



**Canadian Federation of University Women Owen Sound and Area**  
**CONSTITUTION**

Revised April, 2023

**Article 1 – NAME**

The name of this organization shall be Canadian Federation of University Women Owen Sound and Area, hereinafter called “the Club”.

**Article 2 – PURPOSE**

The purposes of the Club shall be:

1. to support the purposes and policies of the Canadian Federation of University Women (CFUW);
2. to cooperate with other clubs and organizations on issues consistent with CFUW policies;
3. to promote high standards of public education and encourage advanced studies, research, and entrepreneurship;
4. to arouse and sustain among members an intelligent interest in public affairs and to encourage active participation in such affairs; and
5. to provide an opportunity for fellowship and cooperation among women, and for concerted action at the local level in accordance with the aims of CFUW.

**BY-LAWS**

**1. By-Law 1—MEMBERSHIP**

- 1.1. A woman is eligible for membership in the Club if she supports the goals of CFUW.
- 1.2. The Club prohibits actions that discriminate against members or potential members based on a protected ground in the *Ontario Human Rights Code*.
- 1.3. A student member is a woman who is a resident of Canada and a student at a post-secondary institution. A student member is entitled to all privileges and responsibilities of being a CFUW member, but shall pay only 50% of the Club dues.

- 1.4. A member in good standing may transfer to any other CFUW club without paying additional national dues for that year.
- 1.5. A woman who is a member of more than one CFUW club shall pay national dues to only one club.
- 1.6. A life membership in a club may be conferred on a club member who has given outstanding service to her club. Such membership shall be conferred by the club based on a recommendation made by the club's executive and approved by 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.
- 1.7. An honorary membership in CFUW may be conferred on a woman 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 CFUW executive and approved by a special motion at a CFUW Annual General Meeting. Unless she is a member of a CFUW club, she shall not have voting privileges or be able to hold office. She shall not be assessed CFUW dues.

## **2. By-Law 2—DUES**

- 2.1. Dues are payable annually, and include:
  - a) the amount per person for affiliation with CFUW both nationally and provincially; and
  - b) the amount per person for local needs as recommended by the Executive Committee and approved at a regular meeting of the Club.
- 2.2. Dues are payable by October 31st.
- 2.3. Membership in interest groups shall be open only to members in good standing. Guests are welcome to attend either two (2) general Club meetings or two interest group meetings per year.
- 2.4. Any circumstance arising with regard to dues which is not covered by the above conditions shall be handled by the Executive Committee and outlined in the policy and procedures manuals.

## **3. By-Law 3—GOVERNING BODY AND DUTIES**

### **Governing Body**

- 3.1. The governing body of the Club shall be an Executive Committee composed of the Officers of the Club as well as designated coordinators.

3.1.1. The Officers shall be:

- President
- Vice-President
- Past President
- Secretary
- Treasurer

3.1.2. The designated coordinators shall be:

- Archives Coordinator
- Membership Coordinator
- Newsletter Coordinator
- Policy Coordinator
- Program Coordinator
- Education Coordinator
- Social Media Coordinator

3.2. Job descriptions and Terms of Office for each of the Officers and Executive Committee members are available in the Procedures Manual. Any Officer or Coordinator may be assigned special duties from time to time by the governing body.

3.3. Signing Officers shall be the following, any two of whom may act: the President, Vice-President, Past President, Treasurer.

3.4. The Executive Committee is authorized to pay any bills for legitimate expenses of the Club between general meetings of the Club. The Treasurer will present an interim budget to the Executive Committee in February, and the annual budget at the May meeting of the Executive Committee in preparation for presentation at the Annual General Meeting in June.

#### **4. By-Law 4—FISCAL YEAR**

The fiscal year shall be from the first (1<sup>st</sup>) day of June to the thirty-first (31<sup>st</sup>) day of May.

#### **5. By-Law 5—MEETINGS**

5.1. General meetings are normally held monthly starting in July, with a minimum of five meetings per year.

5.2. There shall be an Annual General Meeting of the Club in June for elections and consideration of annual reports.

5.3. Executive Committee meetings are to be called at the discretion of the President, with a minimum of five meetings per year.

- 5.4. A simple majority of those present shall constitute passage of all motions.
- 5.5. A quorum for an Executive Committee meeting is formally defined as five (5) Committee members.
- 5.6. Special meetings may be called:
- a) by a motion passed at a regular meeting;
  - b) by the decision of the Executive Committee or President, with adequate time to advise the members;
  - c) by a petition in writing, signed by not less than five (5) members, to the Executive Committee who must then call such a meeting within two weeks. At such a special meeting, only the designated business shall be considered.

## **6. By-Law 6—ELECTIONS**

- 6.1. A Nominating Committee of at least three members shall be named at a general meeting at least two months prior to the Annual General Meeting. The Past-President will chair this committee, and the President shall not serve on this committee. The Committee shall prepare, for consideration at the Annual General Meeting, a list of qualified candidates for the Executive Committee positions, which shall be circulated one month prior to the Annual Meeting.
- 6.2. The Officers shall be elected at the Annual General Meeting. After the Coordinator of the Nominating Committee has presented her report, the President shall call for further nominations from the floor. If the offices are not contested, the report of the Nominations Committee shall be accepted. Where an office is contested, the vote shall be by ballot. Should the Nominating Committee fail to provide a candidate from the election, and there is no nomination from the floor, the newly-elected Executive Committee shall appoint a member to fill the vacancy.
- 6.3. If an office becomes vacant during the Club year, the Executive Committee shall appoint a replacement.
- 6.4. The Officers shall take office at the close of the Annual General Meeting.

## **7. By-Law 7—PARLIAMENTARY AUTHORITY**

- 7.1. In any instance not covered by these By-Laws, the rules and principles of parliamentary procedure as laid down in Robert's Rules of Order, Newly Revised, shall prevail.
- 7.2. The Constitution and By-Laws shall not contravene the CFUW National Constitution and By-Laws.

## **8. By-Law 8—ADDITIONS AND AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

- 8.1. The Articles of this Constitution and these By-Laws may be amended at any general meeting of the Club, by a two-thirds vote of the voting body present at such a meeting, provided that notice has been given to the members either at the previous general meeting or in writing at least two weeks prior to the amending meeting.
- 8.2. The Constitution and By-Laws shall be reviewed every two years by a Committee appointed by the Executive which shall report to the Executive.

## **9. By-Law 9—USE OF NAME**

- 9.1. The name “CFUW” shall not be used in speaking or writing on any matter contrary to established CFUW policy. CFUW is not affiliated with any particular political party.
- 9.2. Where there is no established CFUW policy, the Club name may be used in speaking or writing on matters of local concern, provided these matters are in accordance with the aims of CFUW and not contrary to any policy adopted by CFUW National or by the CFUW Ontario Council.
- 9.3. No individual or group within the Club may speak or write in the name of the Club without first receiving permission from the Executive Committee.

## **10. By-Law 10—DISSOLUTION**

In the event of the dissolution of the Club for any reason whatsoever, any funds remaining in the Club’s account(s) after payment of all debts and liabilities including current CFUW dues and Scholarship Fund donations, shall be transferred to the Community Foundation of Grey Bruce under the name of the Canadian Federation of University Women Owen Sound and Area Club Scholarship Fund. The purpose of the fund is to annually provide, in perpetuity, post-secondary academic scholarships to women graduating from Owen Sound and Area secondary schools who have been accepted to a university or college.