**CFUW Bylaw**

**L. Amendments, Additions, Repeals and Revisions**

**86**. The Board, a Provincial/Regional Council, a Club or a Committee may submit an amendment, addition or repeal of a bylaw or a motion to revise the Articles and Bylaws as a whole to the Chair of the Articles and Bylaws Committee at least one hundred and fifty (150) calendar days prior to the annual general meeting at which it is to be considered.

“Committee” is defined as follows in

**CFUW Bylaw**

**F. Committees**

**54**. The following committees shall be designated Standing Committees of the Board: Advocacy, Articles and Bylaws, Fellowships, Finance, Governance, International Relations, Nominations, Regional Directors and Resolutions.

1. Each year dates will be set to allow for compliance to By Law L 86.

2. All proposed amendments must be submitted in the proper format and must be date stamped or received by the Articles and Bylaws Committee (A&BL Committee) on or before the dates set.

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**Procedure:**

1. A Motion must be passed to allow a Motion to Amend or Motion to Amend the Amendment to be submitted.

2. In the procedure specified by the Club, the members of the proposing Club must vote in favour of the Motion to Amend or Amend the Amendment to be sent to the A&BL Committee.

3. In the procedure specified by the CFUW Board of Directors, the Directors must vote in favour of the Motion to Amend or Amend the Amendment to be sent to the A&BL Committee.

4. In the procedure specified by the Committee, the Committee Members must vote in favour of the Motion to Amend or Amend the Amendment to be sent to the A&BL Committee.

5. In the procedure specified by the A&BL Committee, the Committee Members must vote in favour of the Motion to Amend or Amend the Amendment to be sent to the CFUW Board of Directors. The Board of Directors will determine that the Amendment is in compliance as set out below and return it to the A&BL Committee.

6. All Amendments must be sent on the “Proposed Amendment to the Articles and Bylaws of CFUW” form with the appropriate information filled in to [lori.ker@gmail.com](mailto:lori.ker@gmail.com)

on or before **January 31, 2020**.

**Administrative Procedure for Amendments to the Articles and Bylaws of CFUW**

1. There will be communication between the Proposer and the A&BL Committee prior to the package of Proposed Amendments being sent out.

2. A package of the Proposed Amendments will be sent from the National Office to Clubs, Regional Directors and members of the National Board of Directors for study and evaluation on or before **February 14, 2020**

3. Proposed Amendments to the Amendment must be sent on the “Proposed Amendment to the Amendment to the Articles and Bylaws of CFUW” form with the appropriate information filled in to **lori.ker@gmail.com** on or before April 17, 2020.

4. Proposers of the original Amendment must return their final wording on or before **May 12, 2020** along with their rationale for accepting or rejecting proposed Amendments to the Amendment.

5. The package of compliant Amendments to Amendments, along with the final wording of the Proposed Amendment will be distributed to the Clubs, Regional Directors and members of the Board of Directors before the AGM. If it is not possible, such material shall be distributed to members of the voting body on arrival at the AGM.

6. All Amendments must take the form of

I. *insert* (words)

or

II. if the words are to be added are at the end of a sentence then use *add* (words)”

III*. insert* (paragraph or section)

or

IV. if the paragraph or section is to be added at the end then use *add* (paragraph or section)

V. *strike ou*t (word or words or sentence or sentences or section)

VI*. strike out* (word or words or sentences or paragraph or section*) and insert* (word or words or sentence or sentences or section). The *insert* must be at the same point as the *strike out*.

Amenders wishing to amend by *substitution*, please contact the Chair of Articles and Bylaws to review procedures before submitting.

7. The full wording of the amended Bylaw and a rationale as to why the amendment is being brought forward must be included.

8. “The Proposed Amendment to the CFUW Articles and Bylaws of CFUW” form and the “Proposed Amendment to the Amendment of the Articles and Bylaws of CFUW” form must have the name of the President or other authorized signatory along with the date at the end of the form.

9. No submissions from individual members or groups will be considered.

10. The Proposer should ensure that the proposed amendment fits the criteria for allowing an amendment to come before the assembly at the AGM.

**Criteria for Amendment and Amendment to the Amendment**

1. The proposed amendment must

a. Not already be present in the Articles and Bylaws

b. Not contravene the Canada Not-for-Profit Corporations Act

c. Not be present in the Canada Not-for-Profit Corporations Act, and

d. Not contradict or confuse another section of the Articles and Bylaws.

2. Amendments and Amendments to the Amendment that do not comply with one or more of the above as ascertained by the A&BL Committee, or in the case of A&BL Committee by the CFUW Board of Directors, will not be considered or be brought before the Assembly at the AGM.

**Procedure at the National AGM**

1. The proposed Amended Amendments will be presented at the AGM by the Articles and Bylaws Chair.

2. The number of non- compliant proposed Amendments and Amendments to the Amendment will be reported at the AGM.

3. Only proposed Amendments to the Amendment properly received and compliant will be allowed from the floor.