



Canadian Federation of University Women  
Fédération Canadienne des Femmes Diplômées des Universités  
LEASIDE-EAST YORK  
[WWW.LEASIDE.INFO/CFUW](http://WWW.LEASIDE.INFO/CFUW)

## **CFUW Leaside – East York**

# **Constitution & Bylaws**

**Revised February 2008**



## CONSTITUTION

### ARTICLE I – NAME

1. The name of this organization shall be CFUW LEASIDE - EAST YORK hereafter to be referred to as the Club.
2. Any oral or written presentation on behalf of CFUW shall be in accordance with established CFUW aims and policies. For current CFUW policies, go to [www.cfuw.org](http://www.cfuw.org).

### ARTICLE II – PURPOSE

1. To support the aims and objectives of the Canadian Federation of University Women (CFUW). Go to [www.cfuw.org](http://www.cfuw.org) for the CFUW Mission Statement.
2. To stimulate intellectual interaction within the membership.
3. To promote higher education of women and girls, and education in general.
4. To foster an interest in public affairs, and to actively participate in such affairs.
5. To nurture friendship and cooperation among women.
6. To improve the status of women and human rights.



## **BYLAWS**

### **ARTICLE I - MEMBERSHIP**

1. Any woman who supports the aims and objectives of the Canadian Federation of University Women (CFUW) may become a member.
  - a. Full members shall be members who have earned a degree or an honorary degree from a college or university which is recognized by the International Federation of University Women (IFUW) or who have equivalent education as defined by the CFUW.
  - b. All other members shall be Associate Members. Associate Members shall not hold the office of President of the Club and shall not be entitled to vote on matters affecting CFUW head office. Associate Membership should not exceed 25% of the total membership of the Club.
2. Charter members are those who were members as of April 25, 1955.
3. Applications for new membership shall be made to the Membership Convenor on the form provided by the Club.
4. Members may resign from the Club by notifying the Membership Convenor.
5. Full members may hold dual membership in more than one CFUW club.

### **ARTICLE II - FEES**

1. Each member shall pay the annual fee, said fee to be fixed by a vote of the general membership. The CFUW levy for full members shall be paid out of their annual fees. A portion of the Club fees for full and associate members shall be assigned to the Scholarship Trust. The balance of fees paid by Associate Members will be retained for use by the Club.



2. All fees shall be payable on or before September 30, so that members shall be considered in good standing.
3. New members joining after January 1, shall pay one-half of the Club share of the membership fee plus the full CFUW assessment.
4. Transfer members and members from other clubs who have paid fees for the current year to the other clubs shall be exempt from the CFUW assessment of this Club but shall pay the appropriate portion of the Club fee for that current year.

### **ARTICLE III - EXECUTIVE**

1. The Executive of the Club shall include: President, Immediate Past President, Vice-President, Secretary, Treasurer, Membership Convenor, Newsletter Editor, Program Convenor, Social Convenor, and Scholarship Convenor. One or two convenors may share a position at the option of the Nominating Committee, with the expectation that one of the two will continue in office for the second year.
2. The terms of office for President, Immediate Past President, and Vice-President shall be one or two years, and may be subject to renewal.
3. The Executive shall carry out the day-to-day business of the Club including the Club's responsibilities to the CFUW and IFUW.
4. The Executive shall prepare Club motions and recommendations for submission to the membership at the general meetings.
5. The members of the Executive shall hold office beginning with the June executive meeting.
6. In the event of a vacancy on the Executive, however occasioned, the Executive may appoint a successor to complete the term.



## **ARTICLE IV - DUTIES OF THE EXECUTIVE**

1. The President shall preside at all meetings of the Club and of the Executive. She shall be the Status of Women Committee Representative at the Ontario Council meetings. She shall be ex-officio member of all committees except the Nominating Committee. She shall ensure that the Club Archives are maintained. The President shall sign the official correspondence of the Club, and be the official Club spokesperson.
2. The Immediate Past President shall be the Chairperson of the Nominating Committee and shall maintain membership lists of the interest groups.
3. The Vice-President shall assist the President in the performance of her duties, and, in her absence, shall perform the duties of the President. She shall be the CFUW liaison for the Club and the Legislation Committee representative at Ontario Council meetings. She shall be a member of the Nominating Committee.
4. The Secretary shall keep the minutes of all meetings of the Club and of the Executive. She shall conduct all of the social correspondence of the Club.
5. The Treasurer shall collect fees and have custody of the funds of the Club, keeping proper books of account and making disbursements as directed by the Executive. She shall prepare an annual budget with the President and Vice-President.
6. The Membership Convenor shall maintain all membership records, accept and welcome new members, and be responsible for notifying members of forthcoming meetings. She shall be responsible for Club publicity.
7. The Newsletter Editor shall be responsible for producing newsletters four times a year - generally for circulation in September, November, February and April.
8. The Program Convenor shall be responsible for arranging all details related to the presentation of the program for each general meeting.
9. The Social Convenor shall be responsible for refreshments at all general meetings and arrangements for the Club's Annual Dinner.



