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# CONSTITUTION

RECOMMENDED BY THE NATIONAL COUNCIL FOR

## LOCAL COUNCILS

IN FEDERATION WITH THE

# National Council of Women of Canada

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### PREAMBLE.

Believing that the more intimate knowledge of one another's work will result in larger mutual sympathy and greater unity of thought, and therefore in more effective action, certain Associations of Women interested in Philanthropy, Religion, Education, Literature, Art, and Social Reform, have determined to organize Local Councils, and to that end join in the following

### CONSTITUTION.

#### ARTICLE I.—NAME.

This Federation shall be called the Local Council of  
in affiliation with the National Council of Women of Canada.

#### ARTICLE II.—POLICY.

The aim of a Local Council is to bring the various Associations of Women in into closer relation through an organized union ; but no Society entering a Local Council shall thereby lose its independence in aim or method, or be committed to any principle or method of any other Society in the Council, the object of which is to serve as a medium of communication and a means of prosecuting any work of common interest.

#### ARTICLE III.—MEMBERS.

SEC. 1. Any Society of Women, the nature of whose work is satisfactory to the Executive Committee of a Local Council, may become members of said Local Council by its own vote.

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SEC. 2. The women of any organization composed of both men and women may associate themselves by their own vote and join said Local Councils.

SEC. 3. Any woman representing organized societies of women, which by reason of internal regulations cannot affiliate, and which it is at the same time desirable to have represented, may be invited by the President and Executive to join the Committee.

ARTICLE IV.—OFFICERS.

The Officers of a Local Council shall consist of a President, one or more elected Vice-Presidents, *ex-officio* Vice-Presidents (Presidents of all Societies federating in a Local Council), a Corresponding Secretary, a Recording Secretary, and a Treasurer.

These Officers shall comprise the Executive Committee, whose business it shall be to control and provide for the general interests of the Council. Five members shall constitute a quorum of this Committee.

ARTICLE V.—MEETINGS.

SEC. 1. A Local Council shall hold Annual Meetings for the election of officers and other business.

SEC. 2. The Committee of Arrangements shall consist of the Executive Committee.

SEC. 3. At the Annual Meeting each Society belonging to the Council shall have three votes (exclusive of that cast by the President).

SEC. 4. All other Members of any Society belonging to the Council may have the privilege of participating in all discussions that may arise at the Annual Meeting, but may not vote.

SEC. 5. Other meetings of a Local Council may be held from time to time as may best promote the interests of said Council.

SEC. 6. All new business to be brought before the Annual Meeting of a Local Council must first be submitted to the Executive Committee as a notice of motion.

ARTICLE VI.—FEES.

Each Society federating in a Local Council shall pay an annual fee of \$                      towards the expense fund of the said Council.

ARTICLE VII.—PATRONS.

SEC. 1. Any person whose name is acceptable to the Executive Committee may become a Patron of a Local Council upon the payment of \$5.00 annually, or \$50.00 at one time.

SEC. 2. The names of Patrons shall be placed after those of the Executive Committee on all printed documents.

SEC. 3. Any person whose name is acceptable to the Executive Committee, and who is not connected with any affiliated Society, may become a member of the Local Council on payment of \$1 annually, and may take part in the proceedings and discussions of the public meetings of the Council, but is not entitled to vote. Such members shall receive free all literature published by the Council.

ARTICLE VIII.—AMENDMENTS.

This Constitution may be altered or amended by a two-third vote of a Local Council at any annual meeting, provided that such alteration be in harmony with the constitution of the National Council, notice of the proposed change having been sent to the Executive of the National Council two months, to each Society belonging to the Council at least one month prior to such Meeting.

# STANDING ORDERS

RECOMMENDED FOR THE USE OF

## LOCAL COUNCILS

IN FEDERATION WITH THE

### National Council of Women of Canada

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#### 1.—MEETINGS.

1. The Annual Meeting of the Local Council shall be held during the last week in January of each year, unless an alteration of the date is deemed advisable by the Executive.

