

The logo consists of the letters 'MtF' in a bold, white, sans-serif font, set against a solid purple rectangular background.

Mouvement transféministe  
*Movement for transfeminism*

**Financial management policy (english translation)**

# Section 1 – Financial Management

## 1. Principles

This policy aims to ensure transparency and predictability in the financial management of the Movement for Transfeminism (MtF). It clarifies certain aspects of the bylaws and also stipulates a mutual aid fund.

The Movement for Transfeminism does not pursue any commercial or pecuniary objectives.

## 2. Fiscal Year

The fiscal year begins on April 1st and ends on March 31st.

## 3. Board of Directors

The Board of Directors, hereinafter referred to as “the Board,” is governed by Chapter 5 of the General Bylaws.

### a. Powers of the Board

The Board may, among other powers :

- i. Hire employees;
- ii. Acquire and dispose of property, make loans, and negotiate and sign any agreement with a value of less than fifty thousand dollars (\$50,000);
- iii. Negotiate and sign leases;
- iv. Receive donations, legacies, or other similar contributions in cash or in securities or immovables;
- v. Administer such donations, legacies, or contributions;
- vi. Organize fundraising campaigns for charitable purposes;
- vii. Borrow money on the credit of the legal entity;
- viii. Issue bonds or other securities of the legal entity and pledge them as security or sell them for prices and amounts deemed appropriate;
- ix. Hypothecate the immovable and movable assets of the legal entity or otherwise impose any charge on its movable assets;
- x. Notwithstanding the provisions of the Civil Code of Québec, grant a mortgage, even an open mortgage, on a universality of property, movable or immovable, present or future, corporeal or incorporeal, all in accordance with section 34 of the Special Powers of Legal Persons Act;
- xi. Designate a person for these purposes.

### b. Obligations of the Council

The Council must, among other obligations :

- i. Administer a mutual aid fund;
- ii. Ensure compliance with the financial management policy;
- iii. Answer questions from the Coordination Committee and uphold its budget;
- iv. Recommend a chartered accountant to the Annual General Assembly;
- v. Appoint a treasurer.

### c. Treasurer

The treasurer oversees the financial health of MtF. She also ensures proper bookkeeping, the preparation of the annual budget proposal, and the preparation of the annual financial statements.

She presents an overview of the financial situation at each Board meeting and a current income statement each quarter of the calendar year (January to March, April to June, etc.).

### d. Bank Accounts

The Board of Directors must maintain a bank account with two signatures for day-to-day operations.

The treasurer is responsible for operations and is the primary signatory.

The Board of Directors appoints a second signatory, who acts as a substitute treasurer in the event of a vacancy.

### e. Expenditure Limits

- i. Expenditures exceeding fifty thousand dollars (\$50,000) must be approved at the Annual General Assembly. The resolution must be submitted as a notice of motion at the meeting. If a quorum cannot be reached at the Annual General Assembly, the Board may approve such an expenditure by adopting it with a two-thirds (2/3) vote at its next meeting.

### f. Accountability

The Board of Directors must submit its annual report to the Annual General Assembly. This report must also include a statement of the mutual aid fund.

### g. Remuneration

Members of the Board of Directors are not remunerated.

### h. Conflict of Interest

A director and any representative who has a direct or indirect interest that places their personal interest in conflict with that of MtF must disclose their interest and abstain from voting. This disclosure must be made in writing and recorded in the minutes of the board's deliberations. The person with a conflict of interest must avoid influencing the board's decision. They must also

withdraw from the meeting for the duration of the deliberations and the decision that concerns them.

#### i. Confidentiality

Directors are required to respect the confidentiality of the deliberations and decisions made by the board of directors when these relate to human resources or applications for mutual aid programs, both during and after their term of office.

### 4. Annual Budget

The board of directors must present a budget forecast at the Annual General Assembly. It must also include a forecast of the Coordination Committee's expenses, broken down by committee.

