

*Gertrude Means*

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HANDBOOK  
for the use of  
ALBERTA WOMEN'S INSTITUTES



Compiled by the  
Executive of Alberta Women's Institutes  
1984

*The revised handbook is dedicated  
to the members of  
The Alberta Women's Institutes  
in honour of the Calahoo Branch's  
25th Anniversary &  
The 75th Anniversary of  
The Alberta Women's Institutes*



*We gratefully acknowledge  
their contribution to this project*

## **ALBERTA WOMEN'S INSTITUTES HANDBOOK**

**This booklet is presented to the Women's Institutes of Alberta as a guide in organizing new branches and in carrying on their work in a business-like and effective manner.**

**Please Note: This Handbook replaces all previous Handbooks.**

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## ORIGIN

The first Women's Institute was organized under the leadership of Mrs. Adelaide Hoodless in Saltfleet Township, Wentworth County, Ontario on February 19, 1897. This meeting went down in history, as an historic event, the birth of this organization of Country Women which is now the largest in the world. The original Branch is now known as the Stony Creek Women's Institute.

The expressed desire was to acquire information which would insure greater efficiency on the part of the women in the rural sections in those varied responsibilities resting upon them in the home, and as citizens.

The first Branch in Alberta was formed at Lea Park in 1909. The first Provincial Convention was held in Olds, February 17, 18, 1915. Women's Institutes before 1915 were looked after by a Superintendent appointed by the Department of Agriculture.

## AIMS & OBJECTIVES OF ALBERTA WOMEN'S INSTITUTES

1. To encourage women, both rural and urban, to organize as a group within their respective community.
2. To serve both home and country by working to create improved social conditions within their community, the province, across Canada and throughout the world. (Alberta Women's Institutes are affiliated with Federated Women's Institutes of Canada and the Associated Countrywomen of the World).
3. Welcome with help and understanding any new citizens moving into their community.
4. Encourage women to acquire further knowledge of homemaking skills pertaining to all aspects of family living.
5. Encourage women to be progressive, well informed and up to date in modern day society.
6. The Institutes shall be non-political, non-sectarian and non-racial.  
(Suggested topics for study are listed under Educational Committees.)

## FEDERATED WOMEN'S INSTITUTES OF CANADA

As Women's Institute work expanded in Canada it was felt more could be accomplished by having a Dominion Federation. In February 1919 representatives from each of the Provinces met in Winnipeg, Manitoba and at this meeting formed a national organization. Approval was given by the Honourable T.A. Crear, Federal Minister of Agriculture.

This Office was first set up in Ottawa in October 1958. The purpose and objectives are: to co-ordinate pro-

grammes across the provinces and to provide a medium of inter-communication among the Women's Institute Branches.

### NATIONAL FEDERATION OF W.I. OF ENGLAND AND WALES

Women's Institute work was organized in England by Mrs. Alfred Watt who moved from British Columbia in 1913. In 1914 the first Women's Institute was organized on the Island of Anglesey. One of the most important Institutes organized was at Sandringham where Her Majesty Queen Mary was the first President. Women's Institutes were lovingly called "Canada's Gift to the Motherland".

### ASSOCIATED COUNTRY WOMEN OF THE WORLD

Mrs. Watt did not stop after organizing Institutes in England and Wales. Backed by Judge Emily Murphy, who was the first President of the Federated Women's Institutes of Canada, work was started to form an international group. It was not until 1930 at an international meeting of women in Vienna that she was able to make progress. The Associated Countrywomen of the World was formed on 1933 at Stockholm, Sweden, with Mrs. Alfred Watt as its first President. One of the aims is to promote and maintain friendly and helpful relations between the countrywomen and homemakers, and to give all possible help in their development in the economic, social and cultural shperes.

## HOW TO FORM A WOMEN'S INSTITUTE

The organization of new Branches of the Alberta Women's Institutes is left largely to the Constituency Conveners, and Directors. A group of eight women is required to form a Branch. Application forms for the organization of Branch Women's Institutes may be obtained from the Provincial Secretary-Treasurer, A.W.I., and, when filled in as outlined thereon, must be returned to the Provincial President for approval.

### NAME OF BRANCH

In order to avoid confusion in similarity of names, the name chosen for the new Branch shall be submitted to the Provincial President for her approval. It is suggested that a second choice for a name be submitted.

### CHAIRMAN PRO TEM & SECRETARY PRO TEM

Any person may call the meeting to order. After the meeting has been called to order two officers must be chosen, one a chairman for the time being (a chairman pro tem) to preside over the meeting; the other, a secretary for the time being ( a secretary pro tem) to keep a record of the proceedings.

### ORGANIZATION MEETING

The Secretary then takes the names of those who wish to become members. Any woman or girl over sixteen years of age may become a member of an Institute upon payment of the membership fee which shall entitle her to membership during the Institute year for which it is paid. The application form (which has already been obtained from the Provincial Secretary-Treasurer of Alberta Women's Institutes) must be

signed by eight or more women who have paid Branch dues, such dues to be held by the Secretary-Treasurer in trust for the Branch. This application shall then be forwarded to the Provincial President of Alberta Women's Institutes for her approval.

The Branch so organized shall be completed at this meeting by the ELECTION OF OFFICERS, subject to the approval of the application by the Provincial President.

The officers shall include a president, one vice-president, a secretary-treasurer or a secretary and a treasurer and at least three directors.

### CHARTER MEMBERS

Those members, only, who join at the above organization meeting shall be charter members. The names of Charter Members will be INSCRIBED on the charter by the Provincial President.

### MEMBERSHIP

Members may support and attend more than one Institute, but shall have voting power and pay membership dues in one Institute only.

Only those who have paid their membership dues, are members in good standing, and may vote.

It may be for some good reason that women who have been members do not attend for a year and do not pay dues. These may be kept on a separate list as "Members in arrears". Such persons are not counted when reckoning provincial and constituency dues. When they again pay fees, they become members in good standing. If

after a year they do not attend, and do not pay dues, their names are struck off until such time as they again join and pay the dues.

When a member moves away, she may ask the Secretary for a transfer to another Institute. (Transfer cards are available from the Provincial office). This written transfer shall entitle her to full membership for the balance of the year in the Institute to which she is transferred. NOTE: The Institute from which she was transferred, and to which she paid her membership dues, shall be responsible for Provincial and Constituency dues for that year.

## DUES

Branch dues shall be set by the Branch keeping in mind the primary obligations to be met, i.e. Provincial, District and Constituency dues. It is preferable that such dues be set as close as possible, to fulfill above obligations.

District and Constituency dues vary, the amount being reviewed from time to time at the conferences.

Provincial Dues: \$7.00 per member.

The Branch dues sent into the Provincial Office are reckoned on the number of paid-up members whose names have been on the roll during the year ABOUT TO CLOSE, and should be paid directly after the Annual meeting.

These monies shall be forwarded to the Office of the Secretary-Treasurer of Alberta Women's Institutes by January 15th of each year. All cheques to be made payable to the Alberta Women's Institutes.

## FINANCES

The first duty of an Institute is to support its own organization financially and otherwise, then reach out to help others.

Institutes may raise money in any way agreed upon by the members.

Institutes must guard against being used as collecting agencies for other organizations.

If it is thought well to make donations to local charities or public improvements, the Institute shall be careful NOT TO ASSUME RESPONSIBILITY THAT RIGHTFULLY BELONGS ELSEWHERE.

The funds of an Institute shall be expended in paying their Provincial, District and Constituency dues (which may be adjusted from time to time at their respective conventions or conferences); such obligations as they have incurred in connection with the organization; in paying expenses of delegates to conferences and conventions; postage and stationery and such other ways as are thought to be advisable by the officers and members of the Institute.

## INDEPENDENCE OF INSTITUTES (According to Institute Act)

36. (1) Institutes shall be non-partisan and non-sectarian and shall not be operated in the interest of any party, sect, or society, but only for the general good and welfare.
- (2) No addresses or discussions in the interest of any society or organization formed for any



special purpose shall be permitted at any meeting of any Institute or at any Institute convention, except by the unanimous consent of the meeting.

## DUTIES OF OFFICERS

### PRESIDENT

The president shall preside at all meetings of the Institute as well as at meetings of the executive.

She shall endeavor at all times to promote the aims and obligations of the organization.

### VICE-PRESIDENT

The vice-president takes the chair in the absence of the President, and all that applies to the president's duties shall apply equally to her.

### SECRETARY

The secretary shall attend all meetings of the Institute and all executive meetings. She shall keep a record of the proceedings (called minutes) in a book furnished for that purpose. These books shall be carefully kept as the years go by in order that a history of the Institute may be available. She should keep a list of the members. Within three (3) days after the regular meeting she shall report to the Provincial Vice-President and the Constituency Convener on the forms provided. She shall send an annual report to the Provincial Secretary-Treasurer, A.W.I., on the form provided. She shall prepare an annual report of the Institute for the annual meeting, and a report to be read at the Constituency Conference.

She should make the President aware of correspondence prior to the meeting. She shall read ALL correspondence at the meeting. The secretary should keep all important letters she receives. It would be well to file letters.

She should keep a book containing the rules of order, by-laws and constitution of the Institute for ready reference.

