

CANADIAN FEDERATION OF UNIVERSITY WOMEN
(CFUW)

BURLINGTON SCHOLARSHIP FOUNDATION

TRUST DECLARATION AND CONSTITUTION

revised September 2013

Article 1 NAME

The name of the foundation shall be The Canadian Federation of University Women (CFUW) Burlington Scholarship Foundation (hereinafter referred to as the “Foundation”) and the effective date of its creation shall be the date of execution of the Trust Declaration and Constitution.

Article 2 OBJECTIVES

The objectives of the Foundation shall be to receive and maintain a fund or funds and to apply all or a part of the principal and income from these funds to scholarships and academic awards and, from time to time, to registered charities under the Income Tax Act in the areas of education, health and cultural activities in compliance with the Income Tax Act for Charitable Foundations.

Article 3 LIMITATIONS

The Foundation shall be carried on without purpose of gain for its members. Any profits or other accretions shall be solely for promoting the objects of the Foundation.

Article 4 STRUCTURE

- i) There will be FIVE Trustees of the Foundation, all of whom shall be members of the Canadian Federation of University Women Burlington (hereinafter referred to as the “Club”):
 - a) Chair
 - b) Treasurer
 - c) Secretary
 - d) School Boards Liaison Officer
 - e) Fundraising Officer

- ii) The Club’s President, Treasurer, and Vice-President shall be ex-officio members as approved by the Foundation.
- iii) All terms of office shall be for two years, beginning on June 1 and ending on May 31. Trustees may serve in more than one office or for more than one term, but for no more than four consecutive years.
- iv) The Trustees shall be nominated by the Club’s Nominating Committee and shall be elected at the Club’s Annual General Meeting
- v) If a vacancy occurs among the Trustees, a successor shall be nominated by the Nominating Committee and elected at a General Meeting.

Article 5 DUTIES OF TRUSTEES

The trustees of the Foundation shall:

- i) determine and oversee appropriate fundraising activities
- ii) record all donations and keep appropriate records of income in accordance with the Income Tax Act and Regulations of Canada relating to Registered Charities
- iii) invest the monies in those investments in which a Trustee is authorized to invest monies in accordance with the terms of the Trustee Act of Ontario or any successor or applicable statute
- iv) disburse all or any part of the principal and income in accordance with the objectives of the Foundation
- v) authorize expenses for the administration of the Foundation
- vi) determine short and long term plans for proper disbursement of funds

Article 6 DUTIES OF THE CHAIR

The Chair shall:

- i) call and chair at least two meetings annually, normally in September and April. Additional meetings may be called as required
- ii) submit to the Club an annual report of the Foundation’s activities at the Club’s Annual General Meeting
- iii) attend General Meetings to answer questions
- iv) arrange a Scholarship awareness session at a General Meeting once a year
- v) arrange introduction of Foundation members at the Club’s Annual

General Meeting or September General meeting

Article 7 DUTIES OF THE TREASURER

The Treasurer shall:

- i) keep all financial records
- ii) issue receipts to and keep records of donors
- iii) be responsible for the preparation of financial statements and the filing of annual forms fulfilling all requirements of the Canadian Revenue Agency
- iv) present a detailed report and financial statements to the Trustees on an annual basis
- v) prepare a financial statement to be published in the Club's March newsletter
- vi) submit all books for audit when required

Article 8 DUTIES OF THE SECRETARY

The Secretary shall:

- i) record minutes of all meetings and distribute them to the members of the Foundation

Article 9 DUTIES OF THE FUNDRAISING OFFICER

The Fundraising Officer shall:

- i) co-ordinate fundraising events/activities as directed by the Foundation

Article 10 DUTIES OF THE SCHOOL BOARDS LIAISON OFFICER

The School Boards Liaison Officer shall:

- i) maintain contact with the School Boards
- ii) arrange representation of CFUW at the school when and where the Brenda Tyerman Award is presented and at as many other schools as

- iii) possible during their commencement exercises
prepare information for newsletters when appropriate

Article 11 QUORUM

A Majority of Trustees shall constitute a quorum.

Article 12 VOTING

At all meetings of the Trustees, each Trustee shall be entitled to one vote. At all meetings, every question shall be decided by a majority of the votes cast on the question. Ex-officio members do not have a vote.

Article 13 SIGNING OFFICERS

The signing officers shall be any two of the following: the Chair, the Treasurer, the School Boards Liaison Officer.

Article 14 FISCAL YEAR

The fiscal year end of the foundation shall be December 31.

Article 15 AMENDMENTS

Amendments and alterations to this Constitution shall be made by a majority of the Trustees. Such amendments will be published in the newsletter at least two weeks prior to the vote by the Trustees.

Article 16 FUNDRAISING

Proposals for fundraising events/activities should gain the approval of both the Club's Executive and the Foundation and then an ad hoc committee may be set up to implement the proposal.

Article 17 DISSOLUTION

If the Foundation is dissolved by a Foundation decision, all monies remaining in the Foundation shall be dispersed according to the objectives of the Foundation (Article 2).