### 5. Financial Statements

The board of directors presents financial statements at each Annual General Assembly.

The General Assembly appoints an auditor and receives the financial statements. If the AGA does not appoint an auditor, it is the responsibility of the Board of Directors to do so before the next AGA.

### 6. Coordination Committee and Committee Expenses

The Coordination Committee may form committees to carry out its mandate. These committees may incur expenses within the limits of their mandate and allocated budget.

#### a. Budget

The committee budget is determined at the Annual General Assembly. Committees may request an adjustment to their budget from the Board of Directors during the fiscal year.

#### b. Expenditure Limits

Committees may incur expenses of less than five hundred dollars (\$500) from resolutions adopted by a majority of the members present at a committee meeting.

#### c. Accountability

Committees provide an annual report of their activities for the preparation of the annual report.

## 7. Membership Dues

The amount of annual membership dues is stipulated in Article 3.04 of the General Bylaws. The Board of Directors may, upon request from individuals belonging to marginalized groups and if circumstances warrant, waive the amount established for supporting members.

## 8. Reimbursements

Members or employees who have incurred expenses related to the activities of the Board of Directors, a committee, or an affiliated collective are reimbursed upon presentation of a detailed invoice and a payment receipt.

A reimbursement form is made available by the Treasurer and is attached (Appendix A).

Travel expenses must have been incurred in the course of employment-related duties in the case of an employee, or to fulfill a mandate in the case of members. The reimbursement rates for travel and meal expenses of the federal public service apply<sup>2</sup>.

## 9. Fundraising

All fundraising carried out on behalf of MtF must be approved by the Board of Directors.

Fundraising activities that specifically target the mutual aid fund must be clearly identified as such using visuals and communication tools specific to it.

---

<sup>2</sup> In accordance with the National Joint Council Directive in effect at the time of the expenditure  
<https://www.njc-cnm.gc.ca/directive/d10/en>

## Section 2 - Mutual Aid Fund .

### 10. Principles

The Mouvement establishes a mutual aid fund to finance the mutual aid programs identified in this section of the financial management policy.

### 11. Fund Administration

The Board of Directors is responsible for the financing, planning, and administration of the Mutual Aid Fund. It appoints a committee to manage the programs.

Financial contributions to the fund are entirely dedicated to the programs. Administrative costs and the committee's discretionary budget are allocated to the operations of MtF.

The Board of Directors ensures that the current annual disbursement of the programs, as stipulated in the annual forecasts, is available in cash during the fiscal year. The fund's assets may not be tied up, except in securities with guaranteed return for a term not exceeding 36 months.

### 12. Programs Management Committee

#### a. Role

The committee manages mutual aid programs. It is also responsible for advertising the programs, selecting applicants, determining grant amounts, and communicating with applicants.

#### b. Composition

The Committee is composed of three members appointed by the Board of Directors. The Board of Directors may also appoint a substitute member, who may, in the event that a Committee member is unable to attend a meeting, act as a Committee member for that meeting.

The members and the substitute are appointed for a term of two years, with the possibility of reappointment. The Board may remove a Committee member or the substitute if they commit serious misconduct, refuse to perform their duties, are absent in a manner that affects the proper conduct of the Fund's operations, or otherwise fail to fulfill their duties.

A removed member may appeal the decision and be reinstated on the Committee upon the unanimous recommendation of the three remaining members. They may not appeal a second time.

#### c. Powers

The committee issues calls for applications, receives applications, communicates its decisions, promotes the mutual aid programs and ensures the application of their criterias.

The committee is autonomous in its decisions and adopts the procedures necessary for its proper functioning, within the limits permitted by the bylaws and policies. It applies the program objectives and criteria in good faith and ensures that it makes the necessary recommendations to the board of directors to fulfill the mutual aid fund's mandate.

The committee appoints a coordinator, who ensures the application of the policy, the convening of meetings, and accountability for the committee.