She shall prepare for the president a memorandum (or agenda) setting forth the order of business for the meeting.

The secretary may move or second a motion, take part in discussion and has all the rights of any other member.

She shall hand over to her successor all books, papers and records pertaining to her office within ten days after the election of her successor. It is essential that all minute books be preserved. For this purpose an archivist should be appointed into whose keeping these books are entrusted.

## TREASURER

The treasurer takes charge of all monies of the Institute. She collects the membership dues and keeps a record of members and provides the secretary with a duplicate list. She presents a financial statement each regular meeting, and renders an annual report which has been previously audited by the person or persons appointed by the Institute. She should bank all monies and where possible should pay by cheque. Frequently the signature of the president as well as of the treasurer is signed to a cheque but this is a matter for the Institute to

decide. The bank account of the treasurer should be in the name of the Institute.

Immediately after the Annual Meeting, or by January 15th, she shall forward Provincial, District and Constituency dues to the proper authorities. All dues are to be based on the previous year's membership.

Within ten days after the election of her successors she shall hand over all books, monies and documents pertaining to her office to the new treasurer.

## DIRECTORS

The Directors are elected to act as an advisory council or management committee to the Institute, and are expected to assist the other officers in planning and carrying on the work of the Institute.

## TERMS OF OFFICE

Officers shall be elected for a three year term. No officer shall be eligible for the same office for more than one term, except in extenuating circumstances.

## VACANCIES

In the event of an officer of an Institute dying, or resigning office, or otherwise vacating the same, during the period for which she was elected, the Branch executive shall appoint an eligible person to fill the office until the next Annual Meeting.

## QUORUM

A quorum is the least number of members who are permitted to transact business.

20% of the paid-up members shall form a quorum for a regular meeting but there shall be a minimum attendance of four paid members.

40% of the paid-up members shall form a quorum at a special meeting, with a minimum attendance of five paid-up members.

## COMMITTEES

Committees may be elected at a meeting of the Institute; appointed by the executive; or appointed by the chair. The chair has the right to appoint a committee only after a motion to that effect has been passed at a regular or special meeting of the members, or by the executive.

Special and temporary committees are chosen to take charge of special work.

A committee may not undertake financial responsibility unless it is given such power by the executive. If it involves expenditure it must first submit an estimate of the probable expenditure to the branch.

Committees may make a progress report to the Institute to tell how the work for which they were appointed is getting along. This report may be approved or otherwise by the meeting.

The president of the Branch Institute is ex-officio a member of all committees.

## EDUCATIONAL COMMITTEES

Educational Conveners shall be appointed at the Branch Annual Meeting:

Agriculture

Canadian Industries

Citizenship and Legislation

Education and Cultural Activities

Environmental Conservation

Handicraft

Home Economics and Health

International Affairs

Social Services

(These committees may be increased or decreased in harmony with Provincial Organization)

CONDUCTING A MEETING  
OPENING EXERCISES

O CANADA:

O Canada !  
Our home and native land !  
True patriot love  
in all thy sons command.  
With glowing hearts  
we see thee rise,  
The True North  
strong and free !  
From far and wide,  
O Canada,  
We stand on guard  
for thee.  
God keep our land  
glorious and free !  
O Canada,  
we stand on guard for thee.  
O Canada,  
we stand on guard for thee.

MARY STEWART COLLECT:

Keep us, O Lord from pettiness; let us be large in  
thought, in word and deed.  
Let us be done with fault-finding and leave off self  
seeking.  
May we put away all pretence and meet each other face  
to face without self-pity and without prejudice.

May we never be hasty in judgment and always  
generous.

Let us take time for all things; make us grow calm,  
serene , gentle.

Teach us to put into action our better impulses,  
straight-forward and unafraid.

Grant that we may realize that it is the little things  
that create differences; that in the big things  
of life we are one.

And may we strive to touch and to know the great  
human heart common to us all; and, O Lord  
God, Let us not forget to be kind.

#### FLAG SALUTE :

I salute the flag, the emblem of my country,  
and to her I pledge my love and loyalty .

#### GRACE :

We thank Thee, Father, for Thy care,  
Food, friends, and kindnesses we share  
May we forever mindful be  
of Home and Country and for Thee.

#### RULES FOR CONDUCTING A MEETING:

All meetings should begin at the hour announced. If the president or vice-president is not present, those in attendance may appoint a chairman and proceed with the programme, or such portions of it as they may think well, until the president or vice-president arrives, when the acting chairman should retire in her favour. Until a quorum is present, business should not be transacted, although features of the day not involving business may be proceeded with.



In the absence of the secretary, the president may name some person, approved by the meeting, to act in her place or the meeting may be asked to elect a secretary pro tem, in the regular way.

When a member wishes to speak, she rises and addresses the chair: "Madam Chairman" or "Madam President". The president calls her by name, "Miss Brown", thus introducing her to the meeting and she is then at liberty to speak. She must not do so until recognized by the chair.

A member is not permitted to speak more than once to the same question but may ask permission to explain something said in her former statement.

## A MOTION

Every important item of business should be brought before the meeting in the form of a motion. A member rises and says, "Madam President, I move ... ". Another member rises and says, "Madam President, I second the motion".

A Motion should not be discussed until it is PROPERLY SECONDED. When any item of business or policy is brought before the meeting, some preliminary explanation may be necessary before a motion can be made but the chairman should not permit explanation or answering of question bearing on the same to continue unduly before calling for a motion, and she must see that the members confine themselves to the MOTION UNDER CONSIDERATION.

When a motion has been made and seconded, the chairman should repeat the motion with the name of the mover and seconder and then say, "You have heard the motion. It is open for discussion ". Ample opportunity must be given for discussion. When all have spoken who wish to do so the chairman asks, "Are you ready for the question ?". Those who are, say "Question", (or silence gives consent), then she takes the vote. Even if the majority of those voted for the motion she must always call for the vote of those opposed. When it is difficult to count the votes from the "For" or "Against" or a show of hands, a standing vote may be called for by the chairman. A majority of votes is required to carry a motion, unless otherwise provided. In the event of a tie the motion is declared lost.

When motions arise concerning expenditures of money, a 2/3 majority vote shall be required.

When motions arise which are of a controversial nature, it is strongly suggested that a 2/3 majority be required.

## AMENDMENTS

After a motion has been moved and seconded, some one may offer an amendment, which must be seconded. When a vote is taken, the amendment is taken first. If the amendment is lost the original motion is put. If the amendment is carried, the meeting is asked to vote on the original motion as amended.

There should be only one motion before the meeting at one time, unless it is a motion to amend.

The chairman of the meeting should not forget:

1. To see that every motion or amendment is properly seconded.
2. To read the motion or amendment to the meeting before discussion and again before voting.
3. To put the amendment before putting the main motion.
4. To call for the votes of both in favour and opposed.
5. To announce the result of the vote clearly.
6. To put the main motion to the meeting as amended provided the amendment has already carried.

When a motion contains two or more propositions the chairman may require that it be divided in which case each proposition shall be moved, seconded, discussed and voted upon separately.

### MOTIONS WITHDRAWN

Motions may be withdrawn by the mover before being seconded.

Motions may be withdrawn after being seconded, with the consent of the seconder.

When a member thinks it inadvisable to continue the discussion on a motion she may attempt to dispose of it by one of the following motions:

- (a) That the matter be referred to a committee.
- (b) That the question be put, i.e. that the vote be taken without further discussion.
- (c) That the discussion be postponed or adjourned until some definite date in the future.

- (d) That the question be laid on the table, i.e. that it be "shelved" for the present.
- (e) That the meeting adjourn. A motion to adjourn is always in order but may not be made while a member is speaking or while the vote is being taken. It can be debated.

## TO CONCLUDE DISCUSSION ON A MOTION

If, however, the motion has been moved, seconded and stated by the president, it then requires the unanimous consent of the meeting to withdraw it.

## ADJOURNMENT

When the business of the meeting is ended the chairman may call for a MOTION OF ADJOURNMENT which DOES NOT require a seconder, or she may DECLARE THE MEETING ADJOURNED.

## MEETINGS

Regular meetings should be held at a definite time and place which is made known to all the members. The date of regular meetings shall not be changed, unless advance notice is given to each member prior to date of the meeting at which such change will be voted upon. A meeting may be postponed provided notice of postponement reaches all members in sufficient time.

At least four regular meetings must be held during the year, at which papers shall be read, addresses delivered or discussion held dealing with topics in harmony with the aims and objects of Women's Institutes. It is customary for Institutes to hold monthly meetings.

Special meetings may be called by the president or secretary or AT THE REQUEST of the Board of Directors, and due notice shall be given the members. It must be kept in mind that no business can be transacted at a special meeting except that for which the meeting is specifically called.

## ORDER OF REGULAR MEETINGS

Opening Exercises  
Reading of the minutes  
Approval of the minutes by audience and signing of the minutes by president.  
Treasurer's report.  
Reports of committees.  
Business arising out of minutes and reports of committees.  
Correspondence and business arising out of same.  
New Business.  
Regular programme.  
Adjournment.

