

CANADIAN FEDERATION OF UNIVERSITY WOMEN

CFUW St. John's

Constitution and By-Laws

CONSTITUTION

Revised June 2021

CONSTITUTION

Article I: Name

The name of this organization shall be “CFUW St. John’s,” hereinafter referred to as “the Club.”

Article II: Purpose

1. Promote high standards of public education in Canada, advanced study and research by women, and a sound concept of lifelong learning.
2. Advocate for the advancement of the status of women, human rights and the common good locally, nationally and internationally.
3. Promote cooperation, networking, support and understanding among women.
4. Encourage and enable women to apply their knowledge and skills in leadership and decision-making in all aspects of the political, social, cultural, educational and scientific fields.

Article III

The Constitution and following By-Laws shall be distributed and read at the first meeting of each new Executive.

BY-LAWS

Article I: Membership

1. Membership in the Club shall be open to any woman who supports the values of CFUW.
2. Student membership in the Club shall be open to any woman who is a full-time student at an institution of higher learning. Student members shall pay 50% of the CFUW per capita dues.
3. A dual member holds membership in more than one CFUW club. She pays CFUW National dues to only one club and may cast votes on National matters only in that CFUW club.

Article II: Guests

Any member may bring guests to a meeting except when a meeting has, by prior notice, been declared closed.

Article III: Nominations

1. The Nominating Committee shall consist of the Past-President or a retiring member of the Executive as Chair; other members may be added to the committee, provided they have been selected at least two months prior to the Annual General Meeting. This committee shall recommend the names of suitable candidates for each office, and obtain the consent of the nominees for office.
2. If any office remains vacant after the Annual General Meeting, the Executive shall fill the office by such means as it considers necessary.

Article IV: Officers

The officers of the Club shall be President, Vice-President, Immediate Past-President, Secretary and Treasurer. These officers, together with the Chairs of Standing Committees, shall form the Executive of the Club.

Article V: Elections

1. Elections of all officers and Executive members shall take place at the Annual General Meeting. Voting, if necessary, shall be by ballot. Those elected shall assume office in August of the year of election.
2. The term of all officers and Executive members shall be one year and members shall not normally hold the same office for more than three years in succession.

Article VI: Meetings

1. The Annual General Meeting of the Club shall be held in June or, in exceptional circumstances, as soon thereafter as possible. The business of the Annual General meeting shall include the election of officers and Executive members, the receipt of annual reports, the approval of the budget, revisions to the Club's Constitution and By-Laws and any other business deemed appropriate.
2. Monthly meetings shall be held from September to May inclusive. The monthly meeting for the month in which the annual book sale is held may be cancelled. In such a case, it may be necessary to schedule a monthly meeting in June, prior to the Annual General Meeting.
3. A special meeting may be called by the President, or shall be called by the Secretary at the written request of ten members.
4. An electronic meeting may replace any regularly-scheduled monthly, special, or Annual General Meeting, provided the President advises the membership of this change at least three days prior to the meeting.

Article VII: Fees

1. Each member shall pay the appropriate annual fee determined by the Club.
2. Any alterations in the Club fee must be passed by the membership at the Annual General Meeting.
3. All fees shall be paid to the Treasurer of the Club before the thirty-first of October in each year.
4. Members in arrears by November thirtieth shall be notified by the Treasurer.
5. Members in arrears by January fifteenth shall not be listed as current members of the Club, or of the Canadian Federation of University Women.
6. Members of Committees and special interest groups shall be paid-up members of the Club.

Article VIII: Fiscal Year

The fiscal year of the Club shall begin on the first day of August in each year and end on the thirty-first day of July of the following year.

Article IX: Duties of Officers and Other Executive Members

1. The President is the chief officer of the Club, accepting responsibility for the affairs of the Club. She shall preside at all meetings of the Club and the Executive. She shall be an ex-officio member of all committees, except the Nominating Committee. She is the official representative and spokesperson for the Club in all venues where the Club is represented (including the presentation of scholarship cheques, speaking for the Club at media events and attending events or receptions to which the Club is invited), except for those duties assigned to other executive members in Article IX, sections 4 – 11. The President shall delegate to the Vice-President any duties that she is unable to perform.

At the end of her term, she shall pass copies of all correspondence and Club material, including copies of the Notices and News and the Annual Report, to the Archivist.

2. The Vice-President shall assist the President by performing any duties delegated to her by the President. In the absence of the president, she shall perform the duties of the President, and in case of a vacancy, she shall succeed to the office of President, until the next Annual General Meeting. The Vice-President shall be a liaison person between the interest groups and the Executive.

3. The Immediate past-President shall serve on the Executive in an advisory capacity, and shall have all the rights and privileges of an executive member.

4. The Secretary shall record the minutes of all meetings of the Club and of the Executive, and provide the President with copies of these minutes. She shall have available for reference at each meeting a copy of the Club's Constitution and By-Laws. She shall include in the Annual Report a list of all motions passed by the Club during the year. She shall conduct the correspondence of the Club as directed by the President and

Executive. At the end of her term, she shall pass copies of all minutes and correspondence to the Archivist.

