



CFUW - ETOBICOKE

CANADIAN FEDERATION OF UNIVERSITY WOMEN

CONSTITUTION

Approved April 13, 2017

Article I. **NAME**

The name of this organization shall be: *Canadian Federation of University Women – Etobicoke*, hereinafter referred to as the Club.

Article II. **PURPOSES**

The purpose of the Club shall be:

1. To arouse and sustain among members an intelligent interest in public affairs in the educational, cultural, political, social, scientific and related fields.
2. To encourage members to place their education and training at the service of the community.
3. To afford members an opportunity to express collective opinion and to take group action, locally, nationally, and internationally, in the fields outlined in paragraph 1.
4. To promote the continuing education and the improvement of the status of women.
5. To promote fellowship and cooperation among university women.

Article III. **MEMBERSHIP**

1. Membership shall be open to all women who meet the membership requirements set out in the Articles and Bylaws of the CFUW*
2. Every Club member in good standing is entitled to all privileges associated with CFUW membership, including voting privileges on all motions brought to the Club membership.
3. A member who has not paid her annual fee by October 15th shall lose the rights and privileges of membership until such time as the fee is paid.

*Articles and Bylaws of CFUW are found at: www.cfuw.org/en-ca/aboutus/articlesandbylaws.aspx

Article IV. **FEE**

1. The annual fee shall be fixed at the Annual General Meeting. It shall include the levy, if any, to be paid to the national office of the Canadian Federation of University Women and the Ontario Council.
2. Any member joining the Club at any time during the year must pay her full annual fee. New members joining the Club after March 1st, pay the full fee but do not have to pay for the following year.

Article V. **MEETINGS**

1. A general meeting of the membership of the Club (General Meeting) shall be held from September to May with the option of calling a June general meeting at the discretion of the executive. The Annual General Meeting of the Club shall be held in April.
2. Meetings of the Executive Committee shall be held monthly or at such time and place as the Executive Committee may determine.
3. Ten percent of the membership shall constitute a quorum for any General Meeting. A majority of the Executive Committee shall constitute a quorum for any Executive Committee Meeting.
4. Except as provided in Article XIII hereof, and assuming that a quorum is present, all questions shall be decided by a majority of the members present and voting at a General Meeting or at a meeting of the Executive Committee.
5. A notice for any General Meeting at which a vote of the membership is to be taken must be given in a newsletter to be mailed no later than one week prior to the date of the general meeting. Such notice shall include the matters for which the vote of the members is to be taken.

Article VI. **FISCAL YEAR AND FINANCIAL REVIEW**

1. The fiscal year shall be from the first day of July to the following 30th day of June.
2. At least once a year, the Executive Committee shall, subject to the approval of the general membership, appoint a competent person or persons who shall review the books of account of the Club and render a report in writing. This report, which shall include a balance sheet and operating statement for the year under review, shall be submitted to the members for their approval at the November General Meeting.

Article VII. **OFFICERS**

1. The Club shall have the following officers: President, Past President, Vice-President, Recording Secretary, and Treasurer.
2. The duties of the officers shall be as follows:
 - a. The **President** shall preside at meetings of the Club and of the Executive Committee. She shall be on the Finance Committee and shall be an ex-officio member of all other committees except

- for the Nominating Committee. She shall visit other clubs and shall be the official delegate to CFUW conferences and Ontario Council meetings whenever possible.
- b. **The Past President** shall form and convene the Nominating Committee and the Finance Committee.
 - c. The **Vice-President** shall be the liaison with the National and Provincial offices of CFUW and shall perform the duties of the President in her absence. She shall be on the Finance Committee, and shall act as a liaison with ad hoc committees. She shall visit Interest Groups within the Club, visit other clubs and attend CFUW Conferences and Ontario Council meetings whenever possible. She shall chair the Marketing Committee and distribute Guest Night invitations and congratulatory letters to elected representatives.
 - d. The **Recording Secretary** shall keep the minutes of the General Meeting of the Club and meetings of the Executive Committee.
 - e. The **Treasurer** shall:
 - i. be responsible for the collection of fees and shall have custody of the funds of the Club, make routine disbursements, and keeping proper books of account;
 - ii. make disbursements not provided for in the Annual Budget with the approval of the Executive Committee, and if the amount exceeds \$200.00, with the approval of the membership at a General Meeting;
 - iii. prepare all Club accounts for the yearly audit;
 - iv. supervise the banking and investment of the Club and act as custodian of all securities;
 - v. be authorized with the President and Vice-President to sign on behalf of the Club all documents necessary for the financial business of the Club. Such documents shall be signed by any two of the three authorized officers; and
 - vi. be on the Finance Committee.