2. The Local Council shall hold three regular public meetings (exclusive of the Annual Meeting) during the year, the date of such meetings to be left to the Executive to decide.

3. The order of business at the Annual Meeting of the Council shall be as follows:—

1. Prayer.
2. Roll Call.
3. Minutes of last Annual Meeting.
4. President's opening remarks.
5. Correspondence.
6. Appointment of members of the Council as returning officers and tellers for the ballot voting, if necessary.
7. Annual Report.
8. Reports from Local Societies and Institutions.
9. Appointment of Auditors.
10. Voting for officers by ballot.
11. Amendments to Rules and Standing Orders (if any).
12. Motions of which due notice has been given to the Executive Committee, and by them to each Affiliated Association, and Amendments relevant to the motions before the meeting.
13. Other business.

(This order to be followed as nearly as possible at all public meetings.)

4. Special Meetings of the Local Council for urgent business may be convened by the President at her own discretion, or at the request in writing of three members of the Executive.

5. Standing Committees and Sub-Committees may be appointed by the Executive as may be found necessary for the efficient carrying on of the business of the Council. Each of such Committees shall appoint a Secretary, who shall present a report, first to the Executive and then at one of the regular public meetings.

6. A preliminary agenda for the Annual Meeting shall be sent out to each affiliated society and institution two months before the Annual Meeting, and shall be laid before each such body for discussion, along with nominations made for officers, in order that suggestions as to any notices of amendment, alteration, support or withdrawal may be sent back to the Executive, and in order that the delegates may be instructed how to vote, and shall be returned to the Corresponding Secretary one week before the Annual Meeting.

7. Resolutions from affiliated societies and institutions must be received by the Corresponding Secretary two months before the Annual Meeting, in order that they may be placed on the preliminary agenda and be sent out for the consideration and amendment of the affiliated organizations. Amendments can be sent in when the preliminary agenda is returned to the Corresponding Secretary.

8. Motions shall be placed on the agenda either by the Executive Committee or by any of the affiliated bodies, but no resolution shall be sent in by an individual.

9. Delegates shall occupy seats, allotted by previous arrangement, to the representatives of affiliated societies and institutions.

10. The public is privileged to attend the meetings of the Council, not including the meetings of the Executive Committee.

## II.—DUTIES OF OFFICERS.

1. The President, or in her absence, one of the elected Vice-Presidents, shall preside at all meetings of the Local Council and its Executive. She shall take a general supervision of all its work.

2. One of the elected Vice-Presidents of the Local Council shall act in the absence of the President, or the Executive may appoint an Acting President.

3. The Recording Secretary shall keep a correct record of all meetings, and of all motions and resolutions, shall prepare an order of business for each meeting and attend to all printing. She shall also present a full report of the year's proceedings at the Annual Meeting.

4. The Corresponding Secretary shall have charge of all correspondence, read the roll call, and keep a correct list of all affiliated Societies and their authorized representatives.

5. The Treasurer shall receive, collect and hold all moneys of the Council, disbursing the same by order of the President. She shall pay out all accounts by means of cheques, and shall have her books audited by an auditor appointed by the Council, before presenting her Annual Report. All subscriptions and fees shall be acknowledged by Official receipt, signed by the Treasurer.

### III.—ELECTION OF OFFICERS.

1. Nomination papers for the officers of the Local Council shall be sent out by the Executive to each affiliated society and institution two months before the Annual Meeting, and shall be returned by them within three weeks after receipt to the Corresponding Secretary, filled in in accordance with the instructions of each affiliated society or institution.

2. The ballot papers for the election of the general officers shall be supplied to each member of the Council by the returning officers. The voters shall be required to mark their papers and hand them to the returning officers. No member of the Council shall receive a second ballot paper, except from the returning officers in exchange for the one previously given.

3. In the case of the resignation or death of an officer during her term of office, a successor shall be elected by the Executive to serve during the remainder of such term.

### IV.—RULES OF ORDER.

1. Every person when speaking shall stand, and shall address the chair.

2. The President may at any time take the opinion of the Council as to the length of time to be allowed for discussion of any motion, and shall then, at her own discretion, limit the time for each speaker.

