

CAEFS MEMBERSHIP APPLICATION KIT

CHECKLIST OF REQUIRED DOCUMENTATION

- A Statement of Rationale detailing how the applicant society's beliefs, principles, goals and objectives are considered with CAEFS' philosophy, principles, and policies. (This Statement can include reference to what the Society does or does not do as well as particular motions passed.)
- Document a community need for an Elizabeth Fry Society. Detail how the needs were identified, what the needs were determined to be and how the applicant society's goals and objectives are appropriate to the identified needs.
- Document community support for your agency. Attach letters of reference from:
 - community organizations whose primary work is with women and girls (minimum 2)
 - community organizations whose primary work is in the criminal justice system (minimum 2)
- Documentation of programs and activities undertaken on behalf of women in conflict with the law
- Document Board awareness and understanding of local needs and issues relating to women in conflict with the law.
- Annual budget for current and past year
- Audited financial statement for current and past year
- Constitution and By-Laws of Society

SUBMIT COMPLETE APPLICATIONS TO:

Canadian Association of Elizabeth Fry Societies
701 - 151 Slater Street
Ottawa, ON K1P 5H3

Attn: Executive Director

CRITERIA FOR MEMBERSHIP IN CAEFS

PURPOSE AND PHILOSOPHY

1. The Applicant Society must have as its primary goal the provision of adequate programs and services for women in conflict with the law, and must be actively engaged in achieving this goal through the provision of direct services and public education.
2. The Applicant Society must be in agreement with CAEFS' Statement of Philosophy, Mission, Principles and Goals.
3. The Applicant Society must sign an undertaking agreeing to the above.

CONSTITUTION

4. The Society must have a written constitution and be registered under the Provincial Societies Act.

COMMUNITY LIAISON

5. The Society must demonstrate that it has considered the needs of the community it intends to serve, and that it has set goals and objectives which are appropriate to the needs identified.
6. The Society must demonstrate that it has the support of other social and criminal justice agencies in the community, or, in the absence of such support, can show good cause as to why the requirement should be waived.

FISCAL/FINANCIAL ACCOUNTABILITY AND FUNDING

7. The Society must demonstrate that sound financial management practices are in place and include in its membership a person with expertise in this area.

KNOWLEDGE OF THE CRIMINAL JUSTICE SYSTEM

8. Directors of the Society must be able to demonstrate that the Board, as a whole, is knowledgeable about the local needs and issues relating to women in conflict with the law. Therefore, the composition of the Board and "In House" training must be reflective of this.

CAEFS MEMBERSHIP

9. If the Society does not use the name Elizabeth Fry Society, recognition of CAEFS affiliation must be on an official letterhead once a full membership is granted.

APPLICATION PROCEDURES

The Membership Process may take 2 years and will be as follows:

1. Information package sent to interested group. Request written confirmation if group is interested in pursuing membership in CAEFS.
2. Membership application it is sent to society on request (file is opened). Follow up in three months offering the assistance of a sistering society (if applicable).
3. Application and documentation sent to CAEFS.
4. Application acknowledged by CAEFS office and forwarded to the Membership and Society Development Committee with full documentation.
5. Decision on endorsing using the name "Elizabeth Fry Society" made by Board of Directors based upon the recommendation of the Membership Committee. If endorsed, CAEFS and applicant society sign contract.
6. Applicant society submits three yearly reports and is encouraged to send representatives to CAEFS' Annual General Meetings. Society is visited by CAEFS President or Executive Director to assess and assist with recommendations regarding membership.
7. An assessment and recommendations will be made by the Membership Committee and presented to the CAEFS Board within the 2-year time frame.
 - If a report favouring acceptance is presented to the Board of Directors, the Board may admit applicable Society by a 2/3 vote of the members present and entitled to vote. Applicant society becomes a voting member of CAEFS at the next regular meeting of the Board of Directors.
 - If a probationary period is recommended (6-8 months), status of application should be reviewed at least twice annually by Executive until final decision is made.
 - Re-application will be accepted only with concrete evidence that problems are being rectified.
8. Once membership has been granted, incorporation and a charitable number must be sought.
 - Written reports to include minutes of board meetings, financial statements and updates on programs and services offered.

CAEFS' STATEMENT OF PHILOSOPHY

PREAMBLE

The Canadian Association of Elizabeth Fry Societies (CAEFS) is an association of Elizabeth Fry Societies which have a long history of community-based involvement in assisting adult and young women who are, or have been, in conflict with the law.

The Canadian Association of Elizabeth Fry Societies was founded on certain fundamental beliefs and values which, through the knowledge and experience gained during our history have been reaffirmed, expanded and developed.

