

**CONSTITUTION
OF
MONTREAL LAKESHORE UNIVERSITY WOMEN'S CLUB
Revised 1969, 1986, 1991, 1995, 2001, 2002, 2005, 2008, 2010, 2012, 2013, 2014, 2015, 2017**

ARTICLE I - Name

The name of this organization shall be MONTREAL LAKESHORE UNIVERSITY WOMEN'S CLUB (MLUWC).

ARTICLE II - Purpose

The purposes of this organization shall be:

1. To stimulate, arouse and sustain among its members an intelligent interest in cultural, social and political fields.
2. To assist in developing a sound concept of educational values and in maintaining high standards of public education; to encourage further study and research; to award scholarships and bursaries.
3. To arouse and sustain interest among members in the specific work of university women nationally and internationally, through the activities of the Canadian Federation of University Women (CFUW) and the International Federation of University Women (IFUW).
4. To provide a medium for fellowship and sociability among the many women university graduates living in the Lakeshore area.
5. To foster a sense of responsibility and encourage women university graduates to place their education and professional training at the service of the community.

BY-LAWS

ARTICLE I - Membership

1. The organization shall consist of members eligible for membership in the CFUW. All members are entitled to the full privileges of membership including participation in interest group activities and voting rights.
2. Application shall be made on regulation forms provided by the CFUW and must be approved by the Membership Chair.
3. Any member in good standing of any club within the CFUW, on presentation of a card or letter of transfer, shall be regarded as a courtesy member of the MLUWC for the balance of the fiscal year.
4. Associate membership may be granted to a woman not eligible for full membership, at the discretion of the Membership Chair in consultation with the Executive. Associate members may not exceed twenty percent of the total membership of the Club.
5. An honorary membership within MLUWC may be conferred on a woman who has made a significant contribution to the Club, to CFUW, or to the development of society in ways consistent with the purpose of CFUW. There are two types of honorary membership.
 - a. Life membership may be conferred on a Club member.
 - b. Honorary membership may be conferred on a woman outside the membership of the Club and CFUW. She need not hold a university degree to be appointed an honorary member. She shall not hold office or have voting privileges.
6. Student membership may be granted to women enrolled in full-time study in a degree or diploma programme that could lead to graduate studies.

7. Membership in interest groups shall be limited to paid-up members of the Club.

ARTICLE II – Finance

1. Fees: Each member shall pay an annual fee to be determined by the Club membership which fee covers Club dues, annual dues of the CFUW and a contribution to the MLUWC Scholarship Fund. Student members are only required to pay 50% of the CFUW dues and 60% of Club dues. MLUWC will pay the dues of life members.
2. Payment of fees should be made on or before August 15th. The deadline for inclusion in membership lists is September 30.
3. If a member's fees have not been fully paid by January 15th, she shall cease to be considered a member of the Club and shall receive notice in writing to this effect.
4. New members who join the Club after February 1st shall pay a portion of the annual dues as determined by the Executive but the annual CFUW dues must be paid in full.
5. The Executive shall vote money for routine Club expenditures. Disbursements (other than routine) in amounts exceeding **\$500.00** shall require the approval of a two-thirds vote of the members present at the next general meeting of the Club after notice of motion has been duly given. A non-routine disbursement is defined as any disbursement not included in the annual budget.
6. No committee shall commit the Club to any expenditure that has not been approved by the Executive.
7. The Executive shall arrange for an annual inspection of the Treasurer's books. See V, 6 (c).
8. Cheques shall require the signature of any two of the following officers: President, Vice- Presidents, Treasurer or Corporate Secretary.

ARTICLE III - Executive Committee

1. The Executive Committee shall consist of the officers of the Club, the Chair of each standing committee and the Immediate Past-President.
2. The Officers of the Club shall be:
 - a) President
 - b) Vice-President and CFUW Liaison
 - c) Vice-President and Membership Chair
 - d) Recording Secretary
 - e) Treasurer
 - f) Corporate Secretary
3. The Standing Committees shall be:
 - a) Archives
 - b) Communications
 - c) Fund Raising
 - d) Hospitality
 - e) Interest Groups
 - f) Newsletter
 - g) Programme
 - h) Scholarship
 - i) Webmaster
4. Term of Office:
 - a) Officers of the Club and Chairs of the standing committees shall hold office for two years starting at the end of the Annual General Meeting.
 - b) If possible, half of the officers and half of the Chairs of standing committees shall be elected each year.

- c) If an officer or Chair of a standing committee is unable to complete her term of office, the Executive shall appoint a replacement who shall serve until the next Annual General Meeting.

ARTICLE IV - Duties of the Executive Committee

The Executive Committee, being duly elected by the members of the Club, shall be charged with the responsibility of seeing that the purposes of the Club are fulfilled in as great a part as possible; that respect for the Club and CFUW is maintained, and that the business of the Club is duly administered to the best of its ability.

