

**Canadian Federation of University Women (CFUW) Sherbrooke and District**  
Fédération Canadienne des Femmes Diplômées des Universités (FCFDU) Région de  
Sherbrooke

Document Previously Known as “Constitution And Bylaws”

As altered and amended December 7, 1972, May 17, 1973, May 1974, May 1975, May 1978, March 1983, May 1992, October 1992, March 1994, September 2003, and May 2008. Amended and restated on December 2015.

## **ARTICLES AND BYLAWS**

### **I. Articles**

#### Article 1: Name

The name of the organization shall be the Canadian Federation of University Women, Sherbrooke & District, throughout this document referred to as CFUW, Sherbrooke & District)/Fédération Canadienne des Femmes Diplômées des Universités, Région de Sherbrooke throughout this document referred to as FCFDU, Région de Sherbrooke, OR the Club.

#### Article 2: Bylaws

This document is the general bylaws of CFUW, Sherbrooke and District. These bylaws regulate the business and affairs of the Club. CFUW, Sherbrooke and District is a member Club of CFUW National, a not-for-profit corporation incorporated under the *Canada Not-for-Profit Act S.C. 2009, c23*.

#### Article 3: Purposes

- 1) 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.

#### Article 4: Languages

The official language of the Club as registered with CFUW is English. Some documentation is available in French and English. At all meetings of the Club, members are entitled to address the meetings in French or English.

## Article 5: Affiliation

- 1) CFUW, Sherbrooke & District is a member club of the Canadian Federation of University Women (CFUW) by charter granted in 1968. CFUW is the largest affiliate of the International Federation of University Women (IFUW).
- 2) CFUW, Sherbrooke and District promoted the early development of the scholarship foundation, now a separate entity, known as Fondation Lampe Foundation, by incorporation on August 9, 1993. Fondation Lampe Foundation is the major beneficiary of CFUW, Sherbrooke and District's fundraising efforts. The connection between CFUW, Sherbrooke and District and the Fondation Lampe Foundation is maintained in two major ways. The presidents, or designates, of each entity serve as non-voting members on the Executive of the other entity. Annually, each organization makes their Annual Report with Audited/reviewed Financial Statements available to the membership of the other entity.

## Article 6: Interpretation

In the interpretation of these Bylaws, unless the context otherwise requires, words in the singular include the plural and vice-versa and words in one gender include all genders. Written notice always includes written notice by email.

## **II. Bylaws**

### **Bylaw 1: Membership**

#### ***A. Classification of Members***

- 1) Membership Criteria: A woman is a member of CFUW, Sherbrooke and District if she meets the membership criteria outlined in the CFUW Articles (Appendix 1) and has paid her annual CFUW per capita dues.
- 2) A student member is a woman who is a full-time student at an institution of higher learning.
- 3) A member in good standing may transfer to any other CFUW Club without paying additional national dues for that year.
- 4) A local life membership may be conferred on a Club member who has given outstanding service to the Club. 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 per capita dues on her behalf. A life membership is not transferable to another Club.
- 5) A local honorary membership 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 Club's Executive and approved by a special

motion at the Club's Annual General Meeting. Unless she is a member of a CFUW Club, she shall not have voting privileges or be able to hold office. She shall not be assessed CFUW dues.

- 6) National Honorary Member: CFUW, Sherbrooke and District may recommend 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, to the CFUW Executive for consideration at the national level.

### **B. Admission of New Members**

- 1) Membership Application Form: Any woman may become a member of the Club by submitting an application form as may be authorized from time to time by the Executive. The completed application form along with the required fees shall be forwarded to the Club Treasurer, who shall pass on the application form to the Membership Chair for her records.
- 2) Meeting Membership Criteria: Once accepted, a new member will be entered on the Membership List that is distributed to the membership annually in January.
- 3) Member in Good Standing: A member is in good standing when she has paid the annual membership fee to the Club.
- 4) Visitors: Any woman may attend Club meetings and activities as a visitor up to twice (2) in total, after which she is required to apply for membership if she continues to attend Club meetings and activities.
- 5) Interest Group Membership: Participation and membership in Interest Groups shall be limited to paid-up members of the Club. Interest groups report to the Executive through the Interest Group Chair.

