



Canadian Federation of University Women St. Thomas

Constitution and Bylaws

February 2014

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**CANADIAN FEDERATION OF UNIVERSITY WOMEN-ST THOMAS
Chartered 1951**

CONSTITUTION AND BYLAWS

ARTICLE I Name

1. The name of the organization shall be the Canadian Federation of University Women-St. Thomas (CFUW St. Thomas) (hereinafter called the Club).

ARTICLE II Purpose

The purpose of this organization shall be:

1. To provide an opportunity for fellowship and social activity among university women graduates in the community.
2. To assist in developing a sound concept of educational and cultural values in our community.
3. To promote the higher education of women by the establishment of scholarships.
4. To afford an opportunity for the discussion of issues of local and national importance.
5. To stimulate interest and participation of women in political, social and cultural activities.

BYLAWS

BYLAW I Membership

1. Any woman who holds an approved degree, diploma, or honorary degree, from a university or college which is a member of the Association of Universities and Colleges of Canada or an institution approved by the IFUW, is eligible for membership.
2. A woman who has earned a professional designation or equivalent that currently requires a degree, diploma or equivalent qualification as outlined in paragraph 1 is also eligible for membership.
3. A student member is a woman who is a full-time student at an institution of higher education.

4. Application for membership shall be made to the membership chair on the form provided by the Club.
5. A life membership in the Club may be conferred upon a Club member who has given outstanding service to the Club. Such a membership shall be conferred by the Club based on the recommendation of the Executive and after having been approved by a special vote at the annual meeting. A life member shall have voting privileges and may hold office but shall not be assessed CFUW dues. Any right associated with a life membership may not be transferred to another club.

BYLAW II Membership Fees

1. The annual fee shall be suggested each year by the executive, and voted on at a regular meeting. If the CFUW fee is increased, the annual fee may be automatically adjusted. The annual fee is due by October 31st. No member whose fees are in arrears after this date shall be considered a member in good standing. The executive may impose a late fee.
2. Student members shall pay 50% of the regular fee.
3. Any graduate wishing to join the club after January 1st shall pay a pro-rated fee recommended by the executive.
4. All members of interest groups must be members in good standing.
5. A member may bring a guest eligible for membership to one meeting without payment of any fee.
6. Members of other CFUW clubs are welcome to attend a meeting without payment of any fee.

BYLAW III Fiscal Year

The fiscal year shall be May 1st to April 30th.

BYLAW IV Executive Committee

1. The Executive Committee shall consist of a president, a vice-president, a past president, a secretary, a treasurer and the chairs of the standing committees.
2. The Executive Committee shall be elected at the annual meeting for a term of two years.
3. No individual shall be a member of the Executive Committee for more than 6 consecutive years.

4. In the event of the resignation, death or removal from office of an Executive Member, a successor shall be chosen by the Executive Committee and ratified at the next monthly meeting.
5. The Executive shall meet at the call of the president or of three of its members to transact such business as the Club may delegate to it, and to deal with any emergent business that may arise between club meetings, provided that such decisions do not conflict with the existing constitution and bylaws. Expenditures for the same shall not exceed \$500 and shall be ratified at the next general meeting.
6. A quorum shall consist of more than 50% of the Executive.

BYLAW V Duties of the Executive Committee

1. The duties and responsibilities of the members of the Executive Committee will be found in Appendix A of this Constitution. In addition, each member of the Executive Committee will submit a report to the annual meeting.
2. The Executive Committee, under the direction of the Vice-President, will be responsible for producing each year's program.

BYLAW VI Standing Committees

1. Standing committees may be designated by the Executive Committee from time to time and may include but not be limited to the following; a) Membership, b) Archives and Press, c) Scholarship, d) Social, e) Fundraising and f) Community Involvement.
2. The Chair of any standing committee shall choose her own assistants as needed.
3. The duties of the Chairs of standing committees will be found in Addendum A of this Constitution.
4. Each standing committee Chair will present a report at the annual meeting.