#### d. Meetings

##### i. Frequency

The committee meets at least four (4) times a year to manage applications for the direct aid program and other programs in force.

##### ii. Convening

Meetings are convened by the committee coordinator designated by the members. Meetings must be convened at least two (2) days in advance.

##### iii. Quorum

The quorum for committee meetings is three people. In the event that a member cannot attend, the substitute contributes to the quorum.

#### e. Discretionary Budget

The committee has a discretionary budget to carry out its mandate.

The committee's budget is determined by the Board of Directors and may be used by members to encourage the participation of people in vulnerable situations, receive training, pay for supplies, reimburse members' transportation costs, or any other expense deemed necessary to carry out its mandate.

The Board of Directors may periodically require the committee to justify certain expenses.

#### f. Vacancies

In the event of a vacancy on the committee, the substitute becomes a full member of the committee. If there is no substitute to fill the vacancy, the Board of Directors shall appoint a replacement within thirty (30) days of the vacancy taking effect.

#### g. Confidentiality

The members of the committee, as well as the substitute, are required to respect the confidentiality of applications, deliberations and decisions during and after their mandate.

## h. Conflict of Interest

When reviewing submissions to mutual aid programs, committee members or substitute who have a family member, household member or themselves who has applied to the program must disclose their interest and refrain from participating in the meeting and avoid influencing the committee's decision. In the event that a member refrains from participating in the meeting, the substitute member may take their place.

# 13. Direct Aid Program

## a. Objectives

The main objective of the direct aid program is to support MtF members in precarious situations with urgent financial needs.

## b. Mandate

The program awards cash grants to individuals to meet specific financial needs. Applications are evaluated and prioritized according to an assessment grid established by the committee and ratified by the Board of Directors (Appendix B).

## c. Eligibility

To be eligible, an application must be submitted by an MtF member using the form determined by the committee and communicated to the Board of Directors (Appendix C). This form must be completed in accordance with the evaluation grid (Appendix B).

There is no annual application limit, but an individual may not submit more than one application per round.

## d. Rounds

### i. Frequency

The committee holds a minimum of four (4) rounds per year;

The Board of Directors may authorize the committee to hold more rounds upon its request and if the financial situation permits;

The committee provides the Board of Directors with the application submission dates for the upcoming fiscal year no later than March 15th.

### ii. Budget

The Board of Directors provides the committee with a budget for each round prior to the application deadline. The committee must select applications within the allocated budget.

### iii. Amounts

Grants can be awarded up to \$500 per application, with no minimum.



The committee may exceptionally award an amount exceeding the limit if all members deem it necessary, but this amount must not exceed one-third ( $\frac{1}{3}$ ) of the total budget for the round.

#### iv. Duration

Calls for applications are posted for a minimum of fourteen (14) days and a maximum of thirty (30).

#### v. Publicity

Calls for applications must be posted in the newsletter, on social media, and at MtF's head office. They must include the application deadline, the allocated amounts, a summary of the program's objectives and selection criteria, and the contact information for the application form.

#### vi. Procedure

The rounds normally proceed as follows:

1. The committee meets to determine the duration of the call for applications and establish its work schedule based on members' availability;
2. The committee manager publishes the details of the call;
3. Candidates complete the submission form;
4. The committee meets to analyze the submissions and allocate the amounts;
5. The committee communicates its decision to the treasurer and candidates;
6. The treasurer transfers the funds or presents the check to the candidates.

## 14. Collective Initiatives Support Program

### a. Objectives

The main objective of the collective initiatives support program is to develop the political and community capacities of members.

### b. Mandate

The program awards grants for the implementation of projects or the continuation of existing initiatives.

Applications are evaluated and prioritized based on an evaluation grid adopted by the committee and ratified by the Board of Directors (Appendix D). Among other things, the grid evaluates the projects' relevance to advancing MtF's objectives, their anticipated impact, and the marginalization of the individuals who spearhead them.

### c. Eligibility

To be eligible, an application must be submitted by a member of MtF.

