

Canadian Federation of University Women
Policy and Procedures Manual (2016)

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INTRODUCTION

The following statement is found in Part 1 - Interpretation of the CFUW Victoria BC By-Laws passed on April 19, 2006:

1.3.0 The Club's Policies and Procedures Manual based on past Club motions and practices shall be considered to be the Club's Standing Rules.

The policies and procedures in the *Policy and Procedures Manual (PPM)* constitute the Standing Rules of the Club. The structure of the Club is based on a democratic model in which the members decide the direction of the Club. For efficiency the Executive Committee is elected to carry out the instructions of the members with an agreed upon balance of power. The common intent, however, is to ensure the smooth administration of the Club. The policies and procedures may, in some instances, supplement the Club's By-Laws by giving additional information. In other instances policies have been established relating to financial matters of the Club, and to other issues as needed. *Robert's Rules* states that standing rules may be adopted or rescinded by majority vote at general meetings.

The policies and procedures have been placed for quick reference at the beginning of the *PPM*. Motions and policies may be repeated in the duties specific to each Executive position and possibly in the Yearly Planner. Executive members should familiarize themselves with these motions and practices along with the Yearly Planner, position specific responsibilities and duties, and the Club's By-Laws.

The Secretary is responsible for ensuring the Club's *Policy and Procedures Manual* is annually updated (if required). (January 2015)

The *PPM* is given to every new member of the Executive Committee and available to any member desiring to see it.

IMPORTANT CLUB NUMBERS

CFUW Victoria is registered with the Office of the Registrar of Companies, BC Ministry of Consumer and Corporate Affairs under the Society Act, February 1976. Registration number: S12.134

CFUW Victoria Scholarship and Bursary Society is registered with the Office of the Registrar of Companies, BC Ministry of Consumer and Corporate Affairs under the Society Act, in 1977. Registration number: S12.954

STANDING RULES

GENERAL

Robert's Rules of Order Newly Revised is the Club's general authority used for procedures not covered by the Club's By-Laws (2010).

The following recommendations are made to expedite the business part of the general meetings:

1. routine business be disposed of in Executive meetings; and
2. reading the Minutes be dispensed with. They must be available in the newsletter and on the website.

The results of Executive votes conducted by email should be recorded at the next Executive meeting.

A non-denominational grace is at the end of Program Coordinator's section.

The Chair of the Scholarship and Bursary Society can attend Executive meetings. She should attend at least one new members' coffee party.

FINANCIAL

Signing Officers for bank accounts are appointed on motion of the Executive. They are to be the President, Treasurer, and Vice President.

All contracts involving expenditure of money must be discussed with the Executive before being entered into. (July 1989)

The Executive has the authority to spend up to \$200 over and above budget on Club expenses without Club approval.

Delegate to CFUW and BC Council:

1. CFUW Victoria is to appoint an official delegate to attend the Annual General Meeting of the Canadian Federation of University Women and the BC Council. Such delegate shall be the President, or her designate appointed in consultation with the Executive. It is understood that such delegate will participate as fully as possible in the business program events of the AGM, and will provide a written report on her return. (February 1992)
2. CFUW Victoria shall include an appropriate budgeted amount to pay for the following expenses for the official delegate: (1) registration; (2) accommodation at the most reasonable rate as recommended in the conference package; and (3) transportation, at the most reasonable land or airfare available. If additional funds are requested, approval by the Executive is required. (January 2015)

Members paying with cash will be provided a receipt in a timely manner. Members are encouraged to pay for dues or functions by cheque and/or electronically. (January 2015)

LETTER WRITING

All letters written on behalf of CFUW Victoria must fall within CFUW mandate and must be approved and/or signed by the Club President.

CLUB COMMITTEES

7.1.0 Standing:

7.1.1 The Executive Committee shall appoint Standing Committees or any Special Committees required for the operation of the Club.

7.1.2 Conveners of Standing Committees shall be selected as far as possible from the members of the Executive Committee.

7.1.3 Committees struck by the Executive Committee shall conform to any rules and procedures imposed on it by the Executive Committee and must report progress and action in exercise of these procedures to the Executive Committee at its Regular Meetings.

Special committees are appointed by the Executive and function separately but are responsible to the Executive. The Club President is an ex-officio member of all its committees. Such committees may be those struck with the responsibility of convening a special event. e.g. CFUW AGM; BC Council AGM; and Club special events.

All committees must conform to the By-Laws of the Club.

RESOLUTIONS

Resolutions may be dealt with at a General Meeting. If there is not a quorum at a Resolutions Meeting, motions passed at the meeting must be ratified by the membership at a General Meeting before the CFUW deadline for receiving proposed amendments.

The resolutions to be considered will be published in our Newsletter and posted on our website. They are also available at www.cfuwadmin.org . The user name is viewonly and the password is cfuw4321.

A Motion must be made to instruct the Club's voting delegate to the CFUW AGM and to use discretion if amendments are to be considered or new situations arise. (ie. emergency resolutions)

AFFILIATION WITH OTHER CLUBS OR ORGANIZATIONS

At the local level, CFUW Clubs are free to affiliate with any organization whose principles and policies fall within the CFUW mandate.

Representatives and delegates to other organizations report to the Executive and the Club as required.

GENERAL DUTIES AND RESPONSIBILITIES OF EXECUTIVE MEMBERS

- Be familiar with the Policy and Procedure Manual, By-Laws, Constitution, and Yearly Planner
- Attend General Meetings
- Attend Executive Meetings
- Produce an Annual Report for May of each year
- Prepare archival materials according to the Guidelines in the Policy and Procedure Manual

(January 2015)

Duties of Specific Officers: By-Law 6.1.0

PRESIDENT: By-Law 6.1.1

The President shall preside at all meetings of the Club and of its Executive Committee. She shall be an ex-officio member of all its committees, save its Nominating Committee. (April 2015)

The President:

1. Prepares agendas;
2. Attends Scholarship and Bursary meetings in ex-officio capacity and acts as liaison between it and the Executive Committee, informing the latter of decisions and progress. If the President cannot attend, she may designate the Vice-President to attend in her stead;
3. Ensures requests from National are fulfilled (ie. annual report);
4. Represents the Club at events when invited;
5. Serves as official delegate to the BC Council and CFUW Annual General. If unable to attend, she may appoint a substitute in consultation with the Executive Committee;
6. Ratifies, in collaboration with the Executive Committee, new Executive members of the Scholarship and Bursary Society; and
7. Appoints a Nominating Committee in January in collaboration with the Executive Committee.

Duties of Specific Officers: By-Law 6.1.0

VICE-PRESIDENT: By-Law 6.1.2

In case of the President's inability to act, the Vice-President shall perform the duties of the President. She shall be the CFUW Liaison Officer and as such shall attend to all matters pertaining to CFUW and GWI.

She shall:

1. Report at Club meetings on GWI Bina Roy Partners in Development and Hegg Hoffet Relief Fund, CFUW Fellowships Program, CFUW Constitution and By-Laws amendments, CFUW Victoria Advocacy Committee, resolutions;
2. Report on information with regard to the CFUW AGM and GWI Triennial Meeting and make sure that members are informed about registration, delegate selection and the like;
3. Chair of the Advocacy Committee (or find a suitable replacement);
4. Plan and chair the Resolutions Meeting in March. Find members willing to study and present the proposed resolutions (see CFUW Victoria Advocacy Committee Mandate. See also CFUW policy regarding resolutions); and
5. Take on other duties in consultation with the President.

Duties of Specific Officers: By-Law 6.1.0

MEMBERSHIP COORDINATOR: BY-LAW 6.1.3

The Membership Coordinator shall be responsible for all matters pertaining to membership and shall keep an accurate list of the names, academic standing and contact information of all members.

She shall:

1. Ensure renewal and new member application forms are published in the newsletter and made available upon request for all members who do not sign-up/renew/pay online.
2. Maintain the Members' database. Update database as members' contact information changes.
3. Process all applications. Add new members to database as they enroll. Obtain confirmation about "paid up" members from Treasurer.
4. Consult Neighbourhood group map in consultation with Neighbourhood Group Coordinator to determine appropriate Neighbourhood Group.
5. Contact New Members Convenor with new members' contact information.
6. After the first General Meeting, make a list of members who have not renewed, contact each member to encourage re-registration. Request help from the Executive and the past Executive, if needed.
7. Determine any Life and/or Jubilee Members. Notify the Executive about them.
8. Membership and the Treasurer must decide on the procedure for membership renewal because their numbers and membership categories must match. Both need to reconcile the information regarding paid members and membership categories to which members belong. Membership needs to record pertinent information on the database and save the renewal forms for proof of permission for printing in the Membership Directory. Provide Treasurer with updated membership as necessary.
9. Keep the Directory database from year to year, update as required, add/delete member information, send to printer.
10. Prepare/update all information in Directory with appropriate Executive members to send to printer. Liaise with printing company to produce Directory. Distribute Directories to NG Conveners at October monthly meeting for distribution to membership.
11. Order nametags for all new members and distribute when available. Remit receipts to the Treasurer. Lost name tags will be reordered at cost to the member.
12. Ensure the passing of members is reported in the newsletter with an announcement.

MEMBERSHIP COMMITTEE

New Members Convenor shall:

1. Contact each new member to welcome her, tell her which Neighbourhood Group she is in, provide the contact information of the NG Convenor.
2. Provide a Member Directory to new members who join after the annual distribution of Directories.
3. Answer any questions and tell her when and where the next General Meeting will be.
4. Tell her about the New Member Coffee Party

5. If possible, hold a Coffee Party prior to the September General Meeting, invite Executive members, Interest Group Coordinator, Membership Coordinator and any others. Welcome and discuss process of signing up for Interest Groups.
6. Plan and facilitate New Member Coffee Parties as often as appropriate. Notify the President of time and place. Members of the Executive will be invited to attend to give an overview of Club activities.