Article VIII. **PERMANENT COMMITTEES**

1. **Executive Committee**

a. *Membership*

- i. The Executive Committee shall consist of the officers of the Club and the Convenors of the Standing Committees. They shall officially assume their duties on July 1.
- ii. The term of office for the President shall be one year. Other positions may be held for a maximum of two years.
- iii. In the event a position becomes vacant during the course of the year, it shall be filled by the Executive Committee.
- iv. The Executive Committee of any year shall have the power to create such additional positions as are necessary for that year, in the opinion of the majority of the Executive Committee. These positions shall be filled by appointment.

b. *Duties*

- i. The Executive Committee shall administer the affairs of the Club.

2. The Standing Committees

a. Membership

- i. There shall be the following Standing Committees: Membership, Program, Interest Group, Hospitality, Communications, Marketing and Finance.
- ii. Each Standing Committee shall have one Convenor plus at least two additional members. The Finance Committee shall consist of the Past President as Convenor, the President, the Treasurer, the Vice-President, and two other appointed by the Executive Committee from the general membership.

b. Duties

- i. **MEMBERSHIP:** shall be responsible for investigating all questions pertaining to membership and shall keep an up-to-date record of the names, addresses, telephone numbers, and degrees of all members suitable for publication in a roster.
- ii. **PROGRAM:** shall be responsible for arranging the program for all General Meetings.
- iii. **HOSPITALITY:** shall be responsible for refreshments for all general and executive meetings and liaise with the Goodwill Ambassadors.
- iv. **INTEREST GROUP:** shall be responsible for the organization of Interest Groups, shall visit the various groups, and shall with consult with the interest group convenors.
- v. **COMMUNICATIONS:** shall coordinate communications with Club members and the broader community including overseeing the work of teams responsible for the website, the newsletter, emails sent to members, and the database

c. Duties of Standing Committee Convenors

- i. The Convenor of each Standing Committee shall appoint her committee in accordance with Article VIII, paragraph 2a ii.
- ii. The Convenor of each Standing Committee shall submit plans of work to the Executive Committee for approval, and no work shall be undertaken without such approval.
- iii. Each Convenor shall present a written report of the work of her committee to the Executive Committee meeting prior to the Annual General Meeting.

Article IX. **AD HOC COMMITTEES**

Ad hoc committees may be appointed by the Executive Committee, on conditions and with terms of reference established by the Executive Committee, to perform an function consistent with the Purposes of the Club as stated in Article II hereof.

Article X. **NOMINATIONS AND ELECTIONS**

1. **Nominations**

- a. A Nominating Committee shall be selected by the Past President no later than October 15th each year. It shall consist of the Past President as Convener and at least three other members not on the Executive Committee. It is recommended that one member shall have served on the previous year's Nominating Committee.
- b. The Nominating Committee shall be responsible for selecting nominees for all Executive Committee positions, and shall inform each nominee of the duties and responsibilities of the position for which she has been nominated.
- c. The Nominating Committee shall publish a slate of candidates and call for further nominations in the newsletter prior to the Annual General Meeting and shall present that slate at the Annual General Meeting.
- d. Further nominations shall be accepted from the floor at the Annual General Meeting.
- e. The consent of all nominations must be obtained before their names may be presented to the membership at the Annual General Meeting.

2. Elections

Elections of members of the Executive Committee shall take place at the Annual General Meeting. Where there is only one nomination for any position, the President shall declare the position filled by acclamation; otherwise voting shall be by secret ballot. The Nominating Committee shall supervise the balloting.