## ORDER OF THE ANNUAL MEETING

Opening Exercises  
Reading of the minutes of the last Annual Meeting and the last regular meeting.  
President's address and discussion thereon  
Secretary's report and discussion.  
Reports of committees.  
Audited Treasurer's Report.  
Discussion of reports.  
Business arising out of the minutes or reports.  
Roll call.  
Election of officers.  
Appointment of Educational Conveners.

Payment of all dues.  
New Business.  
Regular programme.  
Adjournment.

Every effort should be made to have a large attendance at the Annual Meeting. A short, particularly attractive programme may help.

## AUDITORS

The auditors may be members or may be some outside persons who shall be appointed by the Institute to audit the books of the treasurer. This work must be done very carefully and thoroughly. The auditors should see that the balance carried forward from the preceding year corresponds with the records as contained in the financial statement of the previous year. The receipts for membership should correspond with the record of members found in the minute book. All expenditures must be vouched for by receipt and books must balance perfectly with latest bank statement.

## BY-LAWS

An Institute at an Annual or Special General Meeting, called for that purpose, may make, alter or repeal by-laws or regulations for its' general management not consistent with the provisions of the Women's Institute Act, or the Provincial By-Laws; such By-Laws or regulations shall, however, not have force or effect until approved by the Provincial Council.

## RESTING BRANCHES

The Provincial Office shall be notified of the intention of the Branch. Minimum annual dues shall be \$10.00 per Branch, to be payable to the Provincial Secretary Treasurer of the Alberta Women's Institutes. Submit a person's name to receive mailings while the branch is resting. After a maximum period of two years, the decision of the Branch shall be made known to the Provincial Office.

## DISBANDING

In case of an Institute wishing to disband a notice of motion to disband shall be sent to all members one month prior to date when vote will be taken. The District Director and Constituency Convener should be notified by letter one month PRIOR to notice of motion to disband.

Upon disbanding, an Institute shall surrender to the Provincial Office of Alberta Women's Institutes its' Certificate of Incorporation together with a statement of disposition of property or funds in their possession at the time of dissolution. Minute books and other articles of historic value should be preserved.

N.B.: All Provincial, District and Constituency dues must be paid for current year before final disposition of funds is made.

## MEMBER-AT-LARGE

Any former A.W.I. member, not residing within reasonable distance of an existing Institute, may become a member-at-large by applying to the Provincial President and on payment of membership dues of \$10.00 per



year. Such membership entitles her to attend and participate in discussions at Provincial, District, Constituency and Branch meetings, but does not entitle her to vote nor hold office. She shall receive a subscription to Home and Country, Federated News, all Branch mailings and a copy of the Annual Report Book.

### LIFE MEMBERSHIP

A LIFE MEMBERSHIP in the Alberta Women's Institutes is to be considered the highest honour that may be conferred upon a member of this organization.

A Life Membership may be awarded to an A.W.I. member who has given outstanding service to the organization at the Provincial level.

Nomination for this award may be made by a Branch, Constituency, District or by Provincial Council. The nomination must contain good reasons for this presentation and be sent to the Provincial President for the approval of the Executive.

Upon approval by the executive, the A.W.I. will assume the cost of the Life Membership and relieve her branch from paying Provincial Dues for the life time of the recipient.

A biography and 5"x7" picture should be forwarded to the A.W.I. Secretary within two months after the presentation is made, for inclusion in the Book of Life Members.



## “YEARS OF SERVICE” PIN

Alberta Women's Institutes have made available a “Years of Service” pin, by means of which Branches may honour individual members. Pins are given in numerals of five years, beginning with 10 years, i.e. 10, 15, 20, 25, the specified number on a chain. Cost listed in “Home and Country”.

## BRANCH LIFE MEMBERSHIP

Branch Life Membership in the Alberta Women's Institutes can be bestowed on a member at Branch level. The Branch decides to whom this honour should be given and the Branch sets their own criteria.

The Branch then informs the Provincial Office of their decision and requests the Branch Life Membership Certificate mailed to them. The name of the recipient is then placed in a book kept in the Office.

A Branch Life Membership pin is also available. Cost listed in “Home and Country”.

## BOOK OF REMEMBRANCE

The name of a member who has passed away may be entered in the Book of Remembrance by a Branch, Constituency, District or by the A.W.I. Council.

The application should be accompanied by a biography of approximately 200 to 225 word giving:

1. Maiden name
2. Married name
3. Date and place of birth
4. Where raised and educated

5. Vocation followed
6. Where and when married and to whom
7. Residence following marriage, and husband's work
8. Children raised, and if possible names and present address
9. Institute activities - Offices held - awards, etc.
10. Home and Country activities
11. Date passed away
12. Who is left to mourn her passing

The application MUST BE IN THE PROVINCIAL OFFICE NO LATER THAN MARCH 15 of each year. Upon approval of this application, payment of \$25.00 should be sent to the Provincial Secretary-Treasurer, A.W.I. The name will then be entered in the Book of Remembrance before the ceremony at the next Provincial Convention.

## ALBERTA WOMEN'S INSTITUTES GIRLS' CLUB

A.W.I. Girls' Clubs have, since 1918, been sponsored by the A.W.I. throughout the Province. It is a project unique in Canada.

Girls' Clubs were incorporated in 1919, by an amendment to the Women's Institutes Act. Girls' Clubs follow A.W.I. guidelines in programming, studying a five year point programme.

Girls between the ages of 6 and up may become members of the Alberta Women's Institutes Girls' Club.

For information on the forming of an A.W.I.G.C., contact the A.W.I. Girls' Club Supervisor or the A.W.I. Provincial Office.

### A.W.I. GIRLS' CLUB CODE

I pledge my best effort and thought to home and country that a happy future for Canada and her people may be assured.

I promise to continually bear in mind my duty as a member of the home circle and a responsible citizen.

I promise to take my full part in the work of the Alberta Women's Institute Girls' Club, that the ideals of wholesome, helpful womanhood for which it stands may be upheld.

I promise to be tolerant of others' efforts and not criticize, that I may in no way hurt, or cause unhappiness to my fellow club members or neighbors.

I promise to be on time at all meetings and to willingly do what I am asked to do, as an example to other members.

I promise to keep the peace, both in and out of our meetings. As far as in my power lies. I will do nothing that will mar the harmony of our club life.

## WOMEN'S INSTITUTES CONSTITUENCY BY –LAW

### NAME

This organization shall be called .....  
Women's Institute Constituency.

### POLICY

1. Annual Constituency Conference shall be held so that all the Institutes in the Constituency may have the privilege of becoming acquainted for the purpose of co-ordinating and advancing the work of the various Women's Institute projects in the Constituency.
2. The Annual Conference shall be a rally meeting of all Women's Institutes members in the Constituency.
3. Each Institute in the Constituency shall be officially represented by one delegate who has the privilege of casting one vote on all matters coming before the Conference.
4. The Women's Institute Constituency may be used to carry on any Women's Institute work thought advisable by the Conference.

## OFFICERS AND ELECTION OF OFFICERS

1. A Constituency Convener shall be elected at the Annual Constituency Conference by a majority vote of official delegates.
2. A Constituency Convener shall choose a recording secretary. (It is recommended that this official be from the Convener's home Institute).
3. Constituency Chairman of the following Educational Committees shall be elected at the Annual Conference. Topics may be increased or decreased in harmony with the Provincial organization:

Agriculture, Canadian Industries, Citizenship and Legislation, Education and Cultural Activities, Environmental Conservation, Handicrafts, Home Economics and Health, International Affairs, Social Services.

## TERM OF OFFICE

The term of office of the Constituency Convener and chairman of the Educational Committees shall be for a period of three years. Such officers shall be eligible for one term only.

In case of vacancy, the Provincial President shall appoint an eligible person to fill such vacancy. Such appointed officer shall hold office until the next Constituency Conference.

## DUTIES OF OFFICERS

### 1. CONSTITUENCY CONVENER:

- (a) In charge of Constituency Conference and plan

her programme in co-operation with the District Director.

- (b) Responsible for correspondence in regard to Constituency work.
- (c) Responsible for report of Institutes to District Conference.
- (d) Receive report from each Institute in the Constituency.
- (e) Send Branch reports to District Director.
- (f) Attend Provincial Convention.
- (g) Promote interest in the organization of new branches.
- (h) Assist Chairman of Educational Committees in establishing their work.
- (i) Endeavour to visit Institutes in Constituency at least once during the year, to bring the branch up to date on A.W.I. projects and business.  
Regular correspondence is desirable.
- (j) Collect and hold all monies.
- (k) Present a duly audited financial statement at each Annual Conference.
- (l) Turn over all monies, books, etc., to her successor within ten days of her election.
- (m) Publicize the Constituency Conference prior to and after the Conference.
- (n) Have general supervision of the work of A.W.I. Girls' Club in her Constituency. She shall assist in the organization of new Clubs in co-operation with the Provincial Supervisor of Girls' Clubs.

## 2. SECRETARY OF CONSTITUENCY CONVENER:

The Secretary shall act as a Recording Secretary only.