Standing Rules and MEMBERSHIP:

Member Clubs must abide by membership decisions adopted at CFUW National Annual General Meetings. In November 2009 our Club passed a constitutional amendment adopting the following By-Law regarding membership, and membership in the Club must be in accordance with the Club's By-Laws, Part 2 – Membership, located as an Appendix to the CFUW Victoria Constitution.

CFUW Victoria abides by the membership bylaws as adopted and amended by CFUW from time to time. Any doubts about eligibility should be addressed to the CFUW Membership Coordinator.

Members are given the opportunity to decide if and how they would like their name and contact information to appear in the Membership Directory.

Membership forms (online/hardcopy/newsletter) shall provide opportunity for members to indicate the following areas of interest:

- Serving on the Executive
- Thanking/introducing speakers
- Greeting at meetings
- Committees

(January 2015)

Membership dues for new members include the cost of a nametag (2008)

Applications and dues received in March are held over until April 1st

Categories of Membership and Dues (2014)

MEMBER: a woman who supports the objectives and purposes of CFUW. Pay full Club and CFUW dues

STUDENT MEMBER: See requirements in CFUW By-Laws. Pay half of both Club and CFUW dues

DUAL MEMBER: Primary Club affiliation is a Club other than CFUW Victoria. Pay Club dues only, as their CFUW dues are paid by their primary Club.

JUBILEE MEMBERS: Continuous membership in CFUW Victoria for 50 years or age 90 years and 45+ years of continuous membership. The Club portion of her dues shall be waived and she shall pay only the CFUW portion of her dues. (CFUW Victoria designation) (April 2016)

LIFE MEMBER: Has given outstanding service to CFUW Victoria and/or CFUW. She shall be appointed by the Executive and ratified by the membership. Both CFUW and Club dues shall be paid by the Club.

LOCAL HONORARY MEMBER: A woman eminent in any department, or who has distinguished herself in the cause of education, or has singly assisted this Club, may be elected an Honorary Member. She shall be proposed by at least two members of the Club, receive the unanimous vote of the Executive and be elected at any regular meeting of the Club. She does not have voting privileges, nor shall she be assessed either Club or CFUW dues.

Duties of Specific Officers: By-Law 6.1.0

SECRETARY: BY-LAW 6.1.4

The Secretary shall keep a record of all proceedings at meetings of the Club and the Executive Committee and shall make them available for review by members. (April 2015)

and, if necessary,

7.2.3.3 Two weeks prior to the date announced for the Annual General Meeting, ensure the names of the candidates for any contested office for the following year are forwarded to the membership. (April 2015)

7.2.3.4 At the election of Officers there shall be three tellers consisting of the Secretary and two members appointed by the President. The Secretary shall count the votes and the result, after being certified by the tellers, shall be announced at the Annual General Meeting. (April 2015)

She shall:

1. Ensure the minutes of all General Meetings are sent to the Communications Coordinator (or designate).
2. Executive meetings: after consultation with the President, distribute minutes to Executive Members. Distribution should be within seven (7) days. Establish with the Executive a procedure for amendments by email, if desired, before a final adoption at the following Executive Meeting.
3. Ensure Club meeting dates, locations, special speakers, and information pertaining to the serving of alcohol is sent to our insurance agent.
4. Ensure the Club's Policy and Procedure manual is annually updates (if required) with amendments approved by the Executive and membership.
5. Prepare and mail newsletters to those members who do not have internet access or are paying for this option; and one copy for the Archives.
6. Send cards and/or notes on behalf of the President (the Club) regarding condolences, milestones, illness, thank you, congratulations as necessary.

Duties of Specific Officers: By-Law 6.1.0

TREASURER: By-Law 6.1.5

6.1.5.1 The Treasurer shall have custody of the funds of the Club, keep proper books of account, and shall make disbursements as directed by the Club or Executive Committee. She shall receive dues and donations. She shall at the Annual General Meeting submit a financial statement of accounts to the membership.

6.1.5.2 In the case of proposed expenditure above the amounts authorized in the *Policies and Procedures Manual*, the Treasurer shall see that prior notification is provided in the Newsletter and the proposal shall be voted on by the membership at a General Meeting.

She shall:

1. Receive dues and donations, payments for pre-paid meetings and other monies. Hold a key and pick-up mail from the Club mailbox (Box 227, 1581-H Hillside Avenue, Victoria BC, V8T 2C1) on a weekly basis.
2. Receives dues and membership forms in a mutually-agreed-upon procedure with the Membership Coordinator. After recording the financial data (Dues, S&B Donations, CFUW Trust Donations, etc), remit the forms to Membership for database updating. In addition to listing membership cheques in the Deposit Book, the Treasurer shall keep a duplicate list as a double check to ensure accuracy with Membership's numbers and membership categories.
3. Regularly deposits monies received as per procedure required by the bank. Issues cheques (double signature) for expenses within the approved budget. Non-budget expenses should be approved by the Executive. Expenses incurred by Executive members are recorded on the Club's Disbursement Vouchers with receipts attached. When reporting disbursements, indicate the Executive position (e.g. Jane Doe, Social Convenor). The Treasurer must never pay expenses in cash.
4. Prepare a written financial report, balanced to the bank, for each Executive meeting. This report is to be available to Club members on request. Computer generated copies of monthly receipts and disbursements should be readily available.
5. Prepares and presents a complete oral report on all funds (investments and bank accounts) at the October General Meeting, and publish in the November newsletter. At later meetings only the amount in the bank account is presented if requested, unless there is an important change in funds.
6. At the end of each month submit to Scholarship and Bursary Society all donations that have come through the Club accounts. Accompany the monies with a detailed list of donors and the amount of each donation. Any fundraising monies, such as SMILE Cards and Entertainment Books, should also be remitted to S&B on a monthly basis.
7. Submit at the end of the calendar year (December) to CFUW Charitable Trust, all donations that have come through the Club accounts. Accompany the monies with a detailed list of donors' names, mailing addresses, and the amount of the donation.

8. Prepare year-end financial statements to be distributed at the Annual General Meeting. The preliminary budget for the coming year, as approved by the current Executive, is also presented for approval at the AGM.
9. Within thirty days of the AGM file the Society Annual Report with the BC Ministry of Finance and Corporate Relations. (Note: by a Resolution passed by the Executive June 2006, the address of the current Treasurer, as listed in the Society Act Annual Report (form 11), is the address where the financial records of CFUW Victoria are held. *Filed with the Society Report as Location of Records #11(2) July 11, 2006.*)
10. Signing officer, with President and Vice President. New signatories must present themselves at the bank together with a copy of the Minutes of the AGM listing the newly elected Executive.
11. Assist Membership Coordinator with collection of dues at September General Meeting. Ensure receipts are provided. (January 2015)
12. Transfer funds received from members to S&B quarterly. (S&B fiscal year ends March 31)
13. Remit payment for Directors' and Officers' Liability insurance by March 20th of each year to Lisa Deelman, The Co-Operators reference policy # 0028132
14. Send BC Council member assessment by March 31 to Treasurer, BC Council. The BC Council member assessment is based on the membership numbers submitted to CFUW in April of the prior year. (BC Council sends an assessment notice based on that number.)
15. In April, mail cheque to CFUW for member assessment (Membership assessment excludes dual members).
16. Mail one cheque for Club donations to CFUW as decided upon by the Executive Committee. The donations should be made out to CFUW with the designations clearly stated. (CFUW forwards, in a single transaction, the total amounts sent by all Clubs) The amounts are:
 - CFUW Charitable Trust \$100
 - Hegg-Hoffet Relief Fund \$100
 - Bina Roy Partners in Development \$100
17. Prepare the preliminary budget for the coming year for approval by the Executive at the April Executive Meeting, for presentation and approval at the AGM.
18. Prepare the financial statements and submit to the accountant appointed by the Executive Committee so the report is ready for presentation and approval at the AGM. The financial statements are published in the May Newsletter.

Club Funds:

Annual dues shall be set to assure a balanced budget (By-Law 3.3.0).

General (Operating) Fund:

A balance of \$5,000 should be in the operating fund at the beginning of the Club year.

Duties of Specific Officers: By-Law 6.1.0

PROGRAM COORDINATOR: BY-LAW 6.1.6

The Program Coordinator shall be responsible for the locale and program for all General Meetings.

By-Law 9.2.0 General Meetings of Members:

By-Law 9.2.1 General Meetings or events shall be held monthly between September to May inclusive unless otherwise ordered by the Executive Committee of the Club.

By-Law 9.2.2 General Meetings of the Club are properly convened if they are held at the time and place shown in the Newsletter which is distributed to members.

She shall:

1. Form a committee to help with duties of Program Coordinator
2. Reserve locale for all regular meetings, special and annually occurring events. Locations are booked one year in advance.
3. Plan the program and special events. Book speakers/entertainment as needed. Arrange all necessary details. Share plans as completed with Executive.
4. Liaise with Neighbourhood Group Coordinator to provide greeters for events and meetings.
5. Using the the Program Committee budget as approved by the Executive, submit billing costs to Treasurer. The Club Treasurer maintains records of expenditures.
6. Provide Membership Coordinator and Communications Coordinator (or designate) with list of meeting dates and times.
7. Provide Communications Coordinator (or designate) with information about each upcoming event/meeting. A mail-in member–paid event reservation form should be created and included in the corresponding newsletter and on the website.
8. No refund will be given for paid event after the declared deadline, as determined by the Program Committee. Refunds will only be given in the case of illness or calamity.

