocacy and Outreach Manager to complete the steps to close the chapter.

## 12. Chapter Dormancy

If a chapter's board determines that it must dissolve, there is still a chance to re-establish itself as a continuing chapter, rather than a new one.

- ï Once Chapter assets, records and documents have been turned over to the Branch, the Chapter will be considered in a state of dormancy.
- ï The Branch will hold all dormant Chapter assets and resources in trust for thirty-six (36) months, or three (3) years.
- ï Should the Chapter be reinstated within thirty-six (36) months, or three (3) years, from the initiation of the Dissolution Process, all assets held in trust and all records and documents will be returned to the Chapter.
- ï Should there be no resolution to reinstate the Chapter within thirty-six (36) months, or three (3) years, from the initiation of the Dissolution Process, the Chapter is considered dissolved.

Upon dissolution, all assets will revert to CPF BC & Yukon Branch. If a Chapter is later re-established within the same jurisdiction, it will be considered a new Chapter.

## Merci from the CPF BC & Yukon Branch!

**Here at the CPF BC & Yukon Branch, our aim is to work alongside you. We appreciate your energy and enthusiasm, and all your hard work!**

If you'd like further information, and/or to discuss in greater depth anything outlined in this Coles Notes, please contact the Advocacy and Outreach Manager at [outreach@cpf.bc.ca](mailto:outreach@cpf.bc.ca)

