



Constitution of the Xelandia Association of University Women

Article 1. Name, Legal Seat and Working Languages

1. The name of the Association is the Xelandia Association of University Women, hereinafter referred to as XAUW.
2. The legal domicile of the XAUW is Xecity in Xcountry.
3. The working languages of XAUW shall be Xelandish and Yelandish.

Article 2. Purpose

1. XAUW supports the purposes of the IFUW as laid down in Article I of the IFUW Constitution:
 - (1) to promote lifelong education for women and girls;
 - (2) to promote international cooperation, friendship, peace and respect for human rights for all, irrespective of their gender, age, race, nationality, religion, political opinion, gender and sexual orientation or other status;
 - (3) to advocate for the advancement of the status of women and girls; and
 - (4) to encourage and enable women and girls to apply their knowledge and skills in leadership and decision-making in all forms of public and private life.
2. The further purposes of XAUW shall be:
 - (1) to stimulate public opinion on women's (higher) education and women's affairs;
 - (2) to monitor legislation affecting the rights and welfare of women;
 - (3) to provide a network for professional and academic women from the public, private and non-government sectors; and
 - (4) to make representations on issues of concern to women and girls.

Article 3. Affiliation

3. XAUW is affiliated to the International Federation of University Women, hereinafter referred to as IFUW.
4. XAUW is empowered to affiliate with other appropriate national regional and international organizations, the policies of which should be consistent with those of IFUW.

International Federation of University Women

Fédération Internationale des Femmes Diplômées des Universités

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Article 4. Membership

1. Academic eligibility is the sole criterion for full membership in XAUW.
2. Full membership in XAUW is open to any woman graduate living in the country, irrespective of race, nationality, religion or political opinion, who has an degree, diploma or equivalent qualification that meets IFUW's academic qualifications from a university or institution of comparable academic standing.
5. Women who have undertaken some university studies, but who have not obtained a degree or diploma and who are no longer students may join as Associate Members.
6. Female university students who are currently enrolled in an institution of higher learning may join as Student Members.
7. Honorary Members are those women to whom XAUW grants special membership in recognition of personal achievements and distinguished contributions to XAUW or Xelanian society.
8. The number of members not eligible for full membership admitted to the above categories shall be limited to no more than 20% of the total membership of XAUW.

Article 5. Rights and Obligations of Members

9. Members of the Association have the following rights and obligations:
 - to promote the objectives of the Association and their application;
 - (5) to comply with the XAUW Constitution and By-laws and decisions taken by the Association;
 - (6) to pay annual membership dues at the rate fixed by the General Assembly;
 - (7) to participate in the activities of the Association, unless indicated to the contrary elsewhere in this Constitution;
 - (8) to propose, oppose, and to be informed of any activities, work or decision of the Association; and
 - (9) to ensure the smooth functioning of the Association.
10. The policies and programme of the Association shall be binding on all members. No member shall use the name of the Association to oppose such policies or programme. This does not abridge the right of individual members to present personal opinions in their own names.

Article 6. Cessation of Membership

11. A member wishing to resign from XAUW should communicate her resignation in writing.
12. XAUW may strike from the membership roll a member who has failed to pay her dues for a period of one (1) year A member thus struck off shall be re-instated upon payment of the outstanding dues.
13. Council may strike from the XAUW membership roll a member who has brought the organization into disrepute or hindered its functioning.
14. In the event of termination of membership, a member may appeal against the decision to the General Assembly.
15. Termination shall take effect only after such appeal has been heard by the General Assembly.

Article 7. Governing Bodies

The governing bodies of the XAUW shall be the General Assembly and the Board of Officers.

