

FACULTY WOMEN'S CLUB OF THE UNIVERSITY OF BRITISH COLUMBIA

CONSTITUTION

ARTICLE I – NAME

The name of the club is the Faculty Women's Club (hereafter referred to as the "**Club**") of the University of British Columbia (hereafter referred to as the "**University**").

ARTICLE II – PURPOSES

The purposes of the Club are:

- A. to provide assistance to students through scholarships, bursaries and other means;
- B. to provide services to the University community;
- C. to promote social, recreational and cultural activities among the members.

BY-LAWS

ARTICLE I – MEMBERSHIP CLASSES, VOTING PRIVILEGES AND DUES

A. MEMBERSHIP

Membership classes shall be the following: Honorary, Honorary Life (conferred prior to 1982), Regular and Sponsored.

- i. Honorary Membership shall be offered to a woman who is:
 - a. the Chancellor of the University, former Chancellor, or the wife/partner of same;
 - b. the President of the University, former President or the wife/partner of same.
- ii. Honorary Life Membership shall be retained by those members upon whom it was conferred prior to January 1, 1982.
- iii. Regular Membership shall be open to all women who are members or wives/partners of members of:
 - a. teaching or research faculties of the University and its affiliated Colleges and Schools;
 - b. administrative executive staff of the University and its affiliated Colleges and Schools;
 - c. professional staff of the University community.
- iv. Regular Membership is also open to women who are:
 - a. retired faculty or partners of retired faculty or deceased faculty;
 - b. visiting faculty or wives/partners of visiting faculty during their tenure at the University;
 - c. post-doctoral fellows or wives/partners of post-doctoral fellows during their tenure at the University;

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- d. individuals designated by the Executive Board in consultation with an Advisory Committee on Membership.
- e. women who are faculty or retired faculty or who are the wives/partners of faculty or retired faculty of other universities or colleges;
- f. daughters or daughters-in-law of current or deceased FWC members; (2010)
- g. a woman interested in the welfare of the University of British Columbia and its students who is sponsored for Club membership by a regular Faculty Women's Club member in good standing. These members will be recorded as sponsored members and must abide by all rules and regulations applicable to regular FWC members. Sponsored members will have full membership rights but may not sponsor others.(2012) Sponsored members must not exceed 20% of total Club membership.(2016)
- h. "Graduate Visiting Scholars to UBC or an equivalent position or the wives/partners of Graduate Visiting Scholars or an equivalent position". (2022)

B. VOTING PRIVILEGES

- i. All Honorary Life and Regular members shall have voting privileges.
- ii. Honorary Members shall not have voting privileges.
- iii. Proxy voting is not permitted.

C. DUES

- i. Annual dues shall be set by the Executive Board and ratified for the following year at the Annual General Meeting ("**AGM**").
- ii. Annual dues are payable at the General Meeting in September.
- iii. All Regular and Sponsored Members who participate in the Club's activities shall pay dues.
- iv. Honorary Life Members may choose not to pay dues.
- v. Any member who is required to pay dues and is in arrears as of the first of January shall thereupon cease to be a member until dues are paid.
- vi. There will be a reduction to one half of the regular fee for first time new members who join the Club after December in a given academic year.

ARTICLE II – OFFICERS

- A. There shall be no more than two Honorary Presidents chosen by the Executive Board, one of whom shall be the female President of the University or partner of the President.
- B. The Executive Board shall consist of the following members:

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- i. The Officers
 - a. President
 - b. Past President
 - c. Vice-President
 - d. Recording Secretary
 - e. Corresponding Secretary
 - f. Treasurer

- ii. The Chairs of Standing Committees
 - a. Membership
 - b. Speakers' Program
 - c. Newsletter
 - d. Website
 - e. Campus Publicity
 - f. Social
 - g. Interest Groups
 - h. Clubrooms
 - i. Scholarships
 - j. Fundraising

ARTICLE III – PROCEEDINGS OF THE EXECUTIVE BOARD

- i. The President shall be an ex-officio member of all committees, except the Nominating Committee, and may appoint ad hoc committees when required to facilitate the activities of the Club.

- ii. Signing officers shall be any two of the following: President, Vice- President, Treasurer.

- iii. Chairs of Standing Committees, at their discretion and need, may appoint additional committee members.

- iv. Two co-chairs of Table Officers or Standing Committees may be elected by the Club and may attend all Executive Meetings, but in no event shall there be more than one vote per Office or Standing Committee.

