

CONSTITUTION of CANADIAN FEDERATION OF UNIVERSITY WOMEN - BURLINGTON

Revised-2009

The Canadian Federation of University Women - Burlington was established in 1957 and is a member of the Canadian Federation of University Women, founded in 1919. In 1994, the CFUW - Burlington Foundation was set up as a charitable trust for the administration of monies designated for scholarships.

Section I - Name and Purpose

Article I

The Name of this organization shall be:
Canadian Federation of University Women - Burlington (CFUW - Burlington)

Article II

The Purpose of this organization shall be:

1. To assist in developing a sound concept of educational values and in maintaining high standards of public education in Canada; to promote higher education of women; to encourage continuing education through the granting of scholarships.
2. To foster a sense of responsibility and encourage university women to place their education and professional training at the service of the community.
3. To create and sustain among members an intelligent interest in public affairs in the political, social and cultural fields; to encourage an active participation in such affairs by qualified women; and to provide an opportunity for effective concerned action.
4. To provide an opportunity for fellowship and social activity among university women graduates in the community.
5. To participate in the work of the Canadian Federation of University Women and the International Federation of University Women.

Section II - By-Law of CFUW - Burlington, hereafter known as the "Club"

Article I – Membership

1. Regular Membership: Regular Membership shall be open to women who have earned a degree, diploma or equivalent qualification from an institution of higher education, or been accepted for a masters or doctoral program at a recognized tertiary institution or earned a

professional designation or qualification that currently requires a degree, diploma or equivalent qualification.

Members shall be entitled to all Club privileges, to hold office and to vote. Members shall abide by the rules and regulations of the Constitution.

2. Student Membership: Student membership shall be open to women who are full-time university or college students or enrolled in a degree, diploma or equivalent program that could lead to graduate studies.

3. Honorary Membership: Women who have rendered distinguished service toward realizing the objectives of the Club may become honorary members after being recommended by the Executive Committee and elected by a 2/3 majority of the members present at a General Meeting. One month's notice of motion shall be given. Honorary members shall not hold office, nor vote, and shall not exceed in number 2% of the membership. They are not required to pay dues.

4. No member of the Club shall make any public statement in the media or elsewhere which commits or suggests commitment by the Club to an action or policy without the consent of the membership.

5. The Membership Directory shall be for personal use only, and availability for business use is strictly forbidden.

6. Guests who are eligible for membership are permitted to attend no more than two meetings annually before becoming full-paying members.

Article II - Executive Committee

1. The officers of the Club shall be:

- a. Past President
- b. President
- c. Vice-President
- d. Recording Secretary(ies)
- e. Treasurer.

2. The Convenors are:

- a. Membership
- b. Program
- c. Communication
- d...Social
- e. Interest Groups
- f. Advocacy

3. i. The Representatives to Ontario Council - CFUW Standing Committees are:

- a. Education
- b. Legislation
- c. Status of Women

ii. The Representatives to Ontario Council - CFUW Standing Committees shall be incorporated into the Executive.

4. The Executive Committee shall consist of the Officers of the Club, the

Convenors and the Representatives to Ontario Council-CFUW Standing Committees as outlined above. It shall direct the activities of the Club, subject to the approval of the General Membership.

5. The term of office shall be one year, with a maximum of three consecutive years in the same office. No person shall be on the Executive Committee for more than four consecutive years unless proceeding to the office of President or sitting as a Representative to the Ontario

6. In the event of a resignation or death of a member, the Executive Committee shall appoint a successor to fill the vacancy for the remainder of the term of office.

7. Each member of the Executive Committee shall attend Executive Committee meetings and shall perform such duties as pertain to her office.

Article III - Duties of the Executive and Convenors

1. Past President shall:

- a. act as a resource for the President and other members of the Executive Committee during the year following expiration of her term as President.
- b. present the Club with a slate of officers for the following year at the Annual Meeting.

2. The President shall:

- a. preside at all meetings of the Club and the Executive Committee
- b. be an ex-officio member of CFUW - Burlington Foundation and of all committees, except the Nominating Committee
- c. represent the Club at Regional, Provincial and National meetings of CFUW whenever possible.
- d. be one of the signing officers for cheques.
- e. be a member of the Finance Committee.
- f. meet with the Program Convenor(s) to assist in planning General Meetings.

3. The Vice-President shall:

- a. assist the President and perform the duties of President when requested by her to do so
- b. be a member of the Finance Committee
- c. act as the Club's parliamentarian and oversee the resolutions.
- d. be an ex-officio member of CFUW - Burlington Foundation.
- e. be one of the signing officers for cheques

4. The Recording Secretary(ies) shall:

- a. record the minutes of all meetings of the Club and Executive Committee.