### 3. CONSTITUENCY CHAIRMAN OF EDUCATIONAL COMMITTEES:

- (a) Each Chairman shall get in touch with the Provincial Chairman of her Convenership and obtain suggestions and the general policy for the year. These shall be passed on to the Branch Chairmen.
- (b) Each Chairman shall receive reports from Branches of the work carried out. She shall compile and send a report to the Provincial Educational Chairman by January 21, and also give a report at the Constituency Conference.

### CONSTITUENCY FINANCE

The Constituency Convener shall at each Conference submit an estimate of expenditures for the ensuing year and shall be responsible for the collection of the Constituency fund as agreed to by the various Institutes. This fund covers the expenses of the Constituency Conference, such as advertising, hall, rent, etc., postage and stationery; expenses of the Convener, in attending District, Constituency and Provincial Conventions.

Great care should be taken to keep the amount from each Institute as low as possible so as to prevent undue burdens.

In some cases it may be well to link up with another Constituency for a joint Convener and Conference. This can be done only with the approval of the Provincial Council. Any change in the Constituency Conference boundaries shall be submitted to the Provincial Council for approval.



The Constituency fund should be placed in a bank in a trust account upon which the Constituency Convener may issue cheques.

THE CONSTITUENCY CONVENER SHALL PREPARE A FULL FINANCIAL STATEMENT FOR THE CONSTITUENCY CONFERENCE AND SAME SHALL BE DULY AUDITED.

Upon the appointment of her successor the Constituency Convener shall forthwith turn over minute books, cash books, monies and documents pertaining to her office so that these may be in her successor's hands within ten days after her election.

#### DISTRICT ORGANIZATION BY-LAW

A District Director is elected at the Provincial Convention by the delegates of her District. It is her duty to arrange for a District Conference if so desired by the District. She shall have general supervision of the work of her District and shall assist, as far as possible, the Constituency Conveners in her District in organizing new Institutes and shall endeavor to foster and stimulate the Women's Institute spirit. She shall become a member of the A.W.I. Council.

She shall send out notices of her District Conference through her Constituency Conveners and shall plan the programme, in consultation with the Provincial President.

She shall preside at the meetings of the District Conference.

She shall have the custody of the Conference minute book, etc., between Conferences, and shall turn over

same to her successor within ten days after her successor has been elected.

A District Conference Recording Secretary is to be chosen for each Conference by the Director.

It is the Recording Secretary's duty to take the minutes of the meetings in a book provided for the purpose and to forward the book and such other papers as she may have in connection with the office to the District Director within ten days after the Conference.

A District fund shall be raised to defray expenses in connection with the Conference and District business. This fund shall be held in trust by the Director who shall give a duly audited report of same at the Conference.

She shall prepare a detailed report of each Constituency Conference and submit same to the Provincial President within three days of each Conference. She shall send to each Provincial Chairman of Educational Committees the list of the Constituency Chairman of that Committee in her District.

CONSTITUTION OF  
THE ALBERTA WOMEN'S INSTITUTES

Article I - Name

The name of this organization shall be

THE ALBERTA WOMEN'S INSTITUTES

Article II - MOTTO

The motto of the Alberta Women's Institutes shall be  
"For Home and Country"

Article III - POLICY

- (a) The Alberta Women's Institutes shall be the central Provincial organization of all Institutes which have been or may hereafter be formed under the Women's Institute's Act.
- (b) The organization shall be non-partisan and non-sectarian, and no Institute shall be operated in the interest of any party, sect or society, but only for the general good and welfare.
- (c) No society or organization for a special purpose shall bring its discussion or its subject into any meeting of the Alberta Women's Institutes, except by the unanimous consent of the delegates present.
- (d) Any motion before the Alberta's Women's Institutes Provincial Convention which involves the use of funds of the Alberta Women's Institutes shall require a 2/3 majority of the voting delegates.

#### Article IV - OBJECTIVES

The objectives of the Alberta Women's Institutes shall be: The improvement of social conditions in rural and other communities by means of:

- (a) To encourage women, both rural and urban, to organize as a group within their respective community.
- (b) To serve home and country by working to create improved social conditions within their community, the province, across Canada and throughout the world.  
(The Alberta Women's Institutes are affiliated with Federated Women's Institutes of Canada and the Associated Countrywomen of the World.)
- (c) Welcome with help and understanding any new citizen moving into their community.
- (d) Encourage women to acquire further knowledge of homemaking skills pertaining to all aspects of family living.
- (e) Encourage women to be progressive, well informed and up-to-date in modern day society.

#### Article V - MEMBERSHIP

- (a) An Institute which had a membership of at least eight when organized and has held at least four meetings during the preceding year, shall be considered a member of the Provincial organization.
- (b) Failure of an Institute to pay annual dues for one year, as prescribed by the Provincial organization, shall constitute forfeiture of membership, except in special cases when satisfactory explanations are stated to the Council.
- (c) A forfeited membership may be restored upon application to the Provincial Council.

## Article VI - OFFICERS

- (a) The elected officers of the Alberta Women's Institutes shall be a President, First Vice - President and a Second Vice - President; one Director from each district (who by virtue of office shall be a Vice - President of the Provincial organization).
- (b) These officers shall constitute the Council, which shall have the general management and control of the affairs of the Alberta Women's Institutes.
- (c) Two members, one of whom shall be the Provincial President, shall serve as Senior Board Member and as Junior Board Member on the Board of the Federated Women's Institutes of Canada.
- (d) The Provincial President, the First Vice-President, and Second Vice-President shall constitute an Executive Committee, with power to transact routine business and to take such action as may be necessary on matters arising between annual Conventions. They shall meet when called as circumstances require; shall have power to fill any vacancy on the Council or Chairmen of Educational Committees for the unexpired term and to appoint special committees when deemed necessary.
- (e) The Council shall have power to engage such officers and employees as it may from time to time deem proper, to prescribe their duties, fix their salaries, and to dispense with the services of such officers or employees.

## Article V11 - ELECTION

- (a) All elections for officers of the Alberta Women's Institutes shall be by ballot for a term of 3 years.
- (b) A majority of the votes cast shall be necessary to elect.
- (c) No officers shall be eligible to the same office for more than one term.
- (d) Newly elected officers shall enter upon their respective duties at the adjournment of the Convention at which they were elected.

## Article V11A - APPOINTMENTS

- (a) Educational Conveners to be appointed for one three-year term only.

## Article V111 - AMENDMENTS

- (a) This Constitution may be amended at Provincial Convention by a 2/3 vote of voting delegates present, provided that the proposed amendments have been submitted in writing at the previous Provincial Convention or by unanimous vote of all present.
- (b) By-laws and standing rules may be adopted, amended or repealed at any Provincial Convention by a 2/3 vote.

## BY-LAWS

### Article 1 - DUTIES OF OFFICERS

- (a) The President of the Alberta Women's Institutes shall preside at all meetings of the Provincial organization and at the Council and Executive Committee meetings. She shall appoint all Provin-

- cial Educational Conveners and the Supervisor of A.W.I. Girls' Clubs, subject to the approval of the Council, and shall have general supervision of the work throughout the Province.
- (b) In the absence of the President, the First Vice-President shall perform the duties of the President. She shall assist her in devising and executing plans of work.
  - (c) It shall be the duty of the District Director to attend meetings of the Council, to have a general supervision of the work in her District, and to arrange for District Conference, after consulting with the Provincial President. She shall as far as possible assist the Constituency Conveners in her District in organizing new Institutes and endeavour to foster and stimulate the Women's Institute spirit.
- (A) Provincial Secretary-Treasurer who shall be a salaried employee of the Organization and shall:
- 1. Receive and hold all monies belonging to the Alberta Women's Institutes.
  - 2. Keep an itemized statement of all receipts and disbursements.
  - 3. Pay all accounts authorized by the Council and signed by the President.
  - 4. Give an itemized account of all financial transactions at the Provincial Convention, or whenever required by two or more members of the Council.
  - 5. Furnish a bond from a regular bonding house, for an amount named by the Council.
  - 6. Close her books in sufficient time for official audit prior to the date set for the Provincial Convention.



7. Keep a correct list of all Provincial officers, Constituency Conveners, Chairmen of Educational Committees and all Institutes belonging to the Alberta Women's Institutes.
8. Conduct all correspondence relative to her office and perform all clerical work required by the Council. Cause to be printed and properly distributed all necessary stationery for the use of Council and Provincial Educational Conveners.
9. Have charge of compiling and printing of the Annual Report.
10. Within six weeks after the appointment of her successor, she shall deliver to such successor all monies, vouchers, books and property of the Alberta Women's Institutes under her control covering all transactions to the time at which she ceased to hold office.
11. The Secretary-Treasurer shall attend Executive and Council Meetings when requested to do so by the Executive.

Necessary expenses incurred by officers and conveners in the service of the organization may be refunded from the treasury by order of Council.

The duties of the Supervisor of Women's Institutes Girls' Clubs shall be as directed by the Council.