BYLAW VII Interest Groups

1. Interest Groups will be formed whenever a sufficient number of members indicate a desire to participate in a particular activity.
2. All members of Interest Groups must be members in good standing.
3. Each Interest Group shall decide by a vote of its members whether a membership fee shall be levied. These fees and any expenses incurred by a group shall be separate from Club funds and accounts.
4. Monies raised from the public in the name of the Club by any Interest Group shall be turned over to the Treasurer of the Club.
5. Each Interest Group shall present a report at the annual meeting.

BYLAW VIII Club Meetings

1. The Club shall meet on the second Thursday of each month from September to May inclusive, except when the Executive Committee deems it wise to cancel or change the date of any meeting because of special circumstances.
2. Special meetings may be called by the President, or shall be called by the Secretary at the written request of at least 20% of Club membership. The reason for such meetings shall be stated at the time members are notified.
3. The annual meeting of the Club will be held in May.
4. A quorum shall consist of one-third of the membership and a vote will be carried by a majority of the members present.

BYLAW IX Nominations

1. A nominating committee shall consist of the Past President and up to two other members. Their duties shall be to nominate candidates for each office of the Executive Committee. They shall obtain the consent of each nominee before submitting their report at the April meeting of the Club. Their report will also be distributed by mail or electronic means prior to the annual meeting.
2. Additional nominations may be made from the floor of the Club at the annual meeting, provided the consent of the nominee has been obtained.

BYLAW X Elections

1. The Executive Committee shall be elected at the annual meeting. The slate shall be approved by a show of hands or by ballot if necessary.
2. Two scrutineers shall be appointed by the Past President if ballots are required.

prior to the vote

BYLAW XI Additions and Amendments

1. The constitution and bylaws may be altered or amended by a vote of two-thirds of the members at any meeting of the Club, provided that a quorum is present at the meeting. Notice of any change must be given at a previous meeting and be sent by mail or electronic means at least two weeks.

BYLAW XII Questions of Procedure

1. Questions of Procedure not covered in the Constitution or Bylaws shall be determined by reference to Robert's Rules of Order.

BYLAW XII Dissolution

1. In the event of the dissolution of the Club for any reason whatsoever, any funds remaining in the accounts after payment of all debts and liabilities will be used to advance the university education of female high school graduates from Elgin County, with the approval of the Club membership.

Revision 1970
Revision 1975
Revision 2014

Executive Committee 2012-14
Catherine Marshall, President

CONSTITUTION CFUW ST THOMAS SCHOLARSHIP FUND

ARTICLE I Name

1. The name of the organization shall be the Canadian Federation of University Women-St. Thomas Scholarship Fund. (hereinafter called the Fund)

ARTICLE II Purpose

1. The purpose of the organization shall be to administer scholarship monies.
2. These monies are to be used to advance the university education of female high school graduates from Elgin County.

ARTICLE III Limitations

1. The fund shall be carried on without purpose of gain for its members or for the CFUW-St. Thomas Club. Any profits or other accretions shall be used to carry out the purpose stated above.

BYLAWS

BYLAW I Executive and Terms of Office

1. The four member Executive of the Fund shall be elected from and by the membership of CFUW-St. Thomas. They shall include:
 - i. Chair - the Chair of the Scholarship Standing Committee
 - ii. Vice Chair- the Vice President of the Club
 - iii. Secretary-Treasurer- the Treasurer of the Club
 - iv. Executive Member- the Past President of the Club.
2. The President and Secretary of the Club shall be ex-officio members of the Fund's Executive.
3. No one shall be a member of the Fund Executive for more than three consecutive terms in any one position.
4. In the event of a vacancy in any position, a successor shall be appointed by the Executive Committee of the Club, to complete the term of office.

BYLAW II Investments

1. The monies of the Scholarship Fund shall be deposited in any bank or trust company in St. Thomas.
2. Investment of the monies shall be made in those investments in which a trustee is authorized to invest trust monies by the Trustee Act of Ontario or any successor or applicable statute.

BYLAW III Distribution of Funds

1. The Fund Executive shall keep the monies invested and shall disburse all or any part of the Fund upon the recommendation of the Club's Scholarship Standing Committee, and with the approval of the Club's membership.
2. Expenditures necessary to carry out the Fund may be made by the Fund's Executive and will be paid for from the Fund.