Article 8. General Assembly

1. The General Assembly is the ultimate authority of XAUW and is open to all members of the Association.
2. The General Assembly has the power to:
 - (1) set the policy of the General Assembly in accordance with the Constitution;
 - (2) approve the program of activities;
 - (3) elect the members of the Board of Officers;
 - (4) approve reports of the activities of the Association;
 - (5) approve the budget and financial accounts and balances;
 - (6) set the membership fees;
 - (7) approve the reports of Council;
 - (8) approve amendments to the Constitution and By-laws; and
 - (9) decide upon the dissolution of the Association.
3. The General Assembly shall meet at least once each year.
4. An extraordinary session of the General Assembly may be called by the Board of Officers or at the request of 10% of the members or two branches.
5. An announcement of the General Assembly shall be sent by the Board of Officers to the members at least three weeks in advance, specifying the agenda and place and date of the meeting.
6. In order for the General Assembly to take decisions, a quorum of 1/3 of the total members must be present or represented.
7. In event of exceptional circumstances that prevent the holding of the General Assembly, the Board of Officers shall provide for the conduct of necessary business, including voting by mail if deemed advisable.
8. An official record of each General Assembly shall be kept.

Article 9. Voting

9. Full members and members of the Board of Officers shall be entitled to vote.
10. A member unable to be present may designate another member to vote on her behalf. The procedure for certification of proxy votes shall be set out in the By-laws.
11. Associate members, honorary members, student members and visiting IFUW members shall have the right to speak, but not to vote.
12. Unless otherwise stipulated in this Constitution, decisions will be taken by a simple majority of those present and voting.
13. There shall be a returning officer or voting committee appointed by the General Assembly to supervise the voting. The decision of the voting committee shall be final.

Article 10. Election of Officers

16. There shall be a Board of Officers composed of the President, Vice-President, Secretary, Treasurer and the Coordinator for International Relations.
17. Members of the Board of Officers shall be elected by the General Assembly for a term of two years. No member shall serve on the Board for more than two consecutive terms except to accede to the presidency for one further term.
18. A call for nominations shall be circulated to members two months prior to the election. Candidates must be full members and may be proposed by any branch or individual member, provided the written consent of the candidate is obtained in advance.
19. No member shall hold more than one elected position on the Board at the same time.
20. In the event that there are not enough candidates to fill all the positions, the Board of Officers may call for candidates at the time of the Conference.
21. Any vacancies occurring during the triennium shall be filled by the Board of Officers.

Article 11. Responsibilities of the Board of Officers

22. The Board of Officers shall meet at least four times a year.
23. The meeting notice of Board shall specify the agenda, the place and the date. It shall be sent to the members at least one week in advance.
24. The Board may exercise its authority if at least one half of its members are present.
25. The Board of Officers is responsible for carrying out the decisions of the General Assembly and is empowered on its behalf to assure the smooth functioning of the association between meetings of the General Assembly.
26. The President is responsible for chairing General Assembly and for representing the Association. The president may call upon the Vice-President or another member to act on her behalf.
27. The Coordinator for International Relations CIR shall have responsibility for promoting the aims of IFUW, for stimulating interest in international relations and for cooperating with the other national federations and associations and shall be the liaison between XAUW and the IFUW Headquarters.
28. The Vice-President shall assume the office of President in the event of a vacancy. She performs the duties of president in cases where the President is unable to serve.
29. The Secretary is responsible for taking the minutes of meetings, notices of meetings and all correspondence.
30. The Treasurer is responsible for maintaining the accounts of XAUG, ensuring that the accounts are audited annually and preparing regular financial reports and annual financial statements for the Board of Officers and General Assembly.

Article 12. Standing Committees

31. The General Assembly shall establish standing committees as may be required and shall lay down their terms of reference.
32. Members of standing committees will be elected for fixed terms. The terms of reference for each standing committee will be set out in the By-laws. These shall state the number of members, the term of office and shall include a limit on the number of consecutive terms, which may be served.

Article 13. Special Committees

Special committees may be established and members appointed to them by the General Assembly and the Board of Officers.

