

- ◇ When writing, or speaking, “on behalf of CFUW” and asking for some action, this **must be based on CFUW policy** as found in the [CFUW Policy Book](#).
 - ◆ If a club needs to react to a local situation when there is no policy, a vote shall be taken of its membership before committing the club to any course of action. Any action must be consistent with CFUW purposes and policy.
 - ◆ When there is no policy, letters may be written asking for information only – “Our club is studying ...”
- ◇ **Local clubs write to their local elected officials and local MPs/MPPs/MNAs /MLAs**, but not to the Premier, the Prime Minister or Cabinet Minister (unless he/she is the local MPP or MP).
 - ◆ Dealing with your own MPs and provincial legislators is what creates the momentum and potentially adds to the pressure. These are discussed in caucuses.
- ◇ If your club invites a Cabinet Minister to a social event or to speak to a meeting, tell your RD, who might want to give you a package of information for the Minister.
- ◇ Clubs, Councils and National CFUW write to elected officials within **their own jurisdictions**. If they wish to contact someone elsewhere, they need to consult with the club or, if it is a provincial matter, the provincial Council and/or provincial Regional Director in consultation with the Regional Vice President.
 - ◆ National and Councils may send letters, etc. to Ministers and Critics without necessarily notifying the local club.
 - ◆ If letters are being sent to elected officials where there is no CFUW club, do explain to the recipient why they are receiving the letter from you.
- ◇ **Letters must be sent out under the signature of the club President, or designated member of the executive, on club letterhead.** The club President or designated member of the executive committee should have the support and authorization of her executive.
 - ◆ If the President has a conflict of interest or is uncomfortable signing, she must excuse herself, discuss the matter with her Board, and if necessary delegate someone else to sign.

The **individual club member** is encouraged to write to any politician on any issue about which she has a concern. She may use information from CFUW sources, but she may not write “on behalf of CFUW”, or use CFUW letterhead.