



FIWAL

Federation of International Women's Associations  
in London

**CONSTITUTION**  

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**BY-LAWS**

# Federation Of International Women's Associations In London

## CONSTITUTION

### **ARTICLE I – Name**

The name of the organization shall be: FEDERATION OF INTERNATIONAL WOMEN'S ASSOCIATION IN LONDON, hereinafter referred to as "the Federation".

### **ARTICLE II – Aim**

The aim of the Federation shall be to broaden international friendship, understanding and communication amongst the international women's associations in London.

### **ARTICLE III – Type of organisation**

The Federation shall be non-partisan. It shall promote its aims without distinction as to race, language or religion. Any profits or accretions to the Federation shall be used to promote its aims.

### **ARTICLE IV – Membership**

Membership in the Federation shall be open to international women's associations in London.

### **ARTICLE V – Officers**

The officers of the Federation shall be:

- President
- Immediate Past President
- First Vice-President
- Second Vice-President
- Hon. Secretary
- Hon. Treasurer
- Asst. Secretary
- Asst. Treasurer

### **ARTICLE VI – Board of directors**

The Board of Directors shall consist of the Officers of the Federation, the Chairmen of Standing Committees, and two (2) representatives from each member association.

### **ARTICLE VII – Executive committee**

The Executive Committee of the Federation shall consist of the elected officers.

### **ARTICLE VIII – Meetings**

- Sect. 1 There shall be an annual meeting of the Federation.
- Sect. 2 The Executive Committee shall meet at least four (4) times a year.
- Sect. 3 The Board of Directors shall meet at least two (2) times a year.

### **ARTICLE IX – Amendments**

Proposed amendments to the Constitution shall be made in writing to the Executive Committee and must be signed by at least six (6) members. Such proposals shall be circulated to members at least three (3) months prior to an annual meeting and must be ratified by two thirds (2/3) of the members present at that meeting.

### **ARTICLE X – Dissolution**

In the event of the dissolution or winding up of the Federation, it is specially provided that all its remaining assets, after payment of liabilities, shall be distributed to one or more charitable organizations.

## **BY-LAWS**

### **ARTICLE I – Membership**

- Sect. 1. Applications for membership are subject to action by the Board of Directors and must be submitted to the Board in writing. The Board of Directors may approve or reject applications for membership at its discretion.
- Sect. 2. The Constitution and Bylaws of an association shall be approved by the officers of the Federation, to whom they shall be submitted at the same time as the application for membership.
- Sect. 3. The Board of Directors may, upon giving three (3) months' notice in writing to the President, abrogate the membership in the Federation of any association that is in arrears of dues for a period of two (2) years.
- Sect. 4. Annual dues shall be payable by all members of the Federation in the amount fixed by the Executive Committee and approved by members.

Sect. 5. Annual dues shall be paid by the first (1st) day of May in each year.

Sect. 6. Each member association shall be entitled to two (2) voting delegates in addition to two (2) representatives on the Board.

## **ARTICLE II – Officers**

Sect. 1. Term of office:

(a) The President shall be elected for a term of two (2) years only. All other officers shall be elected for one (1) year with an option for one (1) additional year.

(b) No person shall hold office for more than two (2) consecutive terms in the same office. ←

(c) Should an office become vacant, the Executive Committee shall have the power to appoint a successor for the remainder of the term.

Sect. 2. Duties:

(a) The President shall have the general management and direction of the business and affairs of the Federation and of the Board of Directors, and shall preside at all meetings of the Executive Committee, the Board of Directors may prescribe.

(b) The First and Second VicePresidents shall perform such duties as are designated by the President or the Board of Directors, and in the absence or incapacity of the President, either of them shall assume the powers and duties of the President.

(c) The (Hon) Secretary shall attend and be secretary of all meetings of the Federation, the Executive Committee and the Board of Directors and shall keep a record of all proceedings. The Secretary shall give or cause to be given as and when instructed all notices to members, to the Executive Committee and to the Board of Directors; the Secretary shall have custody of all records and official documents belonging to the Federation. She shall perform such other duties as may be designated by the Board of Directors or the President.

(d) The (Hon) Treasurer shall be the custodian of all monies of the Federation and shall keep an exact account thereof, depositing funds in such places as shall be designated by the Board of Directors. She shall receive and expend all such funds according to an established procedure approved by the President. She shall keep the accounts of the federation and shall report at and to the annual meeting the statement of receipts and expenditures for the previous fiscal year. The books shall be audited at the close of each fiscal year by a chartered or certified public accountant engaged by the President. the Treasurer shall have such other powers and duties as the Executive Committee may determine.

