
Quick Facts About Women's Institute Structure

(1181) BRANCH WOMEN'S INSTITUTES

Fiscal Year April 1 – March 31

Branch Member's Fee: \$3.00.

Life Member's Fees: Exempt from Branch Fee;
Cost responsibility of Branch;
Branch relieved from payment
of FWIO, FWIC, ACWW;
Branch responsible for District
and Area Fees.

Following to be elected for one year at Annual Meeting in
April, meeting to be held 10 days prior to District Annual:

Executive Officers: President;
All Vice-Presidents;
Secretary/Treasurer;
District Director;
Public Relations Officer.

Board of Directors: 3 Branch Directors for 50 Mem-
bers;
1 additional Director for every 25
Members.

5 Conveners of Standing Commit-
tees.

1 Curator;
2 Auditors;
Special Committees appointed as
required.

Delegate/s: To attend District Annual and Area Conven-
tion.

Additional Facts:

Refer to Handbook for details.

Retiring President becomes Immediate Past President and is
an Executive Officer.

All Executive Officers entitled to vote at Executive Meet-
ings.

Standing Conveners may serve on Board of Directors in
Advisory capacity if directed.

Each Branch may have own by-laws, which shall not con-
travene Handbook.

District Director: The start up the ladder to becoming an
FWIO Board Director in the years ahead.

Curator: Upon completion of term of office she shall return
Tweedsmuir Book/s and all material to incoming Curator.

Quorum: $\frac{1}{2}$ of Executive or Board of Directors entitled to
vote, must be present at appropriate meetings.

$\frac{1}{3}$ of membership must be present at Branch
Meetings.

It is wise to have a motion on the books covering unforeseen
emergencies, if official voting delegates are absent at Dis-
trict Annual or Area Convention. Another member may
serve in the absentee's capacity for that meeting only, IF
THERE IS A MOTION ON THE BOOKS COVERING
SUCH OCCASIONS.

(113) DISTRICT WOMEN'S INSTITUTES

Fiscal Year May 1 – April 30

District Fees: Set by District.

Life Member's Fees: Must be a Branch Life Member;
Cost responsibility of District.

Following to be elected for one year at Annual Meeting in
May or first week in June:

Executive Officers: President;
All Vice-Presidents;
Secretary/Treasurer;
Federation Representative;
Public Relations Officer.

Board of Directors: 1 District Director from each Branch;
5 Conveners of Standing Commit-
tees;

1 Curator;
2 Auditors;

Delegates: 2 District Delegates — Federation Represen-
tative, District President or alternates to at-
tend Area Convention.

Additional Facts:

Always refer to Handbook.

Retiring President becomes Immediate Past President and is
an Executive Officer.

All Executive Officers entitled to vote at Executive Meet-
ings.

All Branches in District shall have 3 Voting Delegates for
every 50 Members, with 1 additional delegate for every 25
Members at District Annual. (Delegates to include Branch
President and District Director).

Each District may have own by-laws, which shall not con-
travene Handbook.

All Branch Members are eligible to attend District Annual.
Standing Conveners may be part of Board of Directors in
advisory capacity. Decision of District.

Curator: Upon completion of term of office shall return
Tweedsmuir Book/s and all materials to the incoming
Curator.

Quorum: $\frac{1}{2}$ of District Board of Directors entitled to vote,
must be present at Board Meetings.

$\frac{1}{3}$ of Branch Delegates entitled to vote, must be
present at District Annual.

Federation Representative Qualifications: Must have held
office at least for 1 year as District President or District
Secretary/Treasurer, or Branch President or Branch
Secretary/Treasurer for at least 2 years, AND District Di-
rector for one year. ELECTION FOR A 1-YEAR TERM
ONLY. DISTRICT DIRECTOR REMAINS IN OFFICE
UNTIL AFTER RATIFICATION OF NEW DISTRICT
DIRECTOR on day of Annual Meeting.

Retiring Board Director (FWIO) shall remain on District
Board of Directors for 1 year. District Board to decide if she
has a vote, and shall present FWIO Board report at District
Annual.

A New Federation Representative to be elected at District
Annual where Board Director presents her final report.