ARTICLE V - Duties of Each Officer

1. President - Preside at all meetings of the Club and the Executive. She shall be an ex-officio member of all committees except the Nominating Committee.
2. Vice-President and CFUW Liaison – Act as the Federation representative of the Club and in that capacity is liaison between the organization and the CFUW, reporting the Club's activities to the CFUW and the CFUW activities to the Club. Assist the President in the performance of her duties and in her absence perform the duties of the President, as required.
3. Vice-President and Membership Chair - Investigate all questions pertaining to membership. She shall keep an up-to-date record, in suitable form, of all members. She shall assist the President in the performance of her duties and in her absence perform the duties of the President, as required.
4. Recording Secretary - Keep minutes of all meetings of the Club and the Executive, and cooperate with the President in arranging the agenda of all meetings. She shall be responsible for sending copies of minutes of executive meetings to all executive members.
5. Treasurer - Collect fees and have custody of the funds of the Club, keep books of account, and make disbursements as directed by the Executive. She shall submit a financial statement, when requested, to any meeting of the Club. She shall, in cooperation with the Executive, establish an annual budget. She shall be advised that:
 - a) The fiscal year shall terminate May 31st;
 - b) The books shall be submitted for inspection in June;
 - c) Transfer of books shall be made after the inspection and before the first executive meeting in August;
 - d) Copies of the treasurer's annual report along with the financial statement shall be available to all members no later than the September meeting.
6. Corporate Secretary - Responsible for the governance structure and Constitution and By-laws amendments. This position shall be filled by the Immediate Past-President.

ARTICLE VI - Duties of Standing Committees and Their Chairs

1. Chairs of Standing Committees -
 - a) Each Chair shall, with the help of the Executive, select a committee of sufficient number to carry out the responsibilities of her committee.
 - b) Each Chair shall direct such activities as are required of her committee and report regularly to the Executive.
 - c) Each Chair shall prepare a brief report of the work of her committee at year's end.
 - d) Each Chair of a special committee shall be a member of the Executive during such time as her committee is active. When the work of such a committee is completed, the Chair shall present a report in writing to the Executive.

2. Duties of Standing Committees -
 - a) Archives - Maintain the archives.
 - b) Communications - Conduct all official correspondence of the Club as required by the President and Executive and keep a copy of all letters received and sent out by her. She shall also read letters of interest at general meetings from time to time. She shall be responsible for press notices of Club activities.
 - c) Fundraising - Be responsible for raising funds for scholarships or grants.
 - d) Hospitality - Be in charge of all social arrangements for Club functions.
 - e) Interest Group - Be responsible for organizing interest groups among the members.
 - f) Newsletter - Be responsible for publishing the Newsletter. She shall also be responsible for the printing and distribution of Annual Reports.
 - g) Programme - Plan and arrange for the programme at all general meetings, with the approval of the Executive.
 - h) Scholarship – Be responsible for awarding scholarships. No member of the committee shall vote on a provision of a scholarship to be awarded to a personal friend of a member, or a family member of either her own or that of a personal friend. In such cases, the member shall be required to declare conflict of interest and abstain from voting.
 - i) Webmaster – Be responsible for website maintenance and posting of relevant information on the site at www.mluwc.com.

ARTICLE VI a. Special committees

The Club or the Executive shall create Special Committees, as needed, which shall abide by the rules set down under Article VI, Sec. 1.

1a. The MLUWC Scholarship Fund Committee is a Special Committee which shall be governed by the MLUWC Scholarship Fund Constitution and shall report to the Executive in accordance with the rules therein.

ARTICLE VII – Meetings

1. Regular - minimum of six meetings shall be held between October and April at such time and place as the Executive may determine.
2. Annual - shall be held in May to elect officers and Chairs of standing committees for the following term, and to approve annual reports of the officers and Chairs of standing committees.
3. Special - may be called at any time by the President, or upon request in writing to the Executive, by ten members of the Club.
4. Executive - shall be held at such time and place as the Executive may determine.
5. Quorum – One-fifth of the voting body shall constitute a quorum for Club meetings; a majority of the membership of the Executive shall constitute a quorum for an executive meeting.

ARTICLE VIII - Nominations and Elections

1. Elections - Officers and Chairs of committees shall be elected at the Annual Meeting. Ballots shall be used if there is more than one candidate for any office.
2. The Nominating Committee shall consist of five members chaired by the Past-President; one member shall be appointed by the Executive at their January meeting and three members shall be elected from the membership at the regular meeting in February.
3. Duties of the Nominating Committee -

- a) Inform the membership of the available positions at the February General Meeting and provide nomination forms.
 - b) Recommend a candidate for each office. Each nominee must be a member in good standing and must signify her consent to stand for election.
 - c) Send each Club member a copy of its recommendations at least two weeks before the Annual Meeting, plus a copy of Article VIII Section 4 of the constitution, explaining the procedure for additional nominations.
 - d) Present the proposed slate of officers to the members at the Annual Meeting.
4. Additional nominations must be made in writing to the Nominating Committee at least five days before the Annual Meeting, but consent must be obtained first from the nominee and accompanied by the signatures of five members.

ARTICLE IX – Resignation

Any member of the Executive Committee may resign from office at any time by forwarding a signed letter of resignation to the Past President & Corporate Secretary and the resignation shall become effective on the date when the letter of resignation is sent or on the date specified in the letter by the resigning member.

ARTICLE X - Parliamentary Authority

The rules of parliamentary procedure comprised in Robert’s Rules of Order, Newly Revised shall govern the proceedings of the Club, subject to the special rules that have been, or may be, adopted.

ARTICLE XI - Amendments

These by-laws may be altered or amended by a two-thirds majority vote of the members present at a general meeting, provided, however, that a notice of amendment has been given in writing to the Executive and shall have been presented to the Club at a previous meeting.

ARTICLE XII

In the event of the dissolution of the Club for any reason whatsoever, any funds remaining in the Club’s account after payment of all debts and liabilities, including current CFUW dues, will be transferred to the MLUWC Scholarship Fund.

ARTICLE XIII

The name “CFUW” or “MLUWC” shall not be used in speaking or writing on any matter contrary to established CFUW policy. No letters or statements shall be made in the name of MLUWC without the approval of either the Executive or the membership. Where there is no 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 Quebec Provincial Council of University Women’s Clubs.