(e) The Immediate Past President shall attend all meetings of the Executive Committee and Board of Directors and shall act as the liaison between the new and previous Executive Committee, and shall be Chairman of the Nominating Committee.

(f) At the expiration of her term of office, each officer shall deliver to her successor the books and records pertaining to that office. The outgoing Treasurer shall be allowed sixty (60) days in which to close her records and transfer them to her successor.

## **ARTICLE III – Duties and powers of the Board of Directors and the Executive Committee.**

Sect. 1. The Board of Directors shall transact such business as is required to be transacted by the Directors and shall transact such other duties as are required by the Constitution and By-laws and by action of annual meetings.

Sect. 2. The Executive Committee shall transact the business of the Federation between Board meetings and annual meetings and shall report thereon to the Board meetings and annual meetings and shall report thereon to the Board and to the annual meeting.

Sect. 3. The Executive Committee shall have the power to create special committees.

## **ARTICLE IV – Standing Committees**

Sect. 1. The Executive Committee shall determine the need for Standing committees and shall appoint the Chairmen thereof. The members of such committees shall be appointed by these chairmen.

Sect. 2. Each Standing Committee, in addition to the Chairman, shall consist of not less than four (4) and not more than six (6) members.

Sect. 3. Each member association shall submit to the Executive Committee four (4) weeks prior to the annual meeting its nominees for chairmen of Standing Committees and for membership of those Committees.

Sect. 4. Standing Committee chairmen shall be ex-officio members of the Executive committee.

Sect. 5. Each Standing Committee chairmen shall submit an outline of proposed activities of her committee to the Executive Committee within two (2) months after her election, and shall submit written reports to the annual meeting.

#### **ARTICLE V – Nominating Committee**

Sect. 1. The Nominating Committee shall consist of the Immediate Past-President plus one (1) representative of each of four (4) member associations, not running for office, selected by the Executive Committee.

Sect. 2. Nominations shall be solicited from the general membership by mail prior to the annual meeting. Closing date will be determined by the Nominating Committee and included when soliciting nominations. Candidates must be nominated by a member in good standing with the consent of the nominee. Nominations may not be made from the floor at the annual meeting.

#### **ARTICLE VI – Business of the Federation.**

Sect. 1. Financial year: The fiscal year shall be from the first day of May to the last day of April of the following year inclusive.

Sect. 2. Execution of instruments: All cheques, notes and other bank documents shall be signed by the Treasurer and one other officer designated by the Executive Committee.

Sect. 3. Budget: A budget shall be prepared annually and shall be presented by the Treasurer to the members at the annual meeting, and she shall make recommendations for the establishment of a sound and balanced financial policy.

#### **ARTICLE VII – Meetings**

Sect. 1. Notice of general meetings: Notice of the time and place of each meeting of members shall be given not less than eight (8) weeks before the day on which the meeting is to be held.

Sect. 2. Board meetings: meetings of the Board of Directors shall be held at such time and place as decided by the President, upon thirty (30) days' notice. Special meetings of the Board may be held at the call of the President and must be called by her upon the written request of one-third (1/3) of the members of the Board of Directors.

Sect. 3. Executive meetings: Executive meetings shall be held at such time and place as decided by the President, upon fourteen (14) days' notice. Special meetings of the Executive Committee may be called by the President or any two members of the Executive Committee.

Sect. 4. Annual meeting: The annual meeting of the members shall be held at such time and on such day in each year as the Executive Committee may from time to time determine for the purpose of receiving reports and statements, electing officers and for the transaction of any other business that may properly be brought before the meeting and that is contained on the agenda of the meeting.

Sect. 5. Special meetings of the Board may be held at the call of the President and must be called by her upon the written request of one third (1/3) of the members of the Board of Directors.

#### **ARTICLE VIII – Quorum**

Sect. 1. A quorum for any meeting of members shall consist of one-fourth (1/4) of the voting representation as defined by article 1, sect. 6 of the By-Laws.

Sect. 2. A quorum for a meeting of the Board of Directors shall consist of one-fourth (1/4) of the members of the Board.

Sect. 3. A quorum for a meeting of the Executive Committee shall consist of four (4) members of that Committee.

#### **ARTICLE IX – Amendments**

The By-laws of the Federation may be repealed or amended or added to by by-law enacted by a majority of the officers at a meeting of the Executive Committee and confirmed by an affirmative vote of two-thirds (2/3) of the voting members at a meeting duly called for the purpose of considering the said by-law.

June 2nd 1985.