### **C. Membership Fees**

- 1) Membership Year: The Membership and Program year is September 1 to August 31. The Fiscal Year is April 1 to March 31.
- 2) Setting Membership Fees: The Executive decides annual membership fees, which consist of applicable CFUW dues, the current Provincial Council fee, and the local Club fee.
- 3) Change of Membership Fees: The Executive shall give written notice of a proposed fee change thirty (30) days prior to a scheduled General Meeting, AGM or Special Meeting called for that purpose, at which the membership shall vote on a Special Motion for a fee change. A quorum of voting members (20%) is required at that specific meeting and a majority vote is required.
- 4) Reduced Fees: Members 65 years of age or over pay the regular fees minus five dollars (\$5.00).

- 5) Payment Date for Fees: The annual membership fees shall be paid on or before November 30 of every year, in order to submit the Club remittance to CFUW on time.

#### ***D. Rights and Privileges of Members***

- 1) Any member in good standing is entitled to:
- a) receive notice of meetings of the Club;
  - b) attend any meeting of the Club;
  - c) speak at any meeting of the Club; and
  - d) exercise other rights and privileges given to members in these bylaws.
- 2) Voting Members: Full members and Life members in good standing can vote at meetings of the Club.
- 3) Number of Votes: A voting member is entitled to one (1) vote per motion at a meeting of the Club.
- 4) Deemed Resignation: The Membership Chair may send a reminder to any member who has not paid her annual membership fees by the annual due date. If the member still has not paid the annual membership fees by December 31, the member is considered to have submitted her resignation. In such a case, the name of the member is removed from the Membership List and she receives written notice to this effect. The office of a Director and or Officer is automatically vacated with the cessation of Membership.
- 5) Resignation: A member may resign in good standing from the Club by giving notice in writing to that effect to the Membership Chair. The member is considered to have ceased being a member on the date her name is removed from the Membership List.
- 6) End of Membership: No membership is transferable or refundable.
- 7) Expulsion: The Executive may, by affirmative vote of no fewer than five (5) Directors, at a Special Meeting called for that purpose, expel any member for any cause that is deemed sufficient in the interests of the Club. Causes may include:
- a) the member willfully failed to abide by the Bylaws and or policies of the Club;
  - b) the member has been disloyal to the Club and or conducted herself in any manner which is detrimental to the reputation and or proper management of the Club;
  - c) the member has disrupted meetings or functions of the Club; or
  - d) the member has done something judged by the Executive to be harmful to the Club.
- 8) Expulsion Procedure: The member involved shall receive written notice no fewer than fourteen (14) days prior to a Special Meeting of the Executive at which expulsion is to be considered. The notice will state the reasons why expulsion is being considered. The member will have an opportunity to appear before the Executive to address the matter. The member has the right to be accompanied by another person.

- 9) Decision of the Executive: The Executive will determine how the meeting will be run and may limit the time given the member to address the Executive. The Executive may exclude the Member from discussion of the matter, including the deciding vote. The decision of the Executive is final. On passage of a motion to expel, the name of the member is removed from the Membership List. The member is considered to have ceased being a member on the date her name is removed from the Membership.

## **Bylaw 2: Meetings**

### **A. General Meetings**

- 1) Number of Meetings Per Year: There shall be a minimum of four (4) General Meetings annually.
- 2) Quorum: Attendance by 20% of the members at General Meetings, Annual General Meetings and Special Meetings is a quorum.
- 3) Attendance by the Public: General Meetings of the Club are open to the public; the public shall not vote on matters before the meeting.
- 4) Cancellation of General Meeting: The President may cancel the General Meeting if a quorum is not present within one-half (1/2) hour after the set time. If a General Meeting is cancelled the business of that meeting agenda will be carried over to the next General Meeting.
- 5) Presiding Officer: The President, or her designate, chairs every General Meeting of the Club
- 6) Voting: Each voting member has one (1) vote per motion. A show of hands decides every vote at a General Meeting. A secret ballot is used if at least five (5) voting members request it. The request for a ballot may subsequently be withdrawn.
- 7) Majority Vote: A majority of the votes of the voting members present decides each issue and resolution.
- 8) President's Vote:
  - a) The President does not have a second or casting vote in the case of a tie vote. If there is a tie vote, the motion is defeated.
  - b) The President declares a motion carried or lost. This statement is final, and does not have to include the number of votes for and against the motion or resolution.
  - c) The President decides any dispute on any vote. The President decides in good faith, and this decision is final.
- 9) Proxy: A voting member may not vote by proxy.

