



## Introduction from our President

***We are delighted you are interested in the International Wine & Food Society.***

The International Wine and Food Society (IWFS) is a ninety-year-old organization with over 6000 members worldwide. In the Americas, there are more than 76 branches with over 3,500 members.

The benefits of the International Membership include the opportunity to attend international festivals, vintage wine cards, quarterly newsletters, and annual international publications. In addition, there are national and regional functions that you can choose to participate in, if you are interested.

The greatest benefits lie in participation at the local level. Memberships are available to singles and couples, young and not so young, who have, or wish to acquire an appreciation of and education about food and wine. Planned activities include dinners focusing on wine and food pairings, wine tastings, wine tours, cooking demonstrations and other special events.

We would like to emphasize the fact that our intention is to be a club that cherishes friendship, and not simply a vehicle to enjoy good food and wine. Regular attendance creates that 'club' atmosphere. We do realize, however, that most of us have busy schedules and cannot attend all events. Our goal is to have 6-8 events during the course of a year. The events will usually be held on a weekday with charges covering only the actual expense of the activity. Events require advanced confirmation and payment to secure your reservation.

The Oakville Branch had its inaugural dinner on January 27<sup>th</sup>, 2004. We currently have approximately 40 members; the goal set by our Branch Executive Committee is of 50 members. This number was selected to minimize the possibility of exceeding the capacity of venues hosting events. When capacity for new members allows, our goal is to bring in new members with different areas of interest and occupations that are interested in fellowship, good food and good wine and have a willingness to contribute to the branch activities.

Andre Simon, founder of the International Wine and Food Society said: *"The object of the Society is to bring together and serve all who believe that a right understanding of good food is an essential part of personal contentment and health, and that an intelligent approach to the pleasures and problems of the table offers far greater rewards than the mere satisfaction of the appetite."*

We look forward to sharing the culinary adventures of this Branch with you.

Yours in wine, food, and friends,

Nicole Faucher  
President

# Members' Manual 2026

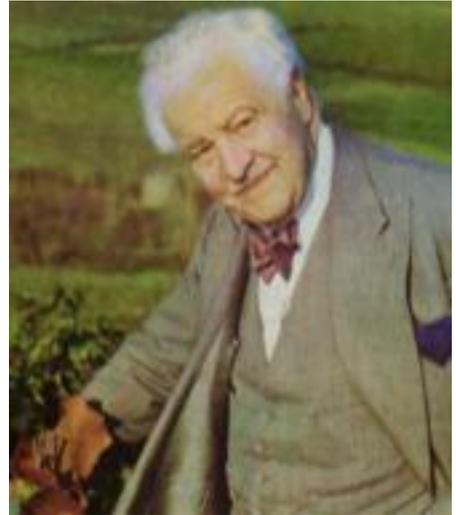
## Table of Contents

Section	Page
History of the Society	4
Aims of the Society	4
Andre Simon (Founder)	5
Benefits of Membership	6
By Members for Members!	8
Policies and Procedures	8
<b>Executive Committee Authority and Responsibilities</b>	<b>9</b>
President	9
Event Co-ordinator	10
Treasurer	10
Membership Director	11
Secretary	11
Past President	11
Communications Manager	11
Web Master	11
Cellar Master	12
Member(s) at Large	12
Wine Tour Committee	12
<b>Additional Responsibilities</b>	<b>13</b>
Awards	13
Enforcement	13
Meeting of the Executive Committee	14
Membership Status	14
Dissolution of the Branch	14
Modification of Policies & Procedures and Rules of Operation	15
<b>Annual General Meeting</b>	<b>15</b>
Election of Committee Members	16
IWFS Oakville & Membership Responsibilities	17
Membership Workflow Chart	19
Dues and Assessments	20

**PLEASE SEE APPENDICES TO MEMBERS' MANUAL IN SEPARATE DOCUMENT**

# History of the Society

The International Wine & Food Society (IWFS) is the oldest and most renowned independent wine and food society in the world. It was founded in 1933 by André L. Simon CBE, Légion d'Honneur, who was a dedicated and knowledgeable gourmet and a superb connoisseur of fine wines. Its key purpose is the promotion of a greater understanding and pleasure in good food, good wine and good company.



There are more than 6,000 members, from all walks of life, in over 150 branches and 30 countries throughout the world. The society is organized into three Regions: the Europe/ Africa Region, the Asia/ Pacific Region, and the Americas Region.

## Aims of the Society

The International Wine & Food Society exists to increase the knowledge and appreciation of the arts of the table. All its activities are designed to raise the standards of selection, preparation and service of good food and good wine. It provides opportunities for men and women, who have in common an interest in gastronomy, to meet, share and discuss these civilized pleasures.



