

**CONSTITUTION OF
CANADIAN FEDERATION OF UNIVERSITY WOMEN
NORTHUMBERLAND**

Amended September 2009

Article I – Name

The name of this organization shall be the Canadian Federation of University Women – Northumberland hereinafter called “the Club”.

Article II – Purpose

The purposes of the Club shall be:

1. To support the purposes of the Canadian Federation of University Women (CFUW) and of the International Federation of University Women (IFUW).
2. To support a sound concept of educational and cultural values and to encourage women in the local community to pursue further education.
3. To arouse and sustain among members, an intelligent interest in public affairs and to encourage active participation in such affairs by qualified women.
4. To provide an opportunity for social contacts, for the friendly interchange of ideas and information and for concerted action at the local level in accordance with the aims of CFUW and
5. To guard and improve the economic, legal and professional status of women in the local, provincial, national and international levels.

BY-LAWS

By-law I – Membership

1. **Regular Membership** in CFUW Northumberland is open to any woman who is a resident of Canada and who has earned a degree, diploma or equivalent qualification from an institution of higher education or who has been accepted for a masters or doctoral program at a recognized tertiary institution or who has earned a professional designation or qualification that currently requires a degree, diploma or equivalent qualification.
2. **Honorary Membership** may be granted by the Club, on the recommendation of the Executive Committee, to a person under the conditions established by CFUW. Such honorary members shall be limited as to holding office and voting as set out in the conditions of membership of CFUW (By-law II-2)
3. An **Associate Member** is a member who does not qualify for regular membership. An Associate Member shall support the objectives and purposes of CFUW Northumberland. Associate Members are entitled to all the privileges and responsibilities of membership in CFUW Northumberland. Associate Members shall pay full CFUW per capita dues.

Associate Members shall not exceed twenty-five per cent of the total number of members for whom the Club has paid CFUW per capita dues as recorded in the most recent Club Annual Report to National Office; that is, regular CFUW Northumberland members 80 per cent, associate members 20 per cent.

4. A **Student Member** is a member who is a resident of Canada and who is a full-time university or college student enrolled in a degree, diploma or equivalent program that could lead to graduate studies. A Student Member is entitled to all the privileges and responsibilities of a CFUW member. Student Members pay 50% of CFUW annual per capita dues.
5. A **Dual Member** is a member who holds membership in more than one CFUW Club, however, she pays CFUW national per capita dues to only one CFUW club. A Dual Member may cast votes on National matters only in the CFUW club where she pays her CFUW per capita dues.

6. Transfer of members shall be accepted on the basis set up by CFUW (By-law II-5).
7. Membership shall be considered to be continuous unless
 - a) notice is given of the decision to withdraw, either in writing or at a regularly scheduled meeting or
 - b) dues are overdue.
8. Only members in good standing shall be eligible for office or have the right to vote at any meeting or participate in the interest groups of the Club.

By-law II – Dues

1. Dues shall consist of three portions which shall include annually
 - a. the amount per person for affiliation with CFUW OC, CFUW and IFUW as established by those bodies; and
 - b. the amount per person for local needs as recommended by the Executive Committee and approved at a regular meeting of the Club; and
 - c. the amount allocated to the Scholarship Fund.
2. Members transferring from another club, who have already paid their current CFUW OC, CFUW and IFUW dues, shall pay only the local and scholarship dues for the rest of the Club's fiscal year.
3. Dues are payable in September.
4. Any circumstances arising with regard to dues which are not covered by the above conditions shall be handled by the Executive Committee.

By-law III – Governing Body and Duties

Governing Body

1. The governing body of the Club shall be an Executive Committee composed of the Officers of the Club.
2. The Officers shall be:
 - President and/or Co-President
 - Vice-President and/or Co-Vice President
 - Past President and/or Co-Past President
 - Secretary
 - Treasurer
 - Membership Convenor
 - Program Convenor
 - Interest Groups Convenor
 - Awards Convenor
 - Communications Convenor(s)
 - Social Convenor

Duties

The duties of each Officer shall be as follows:

The President and/or Co-Presidents shall preside over all meetings of the Club and of the Executive Committee. She/they shall be ex-officio member(s) of all Club committees except the Nominations Committee. She/they may act as the representative to CFUW or delegate this responsibility to another member of the Executive Committee.