PROGRAM COMMITTEE:

The Hospitality Coordinator shall be responsible for the set-up and provision of refreshments and for clean-up:

1. Liaise with the Program Coordinator, as needed.
2. Provide refreshments using hygienic food practices. Replenish necessary supplies using funds from the Program Committee budget. Give receipts for expenditures to the Treasurer.
3. Safely store refreshments and supplies.
4. Arrive at event venue in time to set up supplies, plate refreshments and prepare coffee and tea.

(January 2015)

GRACE

In a spirit of gratitude and thanksgiving,
we reflect on how
fortunate we are to share this food and we give thanks for the
hands that prepared it and for
those who serve it.

We are thankful, too, to live in a country
where women have the opportunity to seek education.

May all of us promoting this goal walk in light:
old members, new members, and those unable to join
us tonight. We give thanks not only for this meal
but for each other and pray for blessings on all
who work for the education of women and the
advancement of women through education.

(written by Alison Prentice for the University Women's Club of Victoria, May 2001)

Duties of Specific Officers: By-Law 6.1.0

NEIGHBOURHOOD GROUP COORDINATOR: BY-LAW 6.1.7

The Neighbourhood Group Coordinator(s) shall be responsible for all matters pertaining to the Neighbourhood Groups

She shall:

1. Some of the work of the Neighbourhood Group Coordinator takes place before the September General Meeting of the Club. Call each Neighbourhood Group Convener to determine whether she will continue in her role for the coming year or if another member of the group is willing to take over that role. Compile a contact list.
2. If a group does not have a leader for the coming year the Neighbourhood Group Coordinator can phone members of that group and ask for suggestions as to which other member of the group might accept and/or make calls if necessary. Submit a notice to the Newsletter asking for Convenors for any group that does not have one.
3. The Neighbourhood Group Convenors for the coming year should be in place in time for the printing of the Membership Directory.
4. Throughout the year, submit notices or articles to the newsletter. This is a good way to stay in touch with the membership and keep leaders updated.
5. Arrange a meeting for Neighbourhood Group Convenors. This is an opportunity to review roles and responsibilities, share ideas and work on problems. It is also an opportunity for the President to meet Convenors and to receive feedback. Take minutes of the meeting to distribute to all Neighbourhood Group Convenors.
6. Liaise with Program Coordinator to provide greeters for meetings and special events.

Additional information:

The function of Neighbourhood Groups (NG) is networking --'keeping in touch'-- and they develop as the group wishes (within CFUW mandate). The Victoria Club is one of the few CFUW Clubs with Neighbourhood Groups. They were developed to enable more contact between members in a Club of our size.

Activities of Neighbourhood Groups vary. Some groups meet for coffee in members' homes; others meet for lunch, excursions, etc.; some meet once a month; others meet less frequently.

NG Convenors are requested to call new members in their area to welcome and invite them to activities planned for their neighbourhood. The Membership Coordinator will inform them as new members join. If there is no Convener for a particular NG, the Neighbourhood Group Coordinator will make contact with the new member to welcome her to the Club and explain the status of the group.

If an NG becomes too large, it may be divided. Members of the NG could decide the boundaries in consultation with the Neighbourhood Group Coordinator. Similarly, if groups become too small, they could be combined, in consultation with the Neighbourhood Group Coordinator. A new name and number would be needed in both situations.

The NG is often used as a means of providing and/or receiving items and information. For example, undelivered membership directories and annual reports are often made available through the NG.

Neighbourhood Group Convenors are asked to liaise with the Secretary by providing names of members who should receive a card from the Club for reasons of illness or bereavement.

Duties of Specific Officers: By-Law 6.1.0

INTEREST GROUP COORDINATOR(S): BY-LAW 6.1.8

The Interest Group Coordinator(s) shall be responsible for general matters pertaining to the Interest Groups and shall assist in the formation of new groups.

1. The majority of the work for the Interest Group Coordinator(s) occurs before the September General Meeting.
2. To prepare for the new Club year, contact Interest Group leaders in April to confirm or update information regarding: leader names, contact information, meeting days/times.
3. Place a notice in the June newsletter reminding group leaders to update their information, and provide information to members about how to start a new Interest Group.
4. In August, contact leaders who have not updated their Interest Group information. Publish an updated Interest Group list in the September newsletter with an accompanying article. If an Interest Group does not have a leader, write 'leader needed' where this information is required.
5. Forward current and updated information for inclusion on the Club website.
6. The September General Meeting is the main opportunity for members to sign up for Interest Groups. Determine the number of Interest Groups wanting to participate. Communicate table requirements to the Program Coordinator, and help the Program Committee with set-up. Create and distribute sign-up sheets to each participating Interest Group, and collect the sign-up sheets at the end of the meeting.
7. If there are any changes/updates, send to the Membership Coordinator by August 31st for inclusion in the Membership Directory.

Additional information

Participation in Interest Groups is open to all paid members. Non-members are allowed on a one-time basis. Interest Group Coordinator(s) facilitate the formation of new groups. If a group needs new members or has a newsworthy activity, this should be published in the Newsletter. If an interest group becomes full, the Interest Group Coordinator(s) will assist with the creation of a new group.

Duties of Specific Officers: By-Law 6.1.0

COMMUNICATIONS COORDINATOR: BY-LAW 6.1.9

The Communications Coordinator shall ensure information on Club related matters is compiled and distributed to the membership and the public, when necessary.

(April 2015)

She shall:

- Recruit and coordinate the Communications Committee, the key members consisting of: Newsletter Editor, Website Monitor(s), and Facebook Monitor(s)
- Work with Advocacy, Programs, and Networking to develop a yearly plan of communications to ensure CFUW Victoria and National events are communicated
- Review all communications prior to distribution and/or publishing

Newsletter Editor: develops and distributes monthly newsletter

- Actively searches out local, national, and international information for the newsletter
- Develops the newsletter and distributes by email and regular mail as appropriate.

(**NOTE:** Newsletter advertisements: business card size at \$20.00 per edition, and only available to paid CFUW Victoria members. Non-members cannot advertise in the Club Newsletter. Confirm payment with Treasurer.)

Website Monitor(s): Develop, maintain, and update website

- Ensure the website is up to date and functional
- Gather photos, event information and updates for the website
- Work with Executive members to ensure the website calendar is up to date

Facebook Monitor(s): maintain and update Facebook page

- Monitor and post articles CFUW Victoria Facebook page
- Post local, national and international events of interest for CFUW Victoria
- Highlight CFUW members and events
- Contribute relevant articles, stories and updates regarding the Club
- Post upcoming CFUW events

(May 2016)

Duties of Specific Officers: By-Law 6.1.0

PAST PRESIDENT: By-Law 6.1.10

The President of the immediately preceding year (Past-President) is responsible for providing guidance to the Executive Committee and to the President.

She shall:

1. Provide continuity in Club affairs, through her experience, by attending Executive Meetings for one year after her final year as President.
2. May be invited to chair the Nominating Committee or sit as an ex-officio member of the Committee in order to advise on procedure and as a resource person. This may be particularly helpful when the committee is made up of members who have not had Executive experience.

Nominating Procedures

By-Laws:

7.2.0 Nominating Committee and Elections:

7.2.1 At its Regular Meeting preceding the General Meeting in January, the Executive shall appoint a Nominating Committee of a minimum of three members, and a maximum of five members, who shall prepare a slate of officers for the following year from the list of paid Members of the Club. The Convener of the Nominating Committee shall present the slate at the General Meeting in April and call for further nominations from the floor. At the end of the Meeting the Convener of the Nominating Committee or a Committee Member acting in her absence declares nominations closed.

7.2.2 Only paid Members shall be eligible to vote.

7.2.3.1 In the Newsletter prior to the Annual General Meeting, the names of the proposed slate of officers for the following year shall be published with notice of any elections.

7.2.3.2 Candidates nominated for Officers of the Club shall be elected by ballot at the Annual General Meeting unless there is only one candidate for the position in which case that position shall be filled by acclamation.

7.2.3.3 Two weeks prior to the date announced for the Annual General Meeting, ensure the names of the candidates for any contested office for the following year are forwarded to the membership. (April 2015)

7.2.3.4 At the election of Officers there shall be three tellers consisting of the Secretary and two members appointed by the President. The Secretary shall count the votes and the result, after being certified by the tellers, shall be announced at the Annual General Meeting. (April 2015)

5.2.0 Term of office: The Officers shall assume office at the Annual General Meeting and shall hold office for a period of one year and shall be eligible to stand again.

General Information:

1. The Nominating Committee is announced in the February Newsletter. A Past President may be invited to chair the Nominating Committee or sit as an ex-officio member of the Committee in order to advise on procedure and as a resource person. This may be particularly helpful when the Committee is made up of members who have not had Executive experience.
2. The nominations form has the following:
 - The name of the nominee and the position for which she is being nominated
 - A space to indicate she has given her permission to stand; and
 - A space for the person nominating to sign her name.
3. Nominations shall be in writing, signed, and shall be accepted only from paid members. Only paid members may be nominated.
4. Nominations are submitted to the Nominating Committee Chair or committee member. The nomination form is published in the February, March, and April Newsletters.