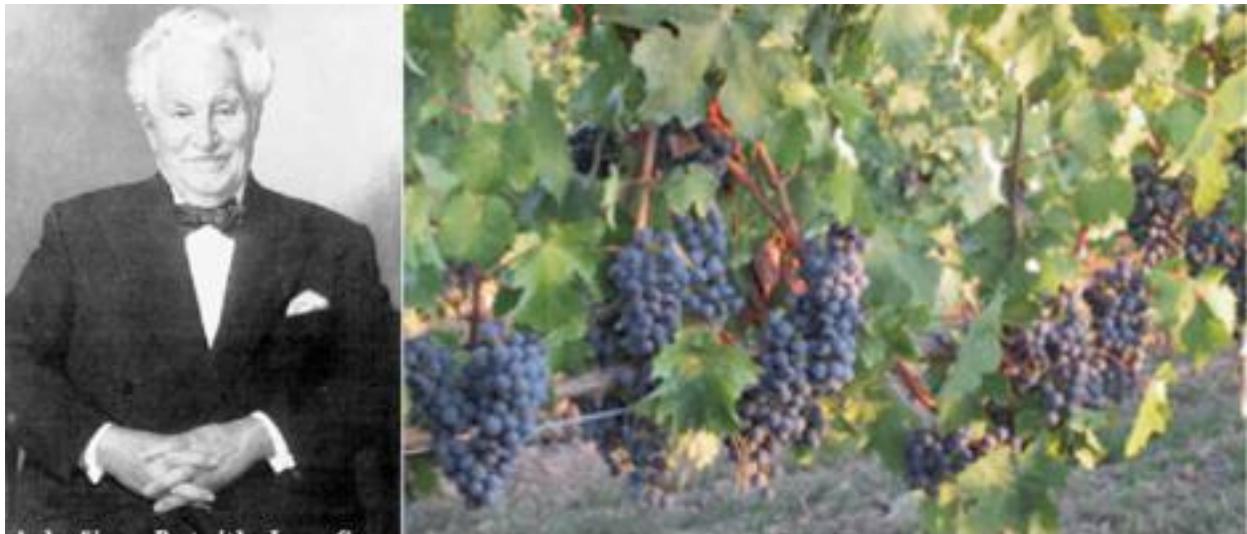
Founded in 1933 and spanning the world, the society has much prestige and influence, which it strives to constantly increase for the benefit, not only of its members, but of everyone. It believes, not merely that the world should be nourished, but that food and wine are more beneficial to health and contentment if they are enjoyable.

In the words of the founder André L. Simon, the object of the society is "To bring together and serve all who believe that a right understanding of good food and wine is an essential part of personal contentment and health, and that an intelligent approach to the pleasures and problems of the table offers far greater rewards than the mere satisfaction of appetite."

For more information on the IWFS, visit the website at: [www.iwfs.org](http://www.iwfs.org)

## André Simon (1877-1970)

André Simon, bibliophile, gourmet, wine connoisseur, historian and writer is unrivalled in his contribution to the "art of good living". Born in Paris, he came to London in 1902 as the English agent for the champagne house of Pommery and Greno. A year later, the editor of the Wine and Spirit Trade Review commissioned him to write twelve articles on the history of the champagne trade in England. Bitten by the bug of "printers' ink", Simon went on to write over 100 books and pamphlets on wine and food. Simon's knowledge of wine and food was encyclopaedic. His literary style is imaginative, clear, concise, and distinctive.



Simon collected wine books all his life, and his personal collection was one of the finest ever assembled by an individual. His love of books is well described by Hugh Johnson in the foreword to the Holland House facsimile reproduction of *Bibliotheca Vinaria*: "His senses of sight and touch were as well developed as his famous sense of taste. Books to him were objects of physical attraction. I remember many occasions when he took book after book from his shelves for me to admire their print, their woodcuts or their bindings.

He was one of the founders of The Wine Trade Club, and at thirty-two was elected its first president. He also founded the Saintsbury Club, a prestigious London dining club that still meets biannually.

In 1932, at the age of fifty-five, his life seemed shattered when he was discharged as Pommery and Greno's agent, however his bitterness and vow never to have any more to do with the wine trade were short-lived. Within months he was on his way to Madeira, and upon his return he attempted, unsuccessfully, to revive his adopted country's interest in Madeira wines. Shortly thereafter, he contracted with publishers to edit a series of popular books on wine.

With the help of his friend, A.J.A. Symons, Simon came upon the idea of forming a wine and food society, with Simon responsible for the dinners and tastings and for editing the quarterly journal that came to be known as Food and Wine. The idea quickly proved to be popular and within three weeks of its inception there were 232 members. The Wine and Food Society, later known as The International Wine and Food Society, consumed much of his time for the remainder of his life.

Simon believed that "a man dies too young if he leaves any wine in his cellar," and in keeping with that philosophy, only two magnums of claret remained in his personal cellar when he died at the age of ninety-three.

(from [www.iwfs.org](http://www.iwfs.org))

## Benefits of Membership

The benefits of the Society are always expanding at the local, national, and international levels. Briefly, they include:

- Opportunities to meet like-minded people through Branch activities in your own area and elsewhere, and by participating in the Society's wine and food festivals throughout the world;
- A quarterly publication, Wine, Food & Friends, with news and reports from over 75 Branches in the Americas, book reviews, details of events, and topical culinary and wine writing;
- An annual credit card sized wine Vintage Chart (produced by the top wine critics in the world), which serves as a membership card;
- The annual literary 'Food and Wine' journal and periodic pocketbooks which include authoritative articles on all aspects of food and wine;

- An online member's forum, as well as information provided by the society through prominent social networks;
- Use of the Society's reference library, the "André Simon Collection", housed in the magnificent Guildhall Library in London. For more information, please see <https://guildhalllibrarynewsletter.wordpress.com>
- Society members may stay at the base for the Society's International Secretariat, housed in The Naval & Military Club (The In & Out) at very reasonable rates and enjoy the full privileges of Club membership while in residence. The IWFS also has contacts at The Ritz Carlton on Piccadilly – contact the International Secretariat for details;
- IWFS Branch and members are covered by a commercial general liability insurance policy. Directors, officers and committee members are also covered by a directors and officers liability policy.
- Reduced admission charges to certain major food and drink exhibitions;
- Discounts at certain restaurants, hotels, bookshops and wine merchants;
- Access to London Club facilities at the 190 Club, Queen's Gate and at the English-Speaking Union, Mayfair;
- Introduction to specialist and lay members of the Society throughout the world and other help and assistance from the International Secretariat, based in London.
- Jointly funded scholarships for students pursuing culinary and oenological studies.
- Access to the IW&FS web site, which features a wealth of information such as restaurant recommendations, links to other Branches, and worldwide events.
- Access to the 'ASK Andre' application for advice on wine pairings.

