

**CONSTITUTION
of
CANADIAN FEDERATION OF UNIVERSITY WOMEN -
BURLINGTON
Revised-2013¹**

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 Purposes

Article I

The Name of this organization shall be:

Canadian Federation of University Women - Burlington (CFUW - Burlington)

Article II

The Purposes 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 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.

1 It is the intention of CFUW Burlington that the Constitution be reviewed at least every five years. If warranted, the constitution could be reviewed sooner.

Section II - Bylaws
of
CFUW - Burlington, hereafter known as the “Club”

Bylaw I - Membership

In accordance with CFUW (National) [*Articles and Bylaws*](#) 12 July 2013

Bylaws *B. Interpretation: Definitions; and Bylaw C*, Items 7 and 11

1. Regular Membership: A woman is eligible for regular membership in the Club if she supports the purposes of CFUW and has:
 - a. Earned a degree, diploma or equivalent qualification from an institution of higher education or
 - b. Been accepted for a masters or doctoral program at a recognized tertiary institution or
 - c. Earned a professional designation or equivalent qualification that currently requires a degree, diploma or equivalent qualification or
 - d. CFUW (National) Articles and Bylaws, (Bylaw C, Item 7), requires that the club shall be made up of “predominantly graduate women” with “predominantly” defined as 80% (See CFUW (National) Articles and Bylaws: Bylaw B). Therefore, a woman who does not meet the criteria described in 1 (a.) (b) or (c) above, but supports the purposes of CFUW is also eligible for membership in the club . Such members shall make up no more than 20 % of the Club’s membership.
2. Student Membership: A student member is a woman who is a full-time student at an institution of higher education and supports the purposes of CFUW. A Student member shall have voting privileges and may hold office.
3. Dual Membership: A woman with Dual membership in CFUW – Burlington is a woman who is a member of at least one other CFUW club and has paid national dues to another CFUW Club. A Dual member shall have voting privileges and may hold office.
4. Transferring member: A member in good standing at a club other than CFUW – Burlington, may transfer to the Club without paying additional dues to CFUW-Burlington for the remainder of the membership year. A Transferring member shall have voting privileges and may hold office.
5. Life Membership: A life member of CFUW – Burlington is a member who has given outstanding service to the Club. Such membership shall be conferred by the Club based on a recommendation made by the Club Executive Committee and approved via a special motion at a Club annual general meeting. A life member shall have voting privileges and may hold office. The Club shall pay CFUW per capita dues on her behalf. A life membership is not transferable to another Club.

6. Honorary Membership: An Honorary member of CFUW – Burlington is a member who has made a significant contribution to CFUW or to the development of society in a manner consistent with the purposes of CFUW. Such membership shall be conferred based on a recommendation made by the Club Executive Committee and approved by a special motion at the Club annual general meeting. She shall not have voting privileges or be able to hold office. She shall not be assessed CFUW dues.

Bylaw 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. Publicity
 - d. Newsletter Editor
 - e. Website Coordinator
 - f. Circle of Care
 - g. Social
 - h. Interest Groups Coordinator
 - i. Advocacy
 - j. Club Historian (Archives)
3. The Representatives to Ontario Council - CFUW Standing Committees, attend provincial standing committee meetings and then give a report at Executive Committee and at general meetings of the Club. The standing committees are:
 - a. Education
 - b. Legislation
 - c. Status of Women
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 the position would otherwise be vacant or the person is proceeding to the office of President or sitting as a Representative to the Ontario Council.

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 is expected to attend Executive Committee meetings and shall perform such duties as pertain to her office. In her absence a representative of her position shall attend.

Bylaw III - Duties of the Officers and Convenors

- 1) Past President shall:
 - a) place the following , from her presidential year, in the Club archives (e.g. in the Burlington Public Library)
 - i. club handbook
 - ii. the official register of members as of March 31
 - iii. newsletters
 - iv. annual report
 - v. minutes of general and executive meetings
 - vi. constitution revisions
 - vii. treasurer's ledger
 - b) act as a resource for the President and other members of the Executive Committee during the year following expiration of her term as President.
 - c) 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
 - 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
 - g) be involved in all CFUW community activities.
- 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
 - f) be in charge of the booking and setup of general meetings.
- 4) The Recording Secretary (ies) shall:
 - a) record the minutes of all meetings of the Club and Executive Committee