5. Any withdrawals shall be directed to the Chair of the Nominating Committee before the General Meeting in April, at which time the Nominating Committee reports, asks for further nominations from the floor, and declares nominations closed.
6. The positions for which existing Officers are willing to stand for a second year, are published so members may see where the needs are. See By-Law 5.2.0. If a member is nominated for a position for which a current Officer is willing to continue for a second year, an election may result.
7. A member of the Nominating Committee may want to present a progress report at the February and March meetings and encourage members to send in nominations.
8. Updated descriptions of the duties of Officers should be available to potential candidates. These are readily emailed.
9. Voting procedures, covered in the By-Laws, are the responsibility of the Executive Committee.
10. The Nominating Committee should make a list of members who may be willing to serve at another time. This list should be given to the Executive Committee, and used as a starting point for the next Nominating Committee.

Canadian Federation of University Women-Victoria Privacy Policy for Members, Donors, and Others

Our commitment to Privacy

The Canadian Federation of University Women-Victoria (CFUW-Vic) is committed to maintaining the security, confidentiality, and privacy of your personal information.

Scope of Policy

This Policy applies to CFUW-Vic's collection, use, and disclosure of personal information relating to its members, donors, and others. In accordance with the privacy legislation, this policy does not impose any limits on collection, use, or disclosure of the following information:

- Business contact information
- Publicly available information (such as information in telephone directories and public registries)

Accountability

CFUW-Vic is responsible and accountable for the personal information it has been permitted to possess and control. In order to ensure accountability, CFUW-Vic has developed this Privacy Policy.

Purposes, Collection and Use of information for Members, Donors and Others

CFUW-Vic collects personal information of members or prospective members, including:

1. Name, address, phone numbers, email, degree information including school and year of graduation, birth date, occupation or former occupation, interests
2. Information on involvement in CFUW-Vic governance and committees
3. Photographs at CFUW-Vic events

We collect this information for the following purposes:

- a. To evaluate and process membership applications
- b. To allow communication with members and facilitate communication among members
- c. To provide services to members
- d. To monitor, process and collect membership dues, event fees and other fees
- e. To maintain information about skills, abilities, and interests of members
- f. To inform members, donors, and prospective members CFUW-Vic activities, programs, and services
- g. To recognize member achievements and donor contributions among membership as well as publicly and to promote publicly the activities of CFUW-Vic
- h. To archive the activities of CFUW-Vic and maintain records of CFUW-Vic's history
- i. To meet our legal and regulatory requirements (e.g. statutory filings)

CFUW-Vic will not disclose members' private information to any third party, other than as required by law, except the following:

- a. Publication of a members' directory, whether in paper or electronic form
- b. Recognition of members' achievements, donors' contributions and Board or committee appointments
- c. Publication of members' names in CFUW-Vic newsletter (which may be available to third parties)
- d. Publication of photographs of CFUW-Vic events.

Consents

In applying for membership, members give their express consent, and longer time members are deemed to have given their consent, to CFUW-Vic's publishing of member information as outlined above in the directory and to the publication of names and photographs of members at CFUW-Vic events for the purposes of communicating with members and others about CFUW-Vic activities and to promote CFUW-Vic.

With the exception of photographs (as provided for in this Policy), CFUW-Vic directs members to not to copy, distribute, sell or otherwise share such information with non-members. CFUW-Vic reminds members they should not send promotional email or any other unsolicited email to another member unless it is for a specific purpose relating to that member. However, CFUW-Vic cannot guarantee the security of this private information in members' hands. Members can limit the type of information to be published, or can withdraw their consent at any time, by notifying CFUW-Vic in writing or by email. Notification related to the publishing of the members' directory must be received by the last date of September to take effect for the year's directory.

Accuracy

CFUW-Vic will make a reasonable effort to ensure the personal information it uses is accurate. CFUW-Vic relies on members to update their personal information, in particular address, telephone number, and email to ensure its accuracy.

Safeguarding

CFUW-Vic will protect the personal information in its custody or control by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal, or similar risks. Some specific measures include:

- Physical protection such as locked filing cabinets
- Electronic measures such as passwords and firewalls
- Organizational measures such as restricting access to files and databases as appropriate and instruction on the protection of personal information
- Where volunteers or third party contractors perform internal functions, for example accounting or information technology management, the same measures will apply. Each third party partner has agreed to meet our standards of privacy, confidentiality and security.

Access

Members, donors, and others may access their own personal information held by CFUW-Vic. Upon written request and authentication of your identity, CFUW-Vic will provide you within 30 days your personal information under its control or will provide written notice where additional time is required to fulfill the request (for example, with archived records).

Photos

Photographs may be taken during events, which may or may not include recognizable images of people. By participating in an event, you consent to being photographed and authorize CFUW-Vic to use the photographs for promotional and archival purposes.

Disclaimer

The Victoria Chapter of the Canadian Federation of University Women will collect and use only such personal information, including photographs, as is required for the operation of the Chapter and the provision of services to its members. (To view our complete Privacy Policy please visit our website or ask at our office for a printed copy.)

TERMS OF REFERENCE FOR CFUW VICTORIA STANDING COMMITTEE ON ADVOCACY
CFUW VICTORIA ADVOCACY COMMITTEE

MANDATE

To oversee the processes regarding resolutions, to determine appropriate advocacy on issues of concern to the membership, and to respond to/take action on provincial and national advocacy initiatives. To advise the President, the Executive, and the general membership regarding these processes and initiatives. This applies to resolutions and initiatives coming to CFUW Victoria from other clubs, and to those proposed by CFUW Victoria.

Section 1.01 ROLES AND RESPONSIBILITIES

1. Advocacy:
 - a. Draft letters for President to send to MPs, MLAs or other politicians, regarding adopted resolutions, or endorsing CFUW National position as requested, or requesting support on issues of interest to Club members;
 - b. Initiate and convene candidates' meetings before elections;
 - c. Work with Program Committee to ensure at least one program (speaker) per year is related to CFUW initiatives;
 - d. Develop plans of action regarding local, provincial, and national priority initiatives; and
 - e. Network and partner with like-minded organizations in the region to achieve common goals.
2. CFUW National and BC Council proposed Resolutions:
 - a. Review and research proposed resolutions prior to the resolutions meeting in March;
 - b. Promote awareness of these resolutions within the Club prior to the meeting;
 - c. Present proposed resolutions at March meeting, for discussion, consideration, and voting by the general membership; and
 - d. Ensure the member attending the National AGM has the results of the of the resolutions meeting so that she may vote as the Club requests.
3. CFUW Victoria proposed Resolutions:
 - a. Act as a resource for members with interests in specific issues and to be the conduit through which all proposed resolutions are presented to the Executive of the CFUW Victoria;
 - b. Review all proposed resolutions initiated within CFUW Victoria before presentation to the Executive Committee; and
 - c. Ensure that CFUW or BC Council guidelines for proposed resolutions are followed.

Section 1.02 COMMITTEE MEMBERSHIP

1. The President of CFUW Victoria is an ex-officio member.
 2. The Vice President of CFUW Victoria shall be the Chair, unless the Executive approves otherwise.
 3. CFUW Victoria paid members are eligible for the committee.
- (January 2015)

ARCHIVES GUIDELINES:

What to preserve (Based on CFUW directives with notes from CFUW Victoria practices)

MINUTES are the most important of Club documents. All minutes should tell: When the meeting was held (including year); Where the meeting was held; Why the meeting was held (monthly, executive, etc.); Who presided and who attended (or how many); What decisions were reached. Record full names; record additions and corrections after minutes have been read.

CLUB CHARTER, CONSTITUTIONS, BYLAWS.

MEMBERSHIP DIRECTORY

PRINTED PROGRAMS

ANNUAL REPORTS

REPORTS OF SPECIAL PROJECTS AND EVENTS

YEARLY FINANCIAL STATEMENTS

CLUB NEWSLETTERS

MEETING NOTICES

PRINTED AGENDA

PHOTOGRAPHS AND NEWSPAPER CLIPPINGS (dated, identified)

LETTERS OF SPECIAL SIGNIFICANCE

WRITTEN POLICIES AND PROCEDURES

PRESIDENT'S FILE

PRESIDENTS' ALBUM- A CFUW Victoria practise. Include recent photo, about 3 x 5, short biography.

What to discard:

All Non-Club materials - pamphlets, other organizations' newsletters, CFUW communications

All correspondence that is of temporary value - 'enclosed please find...'; 'please send me...'; "I am unable to attend..." - housekeeping letters which tell nothing of club policy or significant history

All receipts, vouchers, cheque stubs after a period of time. (These would be in the treasurer's files.) This information should appear in ledger books or financial statements

Confidential information

Personal information unrelated to club business

Rough drafts, interim reports, monthly reports if the final report contains the essential information

Multiple copies

ARRANGING RECORDS:

The Club Archivist is responsible for setting up a system of transferring materials from Club members, for arranging these documents, and for transferring them to the institution storing the archives.

Materials are sorted by subject (e.g. President's File, Annual Reports, Minutes, etc., arranged chronologically.) A special project has its own file.

HOW TO PRESERVE:

PAPERS: Store papers unfolded to avoid breaking at the folds; keep away from light, dampness, or heat. Seal to protect from dust and insects. **DO NOT** use pins, paper clips, or any type of Scotch tape. If paper is torn or brittle, place between sheets of good quality bond paper and handle as little as possible. Never keep news clippings attached to a document. Use no glues, mucilage, rubber cement, or contact cement.

NEWSPAPER CLIPPINGS: The best way to preserve valuable clippings is to photocopy them. Newsprint disintegrates, and the sulphur content will discolour any paper adjacent to the newsprint. Scrapbooks will not preserve clippings over the years.

PHOTOGRAPHS: Black and white prints are more lasting than coloured prints and transparencies. Store in acid free albums.