#### Article 11 - EDUCATIONAL CONVENERS

1. The Educational Conveners of the Alberta Women's Institutes shall be:
  - Agriculture
  - Canadian Industries
  - Citizenship and Legislation
  - Education and Cultural Activities
  - Environmental Conservation
  - Handicraft



Home Economics and Health  
International Affairs, Social Services

2. The Council shall have power to increase or reduce the number of Educational Committees as seems necessary in the best interests of the organization.
3. The duties of Chairmen of Educational Committees shall be to outline the work to be undertaken for the year, and to assist in carrying out such work, SEND COPIES OF PROJECTS AND COMPETITIONS to the PROVINCIAL PRESIDENT for her approval, after which they will be sent to the District Directors and to Constituency Chairmen. to obtain reports from her Constituency Chairman, summarize these, give a report at the Provincial Convention, and forward a copy of same to the National Chairman of her Committee.

Article 111 - DUES

- (a) The yearly dues from each Institute to the Provincial Fund shall be seven dollars (\$7.00) per capita. This shall be reckoned on the number of members who have paid their dues during the year just closing.
- (b) Dues shall be payable to the office of the Secretary-Treasurer of A.W.I. by January 15th of each year.

Article 1V - VOTING MEMBERSHIP

- (a) The voting membership shall consist of the Provincial President, First Vice-President, Second Vice-President, District Directors, Past Provincial Presidents, Constituency Conveners, Provincial Educational Conveners, Provincial Supervisor of Girls' Clubs, and one official delegate from each Institute.

- (b) Each officer and delegate at the Annual Convention shall have one vote; Voting by proxy, either verbal or written, shall not be admissible.
- (c) Any member may attend the Provincial Convention and take part in the discussion, but the voting membership shall be as provided for in Section (a) Article IV.

## Article V - RESOLUTIONS

- (a) The Resolutions' Committee shall consist of the Provincial Convener of Citizenship and Legislation and two other members appointed by the President. Resolutions should be sent to the Provincial Convener of Citizenship and Legislation by the 15th of March each year.
- (b) All resolutions must be endorsed by the delegates of at least two Institutes, or a Constituency Conference, a District Conference, the Provincial Conference or the Provincial Executive.

## HOW TO PRESENT RESOLUTIONS

To the Constituency Conference: Signed by the President and Secretary of two branches.

To the District Conference: Signed by two branches, or by a Constituency Conference.

To the Provincial Convention: Signed by two branches, or by a Constituency Conference, or by a District Conference, or from the Provincial Council or Executive through the Resolutions Committee, or from the floor of the Convention through the Resolutions Committee.

Branches shall substantiate and research information, and date the same, relative to any resolution presented.

Resolutions to come before a Provincial Convention shall be sent to the Provincial Chairman of Citizenship and Legislation by March 15th each year.

#### Article VI - PARLIAMENTARY AUTHORITY

- (a) All meetings of Alberta Women's Institutes shall be governed by "Robert's Rules of Order" and Handbook of Alberta Women's Institutes.

## APPENDIX

### PROVINCIAL CONVENTIONS

1915	Olds College	Old, Alberta
1916	MacDonald Hotel	Edmonton
1917	Palliser Hotel	Calgary
1919	Central Methodist Church	Edmonton
1920	First Baptist Church	Edmonton
1921		Edmonton
1922	Palliser Hotel	Calgary
1923	University of Alberta	Edmonton
1924	Palliser Hotel	Calgary
1925	University of Alberta	Edmonton
1926	Palliser Hotel	Calgary
1927	University of Alberta	Edmonton
1928	Palliser Hotel	Calgary
1929	University of Alberta	Edmonton
1930	Palliser Hotel	Calgary
1931	University of Alberta	Edmonton
1932	Cancelled due to financial despression	
1933	Palliser Hotel	Calgary
	Provincial Convention held every two years starting 1935	
1935	University of Alberta	Edmonton
1937	Palliser Hotel	Calgary
1939	MacDonald Hotel	Edmonton
1941	Palliser Hotel	Calgary
1943	Cancelled at the request of the Minister of Transport	
1945	MacDonald Hotel	Edmonton
1947	Palliser Hotel	Calgary
1949 -1971	University of Alberta	Edmonton
1973	Eric Harvey Theatre	Banff
	Provincial Convention held annually starting 1974	
1974-1984	Olds College	Olds

## PROVINCIAL BOARD MEMBERS OF THE ALBERTA WOMEN'S INSTITUTES

1915 - 1984

### OFFICERS 1915

President: Miss Isabel Noble - Daysland  
1st Vice-President: Mrs. Wm. Flemming - Alliance  
2nd Vice-President: Mrs. Elves - Vulcan  
3rd Vice-President: Mrs. A.E. Saunders - St. Albert  
Secretary: Mrs. Jean Muldrew - Red Deer  
Treasurer: Miss A.T. Carlyle - Vermillion  
Directors: Mrs. Robinson - Cowley  
Mrs. A.F. Wilson - Carmangay  
Miss Patterson - Taber  
Miss Robb - Provost  
Mrs. Blackwell - Athabasca  
Mrs. Colvin - Sedgewick

### OFFICERS 1916

President: Miss Isobel Noble - Daysland  
1st Vice-President: Mrs. Wm Flemming - Alliance  
2nd Vice-President: Mrs. J.A. McKenzie - Strathmore  
Secretary-Treasurer: Mrs. Jean Muldrew - Edmonton  
Directors: Mrs. A.H. Rogers - Fort Saskatchewan  
Mrs. H.J. Montgomery - Wetaskiwin  
Mrs. E. Warren - Milk River

## OFFICERS 1917

President: Miss Isabel Noble - Daysland  
1st Vice-President: Mrs. Wm. Flemming - Alliance  
2nd Vice-President: Mrs. J. A. McKenzie - Strathmore  
Secretary-Treasurer: Mrs. A.H. Rogers  
Fort Saskatchewan  
Directors: Mrs. F.S. Grisdale - Vermillion  
Mrs. H.J. Montgomery - Wetaskiwin  
Mrs. B.E. Hummon - Carmangay  
Mrs. J.F. Price - Peace River (appointed by  
Advisory Council)

## OFFICERS 1918

President: Miss Isabel Noble - Daysland  
Vice-President: Mrs. Wm. Flemming - Alliance  
Secretary-Treasurer: Mrs. A.H. Rogers  
Fort Saskatchewan  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. F. Grisdale - Vermillion  
Mrs. A.A. Towns - Cornation  
Mrs. D.B. Hummon - Milk River

## OFFICERS 1919 - 1920

President: Miss Isabel Noble - Daysland  
Vice-President: Mrs. Wm. Flemming - Alliance  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. C.A. Gates - Stony Plain  
Mrs. W. Huyck - Strome  
Mrs. J.N. Beaubier - Champion  
Mrs. A.A. Towns - Coronation  
Mrs. F.W. Hughes - Cavendish

## OFFICERS 1921

President: Miss Isobel Noble - Daysland  
Vice-President: Mrs. Wm. Flemming - Alliance  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. C.A. Gates - Stony Plain  
Mrs. W. Huyck - Strome  
Mrs. J.N. Beaubier - Champion

## OFFICERS 1922

President: Mrs. J.N. Beaubier - Champion  
Vice-President: Mrs. J. Boyd - Vanrena  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. Wm. Stewart - Peace River  
Mrs. C.A. Gates - Stony Plain  
Mrs. W. Huyck - Strome  
Mrs. F.W. Hughes - Cavendish

## OFFICERS 1923 - 1924

President: Mrs. J.N. Beaubier - Champion  
Vice-President: Mrs. D.R. McIvor - Gibbons  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. Wm. Stewart - Peace River  
Mrs. C.A. Gates - Stony Plain  
Mrs. W. Huyck - Strome  
Mrs. C. Lynch Staunton - Lundbreck

## OFFICERS 1925 - 1927

President: Mrs. W. Huyck - Strome  
Vice-President: Mrs. Wm. Stewart - Peace River  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. C.A. Gates - Stony Plain  
Mrs. H.J. Montgomery - Wetaskiwin  
Mrs. C. Lynch Staunton - Lundbreck

## OFFICERS 1927 - 1928

President: Mrs. W. Huyck - Strome  
Vice-President: Mrs. Wm. Stewart - Peace River  
Recording Secretary: Mrs. D.R. McIvor - Stettler  
Treasurer: Mrs. J. Regan - Edmonton  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. A.H. Rogers - Fort Saskatchewan  
Mrs. A.H. Montgomery - Wetaskiwin  
Mrs. F.C. Alcock - Champion

## OFFICERS 1929 - 1930

President: Mrs. H.J. Montgomery - Wetaskiwin  
Vice-President: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Recording Secretary: Mrs. J.N. Beaubier - Champion  
Treasurer: Mrs. J. Regan - Edmonton  
Directors: Mrs. W.R. Roberts - Sexsmith  
Mrs. W.C. Short - Edmonton  
Mrs. J.P. Ferguson - Trochu  
Mrs. F.C. Alcock - Champion



## OFFICERS 1931 - 1933

President: Mrs. H.J. Montgomery - Wetaskiwin  
Vice-President: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Recording Secretary: Mrs. J.N. Beaubier - Champion  
Treasurer: Mrs. J. Reagan - Edmonton  
Directors: Mrs. W. R. Roberts - Sexsmith  
Mrs. W.C. Short - Edmonton  
Mrs. J.P. Ferguson - Trochu  
Mrs. J.A. Campbell - Milk River