These fundamental values and beliefs are an integral part of CAEFS' philosophy and are tenets on which the Society bases its activities and operations.

Belief: something one holds to be true

Value: something one holds to be important

FUNDAMENTAL BELIEFS

The Canadian Association of Elizabeth Fry Societies believes:

- There are underlying systemic and individual issues faced by women in conflict with the law. In order for an individual woman's needs to be met these issues need to be addressed by both society and the woman herself.
- That almost all women in conflict with the law have a need to be in the community and part of the community.
- That for women in conflict with the law to be equal members of the community, the equality of all women in society is critical.
- That to achieve equality for women, and therefore for women in conflict with the law, the provision of special programs, services and advocacy resources are required.
- That the community has a role in ensuring that the needs of women in conflict with the law are met and a responsibility to address the underlying issues.
- That the Criminal Justice System in its present form does not meet many of the underlying needs of women in the system.

- That the Canadian Association of Elizabeth Fry Societies and its member societies, have, by virtue of their historical experience and involvement, unique and special knowledge and skills to assist women in conflict with the law.

CAEFS strongly supports the right of a woman in a correctional institution to:

- be treated in a fair, non-prejudicial and non-discriminatory manner;
- enjoy all rights and freedoms listed in the Charter of Rights and Freedoms;
- vote in all federal, provincial and municipal elections;
- educational opportunities appropriate to her learning needs;
- educational opportunities in traditional and non-traditional occupations;
- healthy living accommodations and pre-lease planning (this applies equally to women in protective custody);
- control over her own body, including medical, dental and mental health care decisions;
- access the mental health services she deems necessary, as she would in the community;
- appear in person before the appropriate Parole Board on her Parole Eligibility Date with such representation and support as she chooses; and,
- access to spiritual leaders for counsel and guidance and to maintain her own spiritual and religious traditions.

Further, Canadian Association of Elizabeth Fry Societies:

- support services and programs designed to meet the needs of Native women in conflict with the law;
- supports programming which aims to prevent women from coming in conflict with the law;
- supports the continued abolition of the death penalty;
- is opposed to co-correctional facilities;
- is opposed to discrimination on the basis of sexual orientation;
- is opposed to the recriminalization of abortion; and,
- is opposed to detention or imprisonment of women in conflict with the law unless there are compelling reasons to the contrary.

The focus and priority of CAEFS is women in conflict with the law. We recognize that while the woman herself is the primary focus, she lives within a constellation of relationships that make up her support system. These significant others, whom only she can identify, must be considered in our work.

OPERATING PHILOSOPHY

In recognition of our special knowledge and skills, and consistent with our fundamental beliefs and values, the Canadian Association of Elizabeth Fry Societies, and its member societies, have adopted an operating philosophy which we believe will maximize our potential effectiveness and contribution to our communities.

The Canadian Association of Elizabeth Fry Societies and its member societies are, therefore, sister organizations which:

- Are for and about women in conflict with the law, a particular group of women whose issues are often common to all women in society;
- Hold as their core the provision of programs, services and advocacy to meet the needs of women in conflict with the law;
- Recognize and affirm the importance of each woman's personal support system;
- Are committed to providing non-discriminatory, non-judgmental support and services to women;
- Are committed to the individual human rights of women in conflict with the law and to advocate for those rights;
- Are a part of the community, and as community based societies accept and share the responsibility of the community to women in conflict with the law;
- Value volunteers and utilize them as a vital link to their community base;
- Are committed to encouraging the public to be well informed on issues related to the Criminal Justice System and particularly women in conflict with the law;
- By virtue of some of the services the Societies provide are involved in the Criminal Justice System and accept responsibility for improving the system from within;
- Are committed to advocate for change and reform in the in the Criminal Justice System where needed;

- Are committed to continuous self-determination and self-evaluation of their programs, operations and existence;
- Are non-profit societies committed to managing their operations at all times in a financial and socially acceptable manner;
- Are supportive of other groups with similar principles, common advocacy goals, alternate and supplemental programs, and other resources; and,
- Are committed to action on the national level on behalf of women in conflict with the law, as individual Elizabeth Fry Societies and in cooperation with the national body and other Association members.

CAEFS' STATEMENT OF MISSION, PRINCIPLES AND GOALS

MISSION STATEMENT

The Canadian Association of Elizabeth Fry Societies is a federation of autonomous Societies which work with, and on behalf of women involved with the justice system, in particular women in conflict with the law. Elizabeth Fry Societies are community based agencies dedicated to offering services and programs to marginalized women, advocating for legislative and administrative reform and offering a forum within which the public may be informed about and participate in, aspects of the justice system which affect women.

