

CFUW ETOBICOKE

Constitution and By-Laws

November 11th, 2021

Chartered 1952

Definitions

An **Ad Hoc Committee** is a committee that is set up by the Executive Committee with the responsibility to complete a task that has a short time frame.

A **Constitution** is a set of fundamental principles that govern an organization.

A **Bylaw** is a rule or regulation enacted by an organization to provide a framework for its operation and management.

When the word **Club** is used it means CFUW Etobicoke.

A **Member in Good Standing** means having paid any dues and liabilities in full and being in compliance with the Club's Articles and Bylaws.

A **Notice of Motion** is used when members must receive a written copy of a motion, usually contained in the Club newsletter or by electronic means, prior to a General Meeting at which that motion will be put to a vote.

An **Ordinary Motion** means a motion passed by a majority of not less than 50% plus 1 of the votes cast on that motion.

A **Policy** is a principle of action adopted by an organization to guide members in decisions and to achieve rational outcomes.

A **Practice** is an action or application that the Club has used to deal with an aspect of the administration of the Club.

A **Procedure** supports a policy and provides a clear plan of action to carry out the policy. Note: not every policy will require a procedure.

A **Resolution** is defined as a motion dealing with an advocacy issue.

A **Special Motion** means a motion passed by a majority of not less than two-thirds (2/3) of the votes cast on that motion.

Standing Committee means a committee that performs a continuing function.

Article I - **NAME and USE of NAME**

1. The name of this organization shall be: **Canadian Federation of University Women Etobicoke**, hereinafter referred to as CFUW Etobicoke or the Club.
2. The name CFUW shall not be used in speaking or writing on any matter which is contrary to established CFUW policy.
3. 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.
4. 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 II - **PURPOSE**

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 understanding, friendship and cooperation among CFUW members and with like-minded organizations.

Article III – **NON-PROFIT STATUS**

1. The income and property of the Club will be applied solely towards the objectives of CFUW and no portion thereof shall be transferred directly or indirectly to the members. Nothing herein prevents the payment of approved remuneration for goods and services rendered to the Club.

Article IV - **MEMBERSHIP**

1. Membership of the Club consists of all women who meet the membership requirements set out in the Articles and Bylaws of CFUW (National).
2. Every Club member in good standing is entitled to all privileges associated with CFUW Etobicoke membership, including voting privileges on all motions brought to the Club membership.
3. The membership year shall be from July 1 to June 30.
4. Every person can expect to be treated respectfully in accordance with the CFUW (National) Respectful Treatment Policy and every member, guest and volunteer has the responsibility to refrain from participating in behaviour that is, or could be perceived to be, disrespectful. The CFUW Etobicoke Executive Committee may revoke a membership if the conduct of a member discredits or causes discord within the organization.

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

Article V - **DUES**

1. The annual dues shall be fixed at the Annual General Meeting after a Notice of Motion or at such time that CFUW (National) and Ontario Council dues are known. It shall include the levy, if any, to be paid to the national office of the Canadian Federation of University Women (National) and the Ontario Council.
2. The CFUW Etobicoke membership dues are reviewed annually by the Executive Committee. Changes to the dues must be approved by the Club membership.
3. Any member joining the Club at any time during the year must pay her full annual dues. New members joining the Club after March 1st, pay the full dues but do not have to pay for the following year.
4. A member who fails to pay her annual dues shall cease to be a member of the Club and all interest groups.

Article VI - **GENERAL, EXECUTIVE AND SPECIAL 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 VII. **FINANCE YEAR and FINANCIAL REVIEW**

1. The fiscal year shall be from the first (1st) day of July to the following thirtieth (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 a General Meeting.