## OFFICERS 1933 - 1934

President: Mrs. J.P. Ferguson - Trochu  
Vice-President: Mrs. Wm. Stewart - Peace River  
Recording Secretary: Mrs. J.A. Campbell - Milk River  
Treasurer: Mrs. J. Regan - Edmonton  
Directors: Mrs. M.R. Upton - Berwyn  
Mrs. W.A. Brown - Paradise Valley  
Mrs. E.E. Ullman - Lousana  
Mrs. M.L. Thompson - Coaldale

## OFFICERS 1935 - 1937

President: Mrs. J.P. Ferguson - Trochu  
Vice-President: Mrs. Wm. Stewart - Peace River  
Secretary: Mrs. J.A. Campbell - Milk River  
Treasurer: Mrs. H. J. Montgomery - Wetaskiwin  
Directors: Mrs. M.R. Upton - Berwyn  
Mrs. W.A. Brown - Paradise Valley  
Mrs. O.G. Sibbald - Munson  
Mrs. M.L. Thompson - Coaldale

## OFFICERS 1937 - 1939

President: Mrs. Wm. Stewart - Peace River  
Vice-President: Mrs. M.L. Thompson - Coaldale  
Secretary: Mrs. R.E. Woods - Stony Plain  
Treasurer: Mrs. H.J. Montgomery - Wetaskiwin  
Directors: Mrs. W.R. Roberts - Sexsmith  
Mrs. E.E. Morton - Vegreville  
Mrs. O.G. Sibbald - Munson  
Mrs. J.A. MacQuarrie - Barons

## OFFICERS 1939 - 1941

President: Mrs. Wm. Stewart - Peace River  
Vice-President: Mrs. M.L. Thompson - Coaldale  
Secretary: Mrs. R.E. Woods - Stony Plain  
Treasurer: Mrs. H.J. Montgomery - Wetaskiwin  
Directors: Mrs. M. Zabel - Peace River  
Mrs. E.E. Morton - Vegreville  
Mrs. Wm. MacFarlane - Red Deer  
Mrs. E.J. Bell - Hussar

## OFFICERS 1941 - 1942

President: Mrs. M.L. Thompson - Coaldale  
Vice-President: Mrs. E.E. Morton - Vegreville  
Secretary: Mrs. Wm. MacFarlane - Red Deer  
Treasurer: Mrs. H.J. Montgomery - Wetaskiwin  
Directors: Mrs. D.W. Patterson - Grande Prairie  
Mrs. H.R. Evans - Innisfree  
Mrs. A.B. McGorman - Penhold  
Mrs. R.E. Reynolds - Picture Butte

## OFFICERS 1943 - 1945

President: Mrs. M.L. Thompson - Coaldale  
Vice-President: Mrs. E.E. Morton - Vegreville  
Secretary: Mrs. Wm. MacFarlane - Red Deer  
Treasurer: Mrs. H.J. Montgomery - Wetaskiwin  
Directors: Mrs. H.R. Evans - Innisfree  
Mrs. A.B. McGorman - Penhold  
Mrs. R.E. Reynolds - Picture Butte

## OFFICERS 1945 - 1947

President: Mrs. E.E. Morton - Vegreville  
Vice-President: Mrs. H.R. Evans - Innisfree  
Mrs. A.B. McGorman - Penhold  
Secretary: Mrs. C.G. Strong - Vegreville  
Treasurer: Mrs. Wm. MacFarlane - Red Deer  
Directors: Mrs. D.W. Patterson - Grande Prairie  
Mrs. S. Lefsrud - Viking  
Mrs. A.B. McGorman - Penhold  
Mrs. T.H. Howes - Millet  
Mrs. Earl C. Hutchinson - Warner

## OFFICERS 1949 - 1951

President: Mrs. A.B. McGorman - Penhold  
Vice-President: Mrs. S. Lefsrud - Viking  
Secretary: Mrs. W.E. Janssen - Hillstown  
Treasurer: Mrs. L.D. Smith - Penhold  
Directors: Mrs. L.Harris - Berwyn  
Mrs. J.C. McLean - Irma  
Mrs. T.H. Howes - Millet  
Mrs. A. McIlroy - Shaughnessy

## OFFICERS 1951 - 1953

President: Mrs. A.B. McGorman - Penhold  
Vice-President: Mrs. S. Lefsrud - Viking  
Secretary: Mrs. W.E. Janssen - Hillsdown  
Treasurer: Mrs. L.D. Smith - Penhold  
Directors: Mrs. L.Harris - Berwyn  
Mrs. J.I. Jones - Manville  
Mrs. S. Swainson - Red Deer  
Mrs. A.B. Mundie - Knee Hill Valley  
Mrs. A. McIlroy - Shaughnessy

## OFFICERS 1953 - 1955

President: Mrs. S. Lefsrud - Viking  
Vice-President: Mrs. T.H. Howes - Millet  
Secretary: Mrs. R.W. Prendergast - Red Deer  
Treasurer: Mrs. L.D. Smith - Penhold  
Directors: Mrs. L.D. Hayden - High Prairie  
Mrs. J.I. Jones - Mannville  
Mrs. S. Swainson - Red Deer  
Mrs. J.R. Tait - Hanna  
Mrs. W.R. Ford - Coutts

## OFFICERS 1955 - 1957

President: Mrs. T.H. Howes - Millet  
Vice-President: Mrs. W.R. Ford - Coutts  
Secretary: Mrs. R.W. Prendergast - Red Deer  
Treasurer: Mrs. L.D. Smith - Penhold  
Directors: Mrs. D.S. Hayden - High Prairie  
Mrs. J. Bielish - Warspite  
Mrs. J.R. Graham - Ponoka  
Mrs. C.L. Alexander - Caley  
Mrs. M.G. Roberts - Drumheller

## OFFICERS 1957 - 1959

President: Mrs. T.H. Howes - Millet  
Vice-President: Mrs. W. R. Ford - Coutts  
Secretary: Mrs. J. Hannah - Drumheller  
Treasurer: Mrs. H. Marshall - Edmonton  
Directors: Mrs. N. Hnatiuk - Grande Prairie  
Mrs. J. Bielish - Warspite  
Mrs. John Richards - Red Deer  
Mrs. C.L. Alexander - Cayley  
Mrs. M.G. Roberts - Drumheller

## OFFICERS 1959 - 1961

President: Mrs. W.R. Ford - Coutts  
Vice-President: Mrs. M.G. Roberts - Drumheller  
Secretary: Mrs. John Richards - Red Deer  
Treasurer: Mrs. H. Marshall - Edmonton  
Directors: Mrs. N. Hnatiuk - Grande Prairie  
Mrs. S.E. Thorne - Fort Saskatchewan  
Mrs. C.A. Quail - Round Hill  
Mrs. C.L. Alexander - Cayley  
Mrs. G.S. Wilson - Drumheller

## OFFICERS 1961 - 1965

President: Mrs. M.G. Roberts - Drumheller  
Vice-President: Mrs. J. Bielish - Warspite  
Secretary: Mrs. R.A. Leadley - Edmonton  
Treasurer: Mrs. H. Marshall - Edmonton  
Directors: Mrs. F. Anthony - Fairview  
Mrs. R.J. Whitson - Mannville  
Mrs. C.A. Quail - Round Hill  
Mrs. G. Newman - Blackie  
Mrs. A. Robertson - Carstairs

## OFFICERS 1965 - 1967

President: Mrs. J. Bielish - Warspite  
Vice-President: Mrs. C. Alexander - Cayley  
Secretary: Mrs. C.A. Quail - Round Hill  
Treasurer: Mrs. G. McMillan - Edmonton  
Directors: Mrs. H. Hnatiuk - Grande Prairie  
Mrs. R.J. Whitson - Edmonton  
Mrs. J.T. Morrisroe - Red Deer  
Mrs. G. Newman - Blackie  
Mrs. J.H. Hosegood - Disbury

## OFFICERS 1967 - 1969

President: Mrs. J. Bielish - Warspite  
Vice-President: Mrs. C. Alexander - Cayley  
Secretary: Mrs. C. A. Quail - Round Hill  
Treasurer: Mrs. G. McMillan - Edmonton  
Directors: Mrs. H. Hnatiuk - Grande Prairie  
Mrs. H. Lefsrud - Viking  
Mrs. J.T. Morrisroe - Red Deer  
Mrs. J. Holland - Lethbridge  
Mrs. J.H. Hosegood - Disbury

## OFFICERS 1969 - 1971

President: Mrs. C.L. Alexander - Cayley  
Vice-President: Mrs. J.T. Morrisroe - Red Deer  
Secretary: Mrs. C. Oxtoby - Olds  
Treasurer: Mrs. G. McMillan - Edmonton  
Directors: Mrs. H. Tattrie - Brownvale  
Mrs. H. Lefsrud - Viking  
Mrs. H. Hillaby - Camrose  
Mrs. J. Holland - Lethbridge  
Mrs. D. Silver - Huxley