# By Members for Members!

Members are encouraged to actively engage in the planning of our events by volunteering to host an event. The event may be a wine tasting, a dinner or something completely different such as a non-wine focused event like an olive oil tasting. The location of the event can vary with the theme and may take place at a restaurant, in your home or at other locations, such as an art gallery or on a boat. Only your imagination, and the reasonableness of the budget, can restrict the event.

The Event Directors on the Executive Committee are available to work with and support you in the planning of an event. Members of the Executive Committee are available to discuss your ideas either in person or on the phone and to go with you when you make initial contact with a potential venue. They can assist with event budgeting, negotiations, and wine selection. The level of support you receive is up to you. Help is always available

**A guide for an event organization is available in Appendix B**

## Policies & Procedures

**The Aims and Purposes of this Branch are to achieve the maximum enjoyment of good food and fine wine in the company of the best companions.**

All information about the Oakville & Area Branch, its members, including its membership directory and its affairs shall be private; any and all information to be published shall be authorized only by the President, or as directed by the President, with the consent of the Executive Committee. The Branch shall comply with the Articles of Association of the International Wine & Food Society Limited (the "Society"), and the Charter granted to the Branch by the Society.

The Executive Committee shall be responsible for implementing all Policies and Procedures, aims and purpose of the Branch, rules and regulations of the membership, as well as management of all the financial affairs of the Branch. It shall make all arrangements for the Branch's social events except those designated to the President and his designees or committees. It shall approve and authorize payment for all purchases of wine, food and any other materials or services required to operate the Branch. In addition, it may delegate such of

these approvals and authorizations as it chooses to the President and his or her designees or committees.

# **Executive Committee Authority and Responsibility**

## **President**

The President shall be the Chief Executive Officer of the Branch. He/she shall be responsible, subject to Executive Committee approval, for managing the affairs of the Branch and guarantee that the aims and purpose of the society are upheld. This shall include the appointment and designation of such individuals and committees and the purchase of such materials, supplies, and services as may be necessary to implement the Aims, Purposes, and Affairs of the Branch. He/ she shall also preside at the Executive Committee meetings, at the Annual General Meeting, and at any other general or special meeting of the membership.

Any and all of the Branch assets and documents not required to be maintained by the Secretary or Treasurer shall be maintained in the custody of the President, who shall at the end of his/her term of office, convey and deliver all of these items to the newly elected President.

He/she shall also maintain contact with the International, and National Society's and with other Branches and report to the Branch all issues affecting or having interest to the Oakville and Area Branch. For all matters requiring a director's vote, the President will have a deciding vote if required in the event of a tie.

One of the Event Directors shall preside at all meetings in the President's absence and assume the duties of the President should he/she become unable to attend to his/her duties until a new President is elected.

The President will chair the nominating committee, which will be composed of the President, Membership Director and Past President.

Eligibility to stand as President is based on serving at least one year as a member of the Executive team. The President's term of office will not exceed

a period of 2 successive years unless no other candidate is proposed for the position.

## Events Director(s)

The Event Director(s) shall preside at all meetings in the President's absence and assume the duties of the President should he/she become unable to attend to their duties until a new President is elected.

The Event Director(s) shall appoint from the members in good standing for each of the Branch's Events, one or more Hosts.

It shall be the responsibility of the Host(s) to recommend to the Event Directors: the time, date, location, limit and number of attendees, and dress code for the event; the menu and wine selection for the event; the cost and recommended charge to members for the event.

The President or his/her designee(s) shall put in place the procedures to be followed for the execution of each event and only the President shall have the authority to bind the Branch for any proposed event.

The Event Directors are responsible for maintaining the high standards expected by the membership for its events.

## Treasurer

The Treasurer shall be responsible for all the financial affairs of the branch including paying of all invoices, collecting dues and event fees, completing annual budgets, maintaining accurate financial records, and reporting the financial position of the Branch to the Executive Committee and general membership at the AGM

Also, in his/her responsibilities:

Paying on behalf of the Branch its national and international dues.

Receiving, banking, and accounting for all dues, fees and assessments.

Overseeing all bank accounts and insurance policies

Accounting for the cost and receipts for all Branch events.

Disbursing funds on behalf of the Branch, subject to the President's approval.

Providing to the Executive Committee at all scheduled Executive Committee meetings an accounting of financial transactions.

Invoicing and collecting dues and fees.

## Membership Director

The Membership Director will assume all responsibilities involved in processing the applications for membership. He/she will also assist the President to nominate positions on the Executive Committee and other positions. The Membership Director will also ensure that all members receive all the benefits they are entitled to by managing and regularly updating the membership tracker spreadsheet and calling members when needed or by sending members what is owed to them (i.e., name tags, vintage cards, gifts, membership certificates awards, award certificates, etc.)

## Secretary

The Secretary shall maintain all records of the membership, all meetings of the Branch and its Executive, together with all other records pertaining to the Society and exercise such other duties as may be assigned by the President or the Executive Committee. They shall also coordinate the AGM in terms of giving notice of the AGM, organizing, and collecting documents for the AGM as well as sending the AGM invitations to the membership 30 days prior to the AGM.