10. The Scholarship Convenor shall meet with the Scholarship Representatives of each high school regarding the recipients of the scholarship awards. She shall arrange for the presentation of the scholarships to the recipients and for their invitation to the Club's Annual Dinner. She shall be the Chair of the Scholarship Trust Committee and the representative to the Education Committee at Ontario Council meetings.

#### **ARTICLE V – COMMITTEES**

4. Ad hoc committees may be established by the Executive from time to time to correspond to CFUW and Club needs.
5. The Chair shall choose her own committee members and shall be responsible for discharging all committee responsibilities, and shall be given such powers as necessary to discharge her duties.
6. The Chair shall report to the Executive as requested.

#### **ARTICLE VI - APPOINTEES**

1. The Executive may appoint an advisor who shall be a member of the Club and who will be called upon to aid in the preparation and execution of motions and resolutions, and clarify any procedural problems that may be encountered.

#### **ARTICLE VII - INTEREST GROUPS**

1. Interest groups may be organized at any time by members of the Club subject to the approval of the Executive.
2. Each interest group shall choose a convenor and shall submit her name to the Immediate Past President at the beginning of each year or after the first meeting of a newly organized group.
3. All members of interest groups shall be members in good standing.



## **ARTICLE VIII - MEETINGS**

1. General meetings of the Club shall be held on the third Thursday of each month from September to May (excluding December) unless otherwise approved by the Executive. The Annual Meeting shall be held in May of each year.
2. Meetings of the Executive Committee shall begin with a joint meeting (past and incoming members) in June, and prior to each general meeting as required. The quorum for an Executive meeting shall be a majority of the Executive positions.
3. The quorum for a general meeting shall be one-fifth of the current membership.

## **ARTICLE IX - NOMINATIONS**

1. The Nominating Committee shall consist of the Immediate Past President, the Vice-President and two members in good standing. The Immediate Past President shall appoint the two members so that the committee shall be representative of the membership.
2. The Nominating Committee shall hold office from the time of its appointment until the Annual Meeting. The duties shall be:
  - (a) to prepare a slate of officers for posting at the April general meeting, including the two trustees of the Scholarship Trust;
  - (b) to receive all further nominations by the April meeting.
3. Nominations for offices open for election shall close at the April general meeting.
4. All nominations shall require a nominator and a seconder and have the consent of the nominee. Nominations must be forwarded to the Nominating Committee before the close of the April General Meeting. Any nomination from the floor shall be accepted provided that the nominee is present.



## **ARTICLE X - ELECTIONS**

1. Nominees shall be presented at the Annual Meeting at which time, if necessary, elections shall be held.
2. The Vice-President shall succeed to the position of President.
3. Should an election be necessary, officers shall be elected, by ballot, by members in good standing.
4. When an election takes place, two or more scrutineers shall be appointed by the President.

## **ARTICLE XI - GUESTS**

1. Any member shall be entitled to bring a guest to a general meeting or an interest group meeting provided that no person eligible for membership be a guest more than twice in the Club year.
2. Additional guests shall be invited at the discretion of the Executive.

## **ARTICLE XII - FINANCE**

1. The budget shall be presented to the members for their approval at the May Annual Meeting.
2. Any expenditure exceeding \$ 100.00 that has not been approved through the Annual budget shall require the approval of the voting body at the general meeting at which the expenditure is considered.
3. Fundraising for the Club must be approved by the Executive in advance of any action, and, when completed, an account shall be made to the Executive.
4. The fiscal year end shall be June 30th.



### **ARTICLE XIII - AMENDMENTS**

1. The Constitution and Bylaws may be altered or amended at any general meeting by a vote of two-thirds of the members present provided that any such alteration or amendment has been submitted under notice of motion at a previous meeting.
2. The Constitution and Bylaws shall be reviewed, and amended if necessary, at least every five years.

### **ARTICLE XIV - NOTICE OF MOTION**

1. Notice of motion must be given in any matters pertaining to membership fees, fee structure, or any matter which materially affects the rights, responsibilities and financial obligations of the Club. Said notice must be given at a general meeting prior to the one at which the motion is presented.

### **ARTICLE XV - DISSOLUTION CLAUSE**

1. In the event of the dissolution of the Club for any reason whatsoever, any funds remaining in the Club's account, after payment of all debts and liabilities including current CFUW dues, may be transferred to the CFUW Charitable Trust Fund.

February 2008 (Previously revised 1958, 1961, 1966, 1972, 1976, 1982, 1987, 1992, 1997, 2003, 2007)