The position of secretary may be occupied by two individuals, one acting as secretary to the Club at monthly, special, and Annual General meetings and the other acting as secretary to the Executive meetings. If there are two secretaries, the general secretary shall perform all the duties listed above; the executive secretary shall record the minutes of all Executive meetings, provide the President with copies of these minutes and shall have available for reference at each Executive meeting a copy of the Club's Constitution and By-Laws.

5. The Treasurer shall have custody of the funds of the Club, depositing them in a Chartered Bank, or other financial institution acceptable to the Club. She shall keep proper books of account, making routine disbursements by the authority of the Executive, but making extraordinary disbursements only where authorized to do so by a meeting of the membership. At the Annual General Meeting, or at the monthly meeting of the following October, she shall present a Financial Statement reviewed by an individual (individuals) who is (are) not a member (members) of the current Club Executive. The signing officers shall be the President, Vice-President, Secretary and Treasurer. Cheques shall be signed by any two of these individuals. The Treasurer shall be the Chair of the Finance Committee. (See Article XI, section 4.c.)

At the end of each year, she shall pass to the Archivist copies of the annual Treasurer's Report and financial ledger. At the end of her term, she shall pass to the Archivist any other relevant Club material.

6. The Membership Chair, aided by members of the Membership Committee, shall work to recruit new members, receive all applications for membership, and determine the eligibility of applicants for membership in the Club. She shall keep an up-to-date record of all members on federation cards. She shall provide each new member with an information kit containing local, national and international information, including a membership list. She shall prepare an up-to-date list of all members, with their telephone numbers and addresses, including e-mail addresses, by the end of January each year, subject to the signature of a privacy waiver, so that copies may be made available to all members. She shall be aided in her endeavours to recruit new members by the Public Relations Chair. At the end of her term, she shall pass copies of all membership recruitment material and membership lists to the Archivist.

7. The Public Relations Chair shall furnish the local news media with such information as shall adequately cover advance notice of meetings and special events, and regular reports of the activities of the Club. She shall keep a record of publicity generated and received by the Club during her term of office. She shall send to national office copies of local publicity pertaining to the national organization. She shall work with the Membership Chair to attract new members. She shall be the Chair of the Public Relations Committee, and shall oversee the maintenance of the website and the Club's social media activities. At the end of her term, she shall pass copies of all press releases and other such material to the Archivist.

8. The Program Chair, aided by members of the Program Committee, shall plan the Club program for the year, subject to the approval of the executive. This shall include securing speakers, arranging for Club dinners and luncheons and informing members. To assist her in these duties she shall set up as many sub-committees as she requires (see Article XI, section 4.d). Convenors of these subcommittees may be members of the Program Committee. She shall supply the Archivist with copies of the program brochures at the end of her term.

9. The Scholarship Chair, aided by members of the Scholarship Committee, shall be the Club liaison with all organizations to which the Club donates scholarships, in order to determine the scholarship needs;

adjust, as required, written descriptions of the scholarships awarded; follow up to ensure that all scholarships awarded have been presented in a timely fashion; and perform such other duties as may be required to ensure that the scholarship obligations of the Club are met. She shall make recommendations to the Executive on the disbursement of money earmarked for scholarship funds. She shall provide the Club with an annual report on the scholarships given and the recipients thereof. At the end of her term, she shall pass all scholarship reports to the Archivist.

10. The Outreach Chair, aided by members of the Outreach Committee shall co-ordinate the Club's outreach efforts, which both provide practical help to women and society at large and raise the profile of our organization in the community. She shall ensure that the Club's budgetary obligations related to its outreach efforts are fulfilled. She shall research and recommend to the Executive additional outreach activities and shall prepare an annual outreach budget. She shall provide an annual report of Club's outreach initiatives. At the end of her term, she shall pass all outreach reports and the minutes of all Outreach Committee meetings to the Archivist.

11. The CFUW Liaison shall be, where possible, the Vice-President, or appropriate officer, of the Club. She shall report at Club meetings on general CFUW information. The CFUW Liaison is responsible for broadening the horizons of the Club with a view to greater understanding of both CFUW and GWI programs and objectives. When the national Regional Director is a member of the Club, she shall assume the duties of CFUW Liaison.

Article X: Archivist

1. The Archivist shall be appointed by the Executive, but will not be a member of it, nor subject to a specified term of office.
2. The Archivist shall be guided by the current Club Archives Policy.
3. She shall file all records of the Club, act as custodian of all deposited minutes and documents, and clip such press publicity as may be of historical interest.
4. She shall deposit into the Archives at intervals, Club materials and documents representative of the history of the Club.
5. Copies of the Annual Report, Financial Report and Club minutes for the past year shall be deposited with the Archives and Special Collections Section of the Queen Elizabeth II Library, Memorial University of Newfoundland.