The Secretary shall maintain all records of the membership, all meetings of the Branch and its Executive, together with all other records pertaining to the Society and exercise such other duties as may be assigned by the President or the Executive Committee.

## Past-President

The immediate Past President of the Branch shall serve as a non-voting member of the Executive Committee at the discretion of the current President but no longer than one year.

## Communication Director

The Communication Director is responsible for all membership announcements, hard copy menus, chef certificates, and support for the Event Director(s), EC members and reports prepared and submitting articles and pictures to the IWFS magazine.

## Webmaster

The Webmaster is responsible the maintenance and updating of the website and posting events and pictures of events to the website.

## Cellar Master

Reporting to the President and the Executive Committee, the Cellar Master is mainly responsible for the selection, purchase, and inventory management of the IWFS Oakville Branch wine cellar to achieve the set objective to use up to 50% of our own wines at the IWFS events. The Cellar Master will work with the Event Directors to select appropriate wines for tastings and determine suitable wine pairings with the menus for other events.

The objective of the IWFS Oakville Branch Wine Cellar is to provide, within 3 to 5 years, up to 50% of the wines used at IWFS Oakville Branch events. The anticipated cellar size is 300 bottles and purchases are based on a yearly budget allocated by the Executive Committee.

The Branch wine cellar is the sole property of the current Branch members in good standing and departing members forfeit any claim to the Branch cellar contents.

The Cellar Master is responsible for updating the cellar management software on a regular basis and provide inventory access to the Executive Committee quarterly, and members yearly, prior to the Annual General Meeting

## Member(s) At Large

Can be added as a way to welcome new potential EC members and prepare them to take a role whilst assisting the EC members. They will be assigned by the EC to a specific committee or task.

## Wine Tour Committee

To organize the wine tour and other special events.

**NOTE:** Assistant Directors & co-Directors will be nominated as required by the various EC directors to fulfill their duties.

The membership hereby confers upon its Officers the authority and responsibility to manage the affairs of the Branch.

## Additional Responsibilities:

### **Awards**

The President, subject to the Executive Committee's approval may make and present such awards that support and maintain the Aims and Purposes of the Branch with the Membership Director to coordinate these awards (i.e., merit awards for the EC members, anniversary certificates).

### **Enforcement**

The Executive Committee may in their sole discretion for conduct unbecoming to the Aims and Purposes of the Branch, or for failure to conform to the Policies and Procedures, warn, suspend, or expel any member. A majority vote of Executive Committee shall be required for any and all of these actions.

### **Meetings of the Executive Committee**

The Executive Committee shall meet at least four (4) times per year, at a time, date, and place, as determined by the committee. A notice shall be sent not less than ten (10) days prior to the Meeting. Additional and or emergency meetings may be called at any time by the President or at the request of a majority of the Executive Committee upon notice as provided herein.

The President shall submit to each member of the Executive Committee the agenda for the next upcoming meeting of the Executive Committee at least one day before that meeting.

At the outset of any meeting of the Executive Committee a vote of those present is to be made to accept or reject the agenda presented by the President for that meeting.

At the outset of any meeting of the Executive Committee a vote of those present is to be made to accept or ask for modifications to the minutes of the previous meeting of the Executive Committee.

The Secretary is to send to each member of the Executive Committee the minutes of the previous meeting of the Executive Committee and aim for this to be done within 10 days of that previous meeting.

The Events Coordinator is to allow any paid-up member to attend at their will any event held by the IWFS Oakville Branch. For events with limited space the first two weeks of registration will be open to members only. Following the two weeks registration will be open to guests.

### **Membership Status**

In addition to regular membership, the Executive Committee may create such additional memberships such as honorary members if, in their sole opinion, it furthers the Aims and Purposes of the Branch.

### **Dissolution of the Branch**

In the event of the dissolution of the Oakville Branch, all remaining assets including the wine cellar shall be disbursed after the payment of all liabilities as determined by a majority vote of the members in good standing. The President will have a deciding vote, if required, in the event of a tie.

### **Modification of the Policies & Procedures for Organization and Rules of Operation**

Modification shall be upon recommendation of the Executive Committee, subject to a majority vote of the members in good standing, attending a duly constituted meeting of the Branch, wherein the required Notice of Amendment has been provided to the members in the same manner as the Notice of the Annual General Meeting.

# Annual General Meeting

- a. The Annual General Meeting shall be held on or before April 30th, at a time, date, and place to be designated by the Executive Committee. Notice shall be sent at least thirty (30) days in advance of the event. Included with the notice will be:
  1. Minutes of the previous Annual General Meeting
  2. Financial report
  3. Branch's membership list
  4. Cellar inventory
  5. Agenda

All to be presented and approved at the Annual Meeting.

- b. At this meeting, all business involving the membership, including budget, election of Executive Committee and Officers, confirmation of dues, changes to the Policies and Procedures and fees shall occur.
- c. Twenty-five percent of the Membership in the Branch constitutes a quorum for this meeting. Proxy votes shall be included in the count for quorum. All matters presented shall prevail or fail based upon a simple majority of those members in good standing, including those carried by Proxy, present at the meeting. The President will have a deciding vote, if required.
- d. All committee directors to present a report on the past year's activities
- e. An emergency meeting of the membership may be called at any time by the President and/or a majority of the Executive Committee upon ten (10) days' notice, at the date, time and place so designated in the notice.

