

University of Regina Women

Executive Officer Handbook

(Revised 2020)

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Introduction: This constitution is based on the 2013 version, which was written by Sandra Flegal and the Executive of that time. This version was revised by Dr. Alison Hayford and assisted by the 2020 Executive.

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Constitution of University of Regina Women

1. NAME:

The name of this organization shall be “University of Regina Women,” hereinafter referred to as the Club.

2. OBJECTIVES:

The primary objects of the Club shall be to promote sociability, to welcome newcomers to the University community, and to develop special interests within the Club.

3. MEMBERSHIP:

- (a) All women associated, past or present, with the University of Regina through employment or appointment.
- (b) All women whose partners are associated, past or present, with the University of Regina through employment or appointment.
- (c) Women having an affiliation with the University of Saskatchewan, as described in (a) or (b) above.
- (d) Alumnae of the University of Regina and other universities, upon application
- (e) With qualification for membership, eligibility is permanent.
- (f) The Officers are given the power to accept as members persons who, because of their exceptional circumstances, are deemed eligible for membership.

4. FEES:

There shall be an annual fee for members which shall be due at the first meeting each year. The fees for the following year shall be determined at each annual meeting. Only paid up members are eligible to belong to interest groups.

5. OFFICERS:

(a) The Officers of the Club shall be:

1. Past President
2. President
3. Vice-President
4. Secretary
5. Treasurer
6. Communications Officer
7. Membership Officer
8. Social Program Officer
9. Interest Groups Officer

(b) The Term of Office for each of the Officers shall be one year. If Officers wish to continue and are re-elected, they may serve additional terms in the same Office.

(c) The Vice-President shall be President-elect.

(d) The Social Program Officer may form a committee to assist her in carrying out the year's program.

The general duties of Officers include:

- Attending meetings of the Executive of the Club as called by the President
- Attending the Welcome Back reception
- Submitting written reports for inclusion in the Annual Report presented at the Annual General Meeting (AGM)
- Attending the Annual General Meeting.

Officers who cannot attend some of these meetings are responsible for finding substitutes and/or for submitting written reports as required.

6. ELECTION OF OFFICERS:

(a) The election of officers shall take place at the annual general meeting (which shall be in the spring on a date decided by the Officers).

(b) A Nominating Committee shall be appointed by the Officers before the annual meeting.

(c) The Nominating Committee will consist of the President and two other officers.

(d) Only members whose fees are paid shall be entitled to stand for office, to nominate others for office, and to vote in an election.

(e) The Officers shall be authorized to fill any vacancy of office which may occur between AGMs.

7. MEETINGS:

- (a) The Officers form the Executive of the Club.
- (b) There shall be no less than three meetings of the Executive in each academic year. Other meetings may be held at the discretion of the Executive.
- (c) The dates of the Club meetings shall be determined by the Executive.

8. AMENDMENTS TO THE CONSTITUTION:

The Constitution may be amended or altered by a majority vote of the members present at any Annual General Meeting, provided that timely notice, in writing, of the proposal to amend be given to the Officers, who shall cause it to be distributed to the full membership prior to said AGM.

Duties of Officers

Past President:

The Past President acts as a consultant to the Executive Committee and attends Executive Committee meetings. In addition, the Past President has one primary duty:

- Acting as liaison between the Executive and the University of Regina Awards Office regarding the annual University of Regina Women Bursary:
 - asking the bursary honoree to name the Faculty/Major to be designated for the award and preparing a brief biography of the bursary honoree to include in the Annual Report
 - Providing all relevant information to the Awards Office, in particular the Faculty/Major for which the bursary will be designated in the given year
 - Reporting the name of the award recipient to the other Officers
 - Provide appropriate information to the membership via the newsletter

Note: If the Awards Office has not notified the Past President of the name of the recipient of the bursary, she will also contact the office to get the name. Any further information about the recipient is by written request to the Awards Office, with the release of such information being at the discretion of the recipient.

In addition, the Past President will attend the annual general meeting and give an oral report if requested.

President:

The President accepts the President's role from the previous President at the AGM. In addition to being responsible for general oversight of the Club and issues pertaining to the Club, the President has three primary duties:

- Calling at least three meetings of the Executive each year (the time between AGMs), including a transition meeting as soon as possible after the AGM at which new Officers are elected;
- In consultation with the Executive, scheduling and planning an Annual General Meeting in April of each year.
 - Ensuring that members of the Executive submit reports for inclusion in the Annual Report
 - Working with the Communications Officer to circulate the agenda for the AGM, and where necessary notices of motion, to the membership at least two weeks before the AGM
- As noted in 6.b of the Constitution, assembling a Nominating Committee to fill Executive offices, and ensuring that there are nominees for each vacant executive office

The President's general duties also include attending the annual Welcome Reception and introducing newcomers to the Club, and presiding over the AGM.