BYLAW IV General

1. The signing officers shall be the Chair and the Secretary-Treasurer of the Fund's Executive.
2. The fiscal year shall be from May 1st to April 30th.
3. All financial records shall be maintained by the Secretary-Treasurer who shall prepare a report for the Club's annual meeting and fulfill requirements of the Canada Revenue Agency.
4. These financial records may be subject to an audit by auditors appointed by the Club.
5. Any motion presented at a meeting of the Fund Executive must be passed by a majority of the Fund Executive Members.

BYLAW V Amendments

1. The constitution and bylaws may be altered or amended by a vote of two-thirds of the members at any meeting of the Club, provided that a quorum is present at the meeting. Notice of any change must be given at a previous meeting and be sent by mail or electronic means at least two weeks prior to the vote.

BYLAW VI Dissolution

1. The Fund shall continue until it is deemed advisable or necessary by the Fund Executive, the Executive of the Club and the Membership of the Club to terminate it.
2. If this is necessary, the assets of the Fund remaining, after payment of all debts and liabilities, will be used to advance the university education of female high school graduates from Elgin County, with the approval of the Club Membership.

REVISION 2014

EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES

ALL EXECUTIVE MEMBERS

1. Attend all meetings.
2. Promote membership.
3. Bring one bottle of wine to September Potluck and Christmas Social in addition to a dish of food.

PRESIDENT

1. Chairs all meetings. Oversees all Club activities.
2. Calls executive meetings in June and January. Leads June Executive meeting to begin planning the following year's programme. Hands out and discusses job descriptions for executive positions. The January executive meeting is usually a dinner meeting at a restaurant to discuss concerns and issues of the Club.
3. Prepares welcoming letter for September's potluck dinner before the last week of August. Gives letter to Vice President for distribution with programme.
4. Meeting responsibilities:
 - a) begins meeting after refreshments.
 - b) asks for a report from each executive member.
 - c) follows correct meeting rules for motions, etc.
 - d) adjourns meetings.
5. Acts as liaison to CFUW.
6. Writes a report for the annual report for the May meeting.
 - a) reminds fellow executive members to each prepare a report for her area.
7. Introduces new members or makes sure the sponsor does so.
8. Sends the year's programme to the Regional Director.
 - a) completes and mails the CFUW report by June 1st.
9. Transfers to the new President the CFUW Handbook, Policies relevant to the office, names of Chairs of Committees, Annual Reports of the past five years, unfinished business, correspondence, copies of histories of the Club. Transfers to the Archivist all documents that are out-dated and of no current importance. (See list for archival material under Archivist Job Description.)

VICE-PRESIDENT

1. Organizes programmes for the upcoming year. Arranges speakers, locations, etc.
2. Hosts August executive meeting to finalize programme.
3. Arranges to have programme printed. This should be mailed by the last week in August to all members (last two years) and prospective members along with the President's welcoming letter to the Potluck Dinner.
4. Meeting responsibilities:
 - a) confirms speaker in advance.
 - b) determines and arranges, if any special audio, visual equipment, etc. is needed.
 - c) greets speakers on arrival.
 - d) arranges for introduction of speaker.
5. Fills in for President if she is unable to perform her duties.
6. Writes a report for the annual report for May meeting.
7. Vice-President opens the evening with the programme.

PAST PRESIDENT

1. Prepares the potential slate of officers for presentation at the April meeting. (Elections every two years.)
2. At the annual meeting, runs the election for the new Executive.
3. Assists the President whenever necessary.

SECRETARY

1. All records should include when, where, why (monthly, executive, etc.); who presided, and what decisions were reached. Record full names.
2. Keep Minutes of each meeting "in good" in CFUW Minutes Book.
3. Letters, etc. go in separate binder or folders.
4. Sends club members notes in regard to family bereavements/other exceptional reasons.
5. Prepares and prints copies of annual report for May meeting.
6. Labels an annual report for each member, arranging for absent members to receive their report.
7. At end of the two-year term, the Minutes Book and all other materials, i.e. thumb drive, cards, etc. will be handed over to the incoming Secretary.
8. Will deliver to Archives every five years, the Binder of Minutes, programmes, Annual Reports, membership lists, correspondence, etc.