- b) send copies of draft and approved minutes to the website coordinator
- 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) approve applications and welcome new members
 - c) keep the official register of members
 - d) coordinate the Spring membership drive and actively recruit new members and encourage the return of former members throughout the membership year (e.g. arrange greeters for general meetings)
 - e) work with the Treasurer and Website Coordinator to collect member registration documents and fees
 - f) carry out procedures to ensure members have access to an accurate and up-to-date directory of members. For example
 - i) support the maintenance of the online member system
 - ii) collect registration data from members who join and renew offline
 - iii) provide offline data to the Website Coordinator
 - iv) review member data as it appears in the online member system for errors and omissions and report these to the Website Coordinator for correction
 - g) be responsible for providing any offline correspondence that is needed in matters pertaining to membership (e.g. verbal or written reminders regarding renewal payments or overdue payments, etc.)
 - h) be responsible for reporting membership drive activities and statistics to the general membership and at meetings of the Executive Committee
- 7) The Program Convenor(s) shall arrange:
- a) the programs for the General Meetings and the AGM
 - b) the hospitality shown to speakers
 - c) the printing of the yearly Club handbook which includes the program, the list of Interest Groups and Executive Committee listings
- 8) The Social Convenor(s) shall:
- a) co-ordinate and oversee all social arrangements for all Club functions.
- 9) The Interest Groups Coordinator shall:
- 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 Executive Committee
 - e) carry out procedures to ensure that online member profiles contain accurate information about Interest Group (IG) membership. For example
 - i) compare paper lists to online information
 - ii) review IG data as it appears in the online member system for errors and omissions and report these to the Website Coordinator for correction
- 10) The Advocacy Convenor(s) shall:
- a) assist the President in her advocacy functions
 - b) facilitate the functions of the Advocacy Committee and sub committees
 - c) encourage awareness and effective membership response to appropriate social issues
 - d) promote the advocacy and communication of CFUW policies
 - e) ensure effective action specific to Article II of the CFUW Constitution (Purposes)
- 11) The Communication Convenors (Publicity, Newsletter, Website, Circle of Care) shall:
- a) attend executive meetings
 - b) liaise with Advocacy, Membership, Program and Social Convenors
- 12) The Publicity Convenor shall:
- a) promote the Club's profile in our community. (e.g. community displays, media, and on the public pages of the Club's website)
 - b) prepare press releases and collect photos for distribution to relevant media outlets and websites, regarding the club's scholarship work and acknowledging award recipients
 - c) pass clippings and photos, etc. to the Club Historian for the archives
- 13) The Newsletter Editor shall be responsible for:
- a) producing a regular newsletter, which shall include notice 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.
 - d) ensuring all members can access the newsletter. For example
 - i) provide the Website coordinator with a digital copy of each publication
 - ii) distribute paper copies to members who do not participate in the online member community.
- 14) The Website Coordinator shall:
- a) be responsible for developing, maintaining and updating website pages and the website member management system.
 - b) Duties may include but are not limited to:
 - i) working with relevant members of Executive Committee to coordinate online and offline procedures for registrations and payments for membership applications and renewals, events and donations

- ii) promoting and using the website features to provide members with online access to Club publications and announcements
 - iii) developing and maintaining, along with Publicity and Advocacy convenors, content visible to the public on the Club's website
 - iv) making payments and submitting expense claims for subscription fees and costs associated with maintaining the website
- 15) The Circle of Care Coordinator shall:
- a) liaise with the Membership committee
 - b) maintain a Circle of Care committee
 - c) co-ordinate rides for those members who may need transportation to meetings and events of the club
 - d) respond with compassion to the needs of members as they arise.
- 16) The Club Historian shall:
- a) collect club archival material including records of special media publicity and photos of club events
 - b) support the Past President in collecting and archiving club documents and publications
 - c) develop and manage storage systems for the above
- 17) Each member of Executive Committee shall prepare a summary submission for publication in the Club Annual Report.
- 18) Each convenor shall maintain books and records throughout her term of office in accordance with CFUW archive policy.

Bylaw IV - Delegate Policy

1. The President or designate shall represent the Club at Regional, Provincial and National meetings.
2. The representatives for Education, Legislation and Status of Women 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.

Bylaw 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.

Bylaw VI - Interest Groups

1. Participation in Interest Groups is restricted to 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 Groups Coordinator. 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.

Bylaw 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 at the final spring meeting to elect and install officers and to approve the Annual Report.
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.

Bylaw VIII - Motions and Resolutions

1. Any member or group of members who wish 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 in writing prior to the meeting.

Bylaw IX - Fees and Finance

1. **Annual Fee:** Each member shall pay an annual fee in the amount recommended by the Executive Committee and approved by the Membership.
2. **Renewal Date:** Membership expires on May 31st. The Annual Fee is due on or before June 1.
3. **Grace Period:** For renewing members, the annual fee payment can be made from June 2 to October 31 without penalty.
4. **Lapsed Status:** The membership status of a member failing to pay her annual fee before the 1st of November shall be changed from Active to Lapsed. The member shall be notified via the website member system email or offline by the Membership Convenor. A Lapsed member shall cease to be a member in good standing until such time as she has paid the annual fee.
5. **Active Status:** is granted to members in good standing. Privileges include but are not limited to:
 - a. participate in all club events
 - b. membership in Interest Groups (all members of Interest Groups must be Club members in good standing)
 - c. listing in the Club Member Directory
 - d. access to website content that is visible only to members
 - e. can vote and hold office
6. **Dual Member:** 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 a Dual Member.
7. The **fiscal year** shall be from June 1 to May 31.
8. **Student Member:** Student members shall pay 50% of the CFUW (national) per capita dues.
9. **Auditor:** 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.

10. Money for all routine expenditures shall be voted by the Executive Committee. All other disbursements in the amounts exceeding five hundred dollars (\$500) 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.
11. 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.
12. The signing officers will be the President, the Vice-President, and the Treasurer. Only two signatures are necessary on any cheque.

Bylaw 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.

Bylaw XI - Additions and Amendments

The membership must be notified at a general meeting of any proposed alteration or amendment to this Constitution with its Bylaws. A vote will take place at the General Meeting which follows the notification. The Constitution with its Bylaws may be altered or amended by a vote of 2/3 of the members present at that General Meeting.

Bylaw XII - Parliamentary Authority

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

Bylaw 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:
 - a. Registration fees for Club representatives to attend meetings of the Ontario Council Standing Committee, three (3) meetings each year.
 - b. 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

Endnote: It is the intention of CFUW Burlington that the Constitution be reviewed at least every five years. If warranted, the constitution could be reviewed sooner.