



CFUW Sudbury Constitution & By-laws

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Approval by:

- President
Committee Chair
Executive Motion
General Membership Motion

Revised by Constitution Review Committee

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Constitution

Article 1

The name of this organization shall be the Canadian Federation of University Women – Sudbury, hereinafter referred to as CFUW Sudbury.

Article 2

The purpose of this organization shall be to:

- 1) Stimulate intellectual activity;
- 2) Promote higher education of women, especially through awarding scholarships, fellowships and/or bursaries to women;
- 3) Encourage and enable women to apply their knowledge and skills in leadership and decision-making;
- 4) Advocate for the advancement of the status of women, human rights and the common good, and
- 5) Provide an opportunity for friendship, support and the expression of united opinion.

By-Laws

Article 1 *Membership*

Section 1

According to its charter, CFUW Sudbury shall abide by the Articles and By-Laws of CFUW.

Section 2

- A. **Member:** A member is a woman who is a resident of Canada and who supports CFUW by working towards the improvement of the status of women and girls, the promotion of quality public education, and advancement of human rights, justice and peace.
- B. **Student Member:** A student member is a member who is a resident of Canada:
 - a) She is a full time university or college student and is enrolled in a degree, diploma, or equivalent program that could lead to graduate studies.
 - b) A student member is entitled to all the privileges and responsibilities of CFUW membership.
- C. **Dual Member:** A dual member is a member who holds membership in more than one CFUW club.
 - a) She pays CFUW national per-capita dues to only one CFUW club.
 - b) A dual member may cast votes on National matters only in the CFUW club where she pays her CFUW per-capita dues.
- D. **Life Member:** Upon recommendation of the Executive Committee and the majority vote of the general membership, a member in good standing of CFUW Sudbury may be granted a life membership in CFUW Sudbury in recognition of extraordinary service to CFUW.

A woman who wishes to become a Club member shall complete and submit the membership registration form, and submit the annual dues. If the above conditions are met, she shall be considered a member in good standing and shall be entitled to vote and hold office.

Section 3

A member shall be required to pay her annual dues by December 31st. If her dues are not paid by this date, she shall cease to be a member of the Club, forfeiting all her rights and privileges until such time as her dues are paid.

Article 2 *Dues*

Section 1

All dues shall be paid to the Treasurer not later than December 31st in each year. The CFUW and Ontario Council levies shall be paid out of these dues.

Section 2

Any change in dues requires one month's notice of motion and a two-thirds majority of the voting body present at any General or Annual General Meeting.

Section 3

A life member shall be exempt from payment of the annual dues and their CFUW and Ontario Council levies shall be paid from Club funds.

Section 4

Student members pay 50% of CFUW annual per capita dues.

Section 5

A member transferring from other Clubs during the fiscal year shall be exempt from this Club's annual dues for the remainder of the year.

Section 6

A new member who joins after January 31st will pay the annual dues, but are then not required to pay additional dues until September of the following year.

Article 3 *Executive and the Executive Committee*

Section 1

The **Executive** shall consist of the following elected and appointed positions.

- 1) Officers of the Club
- 2) The Past President
- 3) Convenors:
 - a) Awards
 - b) Fundraising
 - c) Program
 - d) Social
 - e) Membership
 - f) Mentor
 - g) Newsletter Editor
- 4) Appointed:
 - a) Archivist
 - b) Webmaster
 - c) Interest Group Convenor
 - d) Publicity Convenor
 - e) Corresponding Secretary

Section 2

The **Executive Committee** are elected positions and the Past President, as follows:

- 1) Officers of the Club
- 2) The Past President
- 3) Convenors:
 - a) Awards
 - b) Fundraising
 - c) Program
 - d) Social
 - e) Membership
 - f) Mentor
 - g) Newsletter Editor

Section 3

The elected officers of the Club shall be as follows:

- 1) President
- 2) Vice-President
- 3) Treasurer
- 4) Recording Secretary

Section 4

The following positions shall be elected at the Annual General Meeting:

- 1) Awards Convenor
- 2) Fundraising Convenor
- 3) Program Convenor
- 4) Social Convenor
- 5) Membership Convenor
- 6) Mentor
- 7) Newsletter Editor

Section 5

Attendance at Executive Committee meetings by the members outlined in Section 2 is expected. Where positions are shared, one member will attend.

Section 6

Any Executive position may be shared by two people. Co-convenorship carries one vote.

Section 7

Appointed positions (as outlined in Section 1 Subsection 4) are appointed by the President with assistance from the Executive. Appointed positions are not required to attend Executive Committee meetings, but are invited to attend the June handover and August kick-off Executive Committee meetings.

Section 8

All Executive will receive all Executive Committee correspondence.

Article 4 *Term of Office*

Section 1

The term of office of the President and Vice-President shall be for two years. These officers shall not hold the same office for consecutive terms.

Section 2

The term of office of the remaining elected Officers and Convenors shall be two years and they shall hold the same office for no more than two consecutive terms.