10) Ballot Vote: Five voting members may request a ballot vote. In such cases the President or presiding officer shall set the time, place and method for a ballot vote. The result of the ballot is the will of the meeting, General, AGM or Special Meeting.

## ***B. Annual General Meeting***

- 1) Meeting Date: The Club holds its Annual General Meeting (AGM) no later than May 31 of each calendar year, in Sherbrooke or District, Quebec, Canada. The Executive sets the place, day and time of the meeting.
- 2) Notification of Members: The Secretary notifies the membership in writing at least twenty-one (21) days before the AGM. The notice states the place, date and time of the AGM, the slate of nominee Directors, and any business requiring a Special Motion.
- 3) Agenda for the AGM: The AGM deals with the following matters:
  - a. adopting the agenda;
  - b. adopting the minutes of the last AGM;
  - c. considering the President's Report;
  - d. reviewing the financial statements setting out the Club's income, disbursements, assets and liabilities and a written review by an internal bookkeeping/accounting professional;
  - e. selecting an internal reviewer;
  - f. electing the President;
  - g. electing the Members of the Executive; and
  - h. considering matters specified in the meeting notice.
- 4) Presentation of the Slate of Directors (Executive): The slate of nominees shall be submitted to the Executive at least 30 days before the date of the AGM. The directors shall be entitled to suggest additional names to the Nominating Committee.
- 5) Presentation of the Slate (Membership): At the time of notification for the AGM, the Executive shall notify the membership of the names of the directors who will be retiring at the upcoming AGM and the slate proposed by the Nominating Committee to fill the vacancies. Any two (2) or more voting members may put forward names to the Nominating Committee Chair, accompanied by the written consent of the nominees, no later than 15 days before the AGM. The Chair shall notify the membership immediately in writing of the proposed additional nominations. After this notification, and up until the vote at the AGM, nominations shall be received only for vacant positions
- 6) The Vote: At the AGM, the slate will be voted on by a majority show of hands except when there is more than one nomination for an office, at which time voting will be by secret ballot.

## **Bylaw 3: Governance of the Club**

### **A. The Executive**

1) Powers and Duties of the Executive: The Executive governs and manages the affairs of CFUW, Sherbrooke and District. The powers and duties of the Executive include:

- a) Promoting the purposes of the Club;
- b) Enhancing the profile of and respect for the Club and CFUW in the community;
- c) Promoting membership in the Club;
- d) Maintaining and protecting Club assets;
- e) Approving an annual budget for the Club;
- f) Paying all expenses for operating and managing the Club;
- g) Financing the operations of the Club through setting fees and raising funds as required;
- h) Investing any extra funds;
- i) Making policies, rules and regulations for managing and operating the Club and using its assets;
- j) Approving contracts for the Club;
- k) Maintaining all accounts and financial records of the Club
- l) Appointing legal counsel if required.

2) The Directors of the Executive are:

a) The Directors of the Club are the Past President; President; Vice President; Secretary; Treasurer; and the following Coordinators: Advocacy; Interest Group; Membership; Newsletter; Program; Publicity; and Social.

3) Co-Directors: All Executive positions may be shared between 2 people. Co-directors ensure the responsibilities of their role are covered during each other's absences. Only one of the two co-directors may vote at any meeting of the Club where they are acting in their capacity as a Director. Directors may ask approval of the Executive to form committees to assist with their work.

4) Election of the Directors and President:

- a) At each AGM, the voting members elect or re-elect the directors;
- b) Voting members elect the President at the AGM. To be eligible to stand for President, a candidate must have served for two (2) complete years on the Club Executive. The President can only serve for a maximum of three (3) consecutive terms, which includes any consecutive term as a Director or Officer of the Executive.

5) Resignation, Removal or Death of a Director:

- a) A director, including the president and immediate past president, may resign from office by giving one (1) month's notice in writing. The resignation takes effect on the date the Executive accepts the resignation.
- b) If there is a vacancy on the Executive, the remaining directors may appoint a member in good standing to fill that vacancy for the remainder of the term. The position of past president shall remain vacant until the next AGM.

c) At the discretion of the Executive, a Director and or Officer, including the president and the immediate past president, may be removed before the end of her term. Reasons for removal may be but are not limited to four (4) consecutive absences from Executive meetings without justifiable reason; proof of fraud; incapacity or inability to act; and an undisclosed conflict of interest. There must be a majority vote at a Special Meeting of the Executive called for this purpose.