## OFFICERS 1971 - 1973

President: Mrs. C.L. Alexander - Cayley  
1st Vice-President: Mrs. J.T. Morrisroe - Red Deer  
2nd Vice-President: Mrs. R.J. Whitson - Edmonton  
Directors: Mrs. Wm. Plaizier - Peace River  
Mrs. V. Holt - Sangudo  
Mrs. H. Hillaby - Camrose  
Mrs. G. Habberfield - Langdon  
Mrs. D. Silver - Huxley

## OFFICERS 1973 - 1975

President: Mrs. J.T. Morrisroe - Red Deer  
1st Vice-President: Mrs. M. Ballhorn - Wetaskiwin  
2nd Vice-President: Mrs. H. Lefsrud - Edmonton  
Directors: Mrs. Wm. Plaizier - Peace River  
Mrs. V. Holt - Sangudo  
Mrs. V. Toffelmire - Veteran  
Mrs. G. Habberfield - Langdon  
Mrs. H. Richards - Disbury

## OFFICERS 1975 - 1977

President: Mrs. M. Ballhorn - Wetaskiwin  
1st Vice-President: Mrs. Wm. Plaizier - Peace River  
2nd Vice-President: Mrs. G. Habberfield - Langdon  
Directors: Mrs. F. Cunningham - Valhalla Centre  
Mrs. P. Kozdrowski - Edmonton  
Mrs. O. Olson - Stettler  
Mrs. D. Christie - Cochrane  
Mrs. J. Rowbottom - Drumheller

## OFFICERS 1977 - 1979

President: Mrs. M. Ballhorn - Wetaskiwin  
1st Vice-President: Mrs. Wm. Plaizier - Peace River  
2nd Vice-President: Mrs. G. Habberfield - Langdon  
Directors: Mrs. F. Cunningham - Valhalla Centre  
Mrs. P. Kozdrowski - Edmonton  
Mrs. O. Olson - Stettler  
Mrs. D. Christie - Cochrane  
Mrs. J. Rowbottom - Drumheller

## OFFICERS 1979 - 1980

President: Mrs. M. Plaizier - Peace River  
1st Vice-President: Mrs. J. Rowbottom - Drumheller  
2nd Vice-President: Mrs. V. Olson - Stettler  
Directors: Mrs. Elda MacLaine Pont - Fairview  
Mrs. A.C. Kritzing - Stony Plain  
Mrs. G. Ballhorn - Wetaskiwin  
Mrs. B. Sept - Walsh  
Mrs. R. Hallet - Carstairs

## OFFICERS 1980 - 1981

President: Mrs. M. Plaizier - Peace River  
1st Vice-President: Mrs. J. Rowbottom - Drumheller  
2nd Vice-President: Mrs. V. Toffelmire - Stettler  
Directors: Mrs. C. MacLaine Pont - Fairview  
Mrs. A.C. Kritzing - Stony Plain  
Mrs. A. Luz - Ohaton  
Mrs. B. Sept - Walsh  
Mrs. R. Hallett - Carstairs



## OFFICERS 1981 - 1983

President: Mrs. J. Rowbottom - Drumheller  
1st Vice-President: Mrs. G. Habberfield - Langdon  
2nd Vice-President: Mrs. G. Ballhorn - Wetaskiwin  
Directors: Mrs. J. Welter - Grande Prairie  
Mrs. G. Withers - Lavoy  
Mrs. A. Luz - Ohaton  
Mrs. S. Prysiaczny - Lethbridge  
Mrs. D. Williams - Cessford

## OFFICERS 1983 - 1984

President: Mrs. J. Rowbottom - Drumheller  
1st Vice-President: Mrs. G. Habberfield - Langdon  
2nd Vice-President: Mrs. G. Ballhorn - Wetaskiwin  
Directors: Mrs. J. Welter - Grande Prairie  
Mrs. G. Withers - Lavoy  
Mrs. W. Meyers - Wetaskiwin  
Mrs. S. Prysiaczny - Lethbridge  
Mrs. D. Williams - Cessford

## PROVINCIAL SECRETARY-TREASURER

Due to structure changes the elected Provincial Officers became a:

President, 1st Vice-President, 2nd Vice-President

The Secretary-Treasurer became a salaried position and the First Office was established in Mrs. G. McMillan's home.

1971 - 1975	Mrs. G. McMillan	Edmonton
1975 - 1980	Mrs. R. Ritchie	Edmonton
1980 -	Mrs. S. McKinlay	Edmonton

## OFFICERS 1984 - 1986

President: Mrs. K. Habberfield - Langdon  
1st Vice-President: Mrs. B. Ballhorn - Wetaskiwin  
2nd Vice-President: Mrs. H. Hallett - Carstairs  
Directors: Mrs. R. Walker - Enilda  
              Mrs. R. Ritchie - Edmonton  
              Mrs. O. Meyer - Wetaskiwin  
              Mrs. S. Thomas - Langdon  
              Mrs. N. Olson - Carstairs

*Gertrude Means*

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**HANDBOOK**  
**for the use of**  
**ALBERTA WOMEN'S INSTITUTES**



Compiled by the  
Executive of Alberta Women's Institutes  
1984

*The revised handbook is dedicated  
to the members of  
The Alberta Women's Institutes  
in honour of the Calahoo Branch's  
25th Anniversary &  
The 75th Anniversary of  
The Alberta Women's Institutes*



*We gratefully acknowledge  
their contribution to this project*

## **ALBERTA WOMEN'S INSTITUTES HANDBOOK**

**This booklet is presented to the Women's Institutes of Alberta as a guide in organizing new branches and in carrying on their work in a business-like and effective manner.**

**Please Note: This Handbook replaces all previous Handbooks.**

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## ORIGIN

The first Women's Institute was organized under the leadership of Mrs. Adelaide Hoodless in Saltfleet Township, Wentworth County, Ontario on February 19, 1897. This meeting went down in history, as an historic event, the birth of this organization of Country Women which is now the largest in the world. The original Branch is now known as the Stony Creek Women's Institute.

The expressed desire was to acquire information which would insure greater efficiency on the part of the women in the rural sections in those varied responsibilities resting upon them in the home, and as citizens.

The first Branch in Alberta was formed at Lea Park in 1909. The first Provincial Convention was held in Olds, February 17, 18, 1915. Women's Institutes before 1915 were looked after by a Superintendent appointed by the Department of Agriculture.



## AIMS & OBJECTIVES OF ALBERTA WOMEN'S INSTITUTES

1. To encourage women, both rural and urban, to organize as a group within their respective community.
2. To serve both home and country by working to create improved social conditions within their community, the province, across Canada and throughout the world. (Alberta Women's Institutes are affiliated with Federated Women's Institutes of Canada and the Associated Countrywomen of the World).
3. Welcome with help and understanding any new citizens moving into their community.
4. Encourage women to acquire further knowledge of homemaking skills pertaining to all aspects of family living.
5. Encourage women to be progressive, well informed and up to date in modern day society.
6. The Institutes shall be non-political, non-sectarian and non-racial.  
(Suggested topics for study are listed under Educational Committees.)

## FEDERATED WOMEN'S INSTITUTES OF CANADA

As Women's Institute work expanded in Canada it was felt more could be accomplished by having a Dominion Federation. In February 1919 representatives from each of the Provinces met in Winnipeg, Manitoba and at this meeting formed a national organization. Approval was given by the Honourable T.A. Crear, Federal Minister of Agriculture.

This Office was first set up in Ottawa in October 1958. The purpose and objectives are: to co-ordinate pro-

grammes across the provinces and to provide a medium of inter-communication among the Women's Institute Branches.

### NATIONAL FEDERATION OF W.I. OF ENGLAND AND WALES

Women's Institute work was organized in England by Mrs. Alfred Watt who moved from British Columbia in 1913. In 1914 the first Women's Institute was organized on the Island of Anglesey. One of the most important Institutes organized was at Sandringham where Her Majesty Queen Mary was the first President. Women's Institutes were lovingly called "Canada's Gift to the Motherland".

### ASSOCIATED COUNTRY WOMEN OF THE WORLD

Mrs. Watt did not stop after organizing Institutes in England and Wales. Backed by Judge Emily Murphy, who was the first President of the Federated Women's Institutes of Canada, work was started to form an international group. It was not until 1930 at an international meeting of women in Vienna that she was able to make progress. The Associated Countrywomen of the World was formed on 1933 at Stockholm, Sweden, with Mrs. Alfred Watt as its first President. One of the aims is to promote and maintain friendly and helpful relations between the countrywomen and homemakers, and to give all possible help in their development in the economic, social and cultural shperes.

## HOW TO FORM A WOMEN'S INSTITUTE

The organization of new Branches of the Alberta Women's Institutes is left largely to the Constituency Conveners, and Directors. A group of eight women is required to form a Branch. Application forms for the organization of Branch Women's Institutes may be obtained from the Provincial Secretary-Treasurer, A.W.I., and, when filled in as outlined thereon, must be returned to the Provincial President for approval.

### NAME OF BRANCH

In order to avoid confusion in similarity of names, the name chosen for the new Branch shall be submitted to the Provincial President for her approval. It is suggested that a second choice for a name be submitted.

### CHAIRMAN PRO TEM & SECRETARY PRO TEM

Any person may call the meeting to order. After the meeting has been called to order two officers must be chosen, one a chairman for the time being (a chairman pro tem) to preside over the meeting; the other, a secretary for the time being ( a secretary pro tem) to keep a record of the proceedings.

