**CONSTITUTION AND BY-LAWS**

**The Canadian Federation of University Women/Calgary Club** [Revised February 12, 2006; August 2009]

**Constitution**

**Article I: Name** The name shall be: Canadian Federation of University Women/Calgary Club, hereinafter referred to as “the Club”, or “CFUW/Calgary”.

**Article II: Purpose**

1. To assist in developing a sound concept of educational values and in maintaining high standards of public education in Canada.

2. To stimulate members’ interest and participation in public affairs in the political, social and cultural fields, and to provide an opportunity for collective action.

3. To facilitate both intellectual and social pursuits among members.

**Article III: Membership**

Section 1. Categories of Membership

1.1 There shall be one class of regular member in CFUW-Calgary. CCFUW-Calgary is composed of predominantly graduate women and is open to all women interested in furthering the purposes of CFUW. (Article 1.1 amended at the March 2013 Annual General Meeting *Background: 1) In national bylaws, CFUW has removed all references to Associate members in favour of one class of membership. This proposed amendment would allow CFUW-Calgary to fall in line with the philosophy of the national organization. 2) Pat Duval, National Membership Chair, has confirmed that our other categories of membership – Life Members, and Honorary Members – are valid, and so our Subsections 1.2 and 1.3 would remain unchanged. We would not report or submit payment for Honorary Members)*

1.2 Honourary Member: Women who have rendered distinguished service in furthering the aims of “CFUW/Calgary” may become honourary members after being recommended by the Executive Committee and elected by a majority of members present at a general meeting. Honourary members who fulfill the requirements of ‘CFUW/Calgary’ membership shall be entitled to all club privileges, including to hold office and to vote.

1.3 Life Member**:** “CFUW/Calgary” may designate as a Life Member, a member with a record of 50 years of continuous membership in "the Club". A candidate must be approved by the executive and by a majority of members present at a General Meeting.

Section 2. Revocation, Cancellation, or Refusal of Membership

2.1 The Executive Committee may, in its sole discretion, refuse, revoke, or cancel the membership of any member or prospective member, if in the sole opinion of the Executive Committee, the member or prospective member

i) Has annual dues in arrears as of September 30th and who has not arranged a plan of payment with the Club Treasurer, or

ii) Has engaged in a course of conduct that is disrespectful, abusive, or inappropriate taking into account the Purpose of “CFUW/Calgary”.

Section 3. Voting

3.1 For the purposes of voting on CFUW national and regional business or resolutions, “Member” shall be Regular Members, Honourary Members or Life Members of “CFUW/ Calgary” but shall not include Associate Members of “the Club”.

3.2 Membership in “CFUW/Calgary” is conditional upon payment of the current dues and upon a prospective member signing, dating, and returning any Acknowledgements or Waivers as may be required from time to time by “the Club” at the time a prospective member applies for membership in “CFUW/Calgary”.

**By-Laws**

**Article I: Introduction**

Section 1. A copy of the Constitution and By-Laws shall be placed in the front of every minute book of “CFUW/Calgary”. A copy of the Constitution and By-Laws shall be given at the May Executive meeting to each new Executive member.

Section 2. The purpose of “CFUW/Calgary” stated in the Constitution shall be printed on the initial program card each year.

**Article II: Fees**

Section 1. Regular and Associate members shall pay an annual fee. The amount of the annual fee for the following year shall be decided before the end of “the Club” year. The National CFUW levy shall be paid out of this fee. Any change in fee requires one month's notice of motion and a majority vote of the members present at a general meeting.

Section 2. “The Club” year begins on June 1st and ends on May 31st of the following year. Members who have not paid fees by September 30 of the current year shall be dropped from the directory, mailing lists, committees, and interest or study groups. Members may join at any time provided they comply with the terms and conditions of membership in “CFUW/ Calgary”.

Section 3. Membership in interest or study groups and committees shall be limited to members of “CFUW/Calgary”.

Section 4. Only members shall receive a membership directory and shall be permitted to advertise in the club newsletter.

Section 5. Effective 2010, newly approved Life members shall be exempt from payment of the annual Club fee, and one half of their CFUW national levies shall be paid from the operating fund of “the Club”. The Life member shall be liable to pay the other half.

**Article III: Executive Committee**

Section 1. The officers of “the Club” shall be President, who is also the Federation Representative; Vice-President; Secretary; Treasurer and Assistant Treasurer. They shall take office at the close of the May General Meeting.

Section 2. The Executive Committee shall consist of the officers, the Past President, the Program Convenor, the Publicity Convenor, the Social Convenor, the Scholarship Convenor, the Membership Convenor and the Publications Coordinator.

Section 3. Each convenor shall form a committee to assist her in her duties as required, and submit a list of the names of committee members to the May Executive Committee meeting.

