

## **Canadian Federation of University Women–Hamilton Constitution and Bylaws**

### **Article 1. Name**

The name of the organization shall be Canadian Federation of University Women–Hamilton, hereinafter referred to as CFUW–Hamilton.

### **Article 2. Affiliations**

CFUW–Hamilton is a member of the Canadian Federation of University Women Ontario Council (CFUW Ontario Council) and the Canadian Federation of University Women (CFUW), which is an affiliate of the International Federation of University Women (IFUW). As a member organization of CFUW, CFUW–Hamilton is bound by the articles and bylaws of CFUW.

### **Article 3. Purposes**

CFUW–Hamilton and its parent organization, CFUW, are equality-seeking organizations that work to advance the human rights of women and girls by

- a. Promoting high standards of public education in Canada, advanced study and research by women, and a sound concept of lifelong learning;
- b. Advocating for the advancement of the status of women, human rights, and the common good locally, nationally, and internationally;
- c. Promoting cooperation, networking, support, and understanding among women; and
- d. Encouraging and enabling women to apply their knowledge and skills in leadership and decision making in all aspects of the political, social, cultural, educational, and scientific fields.

## **Bylaws**

### **A. Membership**

Eligibility for membership in CFUW–Hamilton is based upon CFUW *Schedule 1: Definitions of Individual Membership*.

### **B. Officers**

The officers of the club shall be President, Vice-President, Secretary, Membership Convenor, and Treasurer. They shall all be CFUW–Hamilton members.

### **C. Executive Committee**

1. Elected members of the Executive Committee include the Officers of the Club, Past

President, Action and Advocacy Chair, Scholarships Chair, Publicity Chair, Programme Chairs (for the current and subsequent year), Social Committee Chair, Newsletter Editor, and Website Administrator.

2. Appointed members of the Executive Committee include three CFUW Ontario Council representatives (one each for the Education, Legislation, and Status of Women and Human Rights Standing Committees), Archivist, Good Will Ambassador, and Ride Convenor. Chairs of special committees may be appointed members of the Executive Committee while their special assignments are in progress.
3. If a vacancy occurs on the Executive Committee, a replacement shall be appointed by the Executive Committee to serve until the following annual general meeting.
4. The duties of Executive Committee members are outlined in documents available on the website and may be amended by the Executive Committee as deemed expedient.

#### **D. Elections**

1. Members shall not hold the same position for more than three consecutive years, with the exception of the President, who shall not hold the position for more than two consecutive years, and the Treasurer, who shall not hold the position for more than five consecutive years.
2. A Nominating Committee consisting of two executive members and one non-executive member shall be appointed by the Executive Committee. The chair of the Committee shall be the Past President.
3. The Nominating Committee shall request suggestions for the various positions at the January executive meeting and shall prepare a slate of officers and executive members for presentation at an annual general meeting. Further nominations shall be called for from the floor.
4. The Chair of the Nominating Committee shall supervise any necessary election.
5. Where there is more than one nomination for an elected position, voting shall be by secret ballot.

#### **E. Meetings**

1. Executive meetings shall be held every second month, at the discretion of the President, or upon request of three Executive Committee members.
2. Meetings open to the general membership shall be held at least seven times a year.

3. Special meetings may be called at any time by the President or, upon written request to the Executive Committee, by ten members of the Club.
4. Meetings of Interest Groups and Committees shall be held as determined by their respective chairs.
5. An annual general meeting of CFUW-Hamilton shall be held each year in May to receive and approve the annual reports of the officers, interest groups, and committees. At this meeting, elections will be held for Executive Committee members and the Club membership fee will be set.

#### **F. Quorum**

1. Twenty percent of the voting body shall constitute a quorum for a regular or annual general meeting.
2. Proxy votes may be registered in writing with any member of the Executive Committee.
3. A majority of the Executive Committee shall constitute a quorum for an executive meeting.

#### **G. Voting Body**

The voting body of the Club shall consist of the entire membership.

#### **H. Voting Privileges**

1. Regular members shall have full voting privileges.
2. Honorary Members shall not hold office and shall have no vote.
3. Life Members shall have all the privileges of regular members and the Club shall maintain their membership in the Canadian Federation of University Women.
4. Dual members will vote on CFUW policies at their primary Club and on local policies only at CFUW-Hamilton.

#### **I. Finance**

1. The fiscal year shall begin on May 1<sup>st</sup>.
2. A budget of estimated expenditures shall be adopted by the executive and reported to the membership for approval. The budget shall include a sum of money for the Conference fund to reimburse expenses incurred by members attending the CFUW

annual general meeting in the coming year. Unbudgeted expenditures above \$100 must be presented to the Club for approval.

