

**CONSTITUTION  
CANADIAN FEDERATION OF UNIVERSITY WOMEN  
KITCHENER-WATERLOO  
March 2012**

**Article I - Name**

1. The name of this organization shall be CANADIAN FEDERATION OF UNIVERSITY WOMEN, KITCHENER-WATERLOO, referred to subsequently as CFUW K-W or the Club.
2. The name 'CFUW' shall not be used in speaking or writing on any matter contrary to established CFUW policy.
3. Where there is no established CFUW policy, the Club name may be used 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 by the Ontario Council

**Article II - Purpose**

1. To cultivate excellence in public education in Canada and to encourage the higher education of women.
2. To encourage members to put their education and professional experience at the service of the community.
3. To arouse and sustain among members an intelligent interest in public affairs, to encourage active participation in such affairs by qualified women, and to provide opportunities for effectual concerted action.
4. To promote human rights and improvements in the status of women.
5. To foster a spirit of friendship, cooperation and involvement at all levels of the International Federation of University Women.

**BYLAWS  
CANADIAN FEDERATION OF UNIVERSITY WOMEN  
KITCHENER-WATERLOO  
May 2010**

**Bylaw I – Membership**

**1. Categories and Eligibility**

- a. Regular Member  
A woman, who is a resident of Canada, shall be eligible if she:
  - i) has earned a degree, diploma or equivalent qualification from an institution of higher education, or
  - ii) has been accepted for a masters or doctoral program at a recognized tertiary institution, or
  - iii) has earned a professional designation or qualification that currently requires a degree, diploma or equivalent qualification.
  
- b. Life Member  
In recognition of outstanding contributions to the Club, a member may be nominated by another member for Life Membership provided the nominee has attained 80 years of age and has paid membership fees for at least 30 out of 35 years. The nominee must then be recommended by the Executive Committee for approval by the general membership. Upon approval, the Life Membership status shall become effective the following September.  
Life Membership is a local Club privilege, not transferable to another Club.
  
- c. Visiting Member  
In accordance with the practice of the IFUW, members of other national Federations or Associations of University Women who are visiting Canada shall be entitled for one year to attend meetings.
  
- d. Honorary Member  
An Honorary Membership within CFUW-K-W may be conferred on a woman who is not a club member, but who has made a significant contribution to CFUW K-W or to the development of society in ways consistent with the purposes of CFUW K-W. She need not hold a university degree to be appointed an Honorary Member.  
Honorary Membership is a local Club privilege, not transferable to another Club.
  
- e. Associate Member  
An Associate Member is a woman who does not meet the criteria for any other membership category.
  
- f. Student Member  
A woman shall be eligible if she is a resident of Canada and is:
  - i) A full-time university or college student;
  - ii) Enrolled in a degree, diploma or equivalent program that could lead to graduate studies.

**2. Privileges**

- a. Regular and Life Members in good standing may join club interest groups and shall have voting privileges and may hold office.
- b. Student members are entitled to all the privileges and responsibilities of regular members.
- c. Visiting and Honorary Members may join club interest groups but will not have voting privileges and may not hold office.

- d. Associate members may join interest groups and shall have voting privileges and may hold office.
- e. A CFUW dual member may cast votes on National matters only in the CFUW club where she pays her CFUW per capita dues.

### **Bylaw II – Membership Dues**

The annual dues as set from time to time by the Executive Committee and approved by a quorum of the general membership shall be payable on or before October 31 of each year. A late fee will apply for renewing members. New members who wish to join the Club after January 31 may do so by paying the full national CFUW dues and Ontario Council dues and one-half the remaining portion of the annual Club dues.

- i) Student members pay 50% of CFUW per capita dues.
- ii) Visiting and Honorary Members do not pay membership dues.
- iii) Dual members pay CFUW National per capita dues to only one CFUW club.

### **Bylaw III – Finance**

1. The fiscal year of CFUW K-W shall be April 1 to March 31.
2. Cheques shall be signed by any two of the following: Treasurer, President, Vice-President, and/or Secretary.
3. The Executive Committee shall appoint a person(s) to perform the annual financial audit and to submit a report to the annual general meeting.
4. The Treasurer shall make extraordinary disbursements only when authorized to do so by the Executive Committee. Any extraordinary disbursements over \$50.00 for one purpose can be authorized by the members at a General Meeting only if proper notice has been given. An extraordinary disbursement is defined as any disbursement not already allocated in the annual budget, or for a purpose not already stipulated in the accounts system.
5. Requests from individuals or other organizations for donations shall be considered in light of the Purpose of CFUW K-W and available resources.

