

CANADIAN FEDERATION OF UNIVERSITY WOMEN Guelph
Chartered 1945

CONSTITUTION AND BYLAWS
May 2010

CONSTITUTION

ARTICLE I - Name

1. The name of this organization shall be CANADIAN FEDERATION OF UNIVERSITY WOMEN Guelph (referred to subsequently as CFUW Guelph or the Club).
2. The name 'CFUW' shall not be used in speaking or writing on any matter contrary to established CFUW policy.
3. When there is no established CFUW policy, the Club name may be used in speaking or writing on matters of local concern provided these are in accordance with the aims of CFUW and not contrary to any policy adopted by CFUW or by the Ontario Council.

ARTICLE II - Purpose

1. To advance human rights and to improve the status of women.
2. To encourage members to put their education and experience to use in the community.
3. To arouse and sustain among members an informed interest in public affairs; to encourage an active participation in such affairs by qualified women; and to provide an opportunity for effectual, concerted action.
4. To cultivate excellence in education and to encourage the higher education of women.
5. To participate in the work of the Canadian Federation of University Women and the International Federation of University Women.
6. To promote understanding, friendship and cooperation among members.

ARTICLE III - Non-Profit Status

The Club shall be carried on without purpose of gain for its members. Any profits to the Club shall be used in promoting its objectives.

BYLAWS

BYLAW I - Membership

1. The membership of the Club shall consist of women who are in agreement with the purposes of CFUW, pay the prescribed dues and are included in one of the following categories:
 - a. Members - hold an approved degree from a college or university recognized by the Committee of Standards of the International Federation of University Women or have earned a professional qualification that currently requires a university or college degree. They shall have full voting rights.
 - b. Associate Member - a member who does not qualify for regular membership, as stated in By-Law I.1a. She shall support the objectives and purpose of CFUW, is entitled to all the privileges and responsibilities of membership in CFUW and shall pay full CFUW per capita dues. Associate Members shall not exceed twenty-five per cent of the total number of members.

- c. Life Members - Members who have given outstanding service to the Club; proposed by the Executive Committee and approved by Club membership. They shall retain previous membership rights.
 - d. Honorary Members - Women who have made a significant contribution to the development of society in ways consistent with the purposes of CFUW may be made Honorary Members of CFUW Guelph; proposed by the Executive Committee and approved by Club membership and CFUW. Honorary Members shall neither hold office nor have voting privileges.
 - e. Student Members – are full-time university or college students, and are enrolled in a degree, diploma, or equivalent program that could lead to graduate studies, and are residents of Canada.
2. The membership year is September 1 to August 31.
 3. Members in good standing may transfer to another Club by applying to the Member Services Chair for a notice of transfer.
 4. Only members in good standing are eligible to join Club interest groups.
 5. Guests who are eligible for membership are permitted to attend no more than two general meetings annually prior to becoming members.

BYLAW II - Membership Dues

1. The membership dues shall be reviewed annually by the Executive Committee; changes must be approved by Club membership.
2. The membership dues shall include levies as follows:
 - a. Members - CFUW, CFUW Ontario Council and CFUW Guelph
 - b. Life Members - levies are assumed by the Club
 - c. Honorary Members - levies are assumed by the Club
 - d. Student Members – CFUW, CFUW Ontario Council and CFUW Guelph
3. Membership dues are to be paid on or before August 31st.
4. New members are women who have never belonged to any CFUW club. Those new members joining the Club after February 1 shall pay the annual membership dues less the CFUW levy for this year.
5. Members who have paid the CFUW levies and provincial levies for the current year through another club shall have these amounts deducted from their dues.

BYLAW III - Finance

1. The fiscal year of CFUW Guelph shall be May 1 to April 30.
2. Cheques shall be signed by any two of the following: Treasurer, President, Vice-President, Past President.
3. The Treasurer shall make extraordinary disbursements only when authorized to do so by the Executive Committee. Any extraordinary disbursements over \$150.00 for one purpose can be authorized by the members at a General Meeting only if proper notice has been given. An extraordinary disbursement is defined as any disbursement not already allocated in the annual budget, or for a purpose not already stipulated in the accounts system.