The Vice-President and/or Co-Vice-Presidents shall assume all duties of the President(s) when requested to do so. She/they shall act as liaison for CFUW. She/they shall chair the Resolution Committee and convene the annual spring fund-raising event.

The Past-President and/or Co-Past Presidents shall act in an advisory capacity and shall chair the Nominations Committee. The Past President(s) shall also preside over any General or Executive Meeting in the absence of both the President(s) and Vice-President(s).

The **Secretary** shall keep minutes of the business part of all Club and Executive Committee Meetings. At the request of the President(s), she shall conduct the correspondence of the Club, keeping a record of all letters received and sent. She shall maintain the Club records.

The **Treasurer** shall receive all monies due to the Club and shall pay all accounts of the Club, subject to By-law III-4 of these By-laws. She shall keep an account of receipts and disbursements and, at the Annual General Meeting, she shall present a financial statement, which has been audited by a competent person or persons.

The **Membership Convenor** shall maintain the membership records and process new members according to By-law I of these By-laws.

The **Program Convenor** shall be responsible for the Club's programs for the year. She is responsible for obtaining meeting places and guest speakers.

The **Interest Groups Convenor** shall co-ordinate and promote the activities of the Interest Groups. She shall maintain records of the membership of these groups and act as an information officer and liaison person.

The **Awards Convenor** shall keep records of and shall co-ordinate the collection and disbursement of Scholarship Funds. She shall provide promotion and liaison functions as required.

The **Communications Convenor(s)** shall produce a Newsletter at least three times a year, she/they shall be responsible for all Club publicity and she/they shall maintain CFUW Northumberland's Website.

The **Social Convenor** is responsible for all the Club's social events.

In addition to the above, any Officer may be assigned to special duties from time to time by the Executive Committee or membership.

3. Signing officers shall be the following, any two of whom may act: the President(s), Vice-President(s), Treasurer.
4. The Executive Committee is authorized to pay any bills for \$200.00 or less, which are legitimate expenses of the Club between General Meetings; otherwise all expenditures shall first be approved by the Club.

By-law IV – Fiscal Year

The fiscal year shall be from the first day of June through the 31st day of May.

By-law V – Meetings

1. General Meetings are normally to be held from September through May, with a minimum of five meetings a year.
2. There shall be an Annual General Meeting of the Club for elections and consideration of annual reports.
3. Executive Meetings are to be called at the discretion of the President(s), with a minimum of five meetings per year.
4. Special meetings may be called by the President(s) or shall be called by the Secretary at the written request of any ten members.
5. After each member has been duly notified of the date of a meeting, a quorum shall consist of the members present at each General, Special or Annual Meeting. Twenty percent (20%) of the membership must be present in order to vote on disbursements over \$200.00. Five (5) members of the Executive Committee shall be a quorum for an Executive Meeting.
6. The rules of procedure in **Robert's Rules of Order** shall govern the proceedings of this Club subject to special rules, which have been or may be made.

By-law VI – Elections

1. A Nominations Committee shall be named at a General Meeting prior to the Annual General Meeting. The President(s) shall not serve on this Committee. The Committee shall prepare, for consideration at the Annual General Meeting, a list of qualified candidates for the Executive Committee positions.
2. The Officers shall be elected at the Annual General Meeting. After the Chair of the Nominations Committee has presented her report, the President shall call for further nominations from the floor. If the offices are not contested, the report of the Nominations Committee shall be accepted. Where an office is contested, the vote shall be by ballot. Should the Nominations Committee fail to produce a candidate for the election, and there are no nominations from the floor, the newly-elected Executive Committee shall appoint a replacement.
3. If an office becomes vacant during the Club year, the Executive Committee shall appoint a replacement.
4. Members of the Executive Committee may hold office for up to two consecutive terms in the same position. One term shall be considered to be one fiscal year.
5. The officers shall take office at the close of the Annual General Meeting.

By-law VII – Use of Name

The name “CFUW” shall not be used in speaking or writing on any matter contrary to CFUW policy.

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 are not contrary to any policy adopted by the CFUW or by the Provincial Council of the province in which the Club is situated.

By-law VIII – Amendments

The Constitution may be altered or amended by a vote of two-thirds of the voting body present at any Annual, Regular or Special Meeting of the Club, provided that notice of motion of amendments shall be given at the previous regular meeting and provided there is a quorum.

By-law IX – Dissolution

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

Date Issued: April 1991

Amendments: October 1994
September 1996
March 1997
April 2007
September 2009

