

**STRATFORD-PERTH ARCHIVES**  
**CANADIAN FEDERATION OF UNIVERSITY WOMEN (CFUW)**  
**STRATFORD CLUB FONDS**

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Archives Summer Student, 2021

Updated 2023

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**CANADIAN FEDERATION OF UNIVERSITY WOMEN STRATFORD CLUB  
FONDS LEVEL DESCRIPTION****Canadian Federation of University Women – Stratford Club fonds****Dates**

1953 - 2019

**Extent and Material**

1.3 m of textual materials  
87 volumes  
15 scrapbooks  
7 binders  
58 photographs  
18 negatives  
2 floppy disks

**Administrative History**

The Canadian Federation of University Women – Stratford Club was founded in 1954 with thirty local members across Perth County. The purpose of the club was to enable women graduates to participate locally through affiliation in the Canadian Federation of University Women (hereafter, CFUW) and the International Federation of University Women (hereafter, IFUW). The club's goals were to, "promote friendship, stimulate discussion and study."<sup>1</sup>

Originally, members were required to be women with approved degrees from the universities recognized by the Committee on Standards of the IFUW. Today, membership requirements are set out by the CFUW National Constitution, which expands membership to current students, as well as women who earned a professional qualification, degree, or diploma. Associate membership is available for women who do not fit the definition by the CFUW but may have membership approved by Club members.

Club members meet monthly from September to May (excluding December) with annual meetings taking place in the month of May.

The first Executive team established in 1954 included: Miss Cora B. Ahrens (Honorary President), Mrs. Martha G. Stratton (President), Mrs. Barbara E. Miller (First Vice President), Mrs. Betty Jean Davis (Second Vice President), Mrs. H. Isobel Monteith (Correspondence and Membership Secretary), Mrs. Alma Johnson (Recording & Press Secretary) Dr. Ruth M. Scratch (Treasurer) Mrs. Mary L. Rayner (Social Convener) and Mrs. Elizabeth Jarrott (Archivist.)

As a part of the CFUW, the Stratford Club is a non-for-profit organization that works to promote education and the status of women and girls in Canada. The

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<sup>1</sup> CFUW Stratford Club, *Constitution*.

Club has been involved in a variety of advocacy issues regarding women, children and the environment. Most recently, in April of 2021, the CFUW Stratford Club presented a report to the CFUW Ontario Council regarding Long Term Care in Ontario during the COVID-19 Pandemic. Locally, the CFUW Stratford Club was heavily involved with promoting the French language in elementary schools in Stratford.

The CFUW Stratford Club works to promote the education of women and female graduates. Since 1955, the Club has been awarding scholarships to female students graduating from local high schools and attending post-secondary education. The Club has awarded scholarships to students from Stratford Central Secondary School, Northwestern Secondary School and St. Michaels Catholic Secondary School. Today, CFUW Stratford has seven scholarships they award annually, totalling nearly \$3000. The scholarships recognize graduating female high school students with marks in STEM, French Immersion, Technological Studies, and the Arts.

In addition to its social advocacy concerns the club also operates as a social circle with a variety of interest groups including: book clubs, quilting clubs, knitting clubs, cooking clubs, MahJong players and an Indigenous Rights Learning Group.

### **Scope and Content**

The fonds consists of the papers and documents collected by the CFUW Stratford Club documenting their various activities relating to the club and their involvement in local advocacy issues. It also includes records from the Canadian Federation of University Women, the CFUW Ontario Council, and the International Federation of University Women. It includes annual and financial reports belonging to CFUW Stratford, meeting minutes, membership lists, correspondence from the Club and newsletters from the CFUW, scrapbooks and photographs.

### **Restrictions on Access**

All requests to access fonds must be approved by Manager of Archives / Archivist, Stratford-Perth Archives and may also require approval by CFUW Stratford Club Executive.

### **Arrangement:**

The fonds has been arranged into the following series.

Series 1 Governance Documents

Series 2 Minutes

Series 3 Annual Reports

Series 4 Membership Lists

Series 5 President's Books and Files

Series 6 Club Books

Series 7 Canadian Federation of University Women Stratford Club Archives

Series 8 Finances

Series 9 Publications  
Series 10 Scrapbooks  
Series 11 Subject Files & Correspondence  
Series 12 Photographs  
Series 13 Ephemera

### **Language of Materials**

In English and French.

### **Finding Aids**

A finding aid and file lists are available.

### **Custodial History**

The records were held by the CFUW Stratford Club members until their donation to the Stratford-Perth Archives.

### **Immediate Source of Acquisition**

Materials were donated by representatives of the CFUW Stratford Club in the accessions:

1985.38 via Jane Kirkpatrick  
2002.16 via Gretchen McKerlie  
2002.67 via Ernestine McKenna  
2009.56 via Gretchen McKerlie  
2018.36 donation via Nora Walden  
2019.103 donation via Jean Hillen  
2021.61 donation via Jean Hillen

### **Notes**

1. Accrual note: Further accruals are expected.
2. Source of title proper: Title based on the materials of the fonds.
3. The International Federation of University Women was renamed to the Graduate Women International (GMI) in 2015. As the majority of records in this fonds pre-date 2015, the organization will be referred to as its previous name, IFUW.
4. The Club may also be referred to on its documents as the Stratford Women's University Club (SWUC).

## **SERIES LEVEL DESCRIPTION**

### **Series 1 Governance Documents**

#### **Dates**

1954-2010

#### **Extent and Material**

16.5 cm of textual materials

#### **Scope and Content**

This series consists of records relating to the governance, constitution and by-laws of the CFUW Stratford Club and their parent organizations, the Canadian Federation of University Women and the International Federation of University Women.

#### **Arrangement**

This series has been arranged into the following sub-series:

Sub-series 1 Governance Records of the CFUW Stratford Club

Sub-series 2 Governance Records of the Canadian Federation of University Women

Sub-series 3 Governance Records of the International Federation of University Women

#### **Language of the Material**

In English.

#### **Finding Aids**

A finding aid and file lists are available.

**SUB-SERIES LEVEL DESCRIPTION****Series 1 Governance Documents****Sub-series 1 Governance Documents for the CFUW Stratford Club****Dates**

1954 – 2010

**Extent and Material**

3 files of textual materials.

**Administrative History**

The constitution of the CFUW Stratford Club was written and consolidated in May of 1954 after the initial establishment of the club, based upon the constitution of similar CFUW clubs. The CFUW Stratford Club's constitution has been amended five times after being adopted in May 1954: May 2003, March 2005, June 2010, March 2015, and April 2019.

**Scope and Content**

This sub-series consists of records relating to the Constitution of the CFUW Stratford, and articles adopted by the club.

