

CANADIAN FEDERATION OF UNIVERSITY WOMEN - SUNSHINE COAST

CONSTITUTION AND BYLAWS

Last revision May 31, 2021

CONSTITUTION

ARTICLE I - NAME

The name of this organization is the “Canadian Federation of University Women – Sunshine Coast”, hereafter referred to as “CFUW – SC” or “the Club”.

ARTICLE II – PURPOSE

The purpose of the club is to:

1. Promote further education of mature women residents of the Sunshine Coast through the Club’s Bursary Society.
2. Undertake activities which support the national Canadian Federation of University Women (CFUW) in their purpose, particularly to:
 - 2.1 Promote high standards of Public education and a sound concept of lifelong learning.
 - 2.2 Arouse and sustain informed interest in public affairs;
 - 2.3 Encourage women to participate actively in public affairs and provide opportunities for effective concerted action;
 - 2.4 Nurture a sense of responsibility and encourage women to place their education and professional training at the service of the community.
 - 2.5 Be concerned with human rights.
 - 2.6 Safeguard and improve women’s health and their economic, legal and professional status.
 - 2.7 Encourage friendship, respect, cooperation and understanding among members.

BYLAWS

BYLAW I – MEMBERSHIP

1. A woman is eligible for membership if she supports the purposes of CFUW.
2. Eligibility for membership in CFUW - SC is verified by the Club Membership chair. In cases where an applicant’s eligibility is questioned, the decision of the national CFUW Director of Membership shall be final.
3. A member of any other CFUW club, on presentation of a current membership card or letter of transfer, is accepted as a member of this Club upon paying Club membership dues but without again paying CFUW per capita dues for the current year.

4. A Dual Member holds membership in more than one CFUW Club. She pays CFUW National per capita dues and BC Council dues to only one CFUW club. She may cast votes on national matters only in the CFUW Club where she pays her CFUW per capita dues. Otherwise, dual members have all the rights and privileges of other members.

5. A student member is a woman resident in Canada who is enrolled in post secondary education. She is entitled to all the privileges and responsibilities of CFUW.

6. Honourary membership may be bestowed on a non-member who has made a significant contribution to CFUW – SC. An honorary member cannot hold office nor have voting privileges. Honourary membership is not transferable to another club and no dues are paid.

BYLAW II – FINANCES

1. The Board of Directors appoints as signing officers two Board members in addition to the treasurer, of which any two must sign cheques and official documents.

2. Each member pays annual Club dues. The fee for dual members, whose primary club is elsewhere, will be the difference between the Sunshine Coast Club fee and the combined fees owed to CFUW National and the BC Council.

3. Annual Club dues are set at the annual AGM, and include dues assessed by national CFUW and BC Council.

4. The Club collects and forwards to the national CFUW Treasurer annual CFUW per capita dues for the number of Club members in good standing during the Club's previous fiscal year. Each student member pays 50% of national CFUW per capita dues.

5. The Club collects and forwards to the CFUW BC Council Treasurer per capita dues for the number of members published in the CFUW AGM financial record for the previous year.

6. Money to be used for bursaries is acquired through a variety of fundraising activities.

7. An external financial review will be conducted annually.

BYLAW III – FISCAL YEAR

The fiscal year of the Club is from July 1 to June 30.

BYLAW IV – BOARD OF DIRECTORS

1. Composition

The Board of Directors (Board) consists of the President, Vice-President, Secretary, Treasurer, and the chairs of Membership, Program, Communications, Social Committees, Fundraising and the Bursary Society. The Past President is an ex-officio member.

2. Shared Positions

Any Board of Directors position may be shared. Shared positions are entitled to exercise one vote.

3. Term of Office

Members of the Board of Directors are elected by the Club at the AGM. Directors serve for one year, beginning July 1, except the treasurer, who serves from August 1 to July 31. Members of the Board may hold the same position for two consecutive years. If a candidate is unavailable for a specific position and the incumbent is willing to remain in that position, the incoming Board may appoint the incumbent to the position for one additional year.

4. Vacancies

If an office becomes vacant during the year, the Board appoints an interim replacement as soon as practicable, to be approved at the general meeting immediately following the appointment.

5. Board Meetings

The Board meets prior to general meetings, and at other times as necessary, at the call of the Chair. A majority of Board members constitutes a quorum.

6. Responsibilities

The Board of Directors directs the activities of the Club, subject to the policies approved by the general membership. In an emergency, the Board is empowered to act on behalf of the Club, such action to be ratified at the next general meeting. Each director performs the responsibilities pertaining to her position outlined in the job description as posted on the website.

BYLAW V – STANDING COMMITTEES

1. The Standing Committees of the Club are: Communications, Finance, Membership, Program, Fundraising and Social.

2. The chairs of Communications, Fundraising, Membership, Program, and Social are elected at the AGM. The chair of Finance is the Treasurer.

3. Chairs of Standing Committees report annually in writing at the AGM.

BYLAW VI – SPECIAL COMMITTEES

1. Special committees, such as the Nominating Committee, Constitution and Bylaws Committee, Issues and Actions Committee, and Resolutions Committee are established by the Board of Directors for a specific, time-limited task. The chair of Resolutions is appointed by the President.

2. The Board determines the terms of reference of special committees, except the Nominating Committee.

3. On completion of the work, the special committee provides a written report to the Board.

BYLAW VII – INTEREST GROUPS

1. On approval by the Board, an Interest Group is established by members interested in organizing a group with a specific social or cultural interest. The group is comprised of those members who wish to pursue the interest.

2. Each member of an Interest Group is a current member of the Club.

3. An Interest Group may, as one of its purposes, donate funds to the Bursary Society.

4. A leader or contact person, decided by each group, acts as liaison with the Board and reports annually in writing to the AGM.

BYLAW VIII – MEETINGS

1. Regular meetings of the members are held monthly from September to November and January to June. The Annual General meeting is held in May.
2. Upon recommendation of the Board, meetings may be held using virtual and/or electronic communication, notice being given to the membership.
3. Voting may be held online, notice being given to the membership.

BYLAW IX – QUORUM

Twenty-five percent of the membership constitutes a quorum for regular and annual general meetings.

BYLAW X – ELECTIONS

4. The Board of Directors appoints a board member as chair of the Nominating Committee. The Past President is usually appointed as the chair of this committee.
5. The Nominating Committee nominates at least one person to fulfill each position on the Board of Directors except President.
4. The Nominating Committee presents a list of its nominees to the members at a General Meeting at least 1 month prior to the Club's Annual General Meeting.
3. An election is held at the Annual General Meeting when there is more than one candidate for a position on the Board of Directors.

BYLAW XI – AMENDMENTS TO CONSTITUTION AND BYLAWS

1. Notice and text of proposed amendments to the Constitution and/or Bylaws are sent by email and/or regular mail to members at least one month prior to the general or annual general meeting at which they are to be presented.
2. Amendments must be passed by two-thirds of the members present at the meeting.

BYLAW XII – USE OF CLUB NAME

The name 'CFUW' and 'CFUW - Sunshine Coast' is not to be used in speaking or writing about any matter contrary to established CFUW policy.

BYLAW XIII – PARLIAMENTARY AUTHORITY

1. The current edition of The Democratic Rules of Order governs the Club in all cases to which they are applicable and in which they are not inconsistent with national CFUW bylaws and these Club bylaws.
2. National CFUW bylaws are used for any relevant situation not addressed by these Club bylaws.

BYLAW XIV – DISSOLUTION

In the event of the dissolution of the Club for any reason, funds remaining in the Club's account(s) after payment of all debts and liabilities will be transferred to the CFUW Charitable Trust Fund.