### ***B. Meetings of the Executive***

#### **1) Meetings of the Executive:**

- a) The Executive holds at least 6 meetings per year.
- b) All members of the Executive contribute to the meeting agenda.
- c) The President calls the meetings. The President may also call an Executive meeting if any two (2) Directors make a request in writing and state the business of the meeting.
- d) Ten (10) days notice for Executive meetings is emailed to each Executive member.
- e) A majority of the Directors of the Executive is a quorum.
- f) If there is no quorum, the President may deem those present to constitute a “committee of the whole.” The committee may discuss and debate all agenda items but may not vote or otherwise make decisions for the Executive. A subsequent email vote on agenda items shall be ratified at the next Executive meeting.
- g) Each Director, including the President and Past President, has one vote per motion and or amendment. Should a conflict of interest arise, then the director(s) declare(s) it and abstains from voting.
- h) The President does not have a second or deciding vote in the case of a tie vote. A tie vote means the motion is defeated.
- i) Meetings of the Executive are open to members of the Club, but only Directors may vote. Members are only permitted to participate in a discussion when invited to do so by the Executive. Should the majority of the Executive agree, they shall go “in camera” to discuss sensitive matters.
- j) All Directors may agree to and sign a Special Executive Motion via email. This motion is as valid as one passed at any Executive meeting. It is not necessary to give notice or to call an Executive meeting. The date on the Special Motion is the date it is passed.

#### ***C. Officers of the Executive:***

- 1) The Officers of the Club are Past President, the President, Vice-President, Secretary and Treasurer.
- 2) The Officers hold office until re-elected or until a successor is chosen, in the case of death or a vacancy.

#### ***D. Duties of the Directors***

- 1) The duties of all directors are outlined in Appendix 2, page 14.

#### ***E. Executive Committees***

- 1) The Executive may appoint committees, via motion, to advise the Executive. An Executive member chairs each committee created by the Executive and sufficient members are recruited to carry out the responsibilities of the committee. Members of committees may be drawn from the voting members.
  - a) The Chair calls committee meetings. Each committee:
    - records minutes of its meetings;
    - distributes these minutes to committee members and the Executive;
    - provides reports to each Executive meeting at the Executive's request.
  - b) The notice of committee meeting must be emailed 5 business days before the scheduled date of the meeting. The notice states the date, time, and place of the committee meeting.
  - c) Each member of the committee, including the Chair, has one (1) vote at the committee meeting per motion. The Chair does not have a deciding vote in the case of a tie.
  - d) When the term of office of the committee chair expires, she shall submit to the President all the documents relative to the operation of the committee.

#### ***F. Standing Committees***

- 1) The Standing Committees of the Executive are:  
Officers' Committee; Finance Committee; Nominating Committee; Advocacy Committee; Fundraising Committee; and Public Speaking Committee
- 2) Officers' Committee:
  - a) The Officers' committee consists of the President, the Past President, Vice-President, Secretary, and Treasurer.
  - b) Is responsible for:
    - Carrying out emergency and unusual business between Executive meetings;
    - Reporting to the Executive on actions taken between Executive meetings;
    - Assume responsibility, as individuals, for liaison with CFUW and the Quebec Provincial Council, and stay current with material on their websites;
    - Carrying out other duties as assigned by the Executive.
  - c) Meets only for emergency purposes. The meetings are called by the President or on request of any two (2) other officers (Vice President, Treasurer, Secretary). They shall request the President in writing to call a meeting and state the business of the meeting.
- 3) Finance Committee:
  - a) Consists of the Treasurer, who is the Chairperson, and three (3) other members appointed by the Executive.
  - b) Is responsible for:

