

# **CANADIAN FEDERATION OF UNIVERSITY WOMEN – COQUITLAM**

## **CONSTITUTION AND BY-LAWS**

Adopted the Eighteen day of March 1970  
As revised in February 1976, May 1981, February 1986, November 1990, March 1995,  
May 2001, November 2001, March 2014, May 2021

This document replaces the previous  
**CONSTITUTION AND BY-LAWS OF COQUITLAM,**  
Adopted in March 2014

The purpose of the Articles and By-laws is to provide a framework for the conduct of the affairs of CFUW Coquitlam.

### **ARTICLE 1 - NAME**

- 1.1 The name of the Club shall be CANADIAN FEDERATION OF UNIVERSITY WOMEN – COQUITLAM (the “Club”).

### **ARTICLE 2 - OBJECTIVES**

- 2.1 The objects of the CFUW Coquitlam Club shall be:

A. To co-operate closely with the aims of CFUW, of which this CFUW Coquitlam Club is a member, the following:

- i) to promote high standards of public education in Canada, advanced study and research by women and a sound concept of lifelong learning.
- ii) to advocate for the advancement of the status of women, human rights and the common good locally, nationally and internationally;
- iii) to promote co-operation, networking, support and understanding among women; and
- iv) to encourage and enable women to apply their knowledge and skills in leadership and decision-making in all aspects of the political, social, cultural, educational and scientific fields.

**This provision shall be unalterable.**

- B. To encourage the advancement of post-secondary education by providing scholarships and bursaries to local students.
- C. To encourage the advancement of women in leadership and decision making in all fields of employment.
- D. To be a member of CFUW BC Council.

**ARTICLE 3. – NON-PROFIT STATUS**

- 3.1 The CFUW Coquitlam Club shall carry on without purpose of gain for its members. Any profits to the CFUW Coquitlam Club shall be used to promote its objectives.

**ARTICLE 4. – CLUB DISSOLUTION**

- 4.1 In the event of the dissolution of the CFUW Coquitlam Club for any reason whatsoever, any funds remaining in the CFUW Coquitlam Club’s account after payment of all debts and liabilities, including current CFUW dues, except those funds designated in 4.2, shall be transferred to a scholarship fund, educational charitable trust fund or educational endowment fund in British Columbia.
- 4.2 In the event of the dissolution of the CFUW Coquitlam Club for any reason whatsoever, any funds remaining in the CFUW – Coquitlam Gaming Account will be awarded to a charitable organization in British Columbia having a similar charitable purpose and with a preference to CFUW clubs. This provision shall be unalterable.

**ARTICLE 5.-STANDARD OF CARE OF CLUB MEMBERS**

CFUW Coquitlam Club members shall:

- 5.1 Act honestly and in good faith with a view to the best interests of CFUW.
- 5.2 Exercise the care, due diligence and skill that a reasonably prudent person would exercise in comparable circumstances, having regard for her knowledge and expertise.
- 5.3 Act with decorum, courteously and without discrimination, use authority appropriately, be fair and equitable, declare conflicts of interest and abide by all the **CFUW Procedures for Respectful Treatment** –see attached **Addendum A**

**BY-LAWS**

These Bylaws bind CFUW Coquitlam to the same extent as if each member had agreed to be bound by these Bylaws and all actions, decisions and proceedings undertaken under these Bylaws.

**6. MEMBERSHIP**

- 6.1 There shall be one class of membership with the CFUW Coquitlam Club. All members of CFUW Coquitlam have the same member rights and member responsibilities.
- 6.2 CFUW permits a woman to be a member of more than one CFUW club. She is considered a primary member of the club in which she is counted for CFUW per capita dues.

- 6.3 She is considered a dual member of any other club to which she belongs.
- 6.4 A woman who is a member of more than one CFUW club will pay CFUW per capita dues to only one club.
- 6.5 Dual members may vote on all matters brought before the membership, on matters in each club in which she is a member.
- 6.6 Any woman who supports the purposes and goals of CFUW is eligible to join.
- 6.7 Each member shall be entitled to receive notice of, attend and vote at all CFUW Coquitlam General Meetings and at the CFUW Coquitlam AGM.
- 6.8 On proof of violation of any provision of the Articles, Bylaws, or written policies of CFUW or CFUW Coquitlam, or conduct which may be detrimental to the organization, the Eligible Voters may, by Special Motion, at a CFUW Coquitlam AGM or special CFUW Coquitlam General Meeting, terminate or suspend any member(s) from membership in CFUW Coquitlam.
- 6.9 Upon any termination of membership, the rights in the CFUW and CFUW Coquitlam, including rights in the property of CFUW/CFUW Coquitlam automatically cease to exist.
- 6.10 A life membership in the CFUW Coquitlam Club may be conferred on a CFUW Coquitlam Club member who has given outstanding service to the CFUW Coquitlam Club. Such membership shall be conferred by the CFUW Coquitlam Club based on a recommendation made by the CFUW Coquitlam Club's Board and having been approved by a special motion at a CFUW Coquitlam Club annual general meeting. A life member shall have voting privileges and may hold office. The CFUW Coquitlam Club shall pay CFUW per capita dues on her behalf. A life membership is not transferable to another Club.