**Notes**

1. Arrangement note: 1-1-File 3 was originally in a binder with other materials surrounding finances. For clarity this file was moved to this sub-series.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
University Women's Club Stratford, Ontario Constitution; Beacon Herald Receipt to the University Women's Club dated Nov. 24 1983	1983	B1 1-1-File 1
Articles adopted May 25, 1954	[1954?]	B1 1-1-File 2
Constitution & Policy	c. 2010	B1 1-1-File 3

**SUB-SERIES LEVEL DESCRIPTION****Series 1 Governance Documents****Sub-series 2 Governance Documents of the CFUW****Dates**

1961-2001

**Extent and Material**

14 cm of textual materials

**Administrative History**

The Canadian Federation of University Women (*Fédération canadienne des femmes diplômées des universités*) was established in 1919 during the aftermath of World War I. In March 1919, four women leaders from University organizations in Toronto, Winnipeg, and the American Association Committee met in Toronto to draft a constitution for what would eventually become the Canadian Federation of University Women. The first six clubs were created in Ottawa, Toronto, Winnipeg, Edmonton, Victoria and by McGill University alumnae. CFUW advocacy is guided by policies (resolutions) voted on by CFUW members annually at the Annual General Meeting in July of each year.

The CFUW is currently the largest affiliate in the IFUW and maintains its own consultative status with the United Nations.

**Scope and Content**

This sub-series consists of records relating to the Canadian Federation of University Women's governance. It includes constitutions and by-laws of the organization, handbooks provided to club members, and a variety of Resolutions proposed by various CFUW clubs during CFUW Annual Meetings across Canada.

**File List**

<b>File</b>	<b>Dates</b>	<b>Box/Folder</b>
CFUW Handbook for Stratford Branch	1973	B1 1-2-File 1
CFUW Handbook for Stratford Branch	1976	B1 1-2-File 2
CFUW Pocketbook Constitution CFUW 1994 Resolutions CFUW 1993 Resolutions	1961 – 1994	B1 1-2-File 3
CFUW 1996 Meeting & Resolutions	1996	B1 1-2-File 4
CFUW Policy Presentations to the Government of Canada	1995, 1997, 1999	B1 1-2-File 5
CFUW 1998 Meetings, Issues and Resolutions	1998	B1 1-2-File 6



CFUW 1999-2000 Resolutions Research Strategy for Resolutions	1999 – 2000	B1 1-2-File 7
CFUW Policy Presentations CFUW Briefs Pamphlet: Rape as a War Crime	1992	B1 1-2-File 8
CFUW Resolutions	1994-1995	B1 1-2-File 9
CFUW Resolutions	1996	B1 1-2-File 10
CFUW Resolutions	1996-1997	B1 1-2-File 11
CFUW Resolutions	1998	B1 1-2-File 12
CFUW Resolutions	1999	B1 1-2-File 13
CFUW Resolutions Annual General Meeting Conference Book CFUW Annual Report	2000	B1 1-2-File 14
CFUW Policy Book revised 2000	[ca. 2000]	B1 1-2-File 15
Club President Manual, <i>Canadian Federation of University Women</i> , 1997.	1997	B1 1-2-File 16
CFUW Resolutions	2001	B1 1-2-File 17
Resolutions	1967	B1 1-2-File 18
Resolutions	1980-1983	B1 1-2-File 19
Resolutions – 1982 – Pornography	1982	B1 1-2-File 20
Ontario Council Policy	1998-1999	B1 1-2-File 21
Ontario Council	1988-1989	B1 1-2-File 22
CFUW Legislation Committee	1980-1990	B1 1-2-File 23
CFUW Resolutions Committee	1982-1993	B1 1-2-File 24
CFUW Resolutions Committee	[c.1989]	B1 1-2-File 25

**SUB-SERIES LEVEL DESCRIPTION****Series 1 Governance Documents****Sub-series 3 Governance Records of the IFUW****Dates**

1979

**Extent and Material**

1 file of textual materials.

**Administrative History**

The International Federation of University Women was established in 1919 in the aftermath of World War I by British and North American women graduates. It was created with the hope that by uniting university women around the world, it would foster friendship, peace, and understanding. The founding members of the IFUW were from three countries: Great Britain, the United States and Canada. The first IFUW meeting took place in 1920 with national organizations from Canada, Czechoslovakia, France, Great Britain, Italy, the Netherlands, Spain and the United States. The IFUW's main headquarters is located in Geneva, Switzerland.

**Scope and Content**

This sub-series consists of records relating to the Constitution, by-laws and resolutions of the International Federation of University Women.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Amendments to the IFUW Constitution and By-Laws in Geneva, Switzerland.	July 1979	B1 1-3-File 1

## SERIES LEVEL DESCRIPTION

### Series 2 Minutes

#### Dates

1954-2017

#### Extent and Material

17 cm of textual materials

2 vols

1 binder

#### Administrative History

The CFUW Stratford Club maintains monthly meetings between September and May, typically excluding December. In the past, these meetings have taken place in a variety of places across Stratford, including member's homes, the Stratford Public Library, the Stratford Festival Theatre, etc. General meetings may include guest speakers speaking towards advocacy topics of the Club's interest. Minutes of the Club's meetings are taken by an executive member of CFUW Stratford. The Club's annual meeting, taking place within the month of May, is the period in which the Club reviews the years' annual report and financial summary, votes upon CFUW or IFUW Resolutions (if the year permits) and the vote towards the establishment of the new Executive team.

#### Scope and Content

This series includes the meeting minutes of the Executive Meetings, General Meetings and Annual Meetings of the CFUW Stratford. Additionally, it includes meeting minutes and notes of the Ontario Council.

#### Arrangement

This series consists of the following sub-series:

Sub-series 1 Minutes of the CFUW Stratford Club

Sub-series 2 Minutes of the CFUW Ontario Council

#### Language of the Material

English

#### Finding Aids

A finding aid and file lists are available.

#### Related Materials

Minutes, or copies of meeting minutes, can also be found in:

Series 3: Annual Reports

Series 4: Membership Lists

Series 5: President's Books and Files

Series 9: Publications

**SUB-SERIES LEVEL DESCRIPTION****Series 2 Minutes****Sub-series 1 Minutes of the CFUW Stratford Club****Dates**

1954-2017

**Extent and Material**

22 cm of textual materials

2 vols

1 binder

**Scope and Content**

This sub-series contains handwritten and typed meeting minutes of the Stratford University Women's Club. Papers sometimes include copies of CFUW Stratford Club Annual Reports, Treasurer Report's and Membership lists.