## Election of Committee Members

- f. The Branch shall elect every year the Executive officers, who shall collectively serve as the Branch's Executive Committee until a new President is elected and becomes the Past President. The Immediate Past President shall serve on the Executive Committee in a non-executive role. It shall be their duty to implement the Policies and Procedures, rules, and regulations of the Branch.
- g. At least four (4) weeks prior to the date of each Annual General Meeting, the Past President, President, and the Membership Director shall form a Nominating Committee with a mandate to recruit candidates prepared to stand for election to the executive committee.
- h. At least four (4) weeks prior to the Annual General Meeting date, the Nominating Committee shall submit to the Executive Committee a recommended slate of members for the Executive Committee. The President and the Nominating Committee shall determine the eligibility, qualifications and willingness of the slate to serve.

Only those members evidencing a serious commitment to the Aims and Purposes of the Branch, having minimally a basic knowledge of wine and foods, and a willingness to enforce the Policies and Procedures, Rules, and Regulations of the Branch should be considered for nomination.

- d. The recommended slate shall be presented at the Annual General Meeting for a vote.
- e. The office of President shall be filled by a member who has served as an Officer or member of the Executive Committee for at least one (1) year.
- f. Additional meetings of the membership may be held as directed by the President and/or majority of the Executive Committee. Any such meeting shall be published and scheduled in the same manner as the Annual General Meeting.
- g. All meetings of the membership, Executive Committee, and committees shall be conducted in accordance with Roberts' Rules of Order.

## IWFS Oakville Member Responsibilities

The IWFS Oakville Executive Committee takes seriously doing everything possible to protect members' safety. All events are planned with your safety in mind. Members bear most of that responsibility for their personal actions and the actions of their guests.

As members of the IWFS Oakville Branch, you have certain responsibilities that comes with membership, governed by the following principles:

1. Members and their guests are responsible for their own safety with respect to the consumption of alcohol and the operation of transportation vehicles.
2. You have read and understand the IWFS Oakville Branch's **Alcohol Policy & Photo Policy** and will comply with these policies. (Available in **Appendix C.**)
3. Members are responsible for their guest's behavior. The same covenant of behavior that applies to members is valid for their guests.
4. Members are responsible for full payment of a reservation whether or not they and their registered parties attend the event. All consideration will be given to the member for finding a replacement or if cancellation is possible with the venue operator. A booking/reservation is by whatever means (Mail, Electronic or Phone), for an IWFS-sponsored Event. Confirmations of booking/reservation are not normally sent out.
5. Members and their guests are expected to be appropriately attired in accordance with the venue's dress code (business casual attire).
6. Members are responsible for the payment of their Initiation Fees, Annual Dues, and assessments within 30 days of notification, usually at the beginning of the year (late fall). All fees will be set annually by the President and approved by the Executive Committee.
7. Members will not bring underage guests, as defined by the Ontario Liquor act.

## Eligibility & Number of Members

Membership shall be by invitation and is restricted to people twenty-one (21) years of age or older. The Branch reserves to itself its membership, which is presently limited to 60 members.

Once the capacity of the chapter is reached if and/or when someone has been approved for membership, he or she can continue to attend events as a guest until such time as the membership allows enough space for them to join.

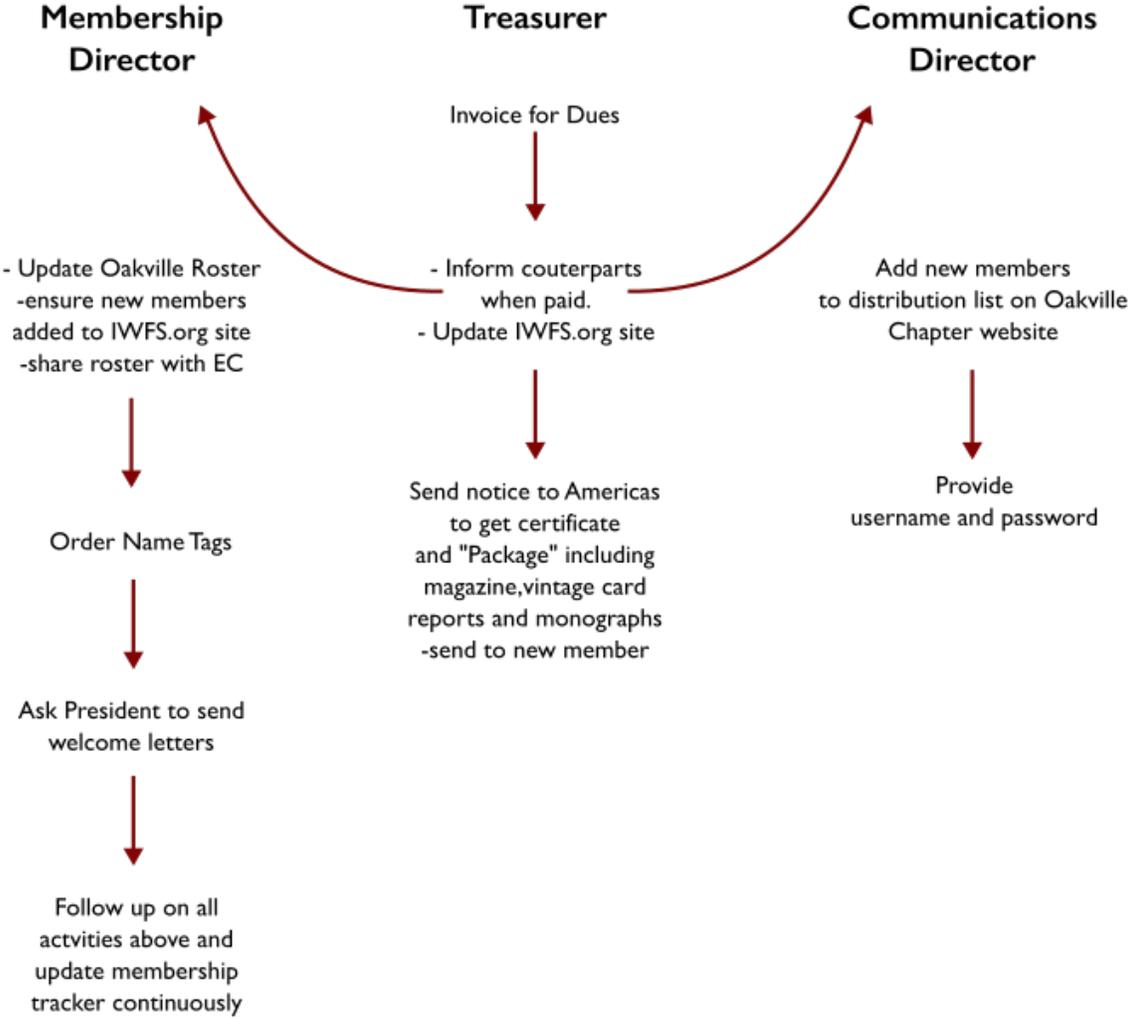
It is the decision of the Executive Committee to determine when capacity has been reached. This will be determined by the average number of events attended by members in a given year, and by whether or not members are having difficulty registering for events because of capacity.

