

***Please make Changes in your Handbook***

**BY-LAWS—BRANCH WOMEN'S INSTITUTE**

Conveners of Standing Committees is amended as follows:

Page 12 — Item 11

- (1) Each Branch shall elect a Convener of each Standing Committee.
- (2) The Standing Committee Conveners shall act as members of the Programme Committee, together with the Branch Executive and Branch Directors, to decide the extent to which each Standing Committee shall be featured in the programme in accordance with the Constitution and By-Laws; and they shall have a vote.

**BY-LAWS—JUNIOR WOMEN'S INSTITUTE**

The By-Laws of the Junior Women's Institute are amended by inserting the following:

How to Organize a Junior Women's Institute

Page 23 — Item 12

- (1) A Branch may be organized in any locality where a sufficient number of women will hold monthly meetings.
- (2) The group wishing to organize a Branch shall get in touch with the Home Economist, who in turn will notify the District President, District Secretary-Treasurer and the Federation Representative of the District in which the Branch will be situated, at least two of whom shall be in attendance at the organization meeting and one of whom shall preside at the election of officers.
- (3) The Home Economist shall also notify the President or Secretary of the Junior Women's Institutes of Ontario and the President or her representative shall attend.
- (4) The necessary forms will be provided by the office of the Federated Women's Institutes of Ontario upon request.
- (5) A ten days' notice of the organization meeting shall be given in the community.
- (6) Such a meeting shall be attended by at least six persons eligible to become members or vouched for as members.
- (7) The completed Report or Organization Form shall be sent to the office of the Federated Women's Institutes of Ontario, and the duplicate form to the Home Economics Branch, Ontario Ministry of Agriculture and Food, accompanied by a certified list of at least six paid members.

How to disband a Junior Women's Institute

Page 23 — Item 13

- (1) Any Branch considering disbanding shall get in touch with the Home Economist who in turn will notify the District President, District Secretary-Treasurer, Federation Representative of the District in which the Branch is situated, and the President of the Junior Women's Institutes of Ontario, and these officers shall attend the next regular meeting of the Branch to discuss the matter.
- (2) Should the Branch still wish to disband, a Notice of Motion shall be given at a regular monthly meeting that . . . . . Junior Women's Institute disband.
- (3) A copy of the Notice of Motion to disband shall be sent to every member of the Branch, and shall

be voted upon at the next regular meeting.

- (4) An affirmative vote of two-thirds of the members present shall be required to carry the motion.
- (5) Upon disbanding, all funds and official records of the Branch (including Tweedsmuir History) shall be forwarded to the District Secretary-Treasurer in which the Branch was situated and shall be held in trust by the District for a period of three years.
- (6) Should the Branch not reorganize within three years, the assets become the property of the District.
- (7) When a Branch is disbanded, the Branch Secretary-Treasurer shall notify the Home Economist, who in turn shall notify the District Secretary-Treasurer who then shall notify the Area Secretary-Treasurer, the Provincial Board Director for that Subdivision, the Provincial President of the Junior Women's Institutes of Ontario and the office of the Federated Women's Institutes of Ontario.
- (8) No Branch, having disbanded, shall reorganize within one year.

**BY-LAWS—DISTRICT WOMEN'S INSTITUTE**

The By-Laws of the District Women's Institutes are amended by inserting the following:

Election District Delegates

Page 30 — Item 7

Each District shall:

- (a) have two voting delegates to the Area Convention, namely the Federation Representative and the District President, who shall be elected at the District Annual; and
- (b) have Alternates for both offices; namely the Alternate Federation Representative for the Federation Representative; and for the District President one other member, both of whom shall be elected at the District Annual.

Page 31 — Item 10

The District Delegate (District President) shall

Page 31 — Item 10

Margin shall read "Duties of District Delegate"

Page 33 — Item 16 — Life Membership

- (1) (a) Life Membership may be granted by a District to a Branch Life Member, honouring her for her contribution to the organization, provided she is an active member in good standing;
- (1) (b) District Life Membership may only be conferred on a Life Member of a Branch within that District.

(N.B. See page 16, Item 22)

Page 35 — Item 22 — To disband, Reorganize or Transfer

- (1) When a District wishes to disband, reorganize or transfer, a Notice of Motion must have been presented, and the motion considered at the District Annual.
- (2) Copies of Notice of Motion shall be sent, at least one month in advance to all Branch Secretary-Treasurers, District Presidents, District Secretary-Treasurers, Area Presidents and Area Secretary-Treasurers of the Districts and Areas concerned and to the office of the Federated Women's Institutes of Ontario;