4. The Executive Committee shall appoint a person(s) to perform the annual financial review and to submit a report to the annual general meeting.
5. Requests from individuals or other organizations for donations shall be considered in light of the Purpose of CFUW Guelph and available resources.

BYLAW IV - Executive Committee

1. The Executive Committee shall consist of:

- a. Officers

- (1) Past President
- (2) President
- (3) Vice-President
- (4) Secretary
- (5) Treasurer

- b. Committee Chairs

- (1) Communications Chair
- (2) Hospitality Chair
- (3) Member Services Chair
- (4) Program Chair

2. The term of office shall be one year. An individual may hold the same office for a maximum of two consecutive years. For Committee Chairs, the term may be extended for one more year at the discretion of the Executive.
3. In the event of the resignation or death of a member of the Executive Committee or the Nominating Committee, a successor shall be appointed by the Executive Committee in consultation with the Nominating Committee.

BYLAW V - Duties of the Executive Committee

1. The Executive Committee shall direct the activities of the Club subject to the approval of the membership.
2. The Executive Committee shall appoint the following: Archivist; Examiner of Financial Records; Trustees of Scholarships and Awards Trust Fund.
3. Duties of individual Executive Committee members:
 - a. The Past President shall:
 - i. act as advisor to the President and to the Executive Committee
 - ii. chair the Nominating Committee
 - iii. send notes of congratulation, sympathy and condolence on behalf of the Club.
 - b. The President shall:
 - i. preside at all general meetings of the Club and of the Executive Committee
 - ii. be an ex-officio member of all Committees except the Nominating Committee
 - iii. be the Club's official spokesperson or appoint a designate in her place
 - iv. be responsible for receiving and disseminating CFUW communications
 - v. notify the Executive Committee members of Executive meetings
 - c. The Vice-President shall:
 - i. perform the duties of the President when the President is absent or unable to act
 - ii. be responsible for receiving and disseminating CFUW communications in coordination with the President
 - iii. be Chair of Policy and Resolutions Committee

- d. The Secretary shall:
 - i. keep the minutes of all general and Executive Committee meetings. (In her absence, the President shall appoint a replacement from the Executive Committee.)
 - ii. distribute Executive meeting minutes to Executive members and Club meeting minutes to the membership after approval of the President.
 - e. The Treasurer shall:
 - i. be responsible for the conduct of the financial affairs of the Club - see BYLAW III - Finance
 - ii. submit financial records at the end of the fiscal year to the Examiner of Financial Records
 - iii. submit written reports at Executive Committee meetings and interim reports to the membership
 - iv. prepare a budget for the following year in consultation with the Executive Committee
 - v. make budgeted disbursements by authority of the Executive Committee and unforeseen disbursements over \$150.00 by authority of the membership
 - vi. make investments in consultation with the Executive Committee
 - vii. be a Trustee of the Scholarship and Awards Trust Fund
 - f. The Communications Chair shall be responsible for the production and distribution of:
 - i. a newsletter, including Notice of Meeting, preceding each general meeting
 - ii. notices of special meetings
 - iii. an annual program and registration form
 - g. The Hospitality Chair shall:
 - i. be responsible for all hospitality activities
 - ii. be the liaison with the meeting facility manager
 - h. The Member Services Chair shall be responsible for:
 - i. the member records and membership lists
 - ii. compiling, printing and distributing the membership directory
 - iii. coordinating interest groups
 - i. The Program Chair shall:
 - i. be responsible for programs for all general meetings
 - ii. present a draft outline of the programs for the coming year at the June Executive Committee meeting
 - iii. provide a list of programs in August to the Communications Chair.
4. The Executive Committee may assign additional duties as required.
 5. Committee Chairs may add assistants as required from the membership at large.
 6. Each member of the Executive Committee shall submit a written report in preparation for the annual meeting.