**Notes**

1. Arrangement note: Materials found in 2-1-File 11 were originally found with materials in 2-1-File 10, but were removed to a separate file for clarity.
1. Arrangement note: 2-1-Files 17-28 were originally in a binder with other materials surrounding finances. For clarity this file was moved to this sub-series.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Minutes [binder]	1954-1962	B2 2-1-File 1
Minutes [typed]	1962-1966	B2 2-1-File 2
Minutes [typed]	1962-1966	B2 2-1-File 3
Minutes, Membership, Annual Reports	1972-1973	B2 2-1-File 4
Minutes, Membership, Reports	1973-1974	B2 2-1-File 5
Minutes, Membership, Reports	1974-1975	B2 2-1-File 6
Executive Meeting Minutes	1985-1986	B2 2-1-File 7
Annual/General Meeting Minutes	1985-1986	B2 2-1-File 8
Executive Meeting Minutes	1987-1988	B2 2-1-File 9
Minutes [handwritten]	1977-1980	B2 2-1-File 10
Minutes [typed]	1980-1981	B2 2-1-File 11
Minutes and Annual Reports	1992-1995	B2 2-1-File 12

Minutes	1967-1972	B2 2-1-File 13
Minutes	1981-1984	B2 2-1-File 14
Meeting Minutes [handwritten]	February 1981	B2 2-1-File 15
Advocacy Minutes	2015-2017	B2 2-1-File 16
General Meeting Minutes	2008-2011	2-1-File 17
General Meeting Minutes	2011-2014	2-1-File 18
General Meeting Minutes	2014-2015	2-1-File 19
General Meeting Minutes	2015-2016	2-1-File 20
General Meeting Minutes	2016-2017	2-1-File 21
Executive Meeting Minutes	2007-2011	2-1-File 22
Executive Meeting Minutes	2011-2012	2-1-File 23
Executive Meeting Minutes	2012-2013	2-1-File 24
Executive Meeting Minutes	2013-2014	2-1-File 25
Executive Meeting Minutes	2014-2015	2-1-File 26
Executive Meeting Minutes	2015-2016	2-1-File 27
Executive Meeting Minutes	2016-2017	2-1-File 28

**SUB-SERIES LEVEL DESCRIPTION****Series 2 Minutes****Sub-series 2 Minutes of the CFUW Ontario Council****Dates**

1981-1998

**Administrative History**

Established in 1978, the CFUW Ontario Council is a voluntary and non-profit women's organization. Affiliated with the CFUW, the Council is concerned with the status of women, human rights and the common good.<sup>2</sup> The Ontario Council is currently governed by a 13-member executive board, six of which are Regional Directors who oversee clubs within their region. The Regional Director of Ontario West would be responsible for overseeing the CFUW Stratford Club.

The Ontario Council has multiple committees, including a Legislation Committee that assists with CFUW resolutions.

**Extent and Material**

3 files of textual materials

**Scope and Content**

This sub-series consists of meeting minutes, notes and agendas from CFUW Ontario Council meetings.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Ontario Council Minutes I & II	1981-1982	B2 2-2-File 1
Ontario Council Minutes III & IV	1983-1984	B2 2-2-File 2
Ontario Council Legislation Committee Agendas & Minutes	1998	B2 2-2-File 3

<sup>2</sup> CFUW Ontario Council Bylaws, 2020.

<https://www.dropbox.com/s/qapy98u0enmp2ts/OC%20Bylaws%202020%20Final%20-%20APPROVED%203.pdf?dl=0>

**Series 3 Annual Reports****Dates**

1968-1988

**Extent and Material**

3 cm of textual materials

**Scope and Content**

This series consists of yearly Annual Reports produced by the Stratford University Women's Club. They include information regarding the club's yearly activities, a financial summary and statements by the club President and other executive members.

**Language of the Material**

In English.

**Finding Aids**

A finding aid and file lists are available.

**Related Materials**

Annual Reports can also be found in:

Series 2: Minutes

Series 4: Membership Lists

Series 5: President's Books and Files

Series 6: Club Books and Files

Series 7: Stratford University Women's Club Archives

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Annual Reports [typed]	1968-1973	B2 3-File 1
Annual Reports [typed]	1975-1985	B2 3-File 2
Annual Reports [typed]	1981-1988	B2 3-File 3
Annual Report	1978	B2 3-File 4

**SERIES LEVEL DESCRIPTION**

## Series 4 Membership Lists

**Dates**

1962 – 2011

**Extent and Material**

7 cm of textual materials

1 floppy disk

**Scope and Content**

This series consists of membership lists including the names, addresses, phone numbers and postal codes of CFUW Stratford members, as well as membership lists with names, addresses, phone numbers and postal codes of CFUW members.

**Language of the Material**

In English.

**Finding Aids**

A finding aid and file lists are available.

**Related Materials**

Membership lists can also be found in:

Series 2: Minutes

Series 3: Annual Reports

Series 5: President's Books and Files

Series 6: Club Books and Files

Series 7: Stratford University Women's Club Archives

**Notes**

1. 4-File 8 was originally in a binder with other materials surrounding finances. For clarity this file was moved to this series.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Stratford C.F.U.W. Membership Lists [binder]	[201?] 1954-2010	B3 4-File 1
Membership Lists	1962-1987	B3 4-File 2
Executive Membership Lists & Annual Reports	1979-1984	B3 4-File 3
CFUW Directory 1995-96	1995-1996	B3 4-File 4
CFUW Directory 1997-1998	1997-1998	B3 4-File 5



1998-99 CFUW Directory	1998-1999	B3 4-File 6
Membership List from General Ledger 1994 – LOTUS File [Floppy Disk]	[c.1994?]	B3 4-File 7
Membership Lists	2007-2011	4-File 8

**SERIES LEVEL DESCRIPTION****Series 5 President's Books and Files****Dates**

1957-2001

**Extent and Materials**

18 cm of textual materials

13 vols

**Administrative History**

The CFUW Club President is a yearly position which oversees the operations of the CFUW Club. For many years, Presidents maintained a binder of material they accumulated over the course of their presidency.

**Scope and Content**

This series consists of textual materials accumulated by and for the President of the CFUW Stratford Club. Much of the material has been included in original binders with corresponding dates. The material includes: Annual Reports, Membership Lists, (both general and executive) Meeting Minutes, yearly programs, newsletters, correspondence, and sometimes a breakdown of duties and responsibilities performed by the President.

**Language of the Material**

In English.

**Related Materials**

Materials in the President's books and files can also be found in:

Series 2: Minutes

Series 3: Annual Reports

Series 4: Membership Lists

Series 6: Club Books and Files

Series 7: Stratford University Women's Club Archives

Series 9: Publications

**Finding Aids**

A finding aid and file lists are available.

**Notes**

1. Materials from Files 13, 14, 17-27 were removed from their original binders and placed in bound books in order to conserve space. The order of the material was not altered. An acid free folder was added to hold any loose materials.