- Recommending budget policies to the Executive;
  - Investigating and making recommendations to the Executive for acquiring funds;
  - Recommending policies on disbursing and investing funds to the Executive;
  - Establishing policies for Executive and committee expenditures;
  - Arranging the annual audit internal review of the books;
  - Reporting on the year's financial activities at the Annual General Meeting; and
  - Carrying out other duties assigned by the Executive.
- 3) Nominating Committee:
- a) Consists of the immediate Past President, who chairs the committee, and two (2) other members appointed by the Executive. Should there be a vacancy in the office of Past President, her immediate predecessor in office shall replace her.
  - b) Is responsible for:
    - Preparing a slate of nominees for the President's position;
    - Preparing a slate of nominees for each vacant Director position, to include one Officer other than the President;
    - Orienting new Executive members; and
    - Presenting its recommendations to the Annual General Meeting.
- 4) Advocacy Committee
- a) Supports the work of the Advocacy Director;
  - b) Carries out other duties assigned by the Executive.
- 5) Fundraising Committee
- a) Supports the work of the Vice President;
  - b) Carries out other duties assigned by the Executive.
- 7) Public Speaking Committee
- a) Supports the work of the Public Speaking Director
  - b) Carries out other duties assigned by the Executive.

#### **Bylaw 4: Management & Finance**

- 1) Club Office: The office of the Club is located at the residence of the presiding President. Her address is the mailing address of the Club for the duration of her tenure.
- 2) Club Letterhead: The Club letterhead shall only be used by the Executive, for purposes approved by the Executive. No letters or statement shall be made in the name of CFUW, Sherbrooke and District without a motion of approval from the Executive.
- 3) Location of Meetings: All Club meetings are to be held in locations in the Sherbrooke and District, Quebec, Canada at the discretion of those calling the meetings.

- 4) Fiscal Year: The fiscal year of the Club shall commence on April 1 of each year and end March 31 of the following year.
- 5) Internal Review: There must be an internal review of the books, accounts and records of the Club annually. The reviewer is appointed at the Annual General Meeting. An internal reviewer shall be a member with no formal association with the Executive or any of its committees. At the AGM, the reviewer submits a review of the finances for the previous year
- 6) Signing Authority: The designated Officers of the Executive sign all cheques drawn on the funds of the Club. Cheques shall be signed by two of the four Officers.
- 7) Contracts: All contracts of the Club must be signed by the Officers, by motion of the Executive.
- 8) Record Keeping: The Secretary keeps a copy of the Minute Books and records minutes of all the meetings of the Club, the Executive and the Officers' Committee. From time to time, these records are transferred to the Archives at Bishop's University, Lennoxville, Quebec.
- 9) Inspection of the Books: A member wishing to inspect the books or records of the Club must give reasonable notice to the President or the Secretary of the Club of her intention to do so. All financial records of the Club are open for inspection by the members, with reasonable notice. Other records of the Club are also open for inspection, with reasonable notice, except for records that the Executive designates as confidential.
- 10) Fundraising: The Club may raise funds to meet its purposes. The Executive decides the amounts and ways to raise money.
- 11) Expenses: No member, director or officer of the Club receives any payment for her services as a volunteer member, director or officer. Reasonable expenses incurred while carrying out duties of the Club may be reimbursed upon Executive approval. All expenses require a written receipt.
- 12) Membership in CFUW:
  - a) The Club is a member of CFUW. Member Clubs are expected to send a voting delegate to the National AGM. The President fills this assignment, but if she is unable to attend, the Executive may select a replacement.
  - b) The Club pays the registration fee for the official club delegate attending the CFUW AGM, and contributes towards associated expenses according to availability of funds
  - c) The voting delegate sponsored by the Club provides a written report of the proceedings to the membership
- 13) Membership in Quebec Provincial Council of University Women:
  - a) The Club is a member of the Quebec Provincial Council and pays dues according to bylaws of that body.
  - b) The voting delegate sent by the Club to meetings of Provincial Council is the President or Vice President or a club member selected by the Executive.

- c) The Club pays the registration fee for official club delegates attending the Quebec Provincial Council meetings and contributes towards associated expenses according to availability of funds.

### **Bylaw 5: Amending the Bylaws**

- 1) Notice of Meeting & Special Motion: These Bylaws may be cancelled, altered or added to by a Special Motion at any AGM, General Meeting or Special Meeting called for the purpose, of the Club. The Executive shall give written notice of thirty (30) days prior to the scheduled meeting. The notice shall include details of the proposed Special Motion to change the Bylaws. A quorum of voting members (20%) is required at that specific meeting and a majority vote is required.
- 2) Changed Bylaws: The amended bylaws take effect after approval of the Special Motion at the AGM, General Meeting or Special Meeting.

