

27 October 2009

**Canadian Federation of University Women Saanich Peninsula
CONSTITUTION & BY-LAWS
October 2009**

CONSTITUTION

Article I - Name

The name of this organization shall be Canadian Federation of University Women Saanich Peninsula, otherwise known as CFUW Saanich Peninsula, hereinafter called "the Club".

Article II - Purpose

The purpose of the Club shall be:

1. To stimulate intellectual activity in university women.
2. To promote higher education of women.
3. To stimulate an intellectual interest in public affairs, in the political, social and cultural fields, and to provide an opportunity for concerted action.
4. To promote understanding and friendship among university women.
5. To co-operate in the aims and projects of CFUW and IFUW.

BY-LAWS

By-law 1 - Membership

- 1.1 Membership shall be open to all women who meet the membership requirements set out in the Constitution, By-laws and Standing Rules of the Canadian Federation of University Women.
- 1.2 Every paid Club member is entitled to all the privileges associated with CFUW membership, including voting privileges on all motions brought to the Club membership.

By-law 2 – Privacy

- 2.1 The membership list is available for the private confidential use and benefit of members only and is not to be used by any member for purposes of sales or soliciting.

By-law 3 - Dues

- 3.1.1 Dues shall consist of two portions, which shall include annually:
 - 3.1.1 The amount per person for affiliation with CFUW and IFUW as established from time to time by those bodies; and
 - 3.1.2 The amount per person for local needs as recommended by the Executive Committee and approved at a regular meeting of the Club.
 - 3.1.3 The amount per person that the Executive Committee has decided should be transferred into the Education Trust Fund.
- 3.2 Student members pay 50% of annual CFUW and Club per capita dues.
- 3.3 Members who also belong to another club shall pay only the amount charged for local needs, as in 3.1.1 and 3.1.3.

- 3.4 New members joining after February 1 of any given year shall pay the full amount of 3.1.1 and 3.1.2 and all the local component of the annual dues, and shall be considered full members for the following year. This applies to first-time members only.
- 3.5 Dues are payable at the beginning of the fiscal year and must be paid by the October meeting.

By-law 4 - Officers and Duties

- 4.1 The Executive Committee shall consist of:
- President
 - Vice-President
 - Past-President
 - Secretary
 - Treasurer
 - Membership Convener
 - Program Convener
 - Interest Groups Convener
 - Communications Convener
 - Social Convener
 - Fundraising Convener
- 4.2 The President shall preside at all meetings of the Club and the Executive Committee. She shall be ex-officio member of all committees except the nomination committee. The President shall be the voting delegate to the National and BC Council AGM for her club. If the President is unable to attend either the BC Council AGM or the national CFUW AGM, an alternate shall be appointed from the general membership on the recommendation of the Executive Committee.
- 4.3 The Vice-President shall assume all duties of the President in the President's absence. In a case where the President is unable to complete her term of office, the Vice-President shall become Interim President until the next annual meeting. The Vice-President shall be the CFUW Liaison and shall attend to all matters pertaining to CFUW and IFUW.
- 4.4 The Past-President shall act in an advisory capacity and may serve on the Nomination Committee.
- 4.5 The Secretary shall be responsible for the minutes of all Club and Executive Committee meetings. On request of the President, she shall conduct correspondence on behalf of the Club, and keep records of all incoming and outgoing letters.
- 4.6 The Treasurer shall have custody of the funds of the Club, depositing it in a chartered bank. She shall keep proper account books, making routine disbursements. She shall make extraordinary disbursements only when authorized to do so by a general meeting. At the Annual meeting, a financial statement, which may be audited, shall be presented. As well, she shall have custody of the Education Trust funds, which shall be kept in a separate account. She shall be one of the members of the Education Trust Committee.
- 4.7 The Membership Convener shall maintain the membership records and process new members according to the regulations in By-law I. She shall be responsible for membership promotion.

- 4.8 The Program Convener shall be responsible for planning and implementing the program for the year.
- 4.9 The Interest Groups Convener shall oversee all activities relating to Interest Groups including the active recruitment of group leaders and establishment of new groups.
- 4.10 The Communications Convener shall be responsible for coordinating all the communication activities of the Club.
- 4.11 The Social Convener shall be responsible for making all the arrangements for regular club meetings and special events.
- 4.12 The Fundraising Convener shall be responsible for coordinating all the fundraising activities of the Club. She shall liaise with the Education Trust Committee.

By-law 5 - Fiscal Year

- 5.1 The fiscal year shall be from the first day of May to the thirtieth day of April.

By-law 6 – Signing Authorities

- 6.1 All Club cheques and contracts require the signatures of two designated Executive Committee members.

By-law 7 - Meetings

- 7.1 General meetings are normally held monthly, on a fixed day of the month, starting in September, with a minimum of five meetings per year.
- 7.2 There shall be an Annual Meeting of the Club in conjunction with the regular May meeting. At the annual meeting, executive and committee reports shall be presented and officers elected for the following year.
- 7.3 Executive Committee meetings are to be called at the discretion of the president, with a minimum of five meetings per year.
- 7.4 Twenty-five percent (25%) of the voting body shall constitute a quorum for all Club meetings. Six members of the Executive Committee, including the President or Vice-President, shall be a quorum of an Executive Committee meeting.
- 7.5 A simple majority of the quorum present shall constitute passage of all motions.
- 7.6 Club members can call an extraordinary meeting if they feel Executive Committee members have exceeded their responsibilities and should be called to account.

By-law 8 - Elections

- 8.1 A Nominations Committee of at least three members shall be named at a general meeting prior to the Annual Meeting. The President shall not serve on this committee. The committee shall prepare, for consideration at the Annual Meeting, a list of qualified candidates for the Executive Committee positions.

- 8.2 The officers shall be elected at the Annual Meeting for a one-year term. After the Chair of the Nominations 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 secret ballot.
- 8.3 In the case where there is no nomination for an Executive position or a position becomes vacant during the Club year the Executive shall appoint a member to fill the position.
- 8.4 The Officers shall take office at the close of the Annual Meeting.
- 8.5 No member of the Executive Committee shall hold office for more than two consecutive terms in the same position.

By-law 9 - Parliamentary Authority

- 9.1 In any instance not covered by these by-laws, the rules and principles of parliamentary procedure as laid down by Robert's Rules of Order, Newly Revised shall prevail.

By-law 10 - Additions and Amendments to the Constitution and By-Laws

- 10.1 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 notice of the proposed amendments has been given to the members, in writing, at least one month prior to the amending meeting.

By-law 11 - Use of Name

- 11.1 The name "CFUW" shall not be used in speaking or writing on any matter contrary to established CFUW policy.
- 11.2 Where there is no established CFUW policy, the Club name may be used in speaking or writing on matters of local concern. These shall be in accordance with the aims of CFUW and not contravene any policy adopted by CFUW or by the Provincial Council of the province in which the Club is situated.

By-law 12 - Dissolution

- 12.1 In the event of dissolution for any reason any funds remaining in the Club's account(s) after payment of all outstanding debts and liabilities, including current CFUW dues, shall be transferred to the CFUW Charitable Trust.