Section 3

In the event of a vacancy on the Executive, a successor shall be appointed by the President, in consultation with the Executive Committee, to complete the term of office.

Section 4

Appointed positions (Interest Group Convenor, Publicity Convenor, and Corresponding Secretary) shall hold a term of office for two years, and they shall hold the same office for no more than two consecutive terms. Appointed positions requiring specialist knowledge (Webmaster and Archivist) shall hold office on the approval of the President.

Article 5 *Duties of the Executive and the Executive Committee*

Section 1

The Executive Committee shall direct the activities of the Club, subject to the approval of the general membership. In an emergency, the Executive Committee shall be empowered to act on behalf of the Club, the action to be ratified at the next General Meeting.

Section 2

Each member of the Executive shall perform such duties as pertain to her office, or as may be assigned to her by the Executive Committee. Each member of the Executive shall submit an annual report to the President prior to the Annual General Meeting. Each member shall be accountable to the Treasurer for funds allocated to her.

Duties of the Executive shall be outlined in a current role description for each position. Information pertinent to the position shall be maintained electronically or in print as outlined in 'Procedure for the Control of Documents'. Policies, procedures and protocols are maintained electronically.

Article 6 *Special Committees*

Special committees may be appointed by the Executive Committee or on instruction from a general meeting. Their terms of reference and their period of office shall be determined by the Executive Committee. On completion of their work, they shall present written reports to the Executive Committee.

Article 7 *Finance*

Section 1

The fiscal year of the club shall begin on August 1st and end on July 31st.

Section 2

The annual budget shall be presented to the Executive Committee at the August Executive meeting and approved by the general membership at the October general meeting.

Section 3

Money for non-budgeted expenditures in amounts not exceeding two hundred dollars (\$200.) may be approved by the Executive Committee. All other non-budgeted disbursements in the amounts exceeding \$200 shall require the approval of a two-thirds majority of the voting body present at the next general meeting of the Club.

Section 4

The Treasurer, having had the books reviewed, shall normally present a treasurer's report for the fiscal year ended on July 31st at the October general meeting. The annual financial statements shall be presented and approved at the next Annual General Meeting.

Section 5

A person to review the books shall be approved at the Annual General Meeting for that fiscal year.

Section 6

The President, the Treasurer and any one of the two remaining elected officers shall be signing officers for the Club. The signature of any two of these designated officers shall be required.

Article 8 *Meetings and Quorum*

Section 1

General meetings of the Club shall be held monthly, omitting June, July, August, and December, at such time and place as may be determined by the Executive Committee.

Section 2

Meetings of the Executive Committee of the Club shall be held at such time and place as determined by the President.

Section 3

Special meetings of the General Membership may be called by the President.

Section 4

The Annual Meeting of the Club shall be held in May.

Section 5

- A. In the case of the Annual Meeting or a General Meeting, one-fifth of the membership shall constitute a quorum.
- B. For an Executive Committee Meeting, a majority of the voting members shall constitute a quorum.
- C. Except as otherwise stated, a simple majority of those members eligible to vote, who are present at the meeting, is sufficient to pass a motion.

Section 6

Proper notice of each meeting shall be given.

Article 9 *Nominations and Elections*

Section 1

The Past President will encourage and receive nominations for Executive positions and invite members to serve in appointed positions. She may form a Nominations Committee to assist her. Nominations shall also be received from the

floor at the Annual Meeting. Consent shall be obtained from each nominee by the Past President or the Nominating Committee. Unless acclaimed, all who will stand shall be voted on by written ballot at the Annual General Meeting.

Section 2

If required, the President shall appoint two scrutineers to examine the ballots and the chairman of the meeting shall declare the results of the voting of the meeting.

Section 3

The new Executive shall take office in June with the exception of the Treasurer who shall take office on August 1st.

Article 10 *Motions and Resolutions*

A motion committing the Club to any course of action, or a resolution expressing the opinion of the Club on matters of public interest, must be ratified at a General Meeting.

- A. Motions require a majority vote of the voting body present.
- B. Resolutions require a two-thirds majority vote of the voting body present.
- C. Any change in the Awards Program shall be approved by two-thirds of those present at the Annual General Meeting of the Club provided proper notice of the change has been given.

Article 11 *Additions, Changes and Amendments*

Any amendments to this Constitution and its By-Laws shall be submitted on a notice of motion at a General Meeting, published in the Newsletter and approved by a vote of two-thirds of the voting body present at the next Annual General Meeting.

Article 12 *Parliamentary Authority*

The rules and principles of parliamentary procedures as stated in Robert's Rules of Order Newly Revised shall govern CFUW Sudbury in all instances not covered by these by-laws.

Article 13 *Use of Name*

The name CFUW shall not be used in speaking or writing on any matter contrary to established CFUW policy. Where 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 Provincial Council of the province in which the Club is situated.

Article 14 *Provision for Demise of Club*

Any funds remaining to the Club at the time of its demise will be transferred to CFUW National for use in its scholarship fund. The responsibility of the endowed bursaries will be transferred to CFUW National. All relevant documents and pictures will be submitted to the Archives.