

**WOMEN'S CANADIAN CLUB  
OF  
HAMILTON**



**CONSTITUTION  
AND  
BY-LAWS**

**Formed 1912  
Hamilton, Ontario, Canada**

**Letters Patent Granted  
19 March 1914**

## Constitution

### Name

The name of the organization shall be the Women's Canadian Club of Hamilton (WCCH).

### Purpose

To foster throughout the greater Hamilton area an interest in all matters of public concern in order:

- To strengthen Canadian unity and identity
- To encourage the education and promotion of Canadian heritage and history
- To foster an appreciation and awareness of Canadian culture and traditions to new Canadians

## By-Laws

### 1. Membership

- a) Membership shall be open to anyone supporting the purposes of the WCCH.
- b) An annual fee payable by all regular members shall be set by the Board.

### 2. Board

- a) The affairs of the Club shall be conducted by the Board which shall consist of the officers, chairs of standing committees and as many councillors as shall be deemed necessary to conduct the business of the Club
- b) The officers of the Club shall be the President, Vice-President, Secretary and Treasurer.
- c) Board meetings shall be held at the call of the President or at the written request of three Board members.
- d) A minimum of eight Board meetings shall be held each year.
- e) Board members shall be given two weeks notice of all Board meetings.
- f) Attendance of fifty percent of the Board members shall constitute a quorum.
- g) All Board members shall have voting privileges.
- h) Proxy votes will not be accepted.
- i) Absentee votes shall be accepted should a either a Board Member or General Member be unable to attend either a Board Meeting or General Meeting. An absentee vote must be submitted in writing to one of the Officers.
- j) Should a tie vote result on a motion, the motion shall be considered defeated.
- k) An Honourary President may be chosen by the Board. Such a member shall neither hold office nor pay fees.

- l) If a Board member fails to attend three Board meetings during the year and does not forward a report to one of the officers the member's portfolio will be assigned to another Board member or to a member from the general membership approved by the Board.

### 3. Standing Committees

Designated Board Members shall perform the duties of Chairs of the Standing Committees. At the discretion of the Board these may include:

- Public Relations
- Membership
- Programme
- Publications
- Events
- Excursions
- Citizenship Court
- Encounters with Canada

### 4. Nominating Committee and Elections

- a) The Past President of the WCCH shall chair the Nominating Committee which shall consist of two members of the Board with at least two years experience and two members at large.
- b) The Nominating Committee shall prepare a slate of officers which shall be forwarded to each voting member at least two weeks prior to the Annual General Meeting.
- c) Additional nominations may be made in writing by a member to the Secretary at least one week prior to the Annual General Meeting. Such nominations must be accompanied by the written consent of the nominee.
- d) Should a vote be necessary for any office a secret ballot shall be conducted.
- e) Only members in good standing shall be eligible to vote or serve on the Board.
- f) If a Board member resigns after assuming office, the President with agreement of the Board shall appoint a member in good standing to fill the vacant position until the next election. This person will serve in a non-voting capacity until the next election.
- g) Should the office of President become vacant, the position shall be filled by the Vice President.
- h) Board Members are expected to serve in their respective offices for a term of two consecutive years and no longer than three years with the exceptions of the Treasurer and Secretary who may serve four years. Should the office of President become vacant, the Past President may serve four years.
- i) No Board member may serve longer than six years unless they become Vice President or President.
- j) Members retired from the Board are eligible for nomination to the Board after two years.

## 5. Regular Meetings

- a) A minimum of eight regular meetings shall be held each year.
- b) Members shall be notified of all regular meetings.
- c) Members shall be admitted to all regular meetings upon presentation of a current membership card from any Canadian Club.
- d) Non-members may attend meetings upon presentation of a valid guest pass or guest fee determined by the Board.

## 6. Annual General Meeting (AGM)

- a) The Annual General Meeting shall be held in either April or May at the discretion of the President. At least seven days written notice shall be given to each member.
- b) Thirty percent of the members in good standing shall constitute a quorum. If a quorum is not present, the AGM shall be adjourned to the next regular meeting achieving a quorum.
- c) Any Member wishing to bring Club business before an AGM must present the matter to the Board four weeks in advance of the AGM.

## 7. Finances

- a) The Board shall be responsible for all Club monies.
- b) The Signing Officers shall be any two of the President, Treasurer, Secretary and Past President.
- c) Speaker fees and donations shall be paid from the general fund. Fees exceeding \$200 must be approved by the Board or officers of the Club.
- d) The fiscal year shall be June 1 to May 31.
- e) All Treasurer's records shall be subject to an independent review conducted in June at the end of the fiscal year and open to the Club membership at the regular Club meeting in September.

## 8. By-Laws and Constitution Review

- a) The Past President shall be responsible for reviewing the Constitution and By-Laws annually and when necessary establishing a committee to recommend revisions. Recommendations shall be presented to the Board for review and then presented to the general membership in writing not later than one month (thirty days) prior to a regular WCCH meeting or the AGM.
- b) Members shall approve the revisions by a majority vote providing a quorum (thirty per cent of members in good standing) is present.

9. **Dissolution**

- a) Should the Board determine that it is no longer feasible for the organization to continue, the reasons shall be presented to the membership four weeks prior to a vote on the motion to dissolve.
- b) A quorum of fifty percent plus 1 shall be necessary for the motion to carry.
- c) Should the motion carry, all outstanding debts and liabilities shall be paid and any remaining monies awarded to a charity or organization having similar objectives as the WCCH.

10. **Women's Canadian Club of Hamilton Archives**

WCCH Club Archives are stored at the Hamilton Public Library, Main Branch.  
The Past President will submit all archival materials to this site.

**Effective Date**

This Constitution and its By-Laws became effective by ratification of the General Membership on May 8, 2013.