Article XI: Standing Committees

1. Standing Committees are those committees deemed necessary for the efficient running of the Club.
2. Chairs of Standing Committees shall be elected at the Annual General Meeting and shall be members

of the Executive.

3. Each Standing Committee shall consist of the Chair and other members recruited by the Chair.
4. The Standing Committees shall include Membership, Public Relations, Finance, Program, Scholarship and Outreach. Other Standing Committees may be established, if required, with the approval of the Club membership.

a. The Membership Committee shall be convened by the Membership Chair and shall assist her in her duties as listed in Article IX, section 7. The Committee shall welcome and introduce new and prospective members and make a special effort to integrate them into the Club. The Committee shall keep Club members informed of significant events in the lives of other members and recommend appropriate action when considered necessary.

b. The Public Relations Committee shall be convened by the Public Relations Chair, and shall assist her in her duties as listed in Article IX, section 8.

c. The Finance Committee shall be convened by the Treasurer. The Committee shall assist the Treasurer in projecting the expenses of the Club and assessing the financial objectives of the Club. It shall also assist in recommending the disposition of Club funds. Upon the advice of the Finance Committee, a Ways and Means Committee with its own Chair may be struck to propose money-making ventures to the Club. The Ways and Means Committee shall conduct and supervise such measures as are approved by the Club.

d. The Program Committee shall be convened by the Program Chair and shall assist her in her duties as listed in Article IX, Section 8. The Committee shall plan all program events for the year, subject to the approval of the Executive. The Program Committee shall arrange for refreshments at monthly Club meetings, special meetings, and Annual General Meetings, including dinners and luncheons. Its duties shall include setting up for meetings and tidying up after. It shall make all arrangements for guest speakers; securing, introducing, thanking, meeting and transporting them, if necessary.

e. The Scholarship Committee shall be convened by the Scholarship Chair and shall assist her in her duties as listed in Article IX, Section 9.

f. The Outreach Committee shall be convened by the Outreach Chair and shall assist her in her duties as listed in Article IX, Section 10.

Article XII: Study Groups

1. Study Groups are those deemed necessary to meet the objectives of the Club, and to reflect the commitment of members to the principles of CFUW.
2. The Chairs of the Study Groups shall be appointed by the Executive at, or immediately following the Annual General Meeting and, if requested, shall be the provincial representatives on the appropriate national committees.

3. The Issues and Resolutions Study group shall study and make recommendations for appropriate responses to resolutions proposed or passed by the national body. It shall help other study groups formulate resolutions to CFUW and present them to the Club for approval. It shall study and make recommendations for Club response to resolutions received from the national Resolutions Committee.
4. With the consent of the Executive, additional study groups may be formed to reflect the interests of the Club members.
5. Each year, Chairs of the Study Groups shall pass to the Archivist copies of the minutes of the meetings of the Study Groups and any other relevant correspondence.

Article XIII: Interest Groups

Interest Groups may be formed with the consent of the Executive and will reflect the interests of members. The liaison person between the groups and the Executive shall be the Vice-President. The convenor of each group shall maintain a list of members and be the liaison with the Vice-President.

Article XIV: Annual Reports

Annual reports are required from the President, Treasurer, Secretary, Membership Chair, Public Relations Chair, Program Chair, Scholarship Chair, Outreach Chair, Archivist and Chairs and Convenors of all study and interest groups.

Article XV: Quorum

1. Twenty-five percent of the membership shall constitute a quorum for any monthly, special or annual meeting of the Club.
2. Half the members shall constitute a quorum of the Executive.

Article XVI: Motions

A motion to be carried shall be supported by a majority of the members present.

Article XVII: Amendments

1. The Constitution may be amended or altered only at the Annual General Meeting of the Club by a two-

thirds vote of the members present, provided the notice of the amendment shall have been sent to the Executive in writing and shall be presented to the Club at least one monthly meeting prior to the Annual General Meeting.

2. The By-laws may be amended or altered at the Annual General Meeting or a special meeting called for the purpose by a two-thirds vote of the members present, provided that notice of amendment shall have been given at least one month prior to the Annual General Meeting or special meeting.

Article XVIII: Parliamentary Authority

The rules of procedure in “Roberts’ Rules of Order revised”, most recent edition, shall govern the proceedings of the Club, subject to special rules which have been or may be made.

Article XIX: Use of Name

1. The name “CFUW” shall not be used in speaking or writing on any matter contrary to established CFUW policy.

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 are in accordance with the aims of CFUW and not contrary to any policy adopted by CFUW or by the Provincial or Regional Council to which the Club belongs.

Article XX: Dissolution

In the event of the dissolution of the Club for any reason whatsoever, any funds remaining in the Club account after the payment of all debts and liabilities, including current CFUW dues, may be transferred to the CFUW Charitable Trust Fund, to the Trust Fund of CFUW St. John’s which has been set up at Memorial University, or to an account of another Club, as decided by the current Club membership at the time of dissolution.