5. The Treasurer shall:

- a. collect fees and have custody of all funds of the Club, keeping proper books of account and making disbursements as directed by the Club or the Executive Committee
- b. submit a financial statement to general meetings as required and an annual statement at the end of the fiscal year, and submit all books for audit when required
- c. be an ex-officio member of CFUW - Burlington Foundation.

6. The Membership Convenor(s) shall:

- a. investigate all questions pertaining to membership
- b. maintain an up-to-date record of all members
- c. notify those members who are in default of dues
- d. be responsible for maintaining and distributing the Membership Directory.

7. The Program Convenor(s) shall arrange:

- a. the programs for the General Meetings
- b. the hospitality shown to speakers
- c. the printing of the yearly Club program.

8. The Social Convenor(s) shall:

- a. be in charge of all social arrangements for Club functions.

9. The Interest Group Convenor(s):

- a. oversee the functioning of the interest groups.
- b. ensure that all members of these groups are paid-up members of the Club.
- c. facilitate the establishment of new interest groups
- d. act as a liaison between interest groups and the Executive.

10. The Advocacy Convenor(s) shall:

- a. facilitate the functions of the Advocacy Committee
- b. encourage awareness and effective membership response to appropriate social issues
- c. promote the advocacy and communication of CFUW policies
- d. ensure effective action specific to Article II of the Constitution

11. The Communication Convenor(s) shall:

- a. coordinate the following committees: Publicity, Archives, Newsletter, Website and Circle of Care
- b. attend executive meetings
- c. liaise with Membership, Program and Social Convenors

The Publicity coordinator shall:

- a. be responsible for all publicity and media notices of the Club
- b. keep records of special media publicity and photos of all club events
- c. publicize the club's scholarship work and acknowledge recipients in the media
- d. expand the club's profile in our community

The Archives coordinator shall:

place the following for the current year in the Burlington Public Library Archives

1. Club program
2. membership list
3. newsletters
4. annual report
5. minutes of general and executive meetings
6. constitution revisions
7. ledger(photocopy as interim step and ultimately the ledger itself).

The Newsletter coordinator shall be responsible for:

- a. producing a regular newsletter, which shall include notice of

of the time and place of future General Meetings and other pertinent Club information

- b. all advertising published in the newsletter
- c. collecting the reports and publishing the Club Annual Report.

The Website Coordinator shall:
be responsible for the maintenance and updating of the website.

The Circle of Care coordinator shall:

- a. liaise with the Membership committee
- b. maintain a Circle of Care committee
- c. make up an annual telephone tree for the membership
- d. co-ordinate rides for those members who may need transportation to meetings and events of the club
- e. organize the acknowledgement of members who have served 20,25,30,35 plus years with the club
- f. respond with compassion to the needs of members as they arise.

12. Each convenor shall prepare a summary submission for publication in the Club Annual Report.

13. Each Convenor shall maintain books and records throughout her term of office in accordance with CFUW archive policy.

Article IV - Delegate Policy

- 1. The President or designate shall represent the Club at Regional, Provincial and National meetings.
- 2. The Representatives shall represent the Club at meetings of the Ontario Council - CFUW Standing Committees.
- 3. Delegates shall be funded as established in 'The Delegates' Fund Document'.

Article V - Special Committees

- 1. The Executive Committee or the membership at a General Meeting may appoint a special committee and give it the power as necessary to discharge its duties.
- 2. A written report shall be submitted to the Executive Committee upon completion of the special committee's duties.

Article VI - Interest Groups

- 1. Participation in Interest Groups is open to all members in good standing.
- 2. Groups may be formed by the Interest Groups Convenor(s) according to the wishes of the membership.
- 3. Each group shall appoint a leader who is responsible to the Interest Group Convenor(s). The time and place of meetings shall be at the discretion of the group.
- 4. Groups shall be responsible for their own funding. Methods of raising money for their activities must have the approval of the Executive Committee.
- 5. No group shall use the Club name, nor submit comments to the media without the approval of the Executive Committee.

Article VII – Meetings

1. Unless otherwise determined by the Executive Committee, the General Meetings of the Club shall be held the fourth Monday of the month, with a minimum of six meetings during the year beginning in September.
2. The Annual Meeting shall be held in May to elect and install officers and approve the Annual Reports.
3. Meetings of the Executive Committee shall be held no less than six times a year, at such time and place as the Executive and/or the President may determine.
4. Quorum:
 - a. Those members present at a General Meeting at the time of the vote shall constitute a quorum
 - b. A majority of the Membership of the Executive Committee shall constitute a quorum for an Executive Committee meeting
 - c. Proxy votes may be registered in writing with the President.

