

# CFUW CALGARY BYLAWS

# THE CANADIAN FEDERATION OF UNIVERSITY WOMEN CALGARY CLUB BY-LAWS

[Revised March 1972; February 2006; August 2009; March 2013; April 2023]

## **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 promote high standards of public education in Canada, advanced study and research by women, and a sound concept of lifelong learning;
2. advocate for the advancement of the status of women, human rights and the common good locally, nationally and internationally;
3. promote cooperation, networking, support and understanding among women;
4. encourage and enable women to apply their knowledge and skills in leadership and decision-making in all aspects of the political, social, cultural, educational and scientific fields;
5. provide scholarships at post-secondary institutions in Alberta.

## **ARTICLE III: MEMBERSHIP**

### **Section A. Members**

1. Regular membership is available to any woman who is in agreement with the purposes of the Canadian Federation of University Women and who pays the prescribed dues. CFUW purposes and values include human rights, respect and caring, equality, empowerment, trust, integrity, and education for all. Membership in CFUW Calgary is acquired upon payment of the annual dues and upon a prospective member signing, dating, and returning the membership agreement as may be required from time to time by the Club.
2. A dual member holds membership in more than one CFUW club, with National and Provincial dues payable from only the primary club. A dual member shall specify a primary/home club.
3. A student member is a woman who is a full-time student at an institution of higher education or a recent graduate (the first two years post-graduation) and shall pay reduced CFUW Calgary per capita dues.
4. A life membership in the Club may be conferred on a Club member who has been a CFUW Calgary member for 40 years. Such membership shall be conferred by the Club based on a recommendation made by the Club's executive and having been approved

by a special motion at a Club annual general meeting. A life member shall have voting privileges and may hold office. The Club shall pay CFUW National and provincial dues on her behalf. A life membership is not transferable to another Club. She shall not be assessed CFUW Calgary Club dues.

5. An honorary membership in CFUW Calgary may be conferred on a woman who has made a significant contribution to CFUW or to the development of society in a manner consistent with the purposes of CFUW. Such membership shall be conferred based on a recommendation made by the CFUW Calgary Executive Committee and approved by a special motion at a CFUW Calgary annual general meeting. She shall not have voting privileges or be able to hold office.

6. A member in good standing may transfer to any other CFUW Club without paying additional national dues for that year.

A member in good standing may transfer to another CFUW club by applying to the Membership Chair for a letter of transfer. A member transferring from another CFUW club during the year shall provide a letter of transfer. A transferring member shall pay club prorated dues amount for the remaining fiscal year.

7. Members may join at any time.

8. Membership in interest or study groups and committees shall be limited to members of CFUW Calgary.

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

## **Section B. Revocation, Cancellation, or Refusal of Membership**

1. The Executive Committee may refuse, revoke, or cancel the membership of any member or prospective member, if in the opinion of the Executive Committee, the member or prospective member

i) has annual dues in arrears as of October 31<sup>st</sup> 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 considering the purpose of CFUW Calgary.

## **Section C. Voting**

1. Regular, student, life and dual members in good standing are eligible to vote within the Club.

2. For the purposes of voting on CFUW National business, regular, student, life and primary dual members are eligible to vote.

3. a) A vote may be held at an in person meeting, an online meeting or a hybrid meeting using a show of hands.

b) A vote may be held via electronic means with provisions made for members that do not have internet access to cast their vote. Notice of an electronic vote shall be given to membership with no less than 8 days notice, and voting will be open for no less than 5 days.

#### **ARTICLE IV: MEMBERSHIP DUES**

1. Regular, student and dual members shall pay annual dues. The amount of the annual dues for the following year shall be decided before the end of the Club year. The National CFUW and provincial levies shall be paid out of this fee. Any change in dues requires one month's notice of motion and a majority vote of the members present at a general meeting.

2. The Club year begins on June 1st and ends on May 31st of the following year. Members who have not paid dues by October 31 of the current year shall be dropped from the directory, mailing lists, committees, and interest and study groups.