PRINCIPLES

The strength of our federation is the freedom to meet the needs of our communities in unique and effective ways. As an association, CAEFS develops policies and positions, takes action directed at reform of the criminal justice system and acts on common interests affecting women.

- Every individual is equal before and under the law and has the right to equal protection and equal benefit of the law without discrimination;
- Every individual has the right to legal counsel, due process and natural justice. Women have the right of access to equal opportunities and programs in the justice system; women have the right to just and fair treatment without fear, prejudice or discrimination based on gender, sexual orientation, health, disability, ethnicity or colour.
- Commitment to equality rights does not prevent the development of affirmative action, practices or policies aimed at eliminating the conditions of disadvantaged persons.
- Action is required in order to ensure quality programs, services and facilities based on the individual needs of women in conflict with the law.
- Dispositions and sentences imposed on women should be community based, without reliance on incarceration unless there are compelling reasons to the contrary. Further, sentenced women should retain all the rights and privileges of an ordinary citizen, except those expressly removed by law.
- The community and all its members have the ultimate responsibility for responding to, and providing for, women in

conflict with the law. It is essential that the community be involved in all aspects of the criminal justice system.

- The active participation of volunteers in all aspects of our organization is fundamental to the attainment of the Associations goals.
- In the pursuit of excellence and efficiency, CAEFS and its members shall always seek to improve their standard and programs and to identify and address unmet need of women in conflict with the law. Elizabeth Fry Societies will work for changes through reforms of the law and penal and correctional regulations, practices and conditions.

GOALS

1. To provide and Association of Elizabeth Fry Societies and to encourage suitable reform at all levels of the criminal justice system.
2. To assist member societies in developing and maintaining high standards of programs and services for the purposes of aiding adult and young women who have come into, or who appear to have come in conflict with the law, whether such programs be in courts, institutions, or in the community, and whether they be for the purposes of assistance, guidance, rehabilitation or prevention, and whether provided by professional or volunteer personnel.
3. To promote public awareness and understanding of the needs of women in conflict with the law and the need for change in the criminal justice system as it affects women. Promote awareness of the ways in which individuals and communities can address these needs.
4. To facilitate communication and cooperation among Elizabeth Fry Societies and similar societies;
5. To obtain funds for the financial support of the organization, and for such other purposes as may from time to time seem desirable for furthering the aims of the Association.
6. To communicate and cooperate with agencies and services in the correctional field and with governments in furthering the aims of the Association.
7. To encourage the formation of Elizabeth Fry Societies an societies with similar purposes.

CAEFS' HUMAN RIGHTS POLICY

Every individual should have equal opportunity with other individuals to make herself or himself the life that she or he is able and wishes to have, consistent with her or his duties and obligations as a member of society, without discrimination, and in particular but not limited to discrimination based on race, national or ethnic origin, colour, religion, sex, age, pregnancy, or childbirth, political belief, disability, sexual orientation or conviction of an offence.

APPLICATION FOR MEMBERSHIP IN CAEFS: REQUIRED DOCUMENTATION

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 - a. community organizations whose primary work is with women and girls (minimum 2)
 - b. community organizations whose primary work is in the criminal justice system (minimum 2)
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FUNCTION OF SISTERING SOCIETY

1. To offer information, support and resources related to becoming an Elizabeth Fry Society and to establishing programs and services in keeping with CAEFS philosophy and mission.
2. To review the Applicant Society's Constitution and By-Laws.
3. To review Applicant Society's programs (Direct Services, Education, Public Action).
4. To review finances, budget, funding sources.
5. To discuss finding and concerns with CAEFS' Membership Committee.

APPLICATION FORM FOR MEMBERSHIP IN CAEFS

1. Current Name of Organization (with explanation if necessary) _____

2. Area served _____

3. Proposed Name of Organization (if different from above) _____

4. Name and Position of Contact Person _____

5. Mission Statement _____

6. Statement of Objectives of Organization _____

7. Date of Establishment _____

8. Membership Criteria & Types of Membership _____

9. Number of Paid Members _____

10. Procedure for Election of Board Members _____

11. Frequency of Board Meetings _____

12. Terms of Office for Board Members & Executive _____

13. Number of Active Volunteers _____

14. Number of Full-time and Part-time Staff Employed _____

15. Description of volunteer programs offered, including clientele and length of program _____

16. Description of professional services offered _____

Please submit completed applications to:

Canadian Association of Elizabeth Fry Societies
701 - 151 Slater Street
Ottawa, ON K1P 5H3
Attn: Executive Director

For more information, please feel free to contact us.

www.caefs.ca

613-298-2422