CDs of functions or photographs

CFUW WEB SITES

It is very important to remember that whatever is posted is in the public domain and is available for use by anyone. Therefore, it is imperative that nothing be posted that in any way compromises individual privacy or the privacy policies of CFUW. For CFUW member protection all CFUW members are urged adhere to the following CFUW procedures:

1. All CFUW websites are expected to follow the guidelines and standards outlined in the Procedures for CFUW National, Council/Regional and Club Websites.
2. CFUW Club Executives should approve all information prior to posting on Club website.
3. All CFUW websites should avoid the use of any personal information, including mailing addresses and telephone numbers.
4. "Any individual, Club or Committee member speaking or writing or appearing to speak or write on behalf of CFUW, shall make statements based only on established CFUW Policy" (Standing Rule G 2.5). All CFUW Resolutions passed at the CFUW AGM become part of CFUW Public Policy. The CFUW Policy Book can be found on the CFUW National website at www.cfuw.org under Policy On-line and in the CFUW Brief to the Government of Canada, also online.

CFUW PROVINCIAL, NATIONAL, AND INTERNATIONAL

CFUW: www.cfuwvictoria.ca

BC Council: <https://sites.google.com/site/cfuwbccouncil/home>

CFUW: www.cfuw.org

GWI: www.graduatewomen.org

CFUW BC Council membership consists of the 23 CFUW Clubs located within British Columbia. There are 4 Regional Districts, each with a Regional Director- BC East with 8 clubs, Vancouver Island with 7 clubs and BC West with 10 clubs and 1 in BC North. BC Council purchases third party insurance for BC Clubs, which provides coverage for events where a letter of insurance is requested.

For inquiries please use the following information:

Policy no. SSC080444.

Shaw Sabey & Associates

Louise DeMelo, 1.604.699.2061

ldemelo@shawsabey.com

(January 2015)

Provincial Council executive members chair Education, Environment, Legislation, Advocacy, and Women's Issues committees. Local Clubs are encouraged to establish the same committees. The president of each Provincial Council is a Vice-President of CFUW.

CFUW members belong to 107 Clubs across Canada. There are five Provincial Councils: BC Council, Prairie Council, Ontario Council, Quebec Council, and Atlantic Council. CFUW is a non-governmental organization with special consultative status at the United Nations (Economic and Social Council) Commission on the Status of Women. CFUW sends a representative to the Canadian Commission to UNESCO Education Committee.

A CFUW Directory is sent to Club presidents in the fall. The Directory contains information regarding national and regional committees, Clubs and their Boards/Executives, deadlines, meetings, and contact information.

CFUW Policy Book contains all the Resolutions passed by CFUW members at its Annual General Meetings. It is with these policies that CFUW members may attempt to influence public policy.

Nuts and Bolts of Influencing Public Policy details the procedures for members to use when lobbying for CFUW policy which results from the resolutions approved by CFUW members.

CFUW Membership Manual details all aspects of membership. If a question arises that is not answered in the Membership Manual, please contact the CFUW Membership Chair for clarification.

Marketing, Publicity and Public Relations is a booklet with excellent ideas for recruiting and retaining new members. It was written as a result of a CFUW workshop by Ontario Council.

CFUW Charitable Trust: This is a fund held by CFUW, which generates fellowships and awards made at the Club's national level. The CFUW Charitable Trust was set up in 1976 to receive donations and is supported by CFUW Clubs and by non-members of CFUW. Donors receive receipts for income tax purposes. Donations are sent to CFUW Head Office.

Graduate Women International (GWI) has 140,000 members in its 59 member affiliates of which CFUW is one. CFUW supports the following GWI awards:

Bina Roy Partners in Development: Originally called Counterpart Aid and later renamed after Dr. Bina Roy, first Asian President of GWI, 1971-74. The aim of the fund is to provide a practical means of fostering international solidarity and partnership between GWI associations and federations. An NFA (National Federal Associate) wishing to benefit from the fund proposes a suitable project to GWI Headquarters. If the project is accepted, the NFA developing the project then uses its membership fees, which is covered by the donor partner and therefore not required to be sent to GWI, to fund the project. An example of a supported project in 1995 was the establishment of an inner city health and social services support clinic in San Salvador.

Virginia Gildersleeve International Fund for University Women: Charitable and educational fund which supports projects, which enhance and utilize women's educational, vocational and leadership skills. Awards range from \$2000 to \$5000 and fund projects in underdeveloped countries. (eg 24 weekly seminars for 32 girls about to leave an orphanage to help them establish a new life for themselves; providing power sewing machines to train 160 poor girls to generate income; training women in gardening to improve nutrition in the community and enable them to become self-sufficient.)

Hegg-Hoffet Fund: A fund of GWI, which provides emergency assistance for female university graduates displaced by war, political upheavals, or other disasters.

CONSTITUTION
THE CANADIAN FEDERATION OF UNIVERSITY WOMEN VICTORIA
VICTORIA, BRITISH COLUMBIA

OBJECTS

1. To promote culture, encourage research work and to stimulate intellectual achievement among its members;
2. To enable university women to cooperate in advancing the cause of education and any other work decided upon by the Club; and
3. To render financial aid to deserving undergraduates or students engaged in postgraduate work at any recognized university.

The operation of the Society are to be carried out chiefly in the Greater Victoria area.

CANADIAN FEDERATION OF UNIVERSITY WOMEN VICTORIA
BY-LAWS

Part 1 - Interpretation

- 1.1.0 In these by-laws unless the context otherwise requires.
- 1.1.1 “the Club” refers to the Canadian Federation of University Women Victoria, BC.
- 1.1.2 “the Scholarship and Bursary Society” refers to the Canadian Federation of University Women Victoria Scholarship and Bursary Society.
- 1.1.3 “CFUW” refers to the Canadian Federation of University Women.
- 1.1.4 “GWI” refers to Graduate Women International.
- 1.1.5 “CFUW BC Council” refers to the CFUW provincial organization in British Columbia.
- 1.1.6 “the Society Act” means the Society Act of British Columbia from time to time in force and all amendments to it.
- 1.1.7 “registered address” of a member means the member’s address as recorded in the Club membership database.
- 1.2.0 The definitions in the Society Act on the date these by-laws become effective apply to these bylaws.
- 1.3.0 The Club’s *Policies and Procedures Manual* based on past Club motions and practices shall be considered to be the Club’s Standing Rules.

Part 2 - Membership

2.1.0 CFUW Victoria abides by the membership bylaws as adopted and amended by CFUW from time to time. See Appendix 1.

2.2.0 Membership shall be considered lapsed if dues are not paid by the October General Meeting each year. Members who have not paid their dues shall no longer be eligible to participate in any Club activity.

2.3.0 A member shall cease to be a member of the Club if a resolution to terminate her membership be unanimously adopted at a properly convened meeting of the Executive Committee of the Club and signed by any Officers not present at the meeting. The member shall be notified in writing and have the opportunity to present her response to the Executive Committee and to appeal to the general membership.

Part 3 – Dues

3.1.0 Membership dues shall be in an amount which from time to time shall be set by the Executive Committee and ratified by the membership at a General Meeting.

3.2.0 Dues shall consist of four portions, namely:

3.2.1 The amount per member for affiliation with CFUW and GWI as established by CFUW from time to time;

3.2.2 The amount per member for membership in CFUW BC Council;

3.2.3 The amount per member for carrying on the activities of the Club as recommended by the Executive Committee and approved at a Club General Meeting with prior intent having been circulated in the Club newsletter;

3.2.4 The amount per member (stipend) as established by the membership to be given to the Canadian Federation of University Women Victoria's Scholarship and Bursary Society to assist with its awards programme.

3.3.0 The annual Club dues shall be set to assure a balanced budget. There shall never be an accumulation of more than 20% of annual revenue at the end of the Club's fiscal year for use as a Contingency Fund, except for funds raised for designated projects.

3.4.0 A woman who belongs to more than one CFUW Club shall pay annual CFUW per capita dues and BC Council per capita dues only once each year to the Club of her choice.

3.5.0 Members transferring from another CFUW Club who have already paid current dues shall not be assessed CFUW dues for the remainder of the Club's fiscal year, but shall contribute to the local dues.

Part 4 - Fiscal Year

4.1.0 The Fiscal Year of the Club shall be from April 1st to March 31st each year.

Part 5 – Executive Committee

5.1.0 Structure: The Executive Committee shall consist of the Officers of the Club as listed in 5.1.1:

5.1.1. The Officers of the Club shall be President, Vice-President, Membership Coordinator, Secretary, Treasurer, Neighbourhood Group Coordinator, Interest Group Coordinator, Communications Coordinator, Program Coordinator, and the Past President of the immediately preceding year.

5.1.2 No member of the Club's Executive Committee shall serve on the Board of the Scholarship and Bursary Society at the same time as she is a member of the Club's Executive Committee.

5.2.0 Term of Office: The Officers shall assume office at the Annual General Meeting and shall hold office for a period of one year and shall be eligible to stand again. Subject to By-law 5.4.1.1, no member shall hold the same office for more than two consecutive terms,

5.3.0 Proceedings:

5.3.1 Quorum – Five members shall constitute a quorum at meetings of the Executive Committee, which meetings shall be called by the Secretary at any time on request of the President, or of three members of the Executive Committee.

5.3.2 Executive Committee meetings are properly convened if they are held on the day and time of the month regularly set aside for such meetings and at a location announced at least two days before the meeting.

5.3.3 The Executive Committee shall transact such other business as the Club by vote or by-law may from time to time delegate it; and in general shall act as an advisory body in matters relating to the general policies of the Club.

5.3.4 The Executive Committee may only commit the Club to borrow money on the authority of Special Resolution as defined in the Society Act, provided written notice has been given to the members not less than 14 days before.