**File List**

<i>File</i>	<i>Dates</i>	<i>Box/Folder</i>
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Stratford University Women's Club President's Files	1988-1989	B3 5-File 1
SUWC President's Files	1957-1975	B3 5-File 2
President's Book	1960-1964	B3 5-File 3
President's Book	1964-1969	B3 5-File 4
President's Book	1969-1976	B3 5-File 5
President's Book	1976-1981	B3 5-File 6
President's Files	1976-1977	B3 5-File 7
President's Book	1979-1980	B3 5-File 8
President's Bok	1981-1985	B3 5-File 9
President's Book	1982-1983	B3 5-File 10
President's Files - Ontario Council Newsletters - Ontario West Newsletters	1982-1984	B3 5-File 11
President's Files - IFUW Newsletters - CFUW Newsletters	1983-1984	B3 5-File 12
President's Binder	1983-1984	B3 5-File 13
President's Binder	1984-1988	B3 5-File 14
President's Files	1989	B3 5-File 15
President's Files	1989	B3 5-File 16
President's Binder	1989-1990	B4 5-File 17
President's Binder	1990-1993	B4 5-File 18
President's Binder	1993-1994	B4 5-File 19
President's Binder	1994-1995	B4 5-File 20
President's Binder	1994-1995	B4 5-File 21
President's Binder	1995-1996	B4 5-File 22
President's Binder	1996-1997	B4 5-File 23
President's Binder	1997-1998	B4 5-File 24
President's Binder	1998-1999	B4 5-File 25
President's Binder	1999-2000	B4 5-File 26
President's Binder	2000-2001	B4 5-File 27

**SERIES LEVEL DESCRIPTION****Series 6 Club Books and Files****Dates**

1994-2010

**Extent and Material**

16 vol

**Administrative History**

The Club books eventually replaced the Club President's books. They served as a point of reference to materials collected by the Club during the year and were not necessarily in the sole possession of the Club President.

**Scope and Content**

This series includes materials accumulated by the CFUW Stratford Club. Over the years they become fairly standardized and include and may include: the year's Annual Report, Membership Lists, General Meeting Minutes, Executive Meeting Minutes, general correspondence, newsletters, and other publications relating to the CFUW/IFUW if distributed and collected that year.

**Language of the Material**

In English

**Finding Aids**

A finding aid and file lists are available.

**Notes**

1. Materials were removed from their original binders and placed in bound books in order to conserve space. The order of the material was not altered. An acid free folder was added to hold loose materials.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Club Binder	1995-1996	B5 6-File 1
Club Binder	1996-1997	B5 6-File 2
Club Binder	1997-1998	B5 6-File 3
Club Binder	1999-2000	B5 6-File 4
Club Binder	2001-2002	B5 6-File 5
Club Binder	2002-2003	B5 6-File 6
Club Binder	2003-2004	B5 6-File 7

Club Binder	2004-2005	B5 6-File 8
Club Binder	2005-2006	B5 6-File 9
Club Binder	2006-2007	B5 6-File 10
Club Binder	2007-2008	B5 6-File 11
Club Binder	2008-2010	B5 6-File 12
Club/Executive Binder	1990-1992	B5 6-File 13
Club Binder	1981-1982	B5 6-File 14
Club Binder	1999-2001	B5 6-File 15
Info. Spring Gatherings Stratford	1994-2002	B5 6-File 16

**SERIES LEVEL DESCRIPTION****Series 7 Stratford University Women's Club Archives****Dates**

2010-2016

**Extent and Material**

6 binders

**Administrative History**

The Archivist was originally an executive position in CFUW Clubs executive team. Now, the Archivist is a volunteer member of the CFUW club appointed by the Executive Committee with an unlimited term of office. The Archivist's responsibilities include collecting materials on the activities of the Club, organizing the materials and locating an archive or repository to hold Club materials. Past Club archivist's included Elizabeth Jarrott and Gretchen McKerlie. The current Club archivist is Jean Hillen.

The Archive binders replaced the Club books and specifically make a reference to being the Club's "Archive."

**Scope and Content**

This series includes materials accumulated by the CFUW Stratford Club Archivist on the Club's yearly activities. These records are in their original binders and include: Annual Reports, Minutes of General and Executive Meetings, Adopted Resolutions (if the predeceasing year included a CFUW/IFUW Conference) Newsletters, club programs, membership lists, newspaper articles, proposed resolutions (if the next year included a CFUW/IFUW Conference) and certificates achieved by the Club through the CFUW.

**Language of the Material**

In English.

**Finding Aids**

A finding aid and file lists are available.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Binder, <i>Canadian Federation of University Women – Stratford Club Archive, 2010-2011.</i>	2010-2011	B6 7-File 1
Binder, <i>Canadian Federation of University Women – Stratford Club Archive, 2011-2012.</i>	2011-2012	B6 7-File 2
Binder, <i>Canadian Federation of University Women – Stratford Club Archive, 2012-</i>	2012-2013	B6 7-File 3

2013.		
Binder, <i>Canadian Federation of University Women – Stratford Club Archive, 2013-2014.</i>	2013-2014	B6 7-File 4
Binder, <i>Canadian Federation of University Women – Stratford Club Archives, 2014-2015.</i>	2014-2015	B6 7-File 5
Binder, <i>Canadian Federation of University Women – Stratford Club Archives, 2015-2016.</i>	2015-2016	B6 7-File 6
Binder, <i>Canadian Federation of University Women – Stratford Club Archives, 2016-2017</i>	2016-2017	B6 7 – File 7
Binder, <i>Canadian Federation of University Women – Stratford Club Archives, 2017-2018</i>	2017-2018	B6 7 – File 8

**Series 8 Finances****Dates**

1954-1996

**Extent and Material**

24 cm of textual material

1 v.

**Administrative History**

The Treasurer is an executive position on the CFUW Clubs executive team. Their responsibilities include managing the club's finances including membership fees, keeping proper books, and presenting a financial summary. The CFUW – Stratford Club's fiscal year runs from April 1 to May 31.

**Scope and Content**

This series consists of financial records relating to the activities of the CFUW Stratford Club. It includes cash books, disbursements, financial summaries and reports as well as receipts to purchases made.

**Language of the Material**

In English.

**Arrangement**

This series is arranged into the following sub-series:

Sub-series 1 Bank Books

Sub-series 2 Treasurer's Records & Financial Statements

Sub-series 3 Receipts

Sub-series 4 Bursaries, Scholarships, Awards

**Finding Aids**

A finding aid and file lists are available.



**SUB-SERIES LEVEL DESCRIPTION****Series 8 Finances****Sub-series 1 Bank Books****Dates**

1954-2019

**Extent and Material**

2 files of textual materials

4 vols.

**Scope and Content**

This sub-series includes the cash books of the CFUW Stratford Club. The books include all financial transactions coming in and out of the club's bank accounts. Additionally, it includes financial summaries and reports of the first forty years of the club's history.