### **Bylaw IV – Governing Bodies of the Club**

1. The Officers of the Club shall be President(s), Vice-President(s), Secretary and Treasurer.
2. The Executive Committee of the Club shall consist of the Officers of the Club and the Chairpersons of the Standing Committees. (The Standing Committees shall consist of Membership Committee, Newsletter Committee, Awards Committee, Education Committee, Advocacy Committee, Interest Group Coordination Committee, Program Committee, Used Book Sale Committee, Publicity Committee and Social Committee.)
3. The Executive Committee shall appoint the Managing Trustees of the CFUW K-W Charitable Fund. The President, Treasurer and Chair of the Awards Committee are Trustees of the CFUW K-W Charitable Fund.

### **Bylaw V – Officers and Their Duties**

1. The Executive Committee shall conduct all routine business of the Club between meetings and shall meet at the call of the President.
- 2a. The President shall preside at meetings of the Club and of the Executive Committee. She shall be the administrative head of the Club and shall be ex-officio member of all

committees except the Nominating Committee. She shall head all CFUW K-W delegations or designate her representative. She shall be a Trustee of the CFUW K-W Charitable Fund.

2b. A Co- President may be nominated and elected, to share the duties of President.

3a. The Vice-President shall assist the President in carrying on the work of the Club and shall perform the duties of the President in the event of her resignation, death or inability to carry out her duties. She shall assist with the annual audit. She shall be Chair of the Resolutions Committee and shall chair the Resolutions meeting.

3b. A Co-Vice-President may be nominated and elected, to share the duties of the Vice-President.

4. The Secretary shall be responsible for the Minutes of all meetings of the Club and of the Executive Committee. She shall also be responsible for the correspondence and the Annual Report of the Club.

5. The Treasurer shall be responsible for the conduct of the financial affairs of the Club. She shall keep all accounts and supervise the banking and investments of the Club.

She is authorized to sign on behalf of the Club all such documents as may be necessary in connection with the banking business of the Club, and, in particular, is authorized to sign with the President or Vice-President or Secretary all cheques drawn on any bank account opened in the name of the Club.

The Treasurer shall act as an advisor to the Awards Committee.

The Treasurer shall arrange for the auditing of the accounts and report to the Annual Meeting of the Club.

The Treasurer shall be a Trustee of the CFUW K-W Charitable Fund.

#### **Bylaw VI – Standing Committees and Their Duties**

1. a. The Newsletter Committee shall be responsible for the publication and mailing of the Newsletter, compiled in consultation with the President. They will see that a copy is sent electronically or by unregistered postage-paid mail at least five days prior to any regular, special or annual meeting of the Club to all members currently appearing on the Membership Chair's Roll at their last known address. The Newsletter Chair may appoint a committee to assist her if she deems it necessary.

b. The Membership Committee shall investigate all questions pertaining to membership. The Chair shall maintain a current membership roll based on information supplied by members and she will attempt to secure new members each year. She shall also assist in the annual audit. She may appoint a committee to assist her if she deems it necessary.

c. The Program Committee shall arrange for the place and program of the monthly meetings. The Club shall be informed of the proposed program for the current year each September.

d. The Social Committee shall provide refreshments for regular meetings and shall plan and arrange any special social activity decided upon by the Executive Committee.

e. The Awards Committee shall have a minimum of 5 members. It shall as often as necessary devise and revise the program of awards, scholarships, fellowships, and bursaries that are not under the CFUW K-W Charitable Fund.

The Awards Committee Chair shall be a Trustee of the CFUW K-W Charitable Fund.

- f. The Used Book Sale Committee shall devise, plan and execute, with the assistance of the Club membership, projects to raise and solicit trust funds for educational awards, scholarships, fellowships and bursaries as well as funds for selected community agencies.
  - g. The Education Committee shall consider questions affecting education in Canada and seek in every way possible to assist in developing a sound concept of educational values and in maintaining high standards of public education in Canada.
  - h. The Interest Group Coordination Committee shall assist members in joining a group of their choice and with the approval of the Executive Committee, shall form new groups as the need arises. Interest group expenses shall be met by the group concerned.
  - i. The Publicity Committee shall publicize all activities and meetings of the Club, including the special Projects for fund raising, in consultations with the Executive Committee.
  - j. The Advocacy Committee shall assist the Vice-President in studying resolutions and in promoting CFUW policies in our community. It shall be responsible for all advocacy initiatives involving club members. It shall have a minimum of 3 members.
2. General Rules Governing Standing Committees
- a. The chairs of the Standing Committees shall be elected by the general membership.
  - b. The members of the Standing Committees shall be appointed by the Standing Committee Chairs.
  - c. The Chair of each committee shall present a report of the work of her committee to the Annual Meeting of the Club.

#### **Bylaw VII – Special Committees**

Special committees may be appointed for specific tasks by the Executive Committee or on instruction from a General Meeting. Their terms of reference and their period in office shall be determined by the Executive Committee.