BYLAW VI - Committees

1. Standing Committees

- a. Chairs of Standing Committees shall be appointed by the President, with the approval of the Executive Committee, not later than the first meeting of the Executive Committee in September. They shall submit a written report in preparation for the annual general meeting. Standing Committees shall report to the Executive Committee.
- b. The following shall be the Standing Committees and their duties:

- (1) The Archives Committee shall: be chaired by the Archivist; keep a record of all matters pertaining to the history of the Club, and an indexed listing of such material; be responsible for an annual compilation of a list of special honours to Club members in the fields of education, professional life, arts and letters, and public service.
- (2) The Education Committee shall assist the Club in carrying out the purposes of the Club related to education.
- (3) The Policy and Resolutions Committee shall: be chaired by the Vice-President, who shall also act as representative to the Legislation Committee of CFUW/Ontario Council; review and prepare for presentation to the Executive Committee all briefs and resolutions originating with Club members or interest groups; review briefs and resolutions originating with CFUW, CFUW/Ontario Council and other organizations.
- (4) The Status of Women and Human Rights Committee shall work to improve the economic, legal and professional status of women.

2. Special Committees

Special committees may be appointed at a general meeting of the Club or by the Executive Committee. The scope of special committees shall be outlined by the Executive Committee.

7. Scholarship Committee

The Scholarship Committee shall be the Trustees of the Scholarships and Awards Trust Fund.

BYLAW VII - Meetings

1. General Meetings

- a. A minimum of seven general meetings shall be held between September and May.
- b. No more than two general meetings per year shall be open to the public.
- c. Members shall be notified of meetings.
- d. The annual meeting shall be held in May.
- e. Special meetings may be called by the Executive Committee. The Executive Committee must call a special meeting upon receipt of a request signed by a minimum of 10% of the members stating the general nature of the issues to be addressed. Notice for special meetings must be given at least ten days in advance and include the date, time, place and purpose.
- f. A quorum for a general, annual or special meeting shall be 10% of the members eligible to vote.
- g. Members who are unable to attend any meeting may offer their proxy vote in writing to any other member who will be in attendance. Proxy votes will be counted as quorum as if the absent member were in attendance.

2. Executive Committee Meetings

- a. Executive Committee meetings shall be held no less than six times per year at such time and place as the Executive Committee shall determine.
- b. A quorum for an Executive Committee meeting shall be 60% of the Executive Committee.

BYLAW VIII - Nominations and Elections

The Nominating Committee, chaired by the Past President, shall include two members not of the Executive Committee. It shall be responsible for preparation of a slate of the Executive and Nominating Committees for the following year.

In the January newsletter, the Nominating Committee shall request the names of potential nominees from the membership.

No member shall be nominated as a candidate unless her consent to serve has been obtained.

The Nominating Committee shall notify all members of the slate in the April newsletter and shall present this slate to the April general meeting. Further nominations may be made from the floor or submitted in writing at the April meeting.

Elections shall be held at the annual meeting in May. Whenever two or more persons are nominated for the same office, the voting shall be by ballot, with scrutineers appointed by the President.

BYLAW IX - Interest Groups

Interest groups may be formed with the approval of the Executive Committee and shall be co-ordinated by the Member Services Chair. Only members in good standing are eligible for membership in the groups. Interest group expenses shall be met by the group concerned.

BYLAW X - Amendments

The Constitution and By-Laws may be altered or amended by a vote of two-thirds of the members present at any general, annual or special meeting, provided that a quorum is present. Any such alteration or amendment must have been submitted in a notice of motion to a previous general meeting and circulated to all members.

BYLAW XI - Rules of Order

All proceedings of this organization shall be governed by "Robert's Rules of Order, Newly Revised", except in cases where these conflict with provisions of the Constitution and By-Laws of the Club.

BYLAW XII - Dissolution and Disbursement of Funds

In the event of the dissolution of the Club for any reason whatsoever, the funds remaining in the Club's account, after payment of all debts and liabilities including current CFUW levies, will be distributed as agreed upon by the membership and in accordance with the Purpose of CFUW Guelph.