### **Bylaw 6: Dissolution of CFUW, Sherbrooke and District**

- 1) Dispersal of Funds: If the Club is dissolved, any funds or assets remaining after paying all the debts, including current annual fees to CFUW, shall be paid to the Fondation Lampe Foundation. In the event the Foundation is also defunct, the Club may consider dispersal of its' funds to any scholarship or bursary fund held by any one or more of those Canadian universities or colleges in Sherbrooke and District which are members in good standing of the Association of Universities and Colleges of Canada.
- 2) Special Motion of Voting Members: In the event that the Fondation Lampe Foundation is defunct, voting members are to approve the organization recommended by the Executive to receive the assets. A majority vote on a Special Motion at a General Meeting or Special Meeting called for the purpose of dissolution is required. In no event do any members receive any assets of the Club.
- 3) Notification of CFUW: The Club shall notify the President of CFUW in writing of its dissolution, accompanied by a copy of the minutes of the meeting at which the Special Motion to dissolve was passed. A cheque for all outstanding CFUW dues and liabilities shall accompany the notification letter.

### **Bylaw 7: Parliamentary Authority**

The rules and principles of parliamentary procedures contained in the current edition of Robert's Rules of Order, Newly Revised shall govern CFUW Sherbrooke and District meetings in all cases to which they are applicable and in which they are consistent with these Articles, these Bylaws and any special rules of order which the Club may adopt.

## **Appendix 1**

**(CFUW Articles, July 12, 2013)**

### **Schedule 1--Definitions of Individual Membership**

***As referred to in Bylaws B Interpretation, Definitions and Bylaw C, Items 7 and 11.***

1. A woman is eligible for membership in a Club if she supports the purposes of CFUW and has:
  - a. Earned a degree, diploma or equivalent qualification from an institution of higher education; or
  - b. Been accepted for a masters or doctoral program at a recognized tertiary institution; or
  - c. Earned a professional designation or equivalent qualification that
  - d. currently requires a degree, diploma or equivalent qualification.
2. As referred to in Bylaws B Interpretation, Definitions and Bylaw C, Items 7 and 11. 1) Pursuant to Bylaw C, Item 7, a woman who does not meet criteria 1(a), 1(b) or 1(c) but supports the purposes of CFUW is also eligible for membership in a Club.
3. A student member is a woman who is a full-time student at an institution of higher education. Student members shall pay 50% of the CFUW per capita dues.
4. A member-at-large is a woman who qualifies for individual membership in a Club but is not a member of an existing Club. She shall be assessed CFUW dues. She shall be a member of the CFUW Member-at-Large Club.
5. A member in good standing may transfer to any other CFUW Club without paying additional national dues for that year.
6. A woman who is a member of more than one CFUW Club shall pay national dues to only one club.
7. A life membership in a Club may be conferred on a Club member who has given outstanding service to her Club. 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 per capita dues on her behalf. A life membership is not transferable to another Club.
8. An honorary membership in CFUW 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 Executive and approved by a special motion at a CFUW annual general meeting. Unless she is a member of a CFUW Club, she shall not have voting privileges or be able to hold office. She shall not be assessed CFUW dues.

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CFUW members in good standing may:

- Participate in all study, interest and service groups in their Club

- Hold any office at the local, regional, national level or international level
- Vote on all CFUW policies
- Participate in CFUW Annual General Meetings.
- Participate in Standing Committees at the local, regional, national levels and international levels.

## **Appendix 2**

### Duties of the Directors of the Club:

#### 1) The President:

- Supervises and coordinates the affairs of the Executive;
- When present, chairs all meetings of the Club, the Executive and the Officers' Committee;
- Is an ex-officio member of all Committees, except the Nominating Committee;
- Serves as a non-voting member of the Fondation Lampe Foundation; President may select a designate;
- Acts as the spokesperson for the Club;
- Has final approval for all editions of the Newsletter, the Annual Reports, and all other communication of the Club;
- Chairs the Officers' Committee; and
- Carries out other duties assigned by the Executive.