Increase or decrease in membership shall be upon the recommendation of most of the Executive Committee subject to approval by a majority vote of the membership at the Annual General Meeting.

## Election of New Members and Limitations of Membership

- a. The aims and purposes of this Branch are to achieve the maximum enjoyment of good food and fine wine in the company of the best of companions. Any member in good standing may propose a new member when capacity for new membership allows. To be elected to membership, prospective members shall:
  - Have a willingness to contribute to the branch activities.
  - Possess different areas of interest and occupations that are interested in fellowship, good food and good wine.
  - Attend at least two (2) Branch events before being proposed for membership.
- b. The Membership Director will circulate potential new applications to the Executive Committee for review and approval to ensure prospective members match the criteria listed above in a. Application form in Annexe E.
- c. A newly elected member shall have thirty (30) days from the date of notification of election to pay all dues, fees, and assessments, which shall be set forth in the notification letter sent by the Membership Director. Until payment is received, he/she is not permitted to attend any society affairs, and non-receipt of payment within this period shall cancel the election (payment starts the membership).
- d. When there are more candidates for membership than vacancies available under membership limitations, then the date of receipt of the completed application shall be determinative.
- e. Membership shall only be in accordance with the procedure herein set forth above.

# MEMBERSHIP WORKFLOW UPON ACCEPTANCE



## DUES AND ASSESSMENTS

<b>Membership</b>	
Existing Members annual fee	\$130
New Members annual fee (Year 1)	\$100
One time branch initiation fee	\$100

- a. Initiation fees, annual dues, and assessments shall be set by the President, approved by the Executive Committee, and confirmed by a majority vote of those attending the Annual General Meeting. This action shall be taken at every Annual General Meeting.
- b. Notice of annual dues and assessments shall be sent to the membership on or before November 15 of each year. All dues and assessments are due December 1. A second notice will be sent to members whose dues are not received by December 15. If no payment has been received within fifteen (15) days of the second reminder, the Membership Director shall contact the non-paying member before it is deemed that they have resigned, and the membership shall be cancelled.
- c. Charges for events are due and payable and must be received on or before the event date by e-Transfer. Should payment be received after the event date, a late charge may be assessed.
- d. No member shall be permitted to attend any event if there is an unpaid event fee or late charge. Upon payment of any delinquent event charge and late fee, this prohibition is removed.
- e. If there remain any unpaid dues, assessments, event fees, or late charges, a delinquency notice containing the unpaid items will be sent by the Treasurer (and cc the Membership Director). If payment has not been received within thirty (30) days of the notification, then a second notice shall be sent which may include a late charge. If no payment has been received within fifteen (15) days of the second notification date, the non-

paying member shall be deemed to have resigned and the membership shall be cancelled.

- f. Reinstatement can only occur by payment in full and a determination of good cause for reinstatement by the President, seconded by a majority of the Executive Committee.
- g. There is no refund of any dues, fees, wine cellar contents, or assessments paid by any member upon their resignation or departure from the Branch for any reason.
- h. Annual Membership fees cover the cost of membership in the IWFS, branch administration, IWFS newsletters, wine vintage card, invitations to inter-branch events, etc.
- i. The Branch initiation fee covers the fees paid to the International Wine & Food Society, membership certificates, nametags, and setup of the Oakville Branch.

**APPENDICES**  
**To Members' Manual 2026**

<b>Contents</b>	<b>Page</b>
Appendix A – Guide for An Event Organization	23
Appendix B - Alcohol Policy	27
Appendix C – Photo and Video Policy	28

# **Appendix A – GUIDE FOR EVENT ORGANIZATION**

## **Ideally At Least Eight Weeks Prior to the Event**

Once the tentative date and theme have been set, the next step is to secure the location. Depending on the nature of the event and time of year, expect 30 – 60 members and their guests to attend. The Event Directors will help ballpark attendance for an event that may be restricted by the size of the venue.