- v. Two Past Presidents appointed by the Executive Board and the current Membership Secretary shall constitute the Advisory Committee on Membership.

- vi. Specified duties of the Officers and the Chairs of the Standing Committees are reviewed every year and are stated in the Policy Book, which is revised every five years.

- vii. Resolutions of the Executive Board respecting the borrowing, lending or extraordinary expenditure of funds in excess of eight hundred dollars (\$800) must be ratified at a General Meeting of the Club. (2016)

- viii. Any member in good standing may attend Executive Board Meetings as a visitor. The member may ask permission to speak at the meeting but may not cast a vote.

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- ix. Records of the Executive Board shall be made available for inspection by members of the Club at the Annual General Meeting and by appointment with the appropriate officer at other convenient times.
- x. Each member of the Executive Board, as well as any person not on the Executive who is working on projects for the FWC, including the Newsletter and the Website, must:
 - be affiliated with the FWC, and
 - relinquish all FWC property and the contents of any files/documents, whether physical or digital, in their custody to the FWC President, including all passwords and all entry codes, on the expiration of their term of office or at the joint Executive meeting in April. (2022)

ARTICLE IV – MEETINGS

- i. General Business Meetings of the Club shall be arranged by the Executive Board, preferably on the first Tuesday of October and April. Other meetings shall be arranged for September, November, December, February and March.
- ii. The Annual General Meeting (“**AGM**”) of the Club shall be held in April, and Notices of the Annual General Meeting shall be sent out fourteen days prior to the meeting.
- iii. Thirty voting members in good standing shall constitute a quorum for a General Meeting. If, within half an hour after the time appointed for any given meeting a quorum is not present, the meeting shall stand adjourned to a day and place to be fixed by those present. If at that meeting a quorum is not present within half an hour after the time appointed for the meeting, the members present shall form a quorum.
- iv. The Executive Board shall meet as required, preferably once a month throughout the University Academic Session. Seven members shall constitute a quorum.
- v. A Joint meeting of the Incoming and Outgoing Executive Boards shall be called by the Incoming President within one month following the AGM.

ARTICLE V – NOMINATIONS AND ELECTIONS

- i. In January the Past President, as Chair of the Nominating Committee, shall appoint three additional members to this committee. One member is to be appointed from the Executive Board and two others from the general membership.
- ii. The Nominating Committee will prepare a proposed slate of members for election to the Executive Board. The slate will be published in the Newsletter that precedes the April AGM, at which time the election shall take place.
- iii. Any two (2) members in good standing may nominate and second additional candidates provided that each candidate's consent, in writing, is presented to the Chair of the Nominating Committee forty-eight (48) hours prior to the AGM.
- iv. The Chair of the Nominating Committee will supervise any necessary elections.

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- v. The Officers of the Executive Board, including the office of the President, will be elected annually and may be re-elected to the same office for no more than two (2) further consecutive years. However, with the endorsement of the Executive Board and by election of the general membership, an individual may serve longer than three consecutive years in the same office if no other member of the Club is willing to stand for election to the position.
- vi. The Chairs of the Standing Committees will be elected annually and may be re-elected to the same position for no more than two (2) further years. However, with the endorsement of the Executive Board and by election of the general membership, an individual may serve longer than three consecutive years as chair of the same standing committee if no other member of the Club is willing to stand for election to the position.
- vii. On the death or resignation of an elected officer of the Executive Board, the remaining officers will have the authority to appoint a member in good standing to complete the term. Such an appointed officer will have the constitutional powers of an elected officer.
- viii. Terms of Office: An officer elect takes office immediately upon the election at the AGM, with the exception of the incoming Treasurer, who takes office May.

ARTICLE VI – AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- i. The Constitution and/or By-Laws may be amended at any General Meeting of the Club by a two-thirds (2/3) vote of the members present, provided that Notice of the Proposed Amendment is sent out fourteen (14) days prior to the General Meeting at which the voting on the amendment is to take place.
- ii. The Constitution and/or By-Laws of the Club shall be reviewed every five (5) years.

ARTICLE VII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order – Newly Revised* shall govern all matters of the Club not covered by this Constitution and By-laws.

ARTICLE VIII – WINDING UP OR DISSOLUTION

Upon the winding up of the Club or the dissolution thereof, the Special Resolution authorizing such winding up or dissolution shall specify that all assets belonging to or accruing to the Club shall be vested proportionally among the scholarship and bursary funds of the Faculty Women's Club of the University of British Columbia.