Article VIII. **OFFICERS**

1. The Club shall have the following officers: President, Past President, Vice-President, Recording Secretary, and Treasurer.
2. All of the Executive Committee positions may be a shared position with a maximum of two (2) members per position. A shared position will have only one vote at an Executive Committee meeting.
3. 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 keep 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 \$250.00, with the approval of the membership at a General Meeting;
 - iii. prepare all Club accounts for the yearly review;
 - 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;
 - vi. be on the Finance Committee.

Article IX - **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 and up to two (2) Members-At-Large. All executive members shall officially assume their duties on July 1.
- ii. The term of office for the President, Past President and Vice-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 on Standing Committees**

- i. There shall be the following Standing Committees: Advocacy, Membership, Program, Interest Group, Hospitality, Communications, Marketing and Finance.

- ii. Each Standing Committee shall have one Convener plus at least two additional members. The Finance Committee shall consist of the Past President as Convener, the President, the Treasurer, the Vice-President and two others appointed by the Executive Committee from the general membership.

b. Duties of Standing Committees

- i. **MEMBERSHIP:** shall be responsible for investigating all questions pertaining to membership and shall keep an up-to-date record of membership information 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 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 consult with the interest group conveners.
- 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 Conveners

- i. The Convener of each Standing Committee shall appoint her committee in accordance with CFUW Etobicoke's Constitution and Bylaws.
- ii. The Convener 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 Convener shall present a written report of the work of her committee to the Executive Committee meeting prior to the Annual General Meeting.

d. Members-at-Large

- i. Members-at-Large, a maximum of two (2), are appointed at the discretion of the Executive Committee.
- ii. Members-at-large can not propose motions and or vote on motions at the Executive Committee.

e. Duties of the Members-at-Large

- i. To participate in all actions of the Executive Committee and to participate in special events of the Executive Committee.

Article X - AD HOC COMMITTEES

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

Article XI - 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

1. 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.
2. At the Annual General Meeting, the Chair of the Nominating Committee will present the slate of nominees who have agreed to stand for election to the Executive Committee for the ensuing year.
3. Whenever two or more persons are nominated for the same office, the voting shall be by ballot supervised by the Nominating Committee.
4. Scrutineers, a minimum of two (2), will be appointed by the Nominating Committee when a ballot is in progress.

Article XII - SELECTION OF DELEGATES

1. 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 XIII - AMENDMENTS

1. The Constitution of the Club may be amended by a two-thirds vote of the members present at any General, Annual or special meeting.
2. The text of any such alteration or amendment must have been submitted in a Notice of Motion and circulated to all members at least thirty (30) days in advance of the vote.

Article XIV - ACCESSIBILITY

1. CFUW Etobicoke takes all reasonable steps to comply with the Accessibility Customer Service Policy in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Article XV - PRIVACY

1. CFUW Etobicoke takes all reasonable steps to protect the privacy of the personal information retained by the Club in compliance with PIPEDA (Personal Information Protection and Electronic Documents Act).

Article XVI - The Charitable Trust of The Canadian Federation of University Women 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 in good standing with CFUW Etobicoke. All trustees will be appointed by the Club members at the AGM of CFUW Etobicoke.
3. The trust shall be administered according to its own Constitution.

Article XVII - **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 XVIII - **DISSOLUTION OF CLUB**

1. In the event of the dissolution of the Club for any reason whatsoever, the funds remaining in the Club's account, after payment of all debts and liabilities including current CFUW levies, will be distributed as agreed upon by the membership and in accordance with the Purpose of CFUW Etobicoke.

APPENDIX 1 – CHANGES MADE TO CFUW ETOBICOKE CONSTITUTION

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 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 liaising 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
Article VIII 1ai	Creation of Members-At-Large	April 11, 2019	Pat Cleland
Article VII.2e.ii	Treasurer – amount changed from \$200.00 to \$250.00	May 2020	Maure Kentner
Article VII.2e.ii	Treasurer – amount changed from \$200.00 to \$250.00	Sept 2021	Barb Rukavina
Constitutional Review	Review of entire constitution	No 11, 2021	Maure Kentner