Duties of the Vice-President

The Vice-President, by Constitution, is President-elect. She has two primary duties:

- Acting for the President when necessary
- Ensuring provision of those aspects of the spring and fall convocation receptions for which the Club is responsible, including liaising with the appropriate University officials and finding volunteers from the membership of University of Regina Women to serve at the receptions. If the Vice President cannot attend a convocation reception, she is responsible for designating a substitute to cover these duties.

The Vice-President will assume the role of President at the AGM

Duties of the Secretary

The Secretary has three primary duties:

- Recording the minutes of Executive Committee meetings and of the Annual General Meeting, and for distributing the minutes to Officers.
- Assembling and printing the Annual Report:
 - Receive reports prepared by each member of the Executive
 - Format and prepare electronic copies of the Report for distribution to all members
 - Prepare a limited number of paper copies of the Report, as directed by the Executive, for consultation at the AGM and for distribution to members who cannot receive electronic copies

In addition, the Secretary may look after correspondence as directed by the President and maintain the files of the secretary position

Duties of the Treasurer

The Treasurer has four primary duties:

- Collecting payments from any and all events of the Club, including membership fees (if unable to attend an event, she is responsible for designating a substitute)
- Paying bills incurred by the Club
- Keeping records of all financial activity
- Preparing a Financial Report for approval at the AGM

As part of these duties, the Treasurer will:

- Organize banking arrangements, including signatures required for cheques
 - Attend events at which money will be collected and make appropriate disposition of membership fees, bursary donations, and payment for events. If unable to attend a meeting or event, designate a substitute.
 - Reconcile with the Membership Officer the total number of membership dues received
- ### **Duties of the Communications Officer**

The Communications Officer has three primary duties:

- Preparing and distributing at least two newsletters a year, one in the fall and one in the spring
- Distributing notices of special events, the AGM and notices of motions to be considered at the AGM, and other information to the membership
- Managing communications with the University and with the public as required

In addition, the Communications Officer will work with the Secretary to ensure that the Annual Report is distributed to members.

Duties of the Membership Officer

The Membership Officer has two primary duties:

- Receiving membership forms and ensuring that members have paid their dues
- Compiling a membership list, including contact information

Duties of the Social Program Officer

The primary duty of the Social Program Officer is to work in consultation with the Executive to plan events open to the general membership and, where appropriate, the public. This includes the AGM, the Welcome Back reception, and one or more special events each year.

Duties of Interest Groups Officer

The Interest Groups Officer has four primary duties:

- Establishing a list of active interest groups and their coordinators

- Providing and coordinating sign-up sheets for interest groups at the Welcome Back reception
- Asking coordinators of interest groups to prepare lists of members of the groups and ensure that they are paid members of the Club
- In consultation with the Executive and with the membership, helping to develop ideas for new interest groups

Duties of the Nominating Committee

In addition to the duties pertaining to each position on the Executive, the President and two other members will form a Nominating Committee each year. The President will serve as convener of the Nominating Committee and will:

- Ask two other members of the Executive to form the Committee;
- Call and chair meetings of the Committee;
- Ensure that all requirements noted in the Constitution are adhered to;
- Prepare for the AGM a list of nominees and the offices for which they are nominated.
- Call for further nominations from the floor at the AGM.
- Call for a motion from the floor to accept the slate of candidates as submitted or amended through nominations from the floor
- Where necessary, hold an election for any positions for which there is more than one nominee

The Nominating Committee is automatically discharged after its report is accepted at the AGM.