**Notes**

1. Arrangement note: The numbers written beside member names in 8-1-File 1, Bank Book correspond with numbers written on membership receipts in 8-3-Files 24 and 25.
2. Arrangement note: 8-1-Files 4-6 were originally in a binder with other materials surrounding finances. For clarity these files were separated and moved to this sub-series.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Club Bank Book	1954-1994	B7 8-1 File 1
Club Cash Book	1959-1989 (predominantly 1972-1989)	B7 8-1 File 2
Club Cash Book	1986-1996	B7 8-1 File 3
Club Cash Book	1994-2004	B7 8-1 File 4
Club Bank Book	2005-2015	B7 8-1 File 5
Club Bank Book	2015-2016	B7 8-1 File 6
Club Bank Book	2017-2019	B7 8-1 File 7

**SUB-SERIES LEVEL DESCRIPTION****Series 8 Finances****Sub-series 2 Treasurer's Reports and Financial Statements****Dates**

1969-1990

**Extent and Material**

13.5 cm of textual materials

**Scope and Content**

This sub-series contains copies of the Treasurer's final reports for the CFUW Stratford Club, as well as notes and other financial documents relating to the Treasurer and the finances of the club itself.

**Notes**

1. 8-2-Files 11-28 were originally in a binder with other materials surrounding finances. For clarity these files were separated and moved to this sub-series.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Treasurer's Report	1975-1978	B7 8-2-File 1
Treasurer's Report and Notes	1978-1981	B7 8-2-File 2
Treasurer's Report	1983-1984	B7 8-2-File 3
Treasurer's Report	1982-1984	B7 8-2-File 4
Financial Survey	1982-1983	B7 8-2-File 5
Treasurer's Report	1986-1989	B7 8-2-File 6
Treasurer's Report	1988-1989	B7 8-2-File 7
CFUW Interim Financial Report	1989	B7 8-2-File 8
Misc. financial documents	1969-1986 (predominantly, 1984-1986)	B7 8-2-File 9
Fundraising Surveys	1990	B7 8-2-File 10
Budget	2010-2011	8-2-File 11
Financial Reports	2011-2014	8-2-File 12
Financial Reports	2014-2015	8-2-File 13
Financial Reports	2015-2016	8-2-File 14
Financial Reports	2016-2017	8-2-File 15

Club investments (closed)	2015-2018	8-2-File 16
Bank statements	2007-2008	8-2-File 17
Bank statements	2008-2009	8-2-File 18
Bank statements	2009-2010	8-2-File 19
Bank statements	2010-2011	8-2-File 20
Bank statements	2011-2012	8-2-File 21
Bank statements	2012-2013	8-2-File 22
Bank statements	2013-2014	8-2-File 23
Bank statements	April 1, 2014 – March 31, 2015	8-2-File 24
Bank statements	April 1, 2015 – March 31, 2016	8-2-File 25
Bank statements	April 1, 2016 – March 31, 2017	8-2-File 26
Bank statements	April 1, 2017 – March 31, 2018	8-2-File 27
Bank statements	April 1, 2018 – March 31, 2019	8-2-File 28

**SUB-SERIES LEVEL DESCRIPTION****Series 8 Finances****Sub-series 3 Receipts****Dates**

1964-1995

**Extent and Material**

18 cm of textual materials

**Scope and Content**

This sub-series includes receipts for purchases made by the Stratford University's Women's Club. The receipts include food purchases and flower purchases from local Stratford and area shops.

**Notes**

1. Arrangement note: Membership receipts in Files 24 and 25 are numbered which correspond with numbers written in 8-1-File 1, Bank Book.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Receipts	1964-1966	B8 8-3-File 1
Receipts	1966-1967	B8 8-3-File 2
Receipts	1967-1968	B8 8-3-File 3
Receipts	1969-1970	B8 8-3-File 4
Receipts	1970-1971	B8 8-3-File 5
Receipts	1971-1972	B8 8-3-File 6
Receipts	1972-1973	B8 8-3-File 7
Receipts	1973-1974	B8 8-3-File 8
Receipts	1974-1975	B8 8-3-File 9
Receipts	1975-1976	B8 8-3-File 10
Receipts	1976-1977	B8 8-3-File 11
Receipts	1977-1978	B8 8-3-File 12
Disbursements	1981-1982	B8 8-3-File 13
Disbursements	1982-1983	B8 8-3-File 14
Disbursements	1984-1984	B8 8-3-File 15
Receipts	1980-1984	B8 8-3-File 16
Receipts	1984-1985	B8 8-3-File 17

Receipts	1985-1986	B8 8-3-File 18
Receipts	1986-1987	B8 8-3-File 19
Receipts	1991-1992	B8 8-3-File 20
Receipts	1992-1993	B8 8-3-File 21
Receipts	1993-1994	B8 8-3-File 22
Receipts	1994-1995	B8 8-3-File 23
Membership Receipts	1966-1973	B8 8-3-File 24
Membership Receipts	1973-1994 (predominantly, 1973-1978)	B8 8-3-File 25

**SUB-SERIES LEVEL DESCRIPTION****Series 8 Finances****Sub-series 4 Bursaries, Scholarships, Awards****Dates**

1959-1997

**Extent and Material**

3 files cm of textual materials

**Scope and Content**

This sub-series contains correspondence, such as speech preparations and thank you letters surrounding the Stratford University Women's Club annual scholarships for young women entering post-secondary institutions. Additionally, it includes correspondence and commencement books from Stratford Central Secondary School and Northwestern Secondary School.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Awards and Scholarship Correspondence	1959-1968	B9 8-4-File 1
Awards and Scholarship Correspondence	1982-1984	B9 8-4-File 2
CFUW Fellowships and Awards for the Academic Year 1997-1998	1997	B9 8-4-File 3

## **SERIES LEVEL DESCRIPTION**

### **Series 9 Publications**

#### **Dates**

1956-2004

#### **Extent and Material**

15 cm of textual materials  
28 vols.

#### **Scope and Content**

This series contains materials created and published by the CFUW Stratford Club, the CFUW, and the IFUW. It includes newsletters, bulletins, pamphlets and other miscellaneous publications.

#### **Arrangement**

This series consists of the following sub-series:

Sub-series 1 Stratford University Women's Club Publications

Sub-series 2 The Journal

Sub-series 3 The Chronicle

Sub-series 4 Canadian Federation of University Women Publications

Sub-series 5 International Federation of University Women Publications

#### **Language of the Material**

In English and French

#### **Related Materials**

Similar materials may also be found in:

Series 2: Minutes

Series 3: Annual Reports

Series 4: Membership Lists

Series 5: President's Books and Files

#### **Finding Aids**

There is a finding aid and file list available.