Article 14. Branches

33. The branch shall be the basic unit through which the Association functions in a community to promote the purposes and policies of the Association. All branches have equal status within the Association.
34. At least ten women graduates who meet the eligibility requirements for full membership in the Association are required to form a branch.
35. Members of branches are automatically members of the Association.
36. There may be more than one branch in the same city.
37. A branch shall be deemed to have forfeited its right to continue as a branch for any of the following reasons:
 - (1) has had fewer than 15 members for 24 consecutive months;
 - (2) has not forwarded the required dues to the XAUW treasurer for a period of two years;
 - (3) has violated the purpose of the Association or the provisions of its Bylaws.The decision on loss of recognition is taken by the General Assembly.
38. Members who do not wish to join a branch may be Members-at-Large.

Article 15. Finances

39. The assets of the Association shall be comprised the contributions of its members, donations from the private and public sector, gifts and legacies.
40. The General Assembly shall approve each year the amount of the annual individual membership fee.
41. XAUW shall pay the required annual membership dues to the International Federation of University Women as required by the IFUW Constitution.
42. The financial year shall begin 1 January.

Article 16. International Relations

43. A member shall be designated to represent the Association on the IFUW Council.
44. All meetings and activities of XAUW shall be open to visiting members of other IFUW national federations and associations and to IFUW Independent Members.

Article 17. Amendments to the Constitution

45. Power to amend the constitution shall be vested in the General Assembly.
46. Amendments may be proposed by a branch, any two full members or the Board of Officers.
47. A copy of proposed amendments shall be circulated to the members four weeks in advance of the meeting at which they are to be considered.
48. A two-thirds majority of the members of the General Assembly entitled to vote and voting shall be required for the adoption of any amendment.

49. All proposed amendments must be submitted to IFUW for approval before they can take effect.

Article 18. Dissolution of the Association

50. A vote to dissolve the XAUW can be passed only:

(10) by a General Assembly at which at least one third of the members are present or represented; and

(11) if two-thirds of the voting delegates present vote to dissolve the XAUW.

51. In case of dissolution, individual members shall have no right to the assets of XAUW. Any remaining assets shall be allocated, by the General Assembly that votes to dissolve, for a purpose similar to those of XAUW.

NOTES

Chapter I. Name and Location

Article 1. The name of the organization should reflect that the organization is open to all eligible university women residing in the country. For this reason, a title such as the Xelandia Association of University Women or the Xelandia Association of Women Graduates is preferred. The title the Association of Xelandia University Women would not be acceptable, as it implies that the organization is open only to women of Xelandia nationality.

Only the city should be mentioned. Street and mailing addresses normally do not appear in a constitution.

Article 2.2 The list of additional purposes differs from affiliate to affiliate. For example, just a few of the special ones mentioned by other IFUW affiliates are:

- to create a platform for the study of contemporary problems in society
- to stimulate public opinion on women's affairs
- to monitor legislation affecting the rights and welfare of women

IFUW is an international non-profit organization. Its national federations and associations are also expected to be non-profit in nature and must not be used as a shield for commercial purposes.

Article 4. The only mandatory category of membership is that of full members. In addition to the categories cited as examples, some affiliates also make provision for corporate members, such as universities or professional organizations. Other associations admit men.

The possession of a university degree or diploma is the unifying factor which links IFUW members together and distinguishes the Federation from other women's organizations. While IFUW recognizes that national associations and federations may include members who do not meet this eligibility requirement, it recommends strongly that the numbers of non-women graduates be limited to no more than 20% of the total membership of a group. Lower percentages are preferable. To permit larger numbers of women who are not graduates would change the nature of the organization.

Article 7. Some associations prefer to use the term "Assembly" instead of "General Assembly". This is fine. If the situation in your country makes it difficult to bring all the members together on an annual basis, the General Assembly or Assembly can meet every second year. In this case, you should provide for a smaller Council that will meet at least annually, comprised of the Board of Officers and representatives from each of the branches.