3. The Club shall pay National and provincial CFUW per capita dues on behalf of life members. Life members are not assessed club dues.

4. Honorary members are not assessed any dues.

#### **ARTICLE V: OFFICERS & EXECUTIVE COMMITTEE**

1. The Officers of the club shall be President, Vice-President, Secretary, Treasurer and Assistant Treasurer and immediate Past President. They shall take office at the close of the May General Meeting.

2. The Executive Committee shall consist of the Officers, the Scholarship Fund Treasurer, the Chairs of Program, Publicity, Website, Social, Scholarship, Membership, Publications, CFUW National Liaison and the chairs of other Standing Committees. An alternate leadership structure may be proposed which must be approved by membership.

In the case of co-chairs, one vote per position at executive meetings. An individual chairing more than one committee has one vote.

3. Each chair shall form a committee to assist her in her duties as required and submit a list of the names of committee members to the president.

4. The duties of each Executive Committee member are outlined in Appendix A. A complete job description, which may be revised from time to time by the Executive Committee, is available. These rosters/descriptions shall be distributed to executive members at the May meeting.

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 than three years in succession except when proceeding to the office of President.

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.

7. All Executive Committee members shall serve without remuneration.

## **ARTICLE VI: NOMINATIONS AND ELECTIONS**

1. A Nominations Committee, consisting of the Vice President or a Past 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.

2. Its duties shall be to receive nominations for the Executive Committee, to inform nominees of the duties and responsibilities of the offices, to submit a slate of candidates to the April meeting, and to run the election procedure.

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

## **ARTICLE VII: COMMITTEES AND STUDY GROUPS**

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.

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 Convener as Chair who shall be responsible for the functioning of the Committee and who shall liaise with post-secondary institutions,
- 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.

3. There shall be a 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 Advocacy & Issues Chair and national CFUW Committees on issues.

4. There shall be an Archives and Oral Histories Committee which shall be responsible for the records pertaining to the history of the organization and keep an index of such material. Records should be regularly transferred to the Glenbow Western Research Center for safekeeping.

5. Other committees and study groups may be formed as needed with the consent of the Executive Committee and which further the purposes of the Club.

### **ARTICLE VIII: FINANCE**

1. 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 dues.

2. The Finance Committee shall present an annual financial report to the Executive Committee, which shall be included in the Annual Report of CFUW Calgary.

3. A sum shall be set aside each year to help defray expenses of delegates to the National CFUW Annual General Meeting.

4. It shall be the policy of CFUW Calgary to leave at least \$1000.00 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.

5. The books, accounts and records of the Treasurer shall be audited at least once each year by a qualified accountant or by a member of the organization, appointed at the annual general meeting, for that purpose. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the first general meeting in the next fiscal year.

6. The books, accounts and records of the Club may be inspected by any member of the Club at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.

7. The Club shall have no authority to borrow funds.

8. Cheques shall require the signature of any two of the following: president or vice-president or immediate past president and treasurer or assistant treasurer.

## **ARTICLE IX: SCHOLARSHIP FUND**

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. 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 Fund Committee's reports on these subjects shall contain appropriate documentation and draft motions as required.

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.

4. Cheques drawn from the Scholarship Fund shall require the signature of any two of the following: president or vice-president or immediate past president and treasurer or assistant treasurer.

5. The Scholarship Fund Treasurer shall keep account of Fund receipts and disbursements; report monthly and annually to the Executive Committee and to the Club; submit for audit, after the fiscal year end, all books of account belonging to the Club; and shall adhere to all requirements for a Canadian Registered Charity.

6. The books of the Scholarship Fund shall be audited after each Annual General Meeting by a qualified accountant or by a member of the organization, appointed at the annual general meeting, for that purpose. A complete and proper statement of the standing of the Scholarship Fund books for the previous year shall be submitted by such auditor at the first general meeting in the next fiscal year.

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

## **ARTICLE X: MEETINGS**

1. There shall be a minimum of four business meetings during the period of September through May.

2. The annual meeting shall be the April meeting where the annual report is presented, and the setting of the annual operating budget and the annual dues shall occur. The Nominations Committee report shall be presented and Executive Committee for the following year shall be elected.