**SUB-SERIES LEVEL DESCRIPTION****Series 9 Publications****Sub-series 1 CFUW Stratford Club Publications****Dates**

1982-2004 ; predominant 1980-1983

**Extent and Material**

0.5 cm of textual materials

**Scope and Content**

This sub-series consists of materials created by the CFUW Stratford Club and includes pamphlets, newsletters and a 50<sup>th</sup> Anniversary booklet for the club.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
SWUC Newsletters	1982	B9 9-1-File 1
SWUC pamphlets and programs	1980-1983	B9 9-1-File 2
Stratford University Women's Club, <i>Highlights from the History of the CFUW Stratford Club 1954-2004.</i>	2004	B9 9-1-File 3



**SUB-SERIES LEVEL DESCRIPTION****Series 9 Publications****Sub-series 2 The Journal****Dates**

1978-1993

**Extent and Material**

2 cm of textual materials

2 vols.

**Administrative History**

*The Journal* was a newspaper-like publication created and distributed by the Canadian Federation of University Women. It served as a means of communication between the National CFUW office and its club members.

**Scope and Content**

This sub-series consists of copies of the CFUW publication, *The Journal*.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
CFUW – FCFDU <i>Journal</i> vol. 21 no. 7-9	1978-1979	B9 9-2-File 1
CFUW – FCFDU <i>Journal</i> vol. 22 no. 1-3	1979-1980 / 1982	B9 9-2-File 2
CFUW – FCFDU <i>Journal</i> vol. 23 no. 2	1983	B9 9-2-File 3
CFUW – FCFDU <i>Journal</i> vol. 25 no. 4-6	1989-1990	B9 9-2-File 4
CFUW – FCFDU <i>Journal</i> vol. 27 no. 2, 3	1993	B9 9-2-File 5

**SUB-SERIES LEVEL DESCRIPTION****Series 9 Publications****Sub-series 3 The Chronicle****Dates**

1953-1980

**Extent and Material**

17 vols.

**Administrative History**

*The Chronicle* was a yearly bulletin created and distributed by the Canadian Federation of University Women. The first *Chronicle* was published in 1920.

**Scope and Content**

This sub-series consists of copies of the CFUW publication, *The Chronicle*.

**Language of the Material**

In English.

**File List**

<b>File</b>	<b>Dates</b>	<b>Box/Folder</b>
Canadian Federation of University Women. <i>The Chronicle</i> .	1956-1958	B9 9-3-File 1
Canadian Federation of University Women. <i>The Chronicle</i> .	1958-1960	B9 9-3-File 2
Canadian Federation of University Women. <i>The Chronicle</i> . vols. 33/35-37	1962-1965	B9 9-3-File 3
Canadian Federation of University Women. <i>The Chronicle</i> . vols. 38-40 / 43	1966-1968 / 1970-1971	B9 9-3-File 4
Canadian Federation of University Women. <i>The Chronicle</i> . vols. 50-52	1977-1980	B9 9-3-File 5
Canadian Federation of University Women. <i>The Chronicle</i>	1953-1956	B9 9-3-File 6

**SUB-SERIES LEVEL DESCRIPTION****Series 9 Publications****Sub-series 4 CFUW Publications****Dates**

1966-1995

**Extent and Material**11.5 cm of textual materials  
6 vols.**Scope and Content**

This sub-series includes publications by the CFUW, (separate from the official publications of the Journal or the Chronicle), the CFUW Ontario Council, and other CFUW Clubs which are not CFUW Stratford. It includes newsletters, pamphlets, and volumes created by the CFUW for distribution to CFUW Clubs. The sub-series also includes official published versions of Council and Triennial Meeting Minutes and reports.

**Language of the Material**

In English and French.

**File List**

<b>File</b>	<b>Dates</b>	<b>Box/Folder</b>
<i>Women university graduates in continuing education and employment = La femme diplomée face à l'éducation permanente et au monde du travail</i>	1966	B9 9-4-File 1
Le Comité d'Étude de L'Association des Femmes Diplômées Universités section Française de Québec. <i>Le multiculturalisme et les membres de la Fédération Canadienne des Femmes Diplômées des Universités = Multiculturalism and the Members of the Canadian Federation of University Women.</i>	July 1979	B9 9-4-File 2
75 Years in Retrospect – CFUW Toronto 75 Years Book – CFUW	1978	B9 9-4-File 3
The Canadian Federation of University Women, <i>The Nuts and Bolts of Influencing Public Policy.</i>	July 1995	B9 9-4-File 4
Misc. pamphlets	[19??]	B9 9-4-File 5
Canadian Federation of University Women,	August 2001	B9 9-4-File 6

<i>Advocacy Using our Collective Voice Primer: A Handbook for Clubs, CFUW Legislation Committee</i>		
CFUW Newsletters	1980-1985	B9 9-4-File 7
Canadian Federation of University Women = Fédération Canadienne des Femmes Diplômées des Universités, <i>Triennial Reports</i> , Carleton University	1973	B9 9-4-File 8
Canadian Federation of University Women = Fédération Canadienne des Femmes Diplômées des Universités, <i>Triennial Minutes &amp; Triennial Reports</i> University of Saskatchewan	1976	B9 9-4-File 9
Canadian Federation of University Women, <i>Council Reports</i> , Thunderbay June 17-19 Juin 1977	1977	B9 9-4-File 10
Canadian Federation of University Women, <i>Council Reports</i> , Halifax June 16-18, 1978	1978	B9 9-4-File 11
Canadian Federation of University Women = Fédération Canadienne des Femmes Diplômées des Universités, <i>1979 Diamond Jubilee Triennial Conference Minutes</i> [and] <i>Triennial Reports 1976-1979</i> , Quebec	1979	B9 9-4-File 12
Canadian Federation of University Women, <i>Council: Financial Reports</i> [and] <i>Council Reports</i> , University of Waterloo, June 19-20, 1981	1981	B9 9-4-File 13
Canadian Federation of University Women, <i>Triennial Conference Financial Reports</i> , University of Manitoba, August 15-19, 1982	1982	B9 9-4-File 14
Canadian Federation of University Women, <i>Council Financial Reports</i> [and] <i>Council Reports</i> , Vancouver, August 15, 1980	1980	B9 9-4-File 15
Canadian Federation of University Women/ Fédération Canadienne des Femmes Diplômées des Universités, <i>Annual General Meeting 1989 Reports</i> , Edmonton, Alberta 15-18 June, 1989	1989	B9 9-4-File 16
CFUW Newsletters – miscellaneous	1980-1993 (predominantly,	B9 9-4-File 17

	1980-1985)	
CFUW Ontario Council Newsletters	1979-1993 (predominantly, 1979-1983)	B9 9-4-File 18
1982 Triennial Newsletters	1982	B9 9-4-File 19
Misc. Publications by other CFUW Clubs	1975-1982	B9 9-4-File 20

**SUB-SERIES LEVEL DESCRIPTION****Series 9: Publications****Sub-series 5 IFUW Publications****Dates**

1965-1993

**Extent and Material**1 cm of textual materials  
3 vols.**Scope and Content**

This sub-series includes publications from the IFUW. It includes newsletters, pamphlets, and volumes created by the IFUW for distribution to its affiliates, such as the CFUW.

