



## **1.0 STATEMENT**

- 1.1 The CMS is committed to supporting Canadian linguistic duality in the promotion of the advancement, discovery, learning and application of mathematics. The CMS goal is to achieve the best possible provision of services in either language of choice.
- 1.2 This policy statement informs CMS members, employees, officials and others of the manner in which CMS supports the use of English and French languages across all CMS activities.

## **2.0 ADVERTISING**

- 2.1 Advertisements will be produced in English, French or bilingually depending on the nature of the advertisement and the specific venue.

## **3.0 ANNUAL GENERAL AND OTHER MEETINGS**

- 3.1 When a meeting, conference or seminar includes members of both official languages, efforts will be made to ensure that participants feel free to use the language of their choice.

## **4.0 COMMUNICATION**

- 4.1 The CMS encourages the use of either official language. Interactions with CMS staff and officials will be supported in English or French.

## **5.0 CORPORATE IDENTITY**

- 5.1 CMS stationery, business cards, forms, etc. will be produced in bilingual format.

## **6.0 CORRESPONDENCE**

- 6.1 CMS correspondence may be conducted in either English or French. Communication received in French or English will be replied to in that language. CMS initiated communication will generally be in English outside Quebec and in French inside Quebec, subject to a known language choice of a recipient.

## **7.0 DIRECT MAIL**

- 7.1 Generic direct mailings originating from the CMS will be issued bilingually or provide for a language choice.

## **8.0 MEDIA RELEASES**

- 8.1 Media releases will be issued bilingually and a spokesperson, in or for either language will be available to comment where necessary.

## **9.0 MERCHANDISING AND LITERATURE**

- 9.1 CMS will endeavor to provide all corporate materials in bilingual format. If separate English and French material is provided, they will be equal in terms of format, size, quality and prominence. The objective is to secure simultaneous presentation or publication in English and French formats.

## **10.0 OPERATIONAL AND GOVERNANCE DOCUMENTS**

- 10.1 CMS aims to produce operational and governance materials, such as annual reports and committee terms of reference, in a bilingual format.

## **11.0 PRESENTATIONS**

- 11.1 All CMS corporate presentations will facilitate the use of either official language. Research presentations at CMS events will support the use of either official language by a contributing researcher.

## **12.0 PUBLICATIONS**

- 12.1 All CMS corporate publications will be produced in a bilingual format with at least key portions presented in both languages. CMS journals, magazines, and newsletters will support the use of either official language by a contributing author; general information regarding any publication (i.e. masthead, publisher, submissions, copyright, etc.) will be made available in both languages.

## **13.0 PROGRAMS**

- 13.1 Corporate information regarding CMS programs will be provided in English and French. CMS programs delivered by a partner will be delivered in accordance with the language policy of the partner. Programs sponsored by the CMS will be delivered in accordance with the language policy of the provider.

## **14.0 SIGNAGE**

- 14.1 All CMS signage will be bilingual. When separate English and French signs are provided, they will be equal in terms of format, size, quality and prominence.

## **15.0 WEB SITE**

- 15.1 All posting on the CMS web site will provide for a page presentation in either English or French. Posted material authored by a third party or linked to a third party will be presented in the language of the author and subject to the nature and use of the posting, may be provided translated and subsequently re-posted in both languages by the CMS.

## **16.0 POLICY CHANGES**

- 16.1 Changes to this policy may be made from time to time and updated on the CMS website.  
16.2 Administrative and operational changes to the policy can be made by the CMS Executive Director.  
16.3 A change in policy must be approved by the CMS Board of Directors.

## **17.0 ENQUIRIES**

- 17.1 The CMS official responsible for monitoring compliance with this policy is the Board of Directors.  
17.2 The CMS official responsible for the application of this policy is the CMS Executive Director.  
17.3 Enquiries regarding the application, information, suggestions, complaints, concerns, etc. regarding this policy should be directed to the CMS Executive Director as follows:  
a) by mail to: Executive Director, Canadian Mathematical Society, 209 – 1725 St. Laurent Blvd, Ottawa, ON K1G 3V4  
b) by e-mail to: [director@cms.math.ca](mailto:director@cms.math.ca)  
c) by phone to: 613-733-2662 ext 721  
17.4 Enquiries will usually be responded to within five (5) business days.

## **18.0 AUTHORITY**

This corporate policy was approved by the CMS Board of Directors on June 2, 2011.