TREASURER

1. Provides a Treasurer's Report at each meeting including a balance of each account.
2. Maintains an up-to-date record of all transactions. Pays CFUW and Ontario Council fees before March 1st of each year.
3. Obtains receipts for all disbursements.
4. Balances accounts and provides a written Treasurer's Report for the annual meeting.
5. Maintains a record of investments. Negotiates interest rates for investments.
6. Completes an income tax return before July 1st of each year.
7. Assists Membership Director with the collection of fees at the September meeting.
8. Prepares a budget for the upcoming year if requested or needed by the Executive.

MEMBERSHIP

1. Brings membership box to all meetings.
2. Organizes and updates the calling list for September Potluck, based on the membership list of the last two years. Notifies/emails to update meeting information each month. The Executive is notified by the President and Vice-President.
3. Makes a list of all guests, including phone numbers and follow up for upcoming meetings.
4. Prepares a membership list to be distributed as soon as possible. Gives Secretary any lists so she may mail to absent people.
5. Follows up on anyone who has not been out in the last three or four meetings.

6. **Contacts, publicizes and posts pamphlets and contact number with local agencies and community facilities regarding our club's existence (e.g. Welcome Wagon, Chamber of Commerce, public library, etc.)**
7. **Keeps a record of attendance at each meeting, using guest book. Distributes guest book when the membership report is given. Asks guests to include their telephone number and/or email address.**
8. **Provides a written Membership report for the annual meeting.**
9. **Prepares a ribbon name tag for each member. Provides stick-on name tags for guests. Distributes and collects name tags at each meeting.**
10. **Sets up a table, with Treasurer, at the September Potluck to receive membership fees. Arrives early so she is able to greet each person.**
11. **Distributes programme outline and pamphlets to any new guests.**
12. **Provides weekly CFUW updates.**

SOCIAL

1. **Arrives early to greet members and guests.**
2. **At September meeting, asks for volunteers to sign up to provide snacks and drinks for future meetings.**
3. **Contacts volunteers prior to meeting as reminder for refreshments.**
4. **Provides plates, napkins and cups for meeting and refreshments when required. Keeps receipts for reimbursement from the Treasurer. Submits receipts monthly.**
5. **Assists with September Potluck. Checks with hostess regarding plates, cutlery, wine glasses, etc. Provides coffee, cream and serviettes. Arrives early to assist hostess.**
6. **Provides a punch for September Potluck and Christmas Social.**
7. **Assists hostess with December Social and checks on what is needed. Provides coffee and cream.**

SCHOLARSHIP

1. **Contacts the six high schools in Elgin to identify herself as the new contact person for scholarships.**
2. **Makes arrangements for the presentation of the scholarship at each school's Commencement ceremony.**
3. **Makes sure each school is aware of the qualifications of the scholarship. A scholarship is awarded at each secondary school in Elgin County to a deserving female student who is going on to University.**
4. **Prepares a report for the annual meeting in May.**
5. **Obtains cheques.**
6. **Encloses the information letter with the cheque for each recipient and delivers to the secondary school or to the Member presenting the award.**
7. **Submits the information forms and a list of scholarship recipients to Archives for our records.**

PRESS & ARCHIVES

1. **Responsibilities for submitting a brief article to the St. Thomas Times Journal announcing our September meeting (welcoming new members) and each monthly meeting, including the date, time and location. A follow-up article may be written after the meeting.**
2. **Contacting photographer two weeks in advance to take a picture of the new Executive at the May meeting including all Executive.**
3. **Publicize meetings on Rogers Cable (free).**
4. **Write a report for the annual meeting in May.**
5. **Call Times Journal Community Calendar (two weeks in advance) to include each meeting's speaker, date and location.**
6. **Assures Archives has a copy of all news articles and photos.**
7. **Archives: to house all past minutes, programmes, reports, etc. in a safe and secure manner.**
8. **The following materials must be preserved and filed either in envelopes, folders or binders, clearly labeled with inclusive dates.**
 - **Club Charter**
 - **Club Constitution**
 - **Membership Lists**
 - **Printed Programmes**
 - **Annual Reports**
 - **Reports of Special Projects and Events**
 - **Yearly Financial Statements**
 - **Printed agendas**
 - **Photographs and Newspaper Clippings (dated and identified).**
 - **Letters of Special Significance**

REVISION 2013