Section 4. The duties of each Executive Committee member shall be outlined on a duty roster, which may be revised from time to time by the Executive Committee. These rosters shall be distributed to executive members at the May meeting.

Section 5. The term of office shall be for one year, and normally, no Executive Committee member shall hold the same office for more than two consecutive years. It is desirable that no one shall be a member of the Executive Committee for more t than three years in succession except when proceeding to the office of President.

Section 6. In the case of the resignation or death of an Executive Committee member during her term of office, a successor shall be appointed by the Executive Committee to complete the term.

**Article IV: Nominations and Elections**

Section 1. A Nominations Committee, consisting of the Vice President as Chair and two other members, at least one of whom is not on the Executive Committee at that time, shall be approved by the Executive Committee not later than the February meeting. Its duties shall be to receive nominations for the entire Executive Committee and to inform nominees of the duties and responsibilities of the offices, and to submit a slate of candidates to the April meeting.

Section 2. Consent of all nominees must be obtained in advance of the April meeting.

**Article V: Finance**

Section 1. There shall be a Finance Committee consisting of the Treasurer as the Chairperson, the Assistant Treasurer, the President and/or the Vice-President, the Scholarship Chair, and one other member from the general membership. This committee shall define the structure of the Club's financial records and advise on the Club's financial policy including the annual operating budget and the setting of the annual fee. The Committee shall present an annual financial report to the Executive Committee, which shall be included in the Annual Report of “CFUW/Calgary”.

Section 2. Scholarship Fund

2.1 It shall be the policy of “CFUW/ Calgary” to maintain a Scholarship Fund designated as the Canadian Federation of University Women/Calgary Scholarship Fund, hereinafter referred to as "the Scholarship Fund", or "the Fund". The Scholarship Fund shall maintain financial accounts separately from the accounts of “CFUW/Calgary”. The Fund shall be supported by donations and/or fund raising activities undertaken by “the Club”.

2.2 The Scholarship Fund Committee shall report not less than annually to the Executive Committee on the following subjects:

i) The appropriateness of the existing scholarship program in relation to student needs.

ii) The sustainability of the existing scholarship program, given the number of members and the ability of the membership and its executive to raise funds for the Scholarship Fund.

iii) Proposed changes to scholarship and investment programs. The Scholarship Committee's reports on these subjects shall contain appropriate documentation and draft motions as required.

2.3 Any changes to “the Club's” scholarship program shall be approved by a majority of the members at a general meeting and shall take effect in the next Club year.

Section 3. Financial papers for operating accounts of “CFUW/Calgary” and cheques drawn from the Scholarship Fund for the University of Calgary shall be signed by the Club Treasurer or Assistant Treasurer and the President or Vice-President.

Section 4. The Treasurer's books and the books of the Scholarship Fund shall be reviewed after each Annual General Meeting. This review shall be completed by August 31st of each year.

Section 5. The fiscal year shall close on the 31st day of May each year

Section 6. A sum shall be set aside by the Executive Committee each year to help defray expenses of delegates to the National CFUW Annual General Meeting.

Section 7. It shall be the policy of “CFUW/Calgary” to leave at least $500.00 in the operating fund for the incoming executive committee each year in addition to an invested reserve amount sufficient to cover CFUW/Calgary's commitments and related expenses.

**Article VI: Standing Committees and Study Groups**

Section 1. Standing committees and study groups may be formed as needed with the consent of the Executive Committee and which further the purpose of “the Club”.

Section 2. There shall be a Scholarship Fund Committee to manage the affairs of the CFUW/Calgary Scholarship Fund. It shall consist of;

i) the Scholarship Convenor as Chair who shall be responsible for the functioning of the Committee and who shall maintain liaison with the University of Calgary,

ii) a Scholarship Fund Treasurer who shall maintain the financial records and accounts of the Fund and maintain liaison with the CFUW/Calgary Treasurer, and

iii) at least one member at large.

Section 3. There shall be a Standing Committee on Education and Issues which shall prepare letters and report on issues of interest to “CFUW/Calgary” and who shall work with the Alberta Council Issues Chair and national CFUW Committees on issues.

**Article VII: Meetings**

Section 1. There shall be a minimum of eight general meetings during the period of September through May.

Section 2. The annual business meeting shall be the April meeting. The annual report shall be presented at the May meeting.

**Article VIII: Quorum**

Section 1. Twenty percent of the membership, including the President or Vice President, and the Treasurer or Assistant Treasurer, in attendance at a general meeting shall constitute a quorum.

**Article IX: Amendments**

Section 1. Both the Constitution and the By-Laws may be amended by a majority of the members present at any general meeting provided one month's notice of motion has been given.

(Revised and approved at the April AGM. 2006. Meeting held at the Kahanoff Centre.)