3. The President of the Council, or any member, may at the close of any speech, propose, without debate, "That the question be now put;" and if the motion be seconded and carried by a majority, the original resolution, or the resolution as amended, shall be at once put without debate.

4. Every motion shall be proposed, or, in other words read by the presiding officer before it is open to debate or amendment. Only two amendments shall be proposed at one time to a motion or question. In other words, there shall be only three questions at one time before the Council, the main motion, an amendment, and an amendment thereto. But when an amendment to an amendment is disposed of, another amendment can be proposed, provided it is not one similar to that already voted on. But a motion for the adjournment of Council or debate is always in order under such circumstances.

5. Motions and amendments shall be voted on in the reverse order to that in which they are submitted, the last amendment being thus voted on first.

6. All special motions shall be in writing and shall be seconded before being put from the chair, but motions for adjournment of Council or of a debate, or for the previous question or mere routine business, need not be written.

7. A motion that is not seconded may not be proposed from the chair, and no entry thereof shall be made in the minutes.

8. A motion may be withdrawn with the consent of the members of the Council present, or in other words, without a negative voice.

9. Any member may require the question under discussion to be read at any time of the debate, but not so as to interrupt a speaker.

10. A motion to adjourn is always in order and shall be voted on without debate, when there is a question under consideration; when there is no such question under discussion, and the motion for adjournment is a substantive or main motion, a debate thereon is permissible, but it must be confined to the question of adjournment. A motion to adjourn cannot be amended, and must be simply, "That the Council be now adjourned," or, "That the debate be now adjourned." A motion that the Council do adjourn to a particular day or hour, or, "That a debate be adjourned to a particular day or hour," is always amendable with respect to day or hour.

11. No question or motion can be regularly offered if it is substantially the same as the one on which the judgment of the Council has already been expressed during that meeting of the Council.

12. Amendments must be relevant to the subject matter of the original motion.

13. The Secretary or Recording Officer shall make no entry of a motion or proposed resolution except it is proposed by the Chair.

14. The presiding officer shall decide all questions of order, subject to an appeal to the Council, and in explaining a point of order or procedure, she shall state the rule or authority applicable to the case.

15. No member shall speak twice to a motion or question, except in explanation of a material part of her speech in which she may have been misconceived, but then she shall not introduce new matter. A member who has spoken to a motion, may speak again when a new question or an amendment is proposed to the motion. A reply shall be allowed only to the mover of a main or substantive motion.

16. When two or more members rise to speak, the presiding officer shall call upon the member who, in her opinion, first rose in her place, and should more than one member rise at once, the presiding officer shall determine who is entitled to the floor.

17. No member shall speak to any question after the same has been fully put by the presiding officer.

18. If a member was not present in the hall and did not hear the question read or "put" by the presiding officer, she shall not vote on that question.

19. When a debate on a question is concluded the presiding officer shall proceed to put the question. If the question has been heard she shall read it again to the meeting. Having read the question on which the decision of the meeting is to be first given, she shall take the sense of the members by saying, "Those who are in favour of the motion or amendment shall say aye," "those who are of the contrary opinion shall say no." When the supporters or the opponents of the motion have given their voices for and against the same, the presiding officer shall say, "I think the ayes have it," or "I think the noes have it," or "I cannot decide." Any member of Council feeling a doubt as to the correctness of the decision may call for a division.

20. On the general business of the Council, the sense of the delegates shall be taken in the usual parliamentary method of asking for ayes and noes as described in the foregoing order, in cases where a division is called for, the vote shall be taken by calling over the roll of affiliated bodies, when the vote of each such body be given by the delegate or delegates present.

21. The President, or person occupying the chair shall have a casting vote when there is a tie, but shall not otherwise vote as a member of Council.

22. In the event of the full number of delegates from any affiliated society or institution not being able to attend, the full number of votes to which each such body is entitled, shall be given by such delegate or delegates as are present.