#### 2) The Vice President:

- Presides at meetings when the President is absent or unable to act;
- Replaces the President at various functions when asked to do so by the President or the Executive;
- Coordinates the major annual fundraising activity of the Club, i.e. the Summer Market: Book Sale and Silent Auction or any other initiative chosen by the Executive.
- Ensures there is a reasonable proposal and plan for any fundraising event and that it is approved by the Executive.
- Works in consultation with other Executive Members who contribute to fundraising events, to include but not limited to the Treasurer and Publicity Director.
- Is a member of the Officers' Committee;
- Carries out other duties assigned by the Executive.

#### 6) The Secretarial Committee:

- Is made up of Secretaries (General Meeting, Executive Meeting and Corresponding) and the Reservation Chair).
- Attends all meetings of the Club, the Executive and the Officers' Committee;
- Keeps accurate minutes of these meetings;
- Has charge of the Executive's correspondence, including greeting cards to members and families;
- Makes sure all notices of various meetings are sent;

- Files documents every two (2) years in the archives, to include at a minimum, official minutes of Club meetings, audited financial statement, annual report, newsletters and press clippings.
  - Updates the list of directors after each AGM;
  - Ensures the Bylaws are reviewed every two (2) years;
  - Makes reservations and books venues as required; and
  - Carries out other duties assigned by the Executive.
- 7) The Treasurer:
- Makes sure all funds paid to the Club are deposited in a chartered bank, caisse populaire or trust company chosen by the Executive;
  - Makes sure a detailed account of revenues and expenditures is presented to the Executive as requested;
  - Makes sure an audited statement of the financial position of the Club is prepared and presented to the Annual General Meeting;
  - Signs all membership cards;
  - Chairs the Finance Committee of the Executive;
  - Is a member of the Officers' Committee; and
  - Carries out other duties assigned by the Executive.
- 8) The Past President:
- Chairs the Nominating Committee;
  - Carries out other duties assigned by the Executive.
- 9) Advocacy Director:
- Brings to the notice of Club members legislation and advocacy issues congruent with CFUW purposes, as addressed on the CFUW advocacy website;
  - Promotes the writing of briefs and letters to government representatives at the local level on issues congruent with CFUW purposes and encourages active participation locally, nationally and internationally.
  - Organizes the general meeting to review and amend Resolutions for the National AGM.
- 10) Newsletter Director:
- Is responsible for layout and editing of the Club newsletter, the Bulletin. The minimum content is Club news; members news; financial updates; motions to be presented at General Meetings; Interest group news; advocacy news; and key announcements from CFUW, IFUW, Quebec Council, and other Quebec Clubs.
  - Is responsible for the layout and editing of the Annual Report, which is the May Bulletin. The President has final approval for all newsletters and Annual Reports.
  - All Executive Committee Members and Committee Chairs are responsible for submitting input on a regular basis before the published due date.
  - Is responsible for distributing the Newsletter to the Quebec CFUW VP and Regional Directors, and the Quebec Club presidents.

11) Interest Group Director:

- Ensures all groups have a leader prior to the first fall General Meeting.
- Keeps in touch with leaders of each group and encourages them to submit their news for the Bulletin.
- Passes on Executive news to the Interest Group leaders.
- Is responsible for verifying that all Interest Group participants are members in good standing.

12) Membership Director:

- Is responsible for accepting new member applications as per the membership qualification criteria;
- Is responsible for maintaining up-to-date records of members, in cooperation with the Treasurer;
- Is responsible for the preparation and distribution of the membership list to all members in January and updates as they occur;
- Is responsible for leading Membership recruiting initiatives; and
- Maintains liaison with Membership Directors in the Quebec Clubs.

13) Program Director:

- Is responsible for preparing the annual Program schedule;
- Responsible for organizing the program for General Meetings;
- Arranges for members to introduce and thank speakers.

14) Public Speaking Director:

- Responsible with the Public Speaking Committee for organizing the annual Regional Public Speaking Contest hosted by CFUW, Sherbrooke and District.
- Reports to the Executive annually at the Executive Meeting held following the contest.

15) Publicity Director:

- Responsible for increasing the profile and visibility with, and disseminating information to, the public for meetings, activities, membership recruitment, fund-raising, and advocacy initiatives.
- Uses media as well as other methods for public information.
- Maintains a file of publications and press clippings involving the Club, which is sent to the Archives every two (2) years.

16) Social Director:

- Is in charge of arrangements for refreshments at General Meetings;
- Responsible for arranging the Holiday Dessert Meeting and Party in December and the AGM Dinner in May;
- Special arrangements for such events as anniversaries.