## d. Rounds

### i. Frequency

The committee must hold a minimum of one (1) call for applications per year;

The board of directors may authorize the committee to do more at its request and if the financial situation permits.

### ii. Budget

The Board of Directors provides the committee with a total budget before the start of each call.

The committee must select applications within the allocated budget and may not award more than half of the total to individuals.

### iii. Amounts

Grants awarded to individuals may not exceed five hundred dollars (\$500), and those awarded to collectives vary depending on the application and may not exceed three thousand five hundred dollars (\$3,500).

The committee may exceptionally award an amount exceeding the limit for a project led by a collective if all committee members deem it necessary, without exceeding two-thirds ( $\frac{2}{3}$ ) of the total budget for the round.

### iv. Duration

Calls for applications are posted for a minimum of fourteen (14) days and a maximum of thirty (30).

### v. Publicity

Calls must be posted in the newsletter, on social media, and at MtF headquarters. They must include the application deadline, the amounts allocated, a summary of the program's objectives and selection criteria, and contact information for the application.

### vi. Procedure

The rounds normally proceed as follows:

1. The committee meets to determine the duration of the call and establish its work schedule based on members' availability;
2. The chair publishes the details of the call;
3. The candidates complete the submission form;
4. The committee meets to analyze the submissions and allocate the amounts;
5. The committee communicates its decision to the treasurer and the candidates;
6. The treasurer transfers the funds or gives the candidates the check.

# Annexe A - Formulaire de remboursement de dépense

Le formulaire est hébergé sur le Google Drive de MtF et peut être rempli à l'URL suivant:  
<https://forms.gle/6bic9DA3gRPEoosZ8>

[TRANSCRIPTION]

Remplir le formulaire pour obtenir un remboursement de dépenses. Vous devez **obligatoirement fournir un justificatif** incluant le détail des coûts et une preuve de paiement. Pour toute question, contactez-nous directement au **info@transfeministe.ca**. // Fill the form to get a refund for your expenses. You **must provide an itemized proof of purchase**. For any inquiry, please contact us directly at **info@transfeministe.ca**.

\* Indique une question obligatoire

1. Adresse **e-mail** \*
2. Votre **nom** // Your **name**\*
3. Pour quelle **organisation** demandez-vous un remboursement? // For which **organization** are you asking to be reimbursed?\*
- ☐ Dépenses d'un collectif (précisez)// Expenses for a collective (specify)
- ☐ Dépenses de MtF (incluant l'aide mutuelle)// Expenses for MtF (including Mutual Aid)
4. Si vous demandez un remboursement pour un **collectif, lequel?**// If the expenses are related to a **collective, which one?**
5. SVP fournir **une courte description de chaque dépense** // Please provide a **short description of every expense**\*
6. Veillez à donner une description utile pour comprendre la raison de la dépense, en restant clair·e et concis·e (ex.: "épicerie cuisine communautaire" plutôt que "carottes") // Be careful to give a useful description to understand the purpose of the expense while staying clear and concise (e.g. "community kitchen groceries" instead of "carrots").
7. **Montant total** réclamé// **Total amount** claimed\*
8. **Pièces justificatives**// **Proof of purchase**\*  
Doivent inclure le détail des coûts et la preuve de paiement // Must include the details and payment confirmation

9. Nous ne pouvons pas faire de transfert interac, préférez-vous être par chèque ou préférez-vous fournir vos coordonnées bancaires? // We're unable to make Interac etransfers, do you prefer check or direct deposit?\*
- ☐ Chèque (vous serez informé-e par courriel pour le récupérer)// Check (you'll receive an email)
- ☐ Virement bancaire (inclure les coordonnées bancaires dans la section suivante)// Direct deposit (provide information in the next section)
10. SVP fournir vos **informations pour recevoir un virement bancaire**. Si vous omettez de remplir cette section, vous serez remboursé-e par chèque par défaut. Vous serez contacté-e par courriel.
11. *Si vous téléchargez un spécimen de chèque, vous n'avez pas à fournir vos informations.*  
// Please provide your **informations to receive a direct deposit**. If you omit this section, you'll be paid through check by default. You'll be advised through email.
12. **Spécimen de chèque // Void check**
13. Fournissez votre **numéro de transit** (5 chiffres), **numéro d'institution** (3 chiffres) et votre **folio/numéro de compte** (7 chiffres) // Provide your **transit number** (5 digits), **bank code** (3 digits), and your **folio/account number** (7 digits)