5.3.5 The Executive Committee members may exercise all the powers and do all the acts and things that the Club may exercise and do, and that are not by these by-laws or by statute or required to be exercised or done by the Club in a general meeting, but subject, nevertheless, to:

5.3.5.1 All laws affecting the Club,

5.3.5.2 These by-laws, and

5.3.5.3 Policies and procedures, not being inconsistent with these by-laws that are made from time to time by the Club in a general meeting

5.3.6 A policy or procedure, made by the Club in a General Meeting, does not invalidate a prior act of the Executive Committee that would have been valid if that rule had not been made.

5.4.0 Changes in Officers:

5.4.1 If a vacancy occurs in any office during the Club year, the Executive shall have power to fill such vacancy from the active members of the Club. Notwithstanding By-law 5.2.0, if the unexpired portion of the term of office is less than six months the newly appointed officer(s) may be eligible to stand for the same office for two consecutive terms in addition to the partial term.

5.4.2 An Executive Committee member may be removed from office by Special Resolution as defined in the Society Act, provided notice has been given to the members not less than 14 days before.

5.4.3 In the event of the resignation of the entire Executive Committee, a Past President, preferably the immediate Past President, if still an active member of the Club and available, should become President *pro tem*. She shall call a Special General Meeting as soon as possible with two weeks notice to all active members with the purpose of electing an Executive Committee to serve the remainder of the term.

5.4.4 Club properties in the custody of a Club Officer who has vacated her position shall be passed to her successor within seven days. If no successor has been appointed, such property should be passed to the President, or to the President *pro tem* who will ensure that such properties are handed over to her successor or to the duly elected Executive Committee members.

Part 6 – Duties of Officers

6.1.0 Duties of Specific Officers:

6.1.1 President: The President shall preside at all meetings of the Club and of its Executive Committee. She shall be an ex-officio member of all its committees, save its Nominating Committee. (April 2015)

6.1.2 Vice President: In case of the President's inability to act, the Vice-President shall perform the duties of the President. She shall be the CFUW Liaison Officer and as such shall attend to all matters pertaining to CFUW and GWI.

6.1.3 Membership Coordinator: The Membership Coordinator shall be responsible for all matters pertaining to membership and shall keep an accurate list of the names, academic standing and contact information of all members. (April 2015)

6.1.4 Secretary: The Secretary shall keep a record of all proceedings at meetings of the Club and the Executive Committee and shall make them available for review by members. (April 2015)

6.1.5 Treasurer

6.1.5.1 The Treasurer shall have custody of the funds of the Club, keep proper books of account, and shall make disbursements as directed by the Club or Executive Committee. She shall receive dues and donations. She shall at the Annual General Meeting submit a financial statement of accounts to the membership.

6.1.5.2 In the case of proposed expenditure above the amounts authorized in the *Policies and Procedures Manual*, the Treasurer shall see that prior notification is provided in the Newsletter and the proposal shall be voted on by the membership at a General Meeting.

6.1.6 Program Coordinator: The Program Coordinator shall be responsible for the locale and programs for all General Meetings.

6.1.7 Neighbourhood Group Coordinator: The Neighbourhood Group Coordinator(s) shall be responsible for all matters pertaining to the Neighbourhood Groups.

6.1.8 Interest Group Coordinator: The Interest Group Coordinator(s) shall be responsible for all matters pertaining to the Interest Groups and shall assist in the formation of new groups.

6.1.9 Communications Coordinator: The Communications Coordinator shall ensure information on Club related matters and relevant external issues are compiled and distributed to the membership, with the intent to inform and engage members, and the public when necessary. (April 2015)

6.1.10 Past President: The President of the immediately preceding year (Past-President) is responsible for providing guidance to the Executive Committee and to the President as requested by them.

6.1.11 Notwithstanding the above, each Executive Member should ensure her duties are carried out as defined in the Club's *Policies and Procedures Manual*.

6.2.0 Other Positions:

6.2.1 Archivist: There shall be an Archivist chosen from the active Club membership to be responsible for maintaining Club documents and materials of a historical nature. From time to time, accumulated archives should be added to the Club archives stored in the Special Collections of the University Archives of the University of Victoria Libraries.

6.2.2 Parliamentarian: The President, in consultation with the Executive Committee, may appoint a Parliamentarian. The Parliamentary Authority to be followed is the current edition of Robert's Rules of Order Newly Revised and they shall govern the Club in all cases to which they are applicable, and in which they are not inconsistent with these By-laws and the Club's Policies and Procedures.

6.2.3 Auditor: At least once in every year the books of the Club shall be audited by a qualified person who shall not be a member of the Club and shall be appointed by the Executive Committee.

Part 7 – Committees

7.1.0 Standing:

7.1.1 The Executive Committee shall appoint Standing Committees or any Special Committees required for the operation of the Club.

7.1.2 Conveners of Standing Committees shall be selected as far as possible from the members of the Executive Committee.

7.1.3 Committees struck by the Executive Committee shall conform to any rules and procedures imposed on it by the Executive Committee and must report progress and action in exercise of these procedures to the Executive Committee at its Regular Meetings.

7.2.0 Nominating Committee and Elections:

7.2.1 At its Regular Meeting preceding the General Meeting in January, the Executive shall appoint a Nominating Committee of a minimum of three members, and a maximum of five members, who shall prepare a slate of officers for the following year from the list of paid Members of the Club. The Convener of the Nominating Committee shall present the slate at the General Meeting in April and call for further nominations from the floor.

7.2.2 Only paid Members shall be eligible to vote.

7.2.3.1 In the Newsletter prior to the Annual General Meeting, the names of the proposed slate of officers for the following year shall be published with notice of any elections.

7.2.3.2 Candidates nominated for Officers of the Club shall be elected by ballot at the Annual General Meeting unless there is only one candidate for the position in which case that position shall be filled by acclamation.

7.2.3.3 Two weeks prior to the date announced for the Annual General Meeting, ensure the names of the candidates for any contested office for the following year are forwarded to the membership. (April 2015)

7.2.3.4 At the election of Officers there shall be three tellers consisting of the Secretary and two members appointed by the President. The Secretary shall count the votes and the result, after being certified by the tellers, shall be announced at the Annual General Meeting. (April 2015)

Part 8 - Scholarship and Bursary Society

8.1.0 The Executive Committee of the Club shall fulfill its duties as set out in the Scholarship and Bursary Society By-laws.

Part 9 – Meetings

9.1.0 Annual General Meeting - The Annual General Meeting (AGM) shall be held in May for hearing the reports of the retiring officers, for making any necessary changes in the Constitution, and for the election of officers for the ensuing year.

9.2.0 General Meetings of Members:

9.2.1 General Meetings or events shall be held monthly between September to May inclusive unless otherwise ordered by the Executive Committee of the Club.

9.2.2 General Meetings of the Club are properly convened if they are held at the time and place shown in the Newsletter which is distributed to members.

9.2.3 If at a General Meeting, there is no President, Vice-President or another Executive Committee member who is willing to act as Chair, the members present must choose one of their number to be the chair.

9.3.0 Special Meetings may be arranged at the call of the Executive Committee or upon the written request of 25 members of the Club.

9.4.0 Quorum:

9.4.1 At a General Meeting, a quorum shall consist of ten percent of the active membership as recorded in the Club's membership database at the time of the meeting.

9.4.2 If at any time during a General Meeting there ceases to be a quorum present, business then in progress must be suspended until a quorum is present, but discussion may continue and be reported at the next General Meeting.

9.5.0 Voting:

9.5.1 Paid members in good standing present at a meeting of members are entitled to one vote each.

9.5.2.1 Voting is by show of hands except in the case of voting for officers at the Annual General Meeting as in By-law 7.2.

9.5.2.2 Where necessary, the Chair of the General Meeting shall appoint three tellers from Active Members to count the votes, and the results (for, against, and abstentions) shall be recorded in the minutes of the General Meeting.

9.5.3 Voting by proxy is not permitted.

9.5.4 As a paid member of the Club, the Chair is entitled to one vote. However, the Chair may withhold and use her vote to influence the outcome of a tie vote.

9.5.5 CFUW Voting Delegate:

The Club President shall be the voting delegate for the Club. If she is unable to attend either the CFUW National Annual General Meeting or CFUW BC Council AGM, an alternate shall be appointed by the Executive Committee of the Club.

Part 10 – The Seal

10.1.0 Seal - If there be a seal it shall be in the custody of the President who shall use it only in pursuance of a formal resolution of the Executive Committee and ratified by the Club at a General Meeting.

Part 11 – Amendments

11.1.0 All notices of amendments to the Constitution must be given in writing to the Secretary and presented to a General Meeting of the Club at least three months before the Annual General Meeting. All such amendments shall require a three fourths vote of the paid Members present at the Annual General Meeting.

11.2.0 The Executive Committee shall have the power to frame a code of by-laws and from time to time to add to, alter, or rescind same, provided that these proposed by-laws shall be presented to the membership at a General Meeting after prior notification in the Newsletter. The proposed by-laws shall require a three fourths vote of the paid Members present to be adopted.

Part 12 – Federation, Affiliation and Use of Name

12.1.0 The Club may federate or affiliate with any other organization of similar scope or aim.

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

12.2.2 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 not contrary to any policy adopted by CFUW or by the Provincial Council of the province in which the Club is situated, and have the approval of the Club’s Executive.

Part 13 - Dissolution

13.1.1 In the event of dissolution of the Club, after debts and obligations are met, any remaining monies shall be donated to any scholarship or bursary endowment fund at which the Club has established awards.

13.1.2 The Executive Committee of the Club, after consultation with the Chair of the Board of the Scholarship and Bursary Society, shall make such distribution.

