

VICTORIA WOMEN'S NEWCOMERS CLUB CONSTITUTION

OBJECTIVE

The objective of the *Victoria Women's Newcomers (VWNC)* is to welcome newcomers to the Greater Victoria Area and help them meet people in the community through monthly luncheon meetings and other social activities.

A. MEMBERSHIP

1. Women are eligible for membership within two years of their arrival in the Greater Victoria area.
2. Length of membership is three years; AND/OR three years plus the balance of the membership year that follows the three-year anniversary.
3. Membership shall be revoked for any member found supplying all or part of the membership list to a non-member; or found using all or part of the list for any purpose other than *VWNC* business or activity.
4. The membership year shall be September 1 to August 31.
5. All new members shall receive a copy of the Constitution.

B. FINANCIAL RESPONSIBILITIES

1. The *VWNC* is a not-for-profit organization. The *VWNC's* activities are carried out by the members without remuneration and solely for the benefit of the members.
2. The fiscal year shall be July 1st to June 30th.

3. All monies collected shall be used to further the aims and objectives of the organization.
4. The outgoing *Executive Board* shall be responsible to ensure that all financial obligations up to and including June 30th have been met. This shall be done prior to the year-end financial statement being presented to the incoming *Executive Board*.
5. At the September luncheon, the incoming *Executive Board* shall present the membership with the year-end financial statement from the previous year.

C. MEETINGS

1. Meetings shall be held monthly from September to June.
2. The Annual General Meeting shall be held in conjunction with the May luncheon.
3. *Executive Board* meetings shall be held monthly from September to June or as called by the President or two members of the *Executive Board*.

D. EXECUTIVE

1. The *Executive Board* of the *VWNC* shall consist of the following:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Additional positions as required for the operation of the organization

2. The responsibilities and tasks assigned to the additional positions may be combined or altered at the discretion of the *Executive Board*.
3. The membership shall elect additional members to the *Executive Board* as required for the operation of the organization and as recommended by the *Executive Board*.
4. The *Executive Board* shall be no fewer than seven and no more than twelve members.
5. A simple majority of *Executive Board* members constitutes a quorum.
6. A member may serve on the *Executive Board* for a maximum of two one-year terms.

E. NOMINATIONS & ELECTIONS

1. The President shall introduce candidates for *Executive Board* positions at the May Annual General Meeting.
2. The President shall request further nominations from the floor.
3. All nominees must give their consent to allow their names to stand for election.
4. If more than one member accepts nomination, voting shall be by secret ballot. A simple majority is required for election.
5. The incoming *Executive Board* will take office July 1.

F. PRIVACY

1. The *Victoria Women's Newcomers Club* is committed to protecting and ensuring the confidentiality and integrity of members' personal information and privacy such as name, residential address, telephone number and e-mail address.
2. The *Executive Board* will remove all personal information from the *VWNC's* current records at a member's request and/or when membership expires.

G. AMENDMENTS

1. A Special General Meeting may be called at the discretion of the President to make constitutional change.
2. The *Executive Board* shall present the membership with any proposed amendments to the constitution one month in advance of the General or Special General Meeting at which the vote shall be conducted.
3. Adoption of proposed *Constitution* amendments shall require a two-thirds majority of the members present at that month's luncheon.
4. Changes to *Policy and Procedures Manual* may be made at the discretion of the *Executive Board*.

Constitution distributed for consideration by the membership – April 2010