23. The responsibility for the appointment and instruction of delegates to the annual meeting rests solely with the bodies appointing, and delegates are required to act in strict accordance with the instructions of the affiliated society or institution which they represent, and on points which may incidentally arise, as far as they can judge in accordance with the spirit of that organization and not as individuals.

24. When any doubt arises on the proper procedure to be followed reference shall be made to Dr. Bourinot's book on Parliamentary Procedure and Procedure at Public Meetings.

#### V.—AMENDMENT OF STANDING ORDERS.

1. The by-laws may be altered or amended at any time by a two-thirds vote of the Executive Committee, notice of proposed change having been given at a previous meeting.

# STANDING ORDERS

RECOMMENDED FOR THE USE OF

EXECUTIVE COMMITTEES

OF THE

## LOCAL COUNCILS

IN FEDERATION WITH THE

### National Council of Women of Canada

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#### I.—MEETINGS.

1. The meetings of the Executive Committee shall be convened by the President, or Acting President, at such times and places as may seem to her desirable for the efficient conduct of the work of the Local Council. Not less than a week's notice shall be given to each member, unless most urgent business compels the Committee being called together at short notice.

2. At the ordinary meetings of Executive Committee the order of business shall be:—

1. Prayer.
2. Roll Call.
3. Reading, Correction and Approval of the Minutes of last meeting.
4. Correspondence.
5. Report of Corresponding Secretary.
6. Report of Treasurer.
7. Reports from Sub-Committees (if any).
8. Business arising out of Minutes.
9. Any business carried over from last meeting.
10. New business.

3. Special Meetings may be called by any three members of the Executive, requesting the President in writing to convene a meeting. A week's notice must be given in such cases and the place of meeting left to the opinion of the President. The names of the three members requesting the meeting shall be mentioned in the notice summoning the meeting.

4. The notice calling each Committee shall contain the terms of any important resolution or urgent business of which notice has been given in sufficient time so to do.

## II.—RULES OF ORDER.

1. All correspondence of importance shall be submitted to the President, and copies of all letters of moment sent out by the Secretary shall be kept and produced, if desired, by the Executive.

2. When the President of any affiliated society or institution is unable to attend a meeting of the Executive, it shall be competent to the Executive Committee of such affiliated society or institution to appoint a substitute to attend in her place, or to empower their President or representative to appoint a substitute.

3. The affiliation of Local Societies and organizations shall be accepted on the following terms:—

1. Receipt of formal letter enclosing copy of resolution passed at meeting affiliating local society or institution.
2. A statement of the aims and objects of the society or organization.
3. Payment of Affiliation fee.
4. Approval of the Executive Committee expressed by resolution.

4. All correspondence received since last meeting shall be upon the table, filed according to subject and date. Such general correspondence as the Committee desire to hear shall be read by the Corresponding Secretary, before each subject comes on for discussion, and any communication relating thereto, which may be considered important, shall be read to the meeting. Any member shall be entitled to call for the reading of other communications.

5. A memorandum of notes sent by absent members and a record of attendance shall be kept by the Recording Secretary.

6. Any part of the regular business of a meeting may be taken up out of its regular order, or any special business may be taken without notice, only when a motion of urgency has been passed by a majority of not less than two-thirds of the members present.

7. Every notice of motion for the agenda shall be sent in to the Recording Secretary in writing, and shall be signed by the member of Committee sending it in.

8. All motions or amendments, other than mere formal ones, shall be reduced to writing.

9. Motions to rescind resolutions passed within six months and motions to the same effect as motions negatived within the previous six months, must be passed by a majority of two-thirds of the members present.

10. The President, or person occupying the chair, shall have a casting vote in the case of a tie, but shall not otherwise vote as a member.

11. Every member of the Committee when speaking shall address the chair only.

12. The standing orders shall not be suspended unless by a unanimous vote.

13. The above standing orders shall be observed by the Sub-Committee so far as they are applicable.

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Local Councils adopting the Constitution and Standing Orders, can be supplied direct from the publisher, with the name of the Local Council and the blanks in Articles 1, 2, and 7 filled in as required, at the following rates: 100 copies, \$4.00; 200, \$6.00; 500, \$9.00.

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