Article XI. SELECTION OF DELEGATES

The club shall be represented at CFUW and Ontario Council meetings and conferences by as many delegates as are permitted and deemed reasonable by the Executive Committee.

Article XII. USE OF NAME

1. The name CFUW shall not be used in speaking or writing on any matter which is contrary to established CFUW policy.
2. Where there is no CFUW policy, the Club name may be used, with the knowledge of the Executive Committee, 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 Ontario Council.
3. Each member shall obtain the authorization or consent of the Executive Committee before making any statements in the press or elsewhere which commits the Club to any action or policy.

Article XIII. AMENDMENTS

The Constitution of the Club may be amended by a two-thirds vote of the members present at any General Meeting, provided that notice of the amendment has been given at the preceding General Meeting, and the text of the amendment has been mailed to the membership at least two weeks in advance of the vote.

Article XIV. **DISSOLUTION OF CLUB**

In the event of dissolution of the club, all of its remaining assets, after payment of its liabilities, shall be distributed in accordance with the Purposes of the Club as stated in Article II hereof.

Article XV. **PARLIAMENTARY AUTHORITY**

1. The rules and principles of parliamentary procedures as stated in Roberts Rules of Order, Newly Revised, shall govern the Club in all situations which are not otherwise covered by this Constitution.
2. The President shall appoint a parliamentarian as required.

Article XVI. **THE CHARITABLE TRUST OF CFUW – ETOBICOKE**

1. There shall be a foundation, known as The Charitable Trust of the Canadian Federation of University Women-Etobicoke, to administer scholarships, bursaries and community awards.
2. All trustees of the foundation shall be members of the Club.
3. The trust shall be administered according to its own constitution.

APPENDIX 1 – CHANGES MADE TO CFUW ETOBICOKE CONSTITUION

ARTICLE and SECTION CHANGED	DESCRIPTION OF CHANGE	DATE APPROVED AT GENERAL MEETING	UPDATE TYPED BY
Article III. MEMBERSHIP Article IV. FEE	Entire article on Membership was replaced (now includes details about Associate Member, Student Member and Dual Member categories) Section 2 reworded.	January 14, 2010	J. McCormick
Article VI. FISCAL YEAR END & AUDIT ARTICLE VIII. PERMANANT COMMITTEES Article XVI. CHARITABLE TRUST OF CFUW - ETOBICOKE	Audit report due date changed from October to November Delete Awards Committee Rewording of article and add “community awards” to the responsibilities of the Charitable Trust	January 8, 2009	J. McCormick
Article VIII. 2bv. Newsletter	Article changed to allow someone other than the Convener to edit the newsletter	April 12, 2012	Pat Ferbyack
Article III. MEMBERSHIP	Article changed on Membership to align with the National CFUW Constitution that removed the category of Associate Member. New wording is intended to ensure we remain aligned with National CFUW constitution with any future membership category changes.	January 10, 2013	Pat Ferbyack
Article VIII. 2. a.i and b.v Communications Convener	The position of Newsletter Convener is changed to Communications Convener	January 9, 2014	Pat Ferbyack
Article IV. 2	Add: New members joining the Club after March 1 st pay the full fee but do not have to pay the following year.	September 10, 2015	Shelley Pringle
Article VII, 1	Delete: Corresponding Secretary (this position has	September 10, 2015	Shelley Pringle

Article VII, 1	Delete: Corresponding Secretary (this position has been eliminated)	September 10, 2015	Shelley Pringle
Article VII, 2, c	Vice president is responsible for distributing guest night invitations and congratulatory letters to elected representatives (previously the responsibility of the Corresponding Secretary)	September 10, 2015	Shelley Pringle
Article VII, 2, c AND Article VII, 2, a, i	Change Publicity to Marketing	September 10, 2015	Shelley Pringle
Article VIII, 2, b, iii	The Hospitality Convenor is responsible for laising with the Goodwill Ambassadors (previously the responsibility of the Corresponding Secretary)	September 10, 2015	Shelley Pringle
Article VI.2	Replace the word "audit" with "review"	April 13, 2017	Pat Ferbyack