By-laws amended and accepted at the General Meeting April 15, 2015 and AGM May 12, 2015

By-laws accepted by Special Resolution at the General Meeting of the Club held on April 19, 2006

Canadian Federation of University Women Victoria

APPENDIX 1

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 currently requires a degree, diploma or equivalent qualification.
2. 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 Board 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 Board 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.

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

BY SIGNING THIS DOCUMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE OR TO CLAIM COMPENSATION FOLLOWING AN ACCIDENT

Date: _____

PLEASE READ CAREFULLY!

SIGNATURE OF PARTICIPANT/MEMBER

To: Canadian Federation of University Women Victoria (CFUW Victoria) (the “Club”), the respective directors, officers, members, volunteers, representatives, successors, assigns, and all persons acting under their authority (all of whom are hereinafter collectively referred to as “the Releasees”)

DEFINITION

In this agreement the term “**Outdoor Activities**” shall include but is not limited to: backpacking, walking, hiking, trail running, trekking; backcountry skiing, Nordic or cross-country skiing, alpine skiing, touring, snowshoeing; cycling, mountain biking; water sports such as swimming, kayaking, canoeing, sailing, surfing, stand-up paddle boarding or boating; horseback riding; climbing such as rock, ice, alpine, sport and mountain climbing; mountaineering such as glacier travel, rock, snow, ice, and mixed mountaineering; and, all activities, services and use of facilities arranged by the Releasees including orientation, instructional and skill development programs and all travel by or movement around vehicles.

ASSUMPTION OF RISKS

I am aware that participation in Outdoor Activities involves many risks, dangers and hazards. The terrain used for Outdoor Activities is uncontrolled, unmarked, not inspected, and involves many risks, dangers and hazards. I am aware that the Releasees may fail to predict whether the terrain is safe, and whether other dangers or risks may occur. Risks, dangers and hazards may include but are not limited to: rockfall, icefall, avalanches of snow, ice and rock triggered by natural forces, persons travelling through the terrain or other causes; extreme variation in terrain, including hidden or exposed rocks, boulders, ice, logs, stumps, roots, forest deadfall, treewells, trees and other objects; falling trees; forest fires; concealed or exposed crevasses, icebridges or bergschrunds; cornices and cornice falls; cliffs; variable and difficult snow and ice conditions, including unstable snow packs or ice; ungroomed, unmarked and uncontrolled terrain; exposed or concealed holes or depressions on or below the surface or ground cover; still and moving water; lakes, stream, creeks and rivers including crossings; cold water immersion; entrapment by trees, logs, rocks or equipment; drowning; limited visibility; variable, severe or rapidly changing weather with little or no warning including storms, high winds and lightning; dangerous and unpredictable water conditions, including waves, currents, rapids, whitewater and waterfalls; hypothermia; hyperthermia; frostbite; loss of balance or control or falls, particularly on steep, slippery or difficult terrain; difficulty or inability to control one’s speed and direction; errors of judgment; lack of preparation; inadequate, inappropriate, improperly prepared or adjusted equipment; equipment failure, malfunction or loss; loss or damage to personal property; failure to act safely or within one’s ability or within a designated area; impact or collision with vehicles, other persons or objects; encounters with domestic or wild animals; becoming lost, going off route or becoming separated from one’s party; behavioural problems with the horse, including the horse being spooked, frightened or startled; riding a horse that is too aggressive or temperamental for one’s riding ability; being thrown from, kicked, bitten or struck by the horse; ground surface including sidewalks, paved roads, unpaved roads and bare ground with exposed or concealed lifting, cracks, dips and pot holes; stair hazards including angle, incline, condition, access and unknown surface condition; remote location with unreliable, delayed or no communication and inability to get rescue or medical assistance quickly or easily; dangerous driving conditions and travel over poor roads; negligence of other persons; and, **NEGLIGENCE ON THE PART OF THE RELEASEES, INCLUDING THE FAILURE OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS OF OUTDOOR ACTIVITIES.**

I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH THE OUTDOOR ACTIVITIES AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE AND LOSS RESULTING THEREFROM.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In consideration of the Releasees allowing me to join the Club, to participate in activities, programs or meetings organized or authorized by or on behalf of the Releasees including, but not limited to Club trips, expeditions, or programs involving Outdoor Activities, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I have or may have in the future against the Releasees and **TO RELEASE THE RELEASEES** from any and all liability for any loss, damage, expense, or injury including death that I may suffer, or that my next of kin may suffer, resulting from or in connection with my membership in the Club, my participation in any activities, programs or meetings organized or authorized by or on behalf of the Releasees, including, but not limited to Club trips, expeditions or programs involving Outdoor Activities **DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE UNDER THE OCCUPIERS' LIABILITY ACT, R.S.B.C 1996, C. 337, OR ANY APPLICABLE OCCUPIERS LIABILITY LEGISLATION, ON THE PART OF THE RELEASEES, AND FURTHER INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO TAKE REASONABLE STEPS TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE.**

2. TO HOLD HARMLESS AND INDEMNIFY the Releasees from any and all liability for any property damage or personal injury to any third party, resulting from any aspect of my membership in the Club or participation in activities, programs or meetings organized or authorized by or on behalf of the Releasees, including, but not limited to Club trips, expeditions or programs involving Outdoor Activities.

3. I confirm that I am 18 years old or older, that I have read over this agreement before signing, that I understand it, and that it will be effective and binding not only against me but upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity.

4. This Agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the laws of the province of British Columbia and no other jurisdiction.

5. Any litigation involving the parties of this Agreement shall be brought solely within the province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the province British Columbia.

6. This Agreement shall be binding regardless of whether I am now or in the future a member of the Club, and regardless of whether any membership I may hold now or in the future with the Club is renewed, terminated, or allowed to lapse for any reason whatsoever.

7. In entering into this Agreement, I am not relying upon oral or written representations or statements made by the Releasees with respect to the safety of Outdoor Activities, Club activities, programs or meetings organized or authorized by or on behalf of the Releasees, other than what is set forth in this Agreement.

I CONFIRM THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.

Participant's Signature	Witness's Signature
Participant's Name	Witness's Name

CANADIAN FEDERATION OF UNIVERISTY WOMEN VICTORIA
SCHOLARSHIP and BURSARY SOCIETY
CONSTITUTION

1. The name of the Society is “The Canadian Federation University Women Club Victoria Scholarship and Bursary Society.”

2. The Objects of the Society are:

a) to award scholarships and bursaries to deserving undergraduates or students engaged in postgraduate work at any recognized university or college in British Columbia; and

b) to receive and invest funds in support of object 2 (a) above.

3. The operations of the Society are to be chiefly carried on in the Greater Victoria area.

4. In the event of dissolution or winding up, the Society shall give any remaining assets, after payment of all liabilities, to a recognized charitable organization within British Columbia and this provision shall be unalterable.

No member of the Society shall derive any pecuniary benefit from membership, and this provision shall be unalterable.

CANADIAN FEDERATION OF UNIVERSITY WOMEN VICTORIA
SCHOLARSHIPS AND BURSARIES

Preference given to a Victoria or British Columbia resident for all Canadian Federation of University Women Victoria scholarships and bursaries.

UNIVERSITY OF VICTORIA

CFUW Victoria Entrance Scholarship (1998)

Established as **The University Women’s Club Scholarship** in 1917, revised in 1998. Awarded to a woman who is entering the Faculty of Science at the University of Victoria from a Greater Victoria Secondary School (Districts 61, 62, or 63).

CFUW Victoria Rosalind W. Young Scholarship (1957)

Awarded annually to the woman achieving the highest standing in the second year of the Education program, and who is continuing university studies.

CFUW Victoria Bertha Wilson Scholarship (1982)

Awarded to the woman with the highest standing in the first year of the LLB program.

CFUW Victoria Pat Martin Bates Scholarship (1985) (Proposed at the time of the 75th Anniversary of the Club.)

Awarded to the most outstanding woman completing the third year of the Visual Arts program.

CFUW Victoria Judith Harreman Scholarship (1986)

Awarded to annually to an outstanding woman proceeding to the third or fourth year in the Music program. Preference given to a student specializing in voice or piano.

CFUW Victoria Esther S. Gardom Scholarship (1987)

Awarded to an outstanding woman proceeding to the fourth year of the Bachelor of Science in Nursing program.

CFUW Victoria Katharine Youdall Memorial Scholarship (1988)

Awarded to a woman of high academic standing in the third or fourth year of a major or honours program in French.

CFUW Victoria Recent Grads Bursary (1990)

Given to a mature woman whose education was interrupted for five years or more and who is working toward a first degree in any faculty at the University of Victoria.

CFUW Victoria Margaret Lowe Memorial Scholarship (1993)

Awarded to a woman entering the Master of Business Administration program.

CFUW Victoria Catherine O. Cameron Memorial Scholarship (2004)

Awarded to a woman in second, third, or fourth year in the Department of Geography. Preference given to a student who can demonstrate financial need.

The Anniversary Science Scholarship (2015)

Awarded to a woman in the third or fourth year honours or major program in the Department of Physics and Astronomy or the Department of Mathematics and Statistics.

ROYAL ROADS UNIVERSITY

CFUW Victoria Elsie Stapleford Scholarship (2001) *(First award established by the Club at Royal Roads University.)*

One entrance award will be made available to a Canadian woman resident of British Columbia, undergraduate or graduate, with a record of academic excellence. Preference will be given to a resident of Victoria, B.C., can demonstrate leadership capacity, a track record of community involvement, and an interest in the social sciences.