#### **Bylaw VIII – Nominations and Elections**

1. Officers and Chairs of the Standing Committees shall be elected by open voting at the Annual Meeting.
2. Nominations shall be by a Nominating Committee of at least three members, who do not sit on the Executive Committee. The Chair of this committee shall be appointed by the President in the January prior to the Annual Meeting. There may also be open nominations.
3. A replacement for any vacancy created during the year by a member's death, resignation or inability to carry on her duties shall be appointed by the Executive Committee.
4. Terms of Office shall be as follows:  
 President(s) and Vice-President (s) – one or two years each at the discretion of the Executive Committee  
 Treasurer – two years, non-renewable  
 Used Book Sale Chair and Co-Chair – one or two years, renewable once at the discretion of the Executive Committee  
 Other Officers and Standing Committee Chairs – one or two years, renewable once at the discretion of the Executive Committee

### **Bylaw IX – Meetings**

1. A regular General Meeting shall be held the third Tuesday of each month, September through May, in the evening. Proper notice of each meeting shall be given. Rare exceptions to this timing may be made on the approval of the Executive.
2. Executive Committee meetings shall be held no less than six times per year at such time and place as the Executive Committee shall determine.
3. The Annual Meeting shall coincide with the regular May meeting.
4. A special meeting may be called by the President or shall be called by the Secretary at the written request of any fifteen members stating the general nature of the issues to be addressed. Notice of special meetings must be given and include the date, time, place and purpose.

### **Bylaw X – Rules of Order**

All proceedings of the organization shall be governed by the current edition of “Robert’s Rules of Order, Newly Revised”, except in cases where these conflict with provisions of the Constitution or Bylaws of the Club.

### **Bylaw XI – Quorum**

1. A quorum of an annual, regular or special meeting shall consist of twenty per cent of the members eligible to vote as shown in the Membership Chair’s Roll.
2. Members who are unable to attend any meeting may offer their proxy vote *in writing* to any other member who will be in attendance. Proxy votes will be counted as quorum as if the absent member were in attendance.
3. If necessary, electronic voting will be allowed.
4. A quorum of the Executive Committee shall consist of five members.

### **Bylaw XII - Notice**

When notice is provided for in these Bylaws, it shall be given electronically or by unregistered postage-paid mail at least five days prior to the meeting to all members currently appearing on the Membership Chair’s Roll at their last known address.

### **Bylaw XIII - Amendments**

These Bylaws may be amended at any general, annual or special meeting of the Club by a two-thirds vote of the members present and voting, provided that proper notice of the amendment shall have been given.

### **Bylaw XIV – Dissolution**

In the event of the dissolution of the Club for any reason whatsoever, any funds remaining in the Club’s accounts after payment of all debts and liabilities including current CFUW dues shall be transferred to the CFUW K-W Charitable Fund.

**POLICIES**  
**CANADIAN FEDERATION OF UNIVERSITY WOMEN**  
**KITCHENER-WATERLOO**  
**December 2008**

**1. Correspondence**

The President or Secretary will, at their discretion, forward only critical, relevant and timely written and electronic correspondence to the executive or to the membership.

**2. Death of a Member**

- a. In the event of the death of a member, CFUW K-W will donate \$25.00 to the CFUW K-W Charitable Fund.
- b. Members will normally be notified of the death at the next General Meeting and/or in the next Newsletter. For members who are active in Interest Groups, the Interest Group leaders may be asked to notify their members. In exceptional cases, a special e-mail may be sent to all members.

**3. Toonie Draw**

Monthly Toonie Draw proceeds will be donated to the Awards budget to be used for scholarships.

**4. Donations**

Normally CFUW K-W will support the CFUW K-W Charitable Fund rather than provide donations to other organizations.

**5. For-Profit Organizations**

For-profit organizations are welcome to pay for advertising in our newsletter. We will normally not advertise their products or services during General Meetings.

**6. Non-Profit Organizations**

We will support other non-profit organizations by providing one minute during one General Meeting for an announcement on their behalf and by allowing them to put brochures or flyers at the back of the room during the same General Meeting. Members may also submit brief descriptions of organizations and events that may be of interest to the wider membership in the CFUW K-W newsletter.

**7. Invoices**

Normally CFUW K-W invoices will be sent directly to the Treasurer and paid within 30 days. Invoices sent to other club members must be approved by them and forwarded to the Treasurer in time for payment within 30 days. Invoices must display the name of the chair. Those not sent directly to the treasurer should be sent first to CFUW K-W P.O. Box.

**8. Driving**

Normally CFUW K-W members must provide their own transportation to all club events. Members may share driving or volunteer to help each other as needed, but no member is obligated to drive another to a general meeting, an interest group or any other CFUW K-W event.

**9. E-mails**

Normally only one monthly blast e-mail will be sent to CFUW K-W members from the club; that is, the blinded e-mail containing the CFUW K-W newsletter. If there is additional information to be provided to members at that time, it may be included in the body of the newsletter e-mail. Information in all blast e-mails requires approval of the President.

NOTE:

1. This policy refers to club e-mails and not to interest group e-mails. Interest group leaders may contact their group members as agreed by the group.
2. All CFUW K-W e-mails should begin with 'CFUW K-W' in the subject line.