History Bullets

- March 18, 1963 Formation of Regina Campus Faculty Wives
- October, 1963 Inclusion of wives of instructional and administrative staffs: name change to Regina Campus Women's Club and adoption of a Constitution
- 1967 Club first hosted the Convocation Tea
- January, 1975 First scholarship awarded, in the amount of \$350
- March 19, 1975 Motion adopted: the Constitution can be amended or altered by a majority vote of the members present at the annual general meeting, provided that at least 25% of the membership is present
- 1976 Constitution revised: name: University of Regina Women's Club
- 1976 Second scholarship awarded. Vote to discontinue scholarships
- 1985 Constitution approved April 3, 1985
- 1989 A motion adopted at AGM to provide a tax-exempt annual bursary raised from donations by the membership
- 1990 A \$400 bursary that recognized Duna Barber's 15-yr service as Honorary President

Annual Bursary Awards

Initially the Club offered a scholarship. The first was awarded in January of 1975, in the amount of \$350. A second bursary of \$350 was awarded in 1976, using funds raised at bazaars and other Club events. This proved difficult to maintain and the scholarships were discontinued with a vote of the membership. The idea of providing financial aid to a female student was reinstated in 1989, this time in the form of a bursary, and funding a bursary has been an annual function of the Club ever since. The method of raising funds for the bursary is by tax-deductible donations from the membership. Since the bursary was reinstated, it has been raised from \$800 to \$1000 to its current level of \$1,200, which was approved at the AGM of April 24, 2013.

The bursaries offered and the recipients are shown below.

1990 – Honoree: Duna Barber

Recipient: Lorna Ahlquist, Bachelor of Science in Nursing.

The bursary recognized Duna Barber's 15 years as Honorary President.

1991 – Honoree: Dorothy Van Cleave

Recipient: Patricia Lee Newton, Mathematics Education.

1992 – Honoree: Agnes McConnell

Recipient: Elizabeth Kufeldt, Physical Education.

1993 – Honoree: Mary Elizabeth Stewart

Recipient: Tracy L. Templeton, Visual Arts major.

1994 – Honoree: Mary Helen Miller

Recipient: Lisa Panchyk, Religious Studies

1995 – Honoree: Linda Carefoot Recipient: Gloria Blake, Psychology

1996 – Honoree: Betty Riegert

Recipient: Christine Haberstock, Biology.

2006 – Honoree: Hilary Johnson

Recipient: Kristen Ermel, English/creative writing.

2007 – Honoree: Marilyn Lewis

Recipient: Janet Jost, Certificate in Extended Studies.

2008 – Honoree: Ann Van Vliet

Recipient: Jane Delmage, Certificate in Extended Studies.

2009 – Honoree: Lynn Tomkins
Recipient: Amanda Renee Dancsok, Biochemistry.

2010 – Honoree: Kay Antrobus
Recipient: Sarah Lynn Michalishen, Faculty of Education/Biology.

2011 – Honoree: Sheila McKague
Recipient: Chelcy Courtney-Dawn Gust, Social Work/ Indian Social Work.

2012 – Honoree: Anne Lavack
Recipient: Cassandra Whitelaw, Faculty of Business Administration.

2013 – Honoree: Linda Jean Paul
Recipient: Laura Richard, Human Geography.

2013 - A special 50th Anniversary of the Founding of the University of Regina Woman's Bursary was awarded in the name of Audrey McKinnon to a 3rd or 4th year female student in Engineering. In addition to the standard \$1000 from the University of Regina Women, the award was matched by \$1000 donated by Eleanor and James Coomber, the daughter and son-in-law of Audrey McKinnon, and an additional \$1000 matched by the

Saskatchewan Government Innovation and Opportunities Program. The Bursary of \$3000 was awarded in the fall of 2013 to Demi Wiens.

2014 Honoree: Sandra Flegel
Recipient: Tracey Kovalench, Business Administration

2015: Honoree: Karen Nicholls
Recipient: Sarah Guy, Human Kinetics

2016: Honoree: Joan Roy
Recipient: Berkeley Peterson, Psychology

Starting in 2016, changes to procedures for determining recipients of the URWomen Bursary meant that members of URWomen were no longer part of the selection process. As a result, there were some issues in communication that led to problems with the designation of the right Faculty/Major.

2017: Honoree: Samira McCarthy Recipient:
Christie Newton, Psychology

NOTE: The area to be honoured was English, but because of issues with communication, the bursary went to a Psychology student for a second year

2018: Honoree: All members of University of Regina Women

Recipient: Hannah Senicar, English

2019: Honoree: Alison Hayford

Recipients: Janaia Lang, Sociology and Sara Birrell, English

NOTE: due to an error in the awards office, the bursary was advertised for an English major rather than a Sociology major. The solution was to give two bursaries, one funded by the awards office.

2020: Honoree: Vianne Timmons

Recipient: to be a student in Secondary Education, with preference to a student minoring in Inclusive Education.