3. Special meetings of the Club may be held at the call of the President, the Executive, or the written request of ten members of the Club. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least five days prior.

4. In order to transact business, Club meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.

### **ARTICLE XI: QUORUM**

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

2. A majority of the Executive Committee, including the President or Vice President, and the Treasurer or Assistant Treasurer, shall constitute a quorum at an Executive committee meeting.

### **ARTICLE XII: AMENDMENTS**

1. The By-Laws may be amended at any business meeting of the Club by a two-thirds vote of members present provided that the amendment has been submitted in writing to all members at least one month before the meeting at which the vote is to be taken.

### **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

### **ARTICLE XIV: DISSOLUTION**

1. The Club may be dissolved by a special motion of its members passed by a two-thirds majority of membership, provided a minimum of one month notice of motion has been presented at a general meeting.

2. Any assets remaining after payments of the Club's liabilities shall be allocated to one or more scholarships at a post-secondary educational institution, to be named in the motion



## **APPENDIX 1: MAJOR RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS**

(A complete job description which may be revised from time to time by the Executive Committee, is available.)

1. The President shall preside at all meetings of the Club and of the Executive Committee. She is a member ex-officio of all committees except the Nominations Committee.  
She shall be a delegate to the Provincial Council meetings. She shall be the delegate to the CFUW annual general meeting unless she is unable to attend.
2. The Past President shall be an active voting member of the Executive Committee. She shall assist the President in the performance of her duties. She may chair the Nominations Committee.  
She may be the CFUW Liaison and report to National on CFUW Calgary matters and report to CFUW Calgary on the affairs of National.
3. The Vice President shall assist the President in the performance of her duties and, in the event of the President's inability to act, serve in her place.  
She may chair the Nominations Committee. She liaises with Interest Group convenors.
4. The Secretary shall keep minutes of all meetings of the Club and the Executive Committee, and carry out the official correspondence of the organization including preparing the annual report to CFUW with the assistance of the Executive Committee. She shall be responsible for preparing, maintaining and storing the Club records. Note: CFUW Calgary does not have a Seal.
5. The Treasurer shall chair the Finance Committee, have charge of the funds of the organization and keep account of receipts and disbursements; report monthly and annually to the Executive Committee and to the Club; submit for audit, after the fiscal year end, all books of account belonging to the Club; and prepare the annual budget with the aid of the Executive Committee and submit it to the membership for approval. The Assistant Treasurer sits on the Finance Committee and shall assist the Treasurer as required.
6. The Scholarship Fund Treasurer shall keep account of Fund receipts and disbursements; report monthly and annually to the Executive Committee and to the Club; submit for audit, after the fiscal year end, all books of account belonging to the Club; and shall adhere to all requirements for a Canadian Registered Charity.

7. Scholarship Fund Chair provides stewardship to the scholarships awarded by CFUW Calgary by maintaining communications with the post-secondary institutions and organizing fundraisers to raise money for scholarship funding.
8. The Program Chair shall be responsible for arranging the program and venue for business meetings and other events as necessary. She shall submit the program to the Executive Committee for approval.
9. The Social Chair shall have charge of all social arrangements including venues. She shall submit her arrangements to the Executive Committee for approval.
10. The Membership Chair shall deal with all matters pertaining to membership, including maintaining a file of members, preparing and distributing a membership list to members, and preparing the annual membership report for National CFUW.
11. The Publications Chair shall work in consultation with the Executive Committee. She shall be responsible for:
  - a) the production and distribution of the program brochure;
  - b) the production and distribution of the newsletter;
  - c) the distribution of time sensitive information at the request of the Executive Committee.
12. The Publicity Chair shall work in consultation with the Executive Committee. She shall be responsible for promoting the Club's activities in order both to inform the general public and to attract new members.
13. The Website Chair shall work in consultation with the Executive Committee. She shall be responsible for maintaining the Club's website.
14. The CFUW National Liaison shall provide and encourage communication between members and National CFUW regarding activities of the organizations.