## **7. DUES**

- 7.1 The amount of the annual fees of CFUW Coquitlam shall be decided at the CFUW Coquitlam Annual General meeting in May.
- 7.2 Fees are due and payable at the September CFUW Coquitlam meeting and in arrears after October 31<sup>st</sup>. After this date, CFUW Coquitlam Club membership, with all its rights and privileges, shall be forfeited until the dues in arrears are paid in full.
- 7.3 All current and joining members shall be required to pay the full annual membership dues, which includes the fundraising/scholarship portion.

## **8. FINANCES**

- 8.1 The Fiscal year shall begin on May 1<sup>st</sup> in each year and end on April 30<sup>th</sup> in the following year.

- 8.2 There shall be three signing Officers for the general account: President, Treasurer and Recording Secretary, of whom any two may act.
- 8.3 There shall be three signing Officers for the gaming account: President, Treasurer and Recording Secretary, of whom anyone may act and the Education Chair who must act.
- 8.4 Money for routine expenses shall be approved by the Officers.
- 8.5 Plans for money raising projects shall be presented to the Officers for approval.
- 8.6 The CFUW Coquitlam annual budget shall be presented at the May CFUW Coquitlam AGM for approval by the members.
- 8.7 The CFUW Coquitlam financial statement shall be presented at the May CFUW Coquitlam AGM for approval by the members.

9. **ADMINISTRATIVE**

9.1 The Executive of the CFUW Coquitlam Club shall be: President, Vice-President or Co-President, Past-President, Treasurer, Recording Secretary, and Chair of Education Committee:

9.2 Officers of the CFUW Coquitlam Club include the Executive and Standing Committee Chairs which are: Membership, Education, Program, Communication, CFUW Liaison and Social.

Ad hoc committees may be created, as required, by motion, by the Executive and report back to them.

- 9.3 The Executive shall be responsible for ensuring that the purposes of CFUW Coquitlam are fulfilled and the business of CFUW Coquitlam is duly administered.
- 9.4 Each Officer shall submit a written report of the year's activities pertaining to each Officer prior to the Joint Officer meeting in June.
- 9.5 A detailed description of each **Executive and Officer's Responsibilities** is included as **Addendum B**.

10. **ELECTION OF OFFICERS**

- 10.1 Directly after the presentation of the slate of Officers by the Nominations Committee, the Nominations Chair shall call for any other nominations from the floor. If more than one person is nominated for any one office, voting shall be by ballot. If an office becomes vacant during the year, the Executive shall appoint a replacement.
- 10.2 Term of office shall be for a minimum of one year ending on June 30<sup>th</sup>.
- 10.3 The newly elected Officers shall assume their respective office on July 1<sup>st</sup>.

**11. MEETINGS**

- 11.1 The Officers shall decide on the venue and time of all CFUW Coquitlam General and Officers' meetings for the ensuing year.
- 11.2 CFUW Coquitlam General meetings are held once a month September to November and January to June. Officers' meetings are held every second month from September to June.
- 11.3 The CFUW Coquitlam Annual General meeting shall be held in conjunction with the CFUW Coquitlam General meeting in May.

**12. QUORUM**

- 12.1 A quorum at CFUW Coquitlam General meetings shall constitute 20% of the membership and at CFUW Coquitlam Officers' meetings, 51% of the Officers.
- 12.2 No vote may be taken on any motion unless a quorum is present.
- 12.3 Dissolution of the CFUW Coquitlam Club shall be voted upon by Special Resolution only. Special Resolution is defined as:
  - a) requires a majority vote of the Officers;
  - b) one month's notice to the membership of a CFUW Coquitlam General meeting dealing with the Special Resolution;
  - c) requires the vote of 75% of those members present at that CFUW Coquitlam General meeting, with proxy votes of members also allowed.
- 12.4 Each member is allowed one vote.

**13. POLICIES**

- 13.1 A list of the **GENERAL POLICY GUIDELINES FOR CFUW COQUITLAM** shall be kept for the convenience of the members - **Addendum C**.
- 13.2 Review of the **GENERAL POLICY GUIDELINES FOR CFUW COQUITLAM** shall take place at least once every two years; the date to be decided at the first Executive meeting of the year.

**14. PARLIAMENTARY AUTHORITY**

- 14.1 The rules contained in Robert's Rules of Order Newly Revised, shall govern the proceedings of CFUW Coquitlam, in all cases not provided for in these Articles and Bylaws.

**15. AMENDMENTS**

- 15.1 Notice of proposed amendments of the **CFUW COQUITLAM CONSTITUTION and BYLAWS** shall be in the hands of members one month prior to a CFUW Coquitlam General meeting. Such amendments must be passed by two-thirds of the members present at the CFUW Coquitlam General meeting.

**16. USE OF NAME**

- 16.1 The name CFUW shall not be used in speaking or writing on any matter contrary to established CFUW policy.
- 16.2 Where there is no established CFUW policy, the CFUW Coquitlam 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 CFUW B.C. Council.
- 16.3 The use of the CFUW Coquitlam Club letterhead shall be approved by the Executive.