**Language of the Material**

In English.

**Finding Aids**

A finding aid and file lists are available.

**File List**

<b>File</b>	<b>Dates</b>	<b>Box/Folder</b>
IFUW Conference and meeting reports	1965-1966 / 1971	B10 9-5-File 1
IFUW newsletters No. 38-42	1978-1982	B10 9-5-File 2
IFUW Study and Action Program Kit	1981	B10 9-5-File 3
IFUW <i>"Organizing for Change" Workshop on Leadership, Organizational Management, &amp; Project Development Training for Women as Decision-Makers and Agents of Change Final Report</i>	1993	B10 9-5-File 4
IFUW Newsletters – Miscellaneous	1980-1986	B10 9-5-File 5
International Federation of University Women, <i>Communiqué</i> , English Edition.	November 1979 November 1982	B10 9-5-File 6

**SERIES LEVEL DESCRIPTION****Series 10 Scrapbooks****Dates**

1954-2017

**Extent and Material**15 scrapbooks  
4 cm of textual materials**Scope and Content**

This series consists of scrapbooks created by members – primarily the club Archivist – of the Stratford University Women’s Club. Materials in the scrapbooks include newspaper clippings from the Stratford Beacon Herald of articles about the club. The scrapbooks often include photographs from club events, certificates from the CFUW, and thank you cards and letters from students who received scholarships from the club.

There are also a series of scrapbooks collecting newspaper clippings between 1973-1976 documenting the 1975 International Year of the Woman from the Stratford Beacon Herald, and other Canadian newspapers such as the Globe and Mail.

**Language of the Material**

In English.

**Finding Aids**

A finding aid and file lists are available.

**Notes**

1. Arrangement note: 10-File 1, File 2, and File 3 were originally found together in a plastic binder. They were removed and separated into files for preservation purposes.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Scrapbook pages	1954-1960	B10 10-File 1
Scrapbook pages	1960-1964	B10 10-File 2
Scrapbook pages	1964-1968	B11 10-File 3
Scrapbook	1978-1980	B11 10-File 4
Scrapbook	1981-1984	B11 10-File 5
Scrapbook	1968-1975	B11 10-File 6
Scrapbook	1975-1985	B11 10-File 7

Scrapbook International Year of the Woman Record I	1973-1975	B11 10-File 8
Scrapbook International Year of the Woman Record II	1975	B11 10-File 9
Scrapbook International Year of the Woman Record III	1975	B11 10-File 10
Scrapbook International Year of the Woman Record IV	1975	B11 10-File 11
Scrapbook International Year of the Woman Record V	1975	B11 10-File 12
Scrapbook International Year of the Woman Record VI	1975	B12 10-File 13
Scrapbook International Year of the Woman Record VII	1975	B12 10-File 14
Scrapbook International Year of the Woman Record VIII	1975	B12 10-File 15
Scrapbook International Year of the Woman Record IX	1975	B12 10-File 16
Scrapbook	1988-2007	B12 10-File 17
Scrapbook	2007-2017	B12 10-File 18



**SERIES LEVEL DESCRIPTION****Series 11 Subject Files and Correspondence****Dates**

1966-2019

**Extent and Material**

16 cm of textual materials

**Scope and Content**

This series includes files of textual materials related to CFUW Stratford Club's advocacy issues, interest groups and events. Additionally, it also includes club correspondence with other CFUW clubs and local Stratford and Perth County individuals and organizations.

**Language of the Material**

In English and French.

**Finding Aids**

A finding aid and file lists are available.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
French Language Instruction (Stratford Schools)	1966-1968	B10 11-File 1
Career Counselling Event	[19??]	B10 11-File 2
Career Reference Brochure	[19??]	B10 11-File 3
CFUW Stratford Career Guide for Young Woman	1981	B10 11-File 4
Letter re: Museum Overtaking Normal School	May 30, 1977	B10 11-File 5
AMDSB School Closures	1998	B10 11-File 6
Correspondence – International Year of the Woman	1975	B10 11-File 7
Correspondence	1983-1984	B10 11-File 8
Correspondence – CFUW Kitchener-Waterloo	1981-1989 (predominantly, 1981-1983)	B10 11-File 9
Community Correspondence	1982-1983	B10 11-File 10
Correspondence – Awards	1980-1987	B10 11-File 11

Correspondence – Invitations/Donation Requests	1981-1986	B10 11-File 12
Local Correspondence	1981-2004	B10 11-File 13
Advocacy Letters	2016-2019	B10 11-File 14
“How to Host a Greener Event”	[201?]	B10 11-File 15
CFUW Council Meeting – Kitchener	1981	B10 11-File 16
Poverty Subject File	1991	B10 11-File 17
Multiculturalism Subject File	1998	B10 11-File 18
Pesticides Subject File	1990s	B10 11-File 19
Gun Control Subject File	1999-2000	B10 11-File 20
Moral Values – Education Subject File	[19??]	B10 11-File 21
Pension Subject File	1982-1998	B10 11-File 22
Pension Subject File; Government of Canada, <i>Better Pensions for Canadians</i>	1982	B10 11-File 23
International Year of the Child	1979	B10 11-File 24
Education Subject File	1982-1998	B10 11-File 25
Status of Women Subject File	1980-1983	B10 11-File 26
Women’s Health Day	1989	B10 11-File 27
Crimes Against Children Subject File	1985	B10 11-File 28
CFUW Conferences	1971-1989	B10 11-File 29
“The Planning of the Conference” CFUW Winnipeg	[19??]	B10 11-File 30
Project: Working It Out, Women’s Workshop	1978	B10 11-File 31
CFUW Toronto	[19??]	B10 11-File 32
Secondary Education Review Project (SERP)	1981	B10 11-File 33
Clippings	[19??]	B10 11-File 34
Wetland Advocacy	1992	B10 11-File 35
Lobbying/Policy Change	c. 2001	B10 11-File 36
White Paper – Hydro	1997	B10 11-File 37
Gambling/Finances	1998	B10 11-File 38
<i>Survey of Canadian Legislation with</i>	1980	B10 11-File 39

<i>Respect to Disabled Persons</i> Prepared for C.F.U.W. by Lillias M. Towards, Q.C., Chairman Status of Women and Human Rights Committee		
<i>How Provincial Bills Become Law</i> Prepared by Lillias M. Toward, Q.C. for Workshop on Public Issues Co-sponsored by The Junior League of Halifax Inc. The Centre for Continuing Education, Mount Saint Vincent University	1981	B10 11-File 40

**SERIES LEVEL DESCRIPTION****Series 12 Photographs****Dates**

1997-2005

**Extent and Material**

58 photographs : col ; 15 x 10 cm

18 negatives ; 3.5 x 15 cm

**Scope and Content**

This series includes photographs of CFUW Stratford Club members at various events organized by CFUW Stratford and the CFUW. It includes some general meetings, as well as photographs from the Club's 50<sup>th</sup> Anniversary in May 2004. Some photo negatives are included. Most of the individuals are identified on the back of the photograph.

