

Canadian Federation of University Women-Hamilton Constitution

Article I – Name

The name of the organization shall be “ Canadian Federation of University Women-Hamilton.

Article II- Purpose

1. To promote understanding and friendship among university women
2. To encourage by club meetings individual efforts toward intellectual development.
3. To work for the advancement of education, art, science, literature and social reform.
4. To stimulate the interest of university women in public affairs and to afford and opportunity for the expression of united opinion.

By-laws

Article I- Membership

1 [Membership in CFUW is open to any woman who has graduated from a Canadian University or is a resident in Canada and graduated from an IFUW approved university or institution, or has earned a professional qualification that currently requires a university or college degree.](#)

2. Honorary Members. Women who have rendered distinguished service to the objectives for the advancement of which the Club stands may be elected Honorary Members. They shall not exceed in number two per cent of the regular membership.

3. Life Members, Regular members who have rendered distinguished service both in the Club and in the community toward the objectives for the advancement of which the Club stands may be elected Life Members. They shall not exceed in number two percent of the regular membership.

4. Suggestions for Honorary and Life Members shall be made in writing by three members in good standing. Such proposals shall be considered by the Executive Committee and if approved submitted to the general membership at any regular meeting.

5. [Dual membership , shall be available to persons who hold existing membership in another CFUW club, and who wish to become a member of CFUW-Hamilton](#)

Article II Officers

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

Article III- Finance

1. The fiscal year shall begin on May 1st.
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 CFUW Conference/Meeting in the coming year. Unbudgeted expenditures above \$100 must be present 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. Any renewing member failing to pay her annual dues by October 1st shall not have her name included in the current membership list and shall not be eligible for participation in any club activity. Renewing members shall pay the full fee any time during the year.
6. New members shall be accepted at any time during the year. Those joining after February 1st shall pay the CFUW fee plus half the current club fee.
7. Returning members (former members whose fees were not received during the previous year) shall be regarded as new members
8. Life Members shall not be required to pay fees
9. The interest received from the Development Fund and Scholarship Fund shall be used toward the payment of the University Women's Club Scholarship at McMaster University and such bursaries 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.
10. Members of interest groups must be paid-up members of the Club
11. The Executive Committee shall appoint an auditor at the March executive meeting.
12. Dual members shall pay a fee set by the Executive Committee.

Article IV-Executive Committee

1. The Executive Committee shall consist of; the Officers of the Club, Immediate Past President, the Social Publicity, Programme and Scholarship Fund conveners, the Newsletter editor, and the Social Action, Education and Status of Women representative. Chairmen of special committees may be members of the Executive while their special assignment is in progress.
2. If a vacancy should occur on the Executive Committee, a replacement shall be appointed by the Executive Committee to serve until the following Annual General meeting.
3. The duties of the Officers, Conveners and Special Committees are outlined in Appendix A and may be amended as deemed expedient.

Article V- Meetings

1. Executive meetings shall be called at the discretion of the president or upon request of three executive 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. Study and Interest Groups and Committees shall be held as determined by their chairman.
5. The Annual meeting of the Canadian Federation of University Women-Hamilton shall be held each year in May to receive and approve the annual reports of the officers and Committee Chairmen. At this meeting officers and Conveners shall be elected, and the club membership fee set.

Article VI-Elections

1. Members shall not hold the same office for more than three consecutive years, with the exception of the President, who shall not hold office for more than two consecutive years and the Treasurer who shall not hold office 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 chairman of the Committee shall be the Past President.
3. The committee shall request suggestions for the various officers at the January meeting and shall prepare a slate of officers and executive members for presentation at the Annual Meeting. Further nominations shall be called for from the floor.
4. The Chairman of the nominating committee shall supervise any necessary election.
5. Each officer shall be considered separately and, where there is more than one nomination for an office, voting shall be by secret ballot.

Article VII- 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 members of the Executive Committee.
3. A majority of the Executive Committee shall constitute a quorum for an executive meeting.

Article VII-Voting Body

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

Article IX- 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 only on local policies at CFUW-Hamilton.

Article X- Membership in the Canadian Federation of University Women (CFUW)

1. The club shall be a member of the Canadian Federation of University Women and shall pay dues according to the by-laws of the latter body
2. The President shall be the voting delegate at the Biennial Conference and Annual 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 meetings and shall contribute toward associated expenses in the following manner: full registration plus a portion of accommodation and transportation costs.

Article XI- Membership in CFUW- Ontario Council

1. The Club shall be a member of the Canadian Federation of University Women- Ontario Council and shall pay dues according to the by-laws of the latter body.

2. The voting delegate show the Club is entitled to send to Ontario Council meetings shall be the President or any member selected by the Executive Committee.
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 Ontario Council: full registration for any member attending Ontario Standing Committee meetings.

Article XII- Membership in Other Organizations

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

Article XIII- Procedure

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

Article XIV- Amendments

By-laws 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.

Article XV- Dissolution

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

This Constitution and By-laws was passed at the General Meeting, April 1990, Article II Officers and Article VI- Elections, Section 1 were amended at the General Meeting February 1995. Article VI-Elections Section 1 was amended at the General Meeting April 2003. Article 1 definition of Membership was amended AGM April 2007