## **Initial Meeting with Restaurant / Venue**

Meet with the owner or manager, explain who we are and the benefits of hosting an IWFS event at their restaurant or other venue which include:

- Our members tend to return to selected location
- Word of mouth will promote the characteristics and quality of the restaurant / location;
- Many of our Members entertain personally or for business and are always looking for restaurants to recommend;
- We tend to fill restaurants, so booking the event on an off night would generate incremental revenue;
- The event description may be published in the IWFS Newsletter of the Americas, which is read by IWFS members throughout North America.

## **Determine if the location is appropriate for a Branch event.**

Do they have a private room or would we need to take over the entire restaurant? If the latter, does the tentative date work with the venue or does it have to be adjusted? Review the seating arrangements. We prefer large hollow square tables. If that is not possible, the fewer the tables and the bigger the tables the better.

If the restaurant wants a guaranteed number of attendees in order to close the restaurant for the night, please discuss with the Event Directors or President. If it is absolutely necessary and we agree, then the guarantee, if over and above the agreed attendance, should be at a cost per person that would represent the gross profit and not the total cost.

Take along copies of menus from previous dinners. This gives the venue some idea of what is expected at an IWFS event. Discuss the event theme and have a high-level discussion on the number and size of courses. As we tend to have five or six courses,

smaller portions are preferable and help control costs. Ask the restaurant to propose a menu that will both challenge the Chef and show off what they can do.

Ask for some background information on the restaurant that we can include in the invitation and for an electronic version of their logo (often available from the commercial printer of the restaurant's menus), which you will email to the Communications Director on the Executive Committee.

Book a follow-up meeting two to four weeks later, with the Owner/Manager and/or Chef, to review their proposed menu and discuss wine pairings.

## **Wine**

Discuss with the Cellar Master and/or Event Directors who will pair and purchase the wines. One option can be to use the restaurant's wines while another would be to use some wines from the restaurant and some from our cellar and/or the LCBO. As we build our cellar we will slowly transition to using more of our own wines.

Verify if they have a wine agent or supplier they want us to work with to pair wines to the menu. The wine agent may have some good deals to pass on and would be encouraged to participate in the event to explain the wines and potentially make them available to our members for purchase. This gives them some visibility and encourages better wines at a lower cost.

If we are using wines from our cellar or the LCBO, discuss corkage fees. Many restaurants waive this fee, however, in some cases this is not possible. If corkage fees are mandatory, more than \$30 per bottle may be prohibitive.

A common order of wines for an event: start with a sparkling wine, followed by white, then red wines ending with a dessert wine. If we are serving 5 – 6 wines, talk to the venue about the size of the pours, which we try to keep to 2-3 oz. per selection. A 2oz. pour x 6 wines is 360ml, pour no more than ½ litre per person per person.

## **Event Pricing and Guests**

Events are planned to break even. As a non-profit organization we do not attempt to make money from our events. Our goal is to create exceptional value for our members. Events at members' homes are more affordable, in part because we don't pay corkage, and may range from \$70 to \$90. Dinners at restaurants may range from \$125- \$150, whereas special events such as the Christmas dinner or our wine tour may be up to \$250. Wine tasting events are meant to be very affordable, ranging from \$60 to \$100, depending on the wines being featured.

The total budget for food and wine must include corkage fees, taxes and gratuity.

- Guests are always welcome at our events.
- However, events with space limitations will be offered to members first.

- Guests will be charged a "Guest Premium" of \$10 or \$20, depending on the underlying cost of the event. This may be waived for some events, and will be determined by the executive committee.

## IWFS Oakville Responsibilities Event Guidelines

8. A member of the IWFS Oakville Branch is a person who has fully paid their annual membership fee and is not delinquent or in arrears of any event fees. Their name will appear in the membership directory.

9. Any event sponsored by the IWFS Oakville Branch can only accommodate a portion of our members, in accordance with the event's venue capacity and availability of specific wines to be served. Members are encouraged to book early to ensure their reservation(s). The reservation policy is "first come first served".

## RESERVATIONS

10. An event reservation is confirmed upon receipt of full payment from the member or the member's guest sent to [payments@iwfsoakville.com](mailto:payments@iwfsoakville.com). The Webmaster will ensure the link for payment is always available on the Website.

11. When the maximum number of participants is attained, a waiting list will be established. In order to be on the wait list, an email should be sent requesting such to [info@iwfsoakville.com](mailto:info@iwfsoakville.com)

12. It is the responsibility of each member or guest to contact the restaurant directly for special pre-arranged menu adjustments for any dietary restrictions. The member should do so early on and clearly identify the event as an IWFS event and the date.

## CANCELLATION AND REFUNDS

13. A member who fails to attend an event after making a reservation may be held accountable to pay the full booking fee, unless cancellation was made prior to the stated cut-off date or a paying substitute is found, or the restaurant does not charge IWFS for the no-show reservation.

14. Any request for cancellation and refund made on or after the specified cut-off date must be approved, otherwise, the member may incur a charge or have their payment processed.

## GUESTS

15. All non-members attending an event are "guests."

16. Unless otherwise stipulated, guests are welcome at events. A member should be judicious in the number of guests invited since there is always the possibility that there may be more members wanting to attend than there is space available.