CFUW Victoria H. Joy Russell Bursary Master of Arts Human Security and Peacebuilding (2008)

Given to a woman, preferably with a military background, in the second year of the program, who has maintained satisfactory academic standing, and can demonstrate financial need.

CFUW Victoria H. Joy Russell Bursary Master of Arts Professional Communication with a specialization in Intercultural and International Communication (2008)

Given to a woman enrolled in the second year of the program, who has maintained satisfactory academic standing, and can demonstrate financial need.

CFUW Victoria H. Joy Russell Bursary Master of Arts International Hotel Management (2008)

Given to a woman enrolled in the second year of the program, who has maintained satisfactory academic standing, and can demonstrate financial need.

CAMOSUN COLLEGE

Bursaries at Camosun College are given to students in good academic standing and who can demonstrate financial need. Some bursaries have additional terms of reference as indicated.

CFUW Victoria Diamond Jubilee Bursary (1969) *(Established in 1967 to commemorate the 60th Anniversary of the Club. Transferred from the University of Victoria to Camosun College in 1981.)*
Given to a woman, studying full-time, in good academic standing, and can demonstrate need for financial assistance.

CFUW Victoria Blue and Gold Bursary (1986)

Given to a woman in good academic standing who can demonstrate the need for financial assistance.

CFUW Victoria Malahat Bursary (1987)

Given to a woman in good academic standing who can demonstrate the need for financial assistance. *Wishing to remain anonymous while alive, Past President Audrey Price founded the Blue and Gold and the Malahat Bursaries naming them, respectively, after the Club colours and her place of residence.*

CFUW Victoria Margaret Lowe Memorial Bursary (1993)

Given to a woman in the first year of the Business Administration program.

CFUW Victoria Margaret Lowe Memorial Bursary (1998)

Given to a woman in the second year of the Business Administration program.

CFUW Victoria Geraldine Symons Memorial Bursary (1997)

Given to a woman in good academic standing, with preference given to a second year student.

CFUW Victoria H. Joy Russell Associate of Science Degree Bursary (2008)

Given to a woman in second year, majoring in Chemistry or Biology, in satisfactory academic standing, and can demonstrate financial need.

CFUW Victoria H. Joy Russell Music Bursary (2008)

Given to a woman in the first or second year music student majoring in piano, in satisfactory academic standing, and can demonstrate financial need.

CFUW Victoria Centennial Endowment Fund (2010)

Given to a First Nations woman at any level of the Indigenous Business Leadership Program. Preference will be given to a single mother or grandmother.

CFUW Victoria Heather Lewis Associate Degree in Arts and Science Entrance Scholarships (2015)

Two scholarships awarded to students registered in the first year of the Associate Degree in Arts program and the Associate Degree in Science diploma program, one recipient in each faculty. Selection by the faculty will be based on high academic achievement.

Anniversary Trades Award (2016)

Given to a mature woman who has completed the Foundation year of an apprentice program in one of the traditional trades. (Carpentry, Electrical, Metal and Mechanical, Plumbing/Pipefitting/Refrigeration)

CANADIAN FEDERATION OF UNIVERSITY WOMEN VICTORIA
SCHOLARSHIP and BURSARY SOCIETY
BY-LAWS

1. INTERPRETATION

In these by-laws, unless the context otherwise requires:

- (a) “the Board” means the Board of Directors of “The Canadian Federation of University Women Victoria Scholarship and Bursary Society” for the time being;
- (b) “the Club” means “The Canadian Federation of University Women Victoria;”
- (c) “the Society” means “The Canadian Federation of University Women Victoria Scholarship and Bursary Society;”
- (d) “the Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
- (e) “registered address” for the Society means the address of the Chair of the Society as recorded in the latest “Notice of Address of Society” filed with the Registrar of Companies.

2. MEMBERSHIP

- (a) any person may become a member of the Society provided that:
 - (i) she is either an Active Member or a Life Member in good standing of the Canadian Federation of University Women Victoria, and
 - (ii) she has paid the appropriate membership fee.
 - (iii) Save as otherwise specifically provided, the formalities of application for membership, and the amount and timing of payment of fees, shall, from time to time be determined by the Board.
- (b) Members shall enjoy the rights and fulfill the obligations of membership in the Society in accordance with the provisions of the Society Act and the Constitution and By-Laws of this Society
- (c) On giving written notice to the Society at its registered address, any member may withdraw from the Society.
- (d) A member shall cease to be a member of the Society when she ceases to be an Active Member or a Life Member of the Club.
- (e) A member shall cease to be in good standing if she has not paid the prescribed annual dues at the time required by the Board and she is not in good standing so long as the debt remains unpaid.

3. THE BOARD OF DIRECTORS

- (a) The Board is responsible for the administration of the Society's affairs.
- (b) The Board shall consist of three Directors, namely the Chair, the Secretary, and the Treasurer.
- (c) Each Director shall be appointed by the Executive Committee of the Club on the recommendation of the Board for a term of three years.
- (d) Subject to 3 (h) and 3 (j), each Director shall retire at the Annual General Meeting held three years after her appointment at which time her successor shall be appointed.
- (e) Subject to 3 (j), a member of the Society may serve more than one term as Director provided that no two terms are served consecutively.
- (f) No member of the Society shall serve on both the Board of the
- (g) Society and the Executive Committee of the Club at the same time.
- (h) The President of the Club shall attend the meetings of the Board in an ex-officio, non-voting capacity. If the President cannot attend a Board meeting, she may designate the Vice-President to attend in her stead.
- (i) At the Annual General Meeting held in May 1993, all Directors shall retire. The member serving as Chair shall be appointed for a further 2 year term and the member serving as Treasurer shall be appointed for a further one year term. A member shall be newly appointed as the Secretary for a three year term.
- (j) The Executive Committee of the Club may require the resignation or withdrawal of a Director.
- (k) If, for whatever reason, a Director should cease to hold office before the expiry of her term, the Executive Committee of the Club, in consultation with the Board of the Society, shall appoint another member of the Society to complete the term of the former Director. If the unexpired portion of this term is one year or less, the newly appointed Director may be eligible to stand for a full 3 year term on the Board upon completion of the unexpired portion.
- (l) The Board shall meet as often as required during the year to conduct the business of the Society which shall include decisions on the awarding of scholarships and bursaries, the procedures for awarding the same, and the policies of the Society.
- (m) Meetings of the Board are duly constituted if they are held at a time and place mutually agreed upon by all Board members at least 7 days before the meeting.
- (n) The quorum of the Board shall be three.
- (o) A resolution in writing signed by all the Board shall be valid and effective as if it had been passed at a duly constituted meeting of the Board.
- (p) The Board may only borrow money on behalf of the Society on the authority of a resolution passed unanimously by the Executive Committee of the Club and ratified by Club members.
- (q) The Society may, by special resolution, remove any Director before the expiry of her period of office.

4. DUTIES OF DIRECTORS

(a) CHAIR:

- (i) To chair both the meetings of the Board and the Society's membership.
- (ii) To act as spokesperson of the Board and to report decisions of the Board to the Executive Committee of the Club.
- (iii) To report on the year's activities at the Annual General Meeting of the Society.

(b) SECRETARY:

- (i) To keep the minutes of the meetings of the Board and of any meetings the Society may have as well as all other necessary records.
- (ii) To give notice of Board and Society meetings when directed to do so by the Chair.
- (iii) To keep in her possession the records of the Society and to make them available to inspection by members at any reasonable time.

(c) TREASURER:

- (i) To oversee generally the financial operations of the Society, to keep all necessary books of account, to retain them in her custody, and to make them available for inspection at the Annual General Meeting.
- (ii) To present detailed accounts of receipts and disbursements to the Executive Committee of the Club when required and to present to the Annual General Meeting of the Society a statement of assets and liabilities and income and expenditures.

5. MEETINGS OF THE SOCIETY

- (a) The Annual General Meeting of the Society shall be held in conjunction with the Annual General Meeting of the Club.
- (b) Special meetings of the members of the Society may be called by the Chair, or by the Secretary upon receiving the written request of 10 percent of the members of the Society.
- (c) At all meetings of the Society a quorum shall consist of one tenth of the total number of members or ten members, whichever is the lesser but never less than 3.
 - (i) A member in good standing present at a meeting of members is entitled to one vote.
 - (ii) Voting is by show of hands.
 - (iii) Voting by proxy is not permitted.

6. ALTERATIONS TO CONSTITUTION OR BY-LAWS

(a) Subject to the Society Act, the Constitution and By-laws of this Society may be rescinded, altered, amended or added to by a Special Resolution passed by a majority of not less than three-fourths of such members entitled to vote as are present in person at a general meeting of the members for which thirty days written notice specifying the intention to propose the resolution as a Special Resolution has been given.

7. SEAL

(a) The Board may adopt a Seal which shall be the common Seal of the Society. If there be a Seal it shall be in the custody of the Chair and only be affixed to a document pursuant to a formal resolution of the Board.

8. AUDIT

(a) At least once in every year, the books of the Society shall be audited by a qualified person not a member of the Society who shall be appointed by the Board of the Society. The fiscal year of the Society shall end on February 25th.

May 1995

The Scholarship and Bursary Society

The Society was founded in 1977 for the purpose of funding scholarships and bursaries at universities and colleges in British Columbia.

All paid Members of the University Women's Club of Victoria are members of the Scholarship and Bursary Society, a registered charitable organization which may issue receipts for tax purposes.

Funding for the Society is through donations from members, friends, Interest and Neighbourhood Groups, and fundraising in addition to the annual stipend from the Club dues paid by each member.

The selection of scholarship and bursary recipients is made by the Awards Committee of the institution upon the recommendation of the appropriate Faculty or Department.