Article VIII - Motions and Resolutions

1. Any member or group of members who wishes to present a motion or resolution pertaining to local Club issues shall submit this motion or resolution to the Executive Committee in writing. The Executive Committee shall circulate the submission with its recommendation to the membership one month prior to any vote. Such submissions should inform members that a two-thirds majority is necessary.
2. A motion committing the Club to any course of action other than CFUW policy or a resolution expressing the opinions of the Club on questions of public interest must be confirmed at a General Meeting by a 2/3 majority of the voting body.
3. Members who cannot be present at a General Meeting may record their votes and send them to the President prior to the meeting.

Article IX - Fees and Finance

1. Each member shall pay an annual fee in the amount recommended by the Executive Committee and approved by the Membership.
2. All fees are due on or before October 31, after which a penalty shall be levied.
3. A member failing to pay her annual fee by the second General Meeting shall be notified by telephone by a Membership Convenor. Anyone in default by December 1 shall cease to be a member in good standing until such time as she has paid the annual fee plus penalty.
4. All members of Interest Groups must be Club members in good standing.
5. Members in good standing in another Club shall not be required to pay the Federation per capita fee twice, but must designate to which Club this fee shall be paid. Such a member would be Dual Member.
6. The fiscal year shall be from June 1 to May 31.
7. An auditor shall be appointed by the President before the May Executive Committee Meeting. He/She shall audit the books of the Treasurer. The audited financial statement of the previous fiscal year shall be voted upon at the September General Meeting.
8. Money for all routine expenditures shall be voted by the Executive Committee. All other disbursements in the amounts exceeding three hundred

dollars (\$300) shall require the approval of a majority of the voting body at the next General Meeting of the Club after notice of motion has been duly given.

9. The Finance Committee shall consist of the President, the Vice President, and the Treasurer. The former treasurer should also be included. They shall prepare a budget in consultation with other Executive Officers and Convenors of Standing Committees. A proposed budget shall be presented and voted upon at the September General Meeting.

10. The signing officers will be the President, the Vice-President, and the Treasurer. Only two signatures are necessary on any cheque.

Article X - Nominations and Elections

1. The Past President will be responsible for drawing up a slate of officers to serve in the subsequent year and to present this slate at the Annual General Meeting. She may call upon the services of other members to help.

2. Each nominee must be a member in good standing and must signify her consent to stand for election.

3. Additional nominations may be made from the floor provided the nominee's consent has been obtained. These nominations from the floor must be seconded.

4. Officers and Convenors of the Club shall be elected at the Annual General Meeting. Ballots will be used when there is more than one candidate for an office. If there is no contested office, the Recording Secretary shall be instructed to move a motion of acceptance of the slate of officers.

5. Installation of Officers and Convenors shall take place at the Annual General Meeting. Term of office is twelve months, June 1 to May 31.

Article XI - Additions and Amendments

This Constitution with its By-law may be altered or amended by a vote of 2/3 of the members present at any General Meeting. The membership must be notified in the Newsletter of any proposed alteration or amendment prior to the vote. The vote will take place at the next General Meeting.

Article XII - Parliamentary Authority

Questions of Procedure not covered in this Constitution shall be determined by reference to Robert's Rules of Order.

Article XIII - Dissolution and Disbursement of Funds

In the event of the dissolution of CFUW Burlington, all its assets remaining after payment of its liabilities shall be distributed to the CFUW Burlington Foundation.

THE DELEGATES' FUND DOCUMENT

PURPOSE:

The purpose shall be to financially support and encourage participation by Burlington Club members in activities relating to the Canadian Federation of University Women (CFUW).

ACQUISITION OF FUNDS:

1. The Delegates' Fund shall consist of income derived from the following sources:
 - a) an amount not to exceed fifteen percent (15%) of each annual membership fee.
 - b) unused Delegates' Fund Money from previous years
 - c) bank interest from the Delegates' Fund Savings Account

DISTRIBUTION OF FUNDS:

1. Funds shall be distributed in the following order of priority:
 - I. Registration fees for Club representatives to attend meetings of the Ontario Council Standing Committee, three (3) meetings each year.
 - II. Funding for the Club President or her designate to attend all Regional, Provincial, and National meetings of CFUW. Funding could include registration, transportation, and accommodation at the most economical level. The level of funding should be arranged with the Financial Committee well before the event.

MANAGEMENT OF FUNDS:

1. The Club Executive shall be responsible for maintaining and operating the Fund.
2. The Club Treasurer shall maintain separate records for the account and prepare a financial statement to be included in the annual audited financial statement of the Club.

DISSOLUTION OF THE FUND:

The Executive, with the approval of the General Membership, shall have the power to terminate the Fund and return the remaining monies to the General Club Funds