**Language of the Material**

In English.

**Finding Aids**

A finding aid and file lists are available.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
Photographs – General Meetings	1997	B10 12-File 1
Photographs – 50 <sup>th</sup> Anniversary / Ontario Council	2004	B10 12-File 2
Mounted photos used at a display for International Ploughing Match – Listowel, ON 2005	2005	B10 12-File 3

**SERIES LEVEL DESCRIPTION****Series 13 Ephemera****Dates**

[199? – 20??]

**Extent and Material**

2 objects

**Scope and Content**

This series includes ephemera and artifacts which belonged to the CFUW Stratford Club. The signs included were once attached to the sign on entrance coming into Stratford.

**Finding Aids**

A finding aid and file lists are available.

**File List**

<b><i>File</i></b>	<b><i>Dates</i></b>	<b><i>Box/Folder</i></b>
CFUW – FCFDU Sign	[199? – 20??]	B9
CFUW – FCFDU Sign	[199? – 20??]	B9

**Appendix****Box List**

<b>Box Number</b>	<b>Contents</b>
Box 1	Series 1: Sub-subseries 1, 2, 3 Series 2: Sub-series 1 Files 1-12
Box 2	Series 2; Sub-series 1 Files 13-28 Series 3 Series 4
Box 3	Series 5; Files 1-19
Box 4	Series 5; Files 20-27
Box 5	Series 6
Box 6	Series 7
Box 7	Series 8; Sub-series 1, 2
Box 8	Series 8; Sub-series 3, 4
Box 9	Series 9; Sub-series 1, 2, 3, 4
Box 10	Series 9; Sub-series 5 Series 10; Files 1-3 Series 11 Series 12
Box 11	Series 10; Files 4-12
Box 12	Series 10; Files 13-18

**CFUW Stratford Club Constitution – Amended 2019**

**The Canadian Federation of University Women  
Stratford Club**

**CONSTITUTION AND BY-LAWS**

**CONSTITUTION**

**Article I      Name**

The name of this organization shall be Canadian Federation of University Women, Stratford Club (referred to subsequently as CFUW Stratford).

**Article II      Purpose**

1. To enable women graduates to participate locally, through affiliation in the Canadian Federation of University Women and Graduate Women International, in the purposes and projects of these larger bodies.
2. To promote friendship, stimulate discussion and study, and undertake such programs and projects as the club may determine.
3. To encourage the education of women through scholarships for female students wishing to pursue further education.
4. To promote networking and engagement with community organizations and projects which share aims in common with CFUW Stratford.

**BY-LAWS**

**By-Law I      Membership**

1. Membership shall be open to all women who meet the membership requirements set out in the CFUW National Constitution and By-Laws: Schedule 1, attached.
2. Only members in good standing may join club interest groups, have voting privileges, and hold office.
3. A woman who is a full-time student at an institution of higher education qualifies as a student member and shall pay 50% of the National CFUW per capita dues.
4. A member in good standing who transfers to another CFUW Club, or who retains membership in more than one club, shall pay CFUW National dues to only one club.

**By-Law II      Finance**

1. The membership fee shall include fees for CFUW Stratford, CFUW Ontario Council, CFUW National, and Graduate Women International.
2. Change of the fee shall be by majority vote at a regular or annual general meeting following one month's notice of motion.

3. The fiscal year shall be April 1 to March 31.
4. Fees shall be due by the May AGM (the beginning of the program year with a new Executive). Members may arrange with the membership committee to pay fees in two instalments.
5. The Annual General Meeting shall be held no later than 60 days after the end of the fiscal year.
6. Cheques shall be signed by the Treasurer, and one of two other designated executive members.
7. Requests for donations from individuals or other organizations shall be considered in the light of the purposes of CFUW Stratford and available resources.
8. The Officers shall appoint a person(s) to perform the annual financial audit and to submit a report to the Annual General Meeting.

#### **By-Law III (A) Officers and Executive Committee**

1. The **Officers** can include President, Past-President, Vice-President(s), Secretary, and Treasurer. The responsibilities involved in these roles may be divided according to the availability of candidates for those positions.
2. The **Executive Committee** shall consist of the Officers, the Chairs of Standing Committees (usually including but not limited to Membership, Interest Groups, Program, Scholarship\*, Advocacy, Communications), and up to two members at large. From time to time candidates for co-positions may be voted on to the Executive Committee.  
\* The Chair of the Scholarship Committee may appoint a liaison to report to the Executive in her place.
3. The Executive Committee shall meet at least six times during the year.
4. The Archivist is appointed by the Executive Committee and has an unlimited term of office.
5. The members of the Executive Committee shall not be personally liable for any mistake of judgment, negligence, or any acts of omissions made in good faith except for their own willful malfeasance, misfeasance, misconduct or bad faith.
6. The organization shall indemnify and hold harmless each of the members of the Executive Committee from all expenses or liability arising out of their position as a member of the Executive Committee.
7. Members of the Executive Committee shall maintain updated job descriptions in their files.

#### **(B) Special Committees**

The Executive Committee may appoint special committees to undertake specific tasks or projects which last for a limited rather than ongoing period of time.

#### **By-Law IV Terms of Office**



*With the exception of the Scholarship chair and committee members \**;

1. The term of office is one year, renewable.
2. Members shall not hold the same office or chair the same Standing Committee for more than three years in succession, unless no other candidates stand for specific positions.
3. A vacancy in the Executive Committee occurring during a year shall be filled by appointment by the Executive Committee.
4. \* The Scholarship Committee is governed by its own constitution and sets its own terms of office.

#### **By-Law V Elections**

1. A Nominating Committee shall be appointed by the Executive Committee and will include a Past-President and at least two Stratford CFUW members not currently on the Executive.
2. Officers and Chairs of Standing Committees shall be elected by open voting at the Annual General Meeting.
3. Further nominations may be made at the Annual General Meeting.

#### **By-Law VI Meetings**

1. The Club shall meet monthly from September to May of each year, with the exception of December, unless otherwise decided.
2. The regular meetings shall be held on the fourth Tuesday of the month, unless otherwise decided.
3. The Annual General Meeting will generally coincide with the May meeting.
4. Meetings will be conducted under the procedures authorized by the current edition of "Robert's Rules of Order".

#### **By-Law VII Quorum**

A quorum of a regular or annual general meeting shall consist of twenty-five percent (25%) of the members.

#### **By-Law VIII Constitutional Amendments**

Following at least one month's notice of motion, amendments to the Constitution and By-Laws shall be by a majority vote of the members present at a regular or annual general meeting.

Adopted May 1954  
Amended May 2003  
Amended March 2005  
Amended June 2010  
Amended, March 2015  
Amended, April, 2019