

## CFUW Ontario Council Bylaws Amendment Process

Oct 2022

Any proposed amendments to the CFUW Ontario Council Constitution and Bylaws must be compliant with the following process.

1. Final submissions for proposed Amendments (Form 1) or Amendments to proposed Amendments to the Bylaws (Form 2), must be fully completed and submitted by email to [bylaws@cfuwontcouncil.org](mailto:bylaws@cfuwontcouncil.org) All proposed amendments or amendments to the amendments must be properly received, on or before **60 days prior to the current year's AGM**, or they will not be considered. For example, if the AGM is being held on May 20, the deadline for receipt is March 19, 60 days prior to May 20.
2. We request that proposed Amendments to the CFUW Ontario Council Bylaws (Form 1), be submitted by email to [bylaws@cfuwontcouncil.org](mailto:bylaws@cfuwontcouncil.org) on or before January 31.
3. A package of the Proposed Amendments received by January 31, will be sent to Clubs, and members of the CFUW OC Board of Directors for study and evaluation before Feb. 11. Members will be invited to submit Amendments to the Proposed Amendments (Form 2) on or before March 15.
4. At the AGM, only proposed amendments and amendments to the amendments properly received and deemed compliant, will be allowed from the floor. Bylaw elements that are legally required by the Act must be instituted and any amendments to these clauses must be legally consistent.

### **Notes:**

In accordance with the Ontario Not-for-Profit Corporations Act, all member proposals, including bylaw amendments, must be received 60 days prior to the Annual General Meeting (AGM).

Although the name and position of the designated signing authority in the Club is required on both Form 1 and Form 2, a signature is not. *The date of the club motion to allow the amendment or amendment to the amendment to be proposed, is required.*

The package of compliant and eligible amendments and amendments to amendments, along with the final wording of the Proposed Amendment will be distributed to the Clubs, and members of the Board of Directors before the AGM.

If you have any questions, please contact the Ontario Council Bylaws Committee, at [bylaws@cfuwontcouncil.org](mailto:bylaws@cfuwontcouncil.org)