

UNIVERSITY OF ALBERTA WOMEN'S CLUB

BYLAWS

NAME

1.0 The name of the Club shall be "University of Alberta Women's Club" (UAWC).

MISSION

2.1 The Mission of the UAWC shall be to foster friendships among women and facilitate social gatherings by means of small interest groups and larger assemblies.

2.2 The UAWC is a welcoming and respectful club where everyone is accepted regardless of age, ability, socio-economic status or cultural, ethnic, religious background and persons who identify as a woman/femme.

2.3 The UAWC is a volunteer run club.

MEMBERSHIP

Those eligible for membership in the UAWC shall be:

3.1 University of Alberta women who are, or have been, members of the Association of Academic Staff of the University of Alberta (AASUA) including postdoctoral fellows and research assistants, Management and Professional Staff (MAPS), Non-Academic Staff (NASA);

3.2 Women who are, or have been, partners to individuals identified in 3.1;

3.3 The Board, at its discretion, may admit Associate members who are none of the above.

3.4 The Board, at its discretion, may designate Honorary members. Honorary members will have completed an annual UAWC registration form but will not be required to pay membership fees. Honorary members will have voting rights.

3.5 The above qualified members become members in good standing upon completion of an annual UAWC registration form and the payment of an annual UAWC fee (except Honorary members). Members in good standing will have voting rights.

3.6 Memberships run from September 1 to August 31 of any given year.

BOARD OF DIRECTORS

The Board of Directors (the *Board*) of the UAWC shall consist of the following:

- 4.1 the President;
- 4.2 the Past President;
- 4.3 the Vice-President, who will serve as Interest Group Co-ordinator, and who will become President the following year;
- 4.4 the Secretary;
- 4.5 the Treasurer;
- 4.6 Other positions as deemed necessary for the running of the UAWC;
- 4.7 The Board of Directors may form standing, ad hoc or special committees as needed. The chairs of these committees will report to the Board.

TERMS OF OFFICE

- 5.1 The President shall hold office for one year and will remain on the Board for the following year as Past President.
- 5.2 The Vice-President shall hold office for one year and will remain on the Board for the following year as President.
- 5.3 All other Board members shall serve two-year terms and may renew for a further two years at the end of each term. There is no limit on the number of term renewals. Board terms should be staggered so that half will retire from the Board each year.
- 5.4 In the case of a Board vacancy, the remaining members of the Board may name a successor to hold office of the vacancy until the election of a successor at the next AGM.

MEETINGS

6.1 Board Meetings

6.1.1 Meetings of the Board shall be at the call of the President.

6.1.2 The Board should meet a minimum of four (4) times in the academic year.

6.1.3 The quorum for decision making requires 50% of Board members to be present at the meeting in person or electronically.

6.2 General Membership Meetings

6.2.1 General meetings of the UAWC shall be arranged by the Board.

6.2.2 General meetings will be conducted following Robert's Rules of Order.

6.2.3 Members will be notified of a General meeting and provided with an agenda, including any proposed Bylaw changes, by electronic mail a minimum of fifteen (15) days prior to the date of the meeting.

6.2.4 The quorum for decision making at a General meeting is established as 10% of members in good standing in attendance (in person or electronically). If 10% of members are not present at the appointed start time for the meeting, the President can elect to wait 15 minutes and try to assemble a quorum. If a quorum cannot be achieved, the President shall reschedule the meeting for within two (2) weeks of the original date.

6.2.5 The right to vote shall be restricted to members in good standing that are present, either in person or electronically. Mail-in votes and proxy votes are not acceptable.

6.2.6 Voting shall be done by a show of hands or by secret ballot if requested in advance.

6.2.7 The Secretary or designate will take minutes of a General meeting; minutes will be made available to the membership via publication on the Club website within two (2) weeks of the meeting.

6.3 Annual General Meeting (AGM)

6.3.1 The UAWC AGM shall be held by the end of each academic year, in person and/or via an electronic/virtual meeting platform.

6.3.2 The President shall prepare a brief annual report outlining the year's activities and shall present this to the membership. The Treasurer shall present a financial statement setting out its income, disbursements, assets and liabilities.

6.4 Special General Meeting (SGM)

6.4.1 An SGM can be used between AGMs in situations when there is an unusual or urgent matter that cannot wait until the AGM.

6.4.2 An SGM shall be called by the President or Secretary upon receipt of a request supported by one-third ($\frac{1}{3}$) of the members in good standing, setting forth the reasons for calling such a meeting.

FINANCES

7.1 The UAWC is a member-driven organisation.

7.2 There will be an annual membership fee payable in such amount as the Board deems appropriate.

7.3 The UAWC shall maintain a bank account at an approved banking institution. Signing officers for all business and banking transactions shall be two of the following: President, Treasurer, Vice President and Past President.

7.4 No committee or person shall commit the UAWC to any expenditure without prior approval of the Board.

NOMINATIONS

8.1 The Board shall act as the Nominating Committee and shall submit to the Annual General Meeting a list of nominees for the Board for the ensuing year.

8.2 All members in good standing of the UAWC present at the AGM, either in person or electronically, shall be entitled to vote in the election.

8.3 Board vacancies during the year will be filled by approval of the Board.

BYLAW AMENDMENTS

9.1 The Bylaws may be amended as follows:

9.1.1 By membership vote at an Annual General Meeting (AGM) of a motion which has been approved by the Board;

OR

- 9.1.2 By membership vote at an AGM after a Notice of Motion has been shared in writing by mail, email or by way of the club newsletter to all members of the UAWC at least one month prior to the AGM;
- 9.2 Amendments must be passed by a two-thirds ($\frac{2}{3}$) majority vote of members present and voting at an AGM.

Revised, May 2, 2022