SECURITY FEATURES INCLUDED - DETAILS ON BACK - CARACTÉRISTIQUES DE SÉCURITÉ INCLUSES. DÉTAILS AU VERSO


YOUR NAME \_\_\_\_\_ 1

DATE 20 \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Y Y Y Y M M D D

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_/100 DOLLARS  Security Features included. Details on back.

 **BANQUE DE MONTRÉAL**  
2310 DU FAUBOURG  
BOISBRIAND, QC J7H 1S3



MP

⑈001⑈ ⑆27601⑆001⑆ ⑆1234⑆567⑆

Transit # Bank code Account #

## Annexe B - Grille de sélection (aide directe)

**Grille de sélection** (*english below*)

<b>Admissibilité</b>	N'est pas transféminisée ou n'est pas au Québec  x0	Est transféminisée et se trouve au Québec  x1	
<b>Nature du besoin actuel</b>	Le besoin n'est pas particulièrement grave ou immédiat  +3	Le besoin est grave sans être immédiat ou immédiat sans être grave  +7	Le besoin est immédiat, grave et peut être significativement aidé par le programme d'aide mutuelle*  +10
<b>Situation</b>	La situation n'en est pas une de précarité  +1	La situation comporte un ou deux facteurs de précarité  +4	La situation accumule plusieurs facteurs de précarité**  +7
<b>Accès au filet social</b>	A accès au filet social fédéral / provincial  +0	N'a pas accès au filet social fédéral / provincial  +5	
<b>Implication</b>	N'est pas impliquée dans le combat de libération***  x1	Est une bonne camarade***  x1.5	
<b>Racisme systémique</b>	N'est pas racisée  x1	Est racisée  x1.5	
Total			

\*Exemples : Sans domicile fixe, travail du sexe, violence domestique...

\*\*Exemples : dette, problèmes de santé mentale, sans revenu, situation de handicap (avoir besoin de lunettes compte)

\*\*\*Exemples : gratuité des soins, revenu universel, couverture des soins pour migrant.es, statut de réfugié pour personnes 2SLGBTQIA+, décriminalisation du travail du sexe, décriminalisation des drogues, droit au logement

### Selection grid

<b>Eligibility</b>	Is not transfeminized or isn't in Quebec  x0	Is transfeminized and is in Quebec  x1	
<b>Nature of the need</b>	The need is not particularly dire nor immediate  +3	The need is dire without being immediate or immediate without being dire  +7	The need is dire*, immediate and can be significantly alleviated by the mutual aid program  +10
<b>Situation</b>	The situation is not precarious  +1	The situation has one or two precarity factors  +4	The situation compiles precarity factors**  +7
<b>Access to welfare</b>	Has access to canadian / provincial welfare  +0	Doesn't have access to canadian / provincial welfare  +5	
<b>Implication</b>	Is not involved in liberation struggles aligned with MTF***  x1	Is a good comrade***  x1.5	
<b>Systemic racism</b>	Is not racialized  x1	Is racialized  x1.5	
Total			

\*Examples : homelessness, sex worker, domestic abuse...

\*\* Examples : debt, mental health problems, no income, disability (needing glasses counts)

\*\*\* Examples : Free care, Guaranteed income, Healthcare coverage for migrants, Refugee status recognition for 2SLGBTQ+ people, Sex work decriminalization, Drugs decriminalization, Right to housing