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CONSTITUTION
OF THE
**Women's Canadian
Club**
OF VANCOUVER, B. C.

1913





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Women's Canadian Club of Vancouver

CONSTITUTION

1. This Club shall be called the "Women's Canadian Club of Vancouver."

2. It is the purpose of the Club to foster Patriotism, to encourage the study of the institutions, history, arts, literature and resources of Canada, and to unite Canadians in such work for the welfare and progress of the Dominion as may be desirable and expedient.

3. There shall be three classes of members, active, associate and honorary.

(a) Any woman, at least eighteen years of age, who is a British subject, or whose husband in a British subject, and who is in sympathy with the objects of the Club, shall be eligible for membership.

(b) Honorary membership may be conferred on such persons as in the

opinion of the Club may be entitled to such.

4. Honorary members shall be exempt from the payment of fees, but shall neither vote nor hold office.

5. Application for membership must be made through two members of the Club in good standing, and approved by the Executive Committee.

(a) Active members shall pay in advance an annual fee of two dollars.

(b) No one shall be a member in good standing until she has paid the annual fee, such fee being due and payable on or before the annual meeting in each year.

(c) Only members in good standing shall be eligible for office, or have the right to vote at any meetings of the Club.

6. Consuls' wives, not otherwise eligible for membership, may, upon application, be accorded the privileges of Associate Membership in the Club, these privileges to be confined to attendance at meetings other than business meetings and not to include a vote. No fee to be attached to Associate Membership.

7. The Officers of the Club shall consist of an Honorary President, President, six Vice-Presidents, Literary Correspondent, Secretary-Treasurer, and eight others holding no specific office. These officers, together with the last retiring President, shall constitute the Executive Committee.

(a) The Officers shall be elected each year at the annual meeting of the Club, which shall be held in April, and shall hold office until the next annual meeting. No member of the Executive Committee shall hold the same office for more than two consecutive years.

(b) Nomination shall be made by a Nominating Committee composed of the two immediate Past Presidents and five members to be appointed at a meeting of the Club held at least one week previous to the Annual Meeting, a majority of such committee to form a quorum. Their report shall be received at the Annual Meeting, and either adopted in its entirety or after amendment on motion and ballot.

(c) In case of demission of office, whether by death, resignation or

otherwise, the vacancy thereby caused shall be filled by the Executive Committee. The person so elected shall hold office until the next annual meeting.

8. Subject to special action by the Club, the conduct of its affairs shall be vested in the Executive Committee.

(a) The Executive shall meet at the call of the President, and five members shall constitute a quorum.

(b) Where the President is unable or refuses to call a meeting, three members of the Executive may do so by giving the others at least twenty-four hours' notice in writing.

9. The duties of the Officers shall be as follows:—

(a) The President, when present, shall preside at all meetings and shall inform the Club of the proceedings of the Executive Committee since the last report, receive and read motions and cause the sense of the meeting to be taken on them, preserve order and direct the proceedings of the meetings in regular course. There shall be no appeal from the ruling of the Chair unless requested by at least

five members and carried by a two-thirds vote.

(b) In the absence of the President, the Vice-Presidents, in order of precedence, shall preside and perform the duties of the President, and have her privileges.

(c) In the absence of the President and Vice-Presidents, a Chairman for the meeting shall be chosen by the open vote of those present.

(d) The Literary Correspondent shall have charge of all the correspondence of a literary character, and shall edit any literary matter issued by the Club, and in a general way promote and guard the interests of the Club in the daily and periodical press.

(e) The Secretary-Treasurer shall collect and receive all moneys due to the Club, issue receipts therefor, and pay all accounts authorized by the Executive; she shall take minutes at all meetings of the Club as well as those of the Executive Committee. She shall issue notices of meetings and perform those duties usually appertaining to the office.

10. The ordinary meetings of the Club shall be held from time to time as the Executive Committee shall decide. Special meetings may be held at any time or place at the call of the President, or at the call of the Executive Committee.

(a) Due notice of general meetings shall be sent out in writing to all members of the Club. Due notice of Executive meetings shall be sent out in writing to all members of the Executive Committee.

(b) Ten members in good standing at any meeting of the Club shall form a quorum.

11. The President shall be ex-officio a member of all committees.

12. The funds of the Club shall be placed in a Chartered Bank, and cheques on such account shall be signed by any two of the following Officers of the Club: President, Secretary-Treasurer, and First Vice-President; or whomsoever the Executive may appoint in their absence.

13. Any member in arrears longer than three months shall be sent a formal notice, and unless dues are

paid in full within thirty days from date of such notice no further notices of Club meetings shall be sent until such dues are paid.

14. Any member of a Canadian Club in the event of a change of residence, on presentation of her Membership Certificate to the Secretary-Treasurer shall be admitted as a member of this Club, upon payment of the regular fee.

15. The Annual Meeting for the reception of reports and election of officers shall be held on the second Thursday in April. Whenever the day fixed for the Annual Meeting shall fall upon a legal holiday, the meeting shall be held on the same day in the first ensuing week in which such day shall not be a legal holiday.

16. Members wishing to obtain guest tickets for ladies (non-resident) or gentlemen, must apply for same in writing, giving name, and home address of guest.

17. Two Auditors shall be elected by open vote at the meeting provided for in Clause 6 (b), and shall embody their reports in the Treasurer's Annual Statement.

18. This Constitution may be amended at the annual meeting or at a special meeting called for that purpose by a two-thirds vote of the members present, after one week's notice of such amendment.

Order of Business:

1. Reading and confirming of minutes of previous meeting.
2. Reading correspondence.
3. Reports of Committees.
4. Passing Accounts.
5. General business unfinished business, motions, etc.

Rules of Order:

(a) No motion shall be received without the names of mover and seconder, nor be open for discussion until stated by the presiding officer.

(b) All motions shall be decided by a majority of votes, unless otherwise provided for, and in case of an equality of votes, the presiding officer to have the casting vote.

(c) No amendment to a motion shall be in order after an amendment to an amendment.

(d) A motion that has been declared lost cannot be again introduced at the same meeting either of the Executive or the Club.

(e) Whenever a question has been submitted for consideration it cannot be withdrawn without the consent of the meeting.

(f) No member shall speak twice on the same motion unless in explanation, or the mover in reply.

(g) Any five members shall be entitled to demand a ballot.

(h) On a point of order being raised while a member is speaking or if she be called to order by the presiding officer, she shall at once resume her seat, when the point of order shall be stated by the member raising the same. The presiding officer shall thereupon decide the point without debate, whereupon the member who was speaking may proceed.

In all matters not herein provided for, the customs and usages of the Canadian Parliament shall apply.