17. The guest guideline for a member is to invite only one person or a couple. If, a member wants to invite more than one couple, he or she must verify availability beforehand with the event organizer. Members should consider guests as possible prospective members for sponsorship. Attendance at no less than two events within the previous year is suggested for prospective members.
18. Guests should have a genuine interest in wine and food. A member should not use IWFS as a vehicle simply to entertain friends or business clients or to fulfill a social obligation.
19. Although most events are open to guests, the Executive Committee may impose certain restrictions on guests, including:
- i Invitation restrictions for Members Only events.
  - ii Limitations on the number of guests that a member may invite.
  - ii. Members have reservation priority before guests are permitted to attend the function.
20. Guests will be charged the full non-member reservation fee when applicable.
21. A member is responsible for the payment of his or her guest(s) and will be invoiced for any guest who fails to pay.

## ATTIRE AND ETIQUETTE

22. The dress code is casual business attire. On occasion, a more formal attire may be required. This will be specified at time of event announcement.
23. Unless otherwise specified, smart casual attire may be worn at an in-home event, such as a tasting, or at an outdoor event, such as a BBQ.
24. Members and their guests should be attentive when a chef, a winemaker, or an IWFS officer addresses the group. Since these individuals have worked to organize and to undertake the event, each member's attention and cooperation is only appropriate -- and is appreciated.
25. Members are responsible for their guests' conduct and adherence to the IWFS Oakville Alcohol Policy.
26. Members should try to meet and welcome new members or guests.
27. As sponsored / invited guests, IWFS Members are to act in accordance with the House Rules of the Club or facility where the event is held. This includes, but is not limited to, dress code, use of communication devices, smoking policy and any other matters specific to the facility.
28. Alcohol is to be limited to that provided by IWFS Oakville unless a specific request is made of a member in advance by the Cellar Master or Branch President.
29. Members bringing alcohol for their private consumption will not be tolerated. If there is to be any private wine served at an IWFS-sponsored event, it will be for all attendees and only with prior authorization. This may include the LCBO requirement of a "Special Occasions Permit"

30. Members who have a concern at an event should relay that concern to an Executive Committee member. All communication between the Club/facility and IWFS will be done through the IWFS event organizer, President or designated Executive Club member.

31. The Executive Committee is responsible to convey any rules and regulations, as may be deemed specific to an event or facility, to the membership in advance of the event.

We may update the Member Responsibility from time to time. Members and their guests are responsible for adherence to these policies.

## **Appendix B – ALCOHOL POLICY**

The IWFS Oakville Branch Board has constituted a “Alcohol Policy” for Members and Guests when attending IWFS Oakville events.

Members of the IWFS and their guests are reminded that it is their responsibility to drink responsibly. The liquor license act of Ontario states in part that:

No person shall sell or supply liquor or permit liquor to be sold or supplied to any person who is or appears to be intoxicated. R.S.O. 1990, c. L.19, s.29.

The Board of Directors (“The Board”) of the IWFS Oakville Branch (“The Branch”) will act to ensure that we are always compliant with the appropriate parts of the Liquor License Act of Ontario.

- It is the policy of the Branch that members and guests attending an event are responsible for drinking responsibly.
- At private events (in homes, board rooms, places that cannot be rented by the public), anyone may serve alcohol, with or without a Smart Serve certificate.
  - At all events held in public places (restaurants, art galleries, venues for rent, golf courses, etc.), only individuals that have an Ontario Smart Serve certificate may serve alcohol.
- Only members and guests who are of legal drinking age may be served.
- Persons who, in the opinion of a member of the Board, appear to be intoxicated will be refused alcoholic beverage service.
- With the invitation to each event, a reminder of the branch's policy toward alcohol will be included and must be acknowledged by the member.
- From time to time, the board will review the alcohol service policy.

All members and guests must cooperate in the enforcement of this policy. All members of the Branch are equally responsible for and encouraged to assist each other with the enforcement of this policy.

The Board has developed this policy to ensure that the Branch is compliant with the law and in what it believes to be the best interests of the branch, its members, and their guests.

## **Appendix C – PHOTO AND VIDEO POLICY**

Event photos/videos are used as a means of informing the entire International Wine & Food Society, Oakville Branch (hereafter known as the IWFS) and the larger IW&FS community, of IWFS Oakville Branch events, meetings, or tours.

### **Policy**

All recordings, video tapings and photographing, including digital photography, by any means, including but not limited to cell phone, involving IWFS Oakville Branch Members and their guests will be related to IWFS events/or extra-curricular activities.

No video recording or photographing, including digital photography, will be used for commercial purposes. Exceptions to this policy are large public events, such as vineyard tours events, presentations, etc., and images as collected by News Media organizations, which are beyond our control.

Video programs may be edited and broadcast to the IWFS community on the IWFS Oakville.org web site or in the IW&FS publications.

As a member, you understand that all videotaping and/or photographing, including digital photography, done by IWFS members can be utilized for educational and event enrichment, or for IWFS community information purposes, and will not be commercially aired or distributed. As a member, you understand that no associated confidential, registry, or member records information will be released in recorded, video or photographic form.

As a member, you give permission to be included in event-related recordings, videotaping and photographing, including digital photography, of IWFS Oakville activities. All recording/videotaping/photography will be related to IWFS sponsored events only.

It is also understood that IWFS members or personnel may edit and prepare video productions using commercially available or personal video and computer equipment.

### **Member Requested Deletion**

Should any image be not to your liking or complementary, it will be removed from the IWFS website within 10 business days of the receipt of a written request. This action by the IWFS Oakville branch will preclude any further legal recourse against the society, its members and/or its Board of Directors at the time in question of publication on the IWFS website ([iwfsoakville.com](http://iwfsoakville.com)).

### **Member Acknowledgement**

As a member, you acknowledge that you have read this Recording/Videotape/Photography Authorization document and agree to its terms.