3. Each member shall pay the annual fee fixed by the Executive Committee. This fee shall consist of the current CFUW fee, the Ontario Council fee, and a Club fee approved at the annual general meeting.
4. All fees are due at the September meeting of the Club.
5. New members shall be accepted at any time during the year. Those joining after February 1<sup>st</sup> shall pay the CFUW fee plus half the current Club fee.
6. Life Members shall not be required to pay fees.
7. The interest received from the Development Fund and Scholarship Fund shall be used toward the payment of the CFUW–Hamilton Scholarship at McMaster University and such bursaries or scholarships as the Club shall commit itself to provide. The balance of the commitment shall be made up of sums raised especially for this purpose and amounts voted annually by the membership from the general funds of the Club.
8. Members of interest groups must be paid-up members of the Club.
9. The Executive Committee shall appoint an auditor at the March executive meeting.

#### **J. Membership in the Canadian Federation of University Women**

1. The Club shall pay dues according to the by-laws of CFUW.
2. The President shall be the voting delegate at CFUW annual and special general meetings. If she is unable to attend, the Executive Committee shall select a replacement.
3. The Club shall pay the registration fee for the Club delegate attending the CFUW annual general meeting and shall contribute toward associated expenses in the following manner: full registration plus a portion of accommodation and transportation costs.

#### **K. Membership in Canadian Federation of University Women Ontario Council**

1. The Club shall pay dues according to the by-laws of CFUW–Ontario Council.
2. The President shall be the voting delegate at CFUW Ontario Council annual and special general meetings. If she is unable to attend, the Executive Committee shall select a replacement.

3. The Club shall pay the registration fee for official Club delegates attending Ontario Council meetings and shall contribute towards associated expenses in the following manner: full registration and transportation costs for the delegate attending the Ontario Council annual general meeting and any member attending Ontario Council Standing Committee meetings.

#### **L. Membership in Other Organizations**

It shall be at the discretion of the Executive Committee to appoint delegates when required to other organizations.

#### **M. Procedures**

The rules contained in *Robert's Rules of Order* shall govern all procedures of the Club not covered by the Constitution and Bylaws.

#### **N. Amendments**

Bylaws may be altered or amended by a two-thirds majority of those members present and voting provided that notice of motion has been given to the members in writing at least one month before the meeting at which the vote is to be taken.

#### **O. Dissolution**

In the event of the dissolution of the Club, all its assets remaining after payment of its liabilities shall be distributed as education awards. The Executive Committee shall alone and at its discretion make such awards.

*This Constitution and Bylaws was originally passed at the General Meeting, April 1990. Bylaws regarding Officers and Elections were amended at the General Meeting February 1995. The article regarding Elections was amended at the General Meeting April 2003. The article regarding Membership was amended at the AGM April 2007. The article regarding Affiliations was added at the general meeting in April 2013, along with revisions to the article on Purposes and the bylaw regarding Membership to ensure compliance with CFUW policy. Further revisions undertaken at the general meeting in April 2013 included updates to the Executive Committee membership and practices, and to the Finance bylaws regarding fees and scholarships, as well as copyediting and reordering to enhance clarity.*

### **Schedule 1 – Definitions of Individual Membership**

***As referred to in Bylaws B Interpretation, Definitions and Bylaw C, Items 7 and 11.***

1. A woman is eligible for membership in a Club if she supports the purposes of CFUW and has:
  - a. Earned a degree, diploma or equivalent qualification from an institution of higher education; or
  - b. Been accepted for a masters or doctoral program at a recognized tertiary institution; or
  - c. Earned a professional designation or equivalent qualification that currently requires a degree, diploma or equivalent qualification.
2. Pursuant to Bylaw C, Item 8, a woman who does not meet criteria 1(a), 1(b) or 1(c) but supports the purposes of CFUW is also eligible for membership in a Club.
3. A student member is a woman who is a full-time student at an institution of higher education. Student members shall pay 50% of the CFUW per capita dues.
4. A member-at-large is a woman who qualifies for individual membership in a Club but is not a member of an existing Club. She shall be assessed CFUW dues. She shall be a member of the CFUW Member-at-Large Club.
5. A member in good standing may transfer to any other CFUW Club without paying additional national dues for that year.
6. A woman who is a member of more than one CFUW Club shall pay national dues to only one club.
7. A life membership in a Club may be conferred on a Club member who has given outstanding service to her Club. Such membership shall be conferred by the Club based on a recommendation made by the Club's Board and having been approved by a special motion at a Club annual general meeting. A life member shall have voting privileges and may hold office. The Club shall pay CFUW per capita dues on her behalf. A life membership is not transferable to another Club.
8. An honorary membership in CFUW may be conferred on a woman who has made a significant contribution to CFUW or to the development of society in a manner consistent with the purposes of CFUW. Such membership shall be conferred based on a recommendation made by the CFUW Board and approved by a special motion at a CFUW annual general meeting. Unless she is a member of a CFUW Club, she shall not have voting privileges or be able to hold office. She shall not be assessed CFUW dues.