### ORGANIZATION MEETING

The Secretary then takes the names of those who wish to become members. Any woman or girl over sixteen years of age may become a member of an Institute upon payment of the membership fee which shall entitle her to membership during the Institute year for which it is paid. The application form (which has already been obtained from the Provincial Secretary-Treasurer of Alberta Women's Institutes) must be

signed by eight or more women who have paid Branch dues, such dues to be held by the Secretary-Treasurer in trust for the Branch. This application shall then be forwarded to the Provincial President of Alberta Women's Institutes for her approval.

The Branch so organized shall be completed at this meeting by the ELECTION OF OFFICERS, subject to the approval of the application by the Provincial President.

The officers shall include a president, one vice-president, a secretary-treasurer or a secretary and a treasurer and at least three directors.

### CHARTER MEMBERS

Those members, only, who join at the above organization meeting shall be charter members. The names of Charter Members will be INSCRIBED on the charter by the Provincial President.

### MEMBERSHIP

Members may support and attend more than one Institute, but shall have voting power and pay membership dues in one Institute only.

Only those who have paid their membership dues, are members in good standing, and may vote.

It may be for some good reason that women who have been members do not attend for a year and do not pay dues. These may be kept on a separate list as "Members in arrears". Such persons are not counted when reckoning provincial and constituency dues. When they again pay fees, they become members in good standing. If

after a year they do not attend, and do not pay dues, their names are struck off until such time as they again join and pay the dues.

When a member moves away, she may ask the Secretary for a transfer to another Institute. (Transfer cards are available from the Provincial office). This written transfer shall entitle her to full membership for the balance of the year in the Institute to which she is transferred. NOTE: The Institute from which she was transferred, and to which she paid her membership dues, shall be responsible for Provincial and Constituency dues for that year.

## DUES

Branch dues shall be set by the Branch keeping in mind the primary obligations to be met, i.e. Provincial, District and Constituency dues. It is preferable that such dues be set as close as possible, to fulfill above obligations.

District and Constituency dues vary, the amount being reviewed from time to time at the conferences.

Provincial Dues: \$7.00 per member.

The Branch dues sent into the Provincial Office are reckoned on the number of paid-up members whose names have been on the roll during the year ABOUT TO CLOSE, and should be paid directly after the Annual meeting.

These monies shall be forwarded to the Office of the Secretary-Treasurer of Alberta Women's Institutes by January 15th of each year. All cheques to be made payable to the Alberta Women's Institutes.

## FINANCES

The first duty of an Institute is to support its own organization financially and otherwise, then reach out to help others.

Institutes may raise money in any way agreed upon by the members.

Institutes must guard against being used as collecting agencies for other organizations.

If it is thought well to make donations to local charities or public improvements, the Institute shall be careful NOT TO ASSUME RESPONSIBILITY THAT RIGHTFULLY BELONGS ELSEWHERE.

The funds of an Institute shall be expended in paying their Provincial, District and Constituency dues (which may be adjusted from time to time at their respective conventions or conferences); such obligations as they have incurred in connection with the organization; in paying expenses of delegates to conferences and conventions; postage and stationery and such other ways as are thought to be advisable by the officers and members of the Institute.

## INDEPENDENCE OF INSTITUTES (According to Institute Act)

36. (1) Institutes shall be non-partisan and non-sectarian and shall not be operated in the interest of any party, sect, or society, but only for the general good and welfare.
- (2) No addresses or discussions in the interest of any society or organization formed for any

special purpose shall be permitted at any meeting of any Institute or at any Institute convention, except by the unanimous consent of the meeting.

## DUTIES OF OFFICERS

### PRESIDENT

The president shall preside at all meetings of the Institute as well as at meetings of the executive.

She shall endeavor at all times to promote the aims and obligations of the organization.

### VICE-PRESIDENT

The vice-president takes the chair in the absence of the President, and all that applies to the president's duties shall apply equally to her.

### SECRETARY

The secretary shall attend all meetings of the Institute and all executive meetings. She shall keep a record of the proceedings (called minutes) in a book furnished for that purpose. These books shall be carefully kept as the years go by in order that a history of the Institute may be available. She should keep a list of the members. Within three (3) days after the regular meeting she shall report to the Provincial Vice-President and the Constituency Convener on the forms provided. She shall send an annual report to the Provincial Secretary-Treasurer, A.W.I., on the form provided. She shall prepare an annual report of the Institute for the annual meeting, and a report to be read at the Constituency Conference.



She should make the President aware of correspondence prior to the meeting. She shall read ALL correspondence at the meeting. The secretary should keep all important letters she receives. It would be well to file letters.

She should keep a book containing the rules of order, by-laws and constitution of the Institute for ready reference.

She shall prepare for the president a memorandum (or agenda) setting forth the order of business for the meeting.

The secretary may move or second a motion, take part in discussion and has all the rights of any other member.

She shall hand over to her successor all books, papers and records pertaining to her office within ten days after the election of her successor. It is essential that all minute books be preserved. For this purpose an archivist should be appointed into whose keeping these books are entrusted.

## TREASURER

The treasurer takes charge of all monies of the Institute. She collects the membership dues and keeps a record of members and provides the secretary with a duplicate list. She presents a financial statement each regular meeting, and renders an annual report which has been previously audited by the person or persons appointed by the Institute. She should bank all monies and where possible should pay by cheque. Frequently the signature of the president as well as of the treasurer is signed to a cheque but this is a matter for the Institute to

decide. The bank account of the treasurer should be in the name of the Institute.

Immediately after the Annual Meeting, or by January 15th, she shall forward Provincial, District and Constituency dues to the proper authorities. All dues are to be based on the previous year's membership.

Within ten days after the election of her successors she shall hand over all books, monies and documents pertaining to her office to the new treasurer.

## DIRECTORS

The Directors are elected to act as an advisory council or management committee to the Institute, and are expected to assist the other officers in planning and carrying on the work of the Institute.

## TERMS OF OFFICE

Officers shall be elected for a three year term. No officer shall be eligible for the same office for more than one term, except in extenuating circumstances.

## VACANCIES

In the event of an officer of an Institute dying, or resigning office, or otherwise vacating the same, during the period for which she was elected, the Branch executive shall appoint an eligible person to fill the office until the next Annual Meeting.

## QUORUM

A quorum is the least number of members who are permitted to transact business.

20% of the paid-up members shall form a quorum for a regular meeting but there shall be a minimum attendance of four paid members.

40% of the paid-up members shall form a quorum at a special meeting, with a minimum attendance of five paid-up members.

## COMMITTEES

Committees may be elected at a meeting of the Institute; appointed by the executive; or appointed by the chair. The chair has the right to appoint a committee only after a motion to that effect has been passed at a regular or special meeting of the members, or by the executive.

Special and temporary committees are chosen to take charge of special work.

A committee may not undertake financial responsibility unless it is given such power by the executive. If it involves expenditure it must first submit an estimate of the probable expenditure to the branch.

Committees may make a progress report to the Institute to tell how the work for which they were appointed is getting along. This report may be approved or otherwise by the meeting.

The president of the Branch Institute is ex-officio a member of all committees.

## EDUCATIONAL COMMITTEES

Educational Conveners shall be appointed at the Branch Annual Meeting:

Agriculture

Canadian Industries

Citizenship and Legislation

Education and Cultural Activities

Environmental Conservation

Handicraft

Home Economics and Health

International Affairs

Social Services

(These committees may be increased or decreased in harmony with Provincial Organization)

CONDUCTING A MEETING  
OPENING EXERCISES

O CANADA:

O Canada !  
Our home and native land !  
True patriot love  
in all thy sons command.  
With glowing hearts  
we see thee rise,  
The True North  
strong and free !  
From far and wide,  
O Canada,  
We stand on guard  
for thee.  
God keep our land  
glorious and free !  
O Canada,  
we stand on guard for thee.  
O Canada,  
we stand on guard for thee.

MARY STEWART COLLECT:

Keep us, O Lord from pettiness; let us be large in  
thought, in word and deed.  
Let us be done with fault-finding and leave off self  
seeking.  
May we put away all pretence and meet each other face  
to face without self-pity and without prejudice.

May we never be hasty in judgment and always  
generous.

Let us take time for all things; make us grow calm,  
serene , gentle.

Teach us to put into action our better impulses,  
straight-forward and unafraid.

Grant that we may realize that it is the little things  
that create differences; that in the big things  
of life we are one.

And may we strive to touch and to know the great  
human heart common to us all; and, O Lord  
God, Let us not forget to be kind.

#### FLAG SALUTE :

I salute the flag, the emblem of my country,  
and to her I pledge my love and loyalty .

#### GRACE :

We thank Thee, Father, for Thy care,  
Food, friends, and kindnesses we share  
May we forever mindful be  
of Home and Country and for Thee.

#### RULES FOR CONDUCTING A MEETING:

All meetings should begin at the hour announced. If the president or vice-president is not present, those in attendance may appoint a chairman and proceed with the programme, or such portions of it as they may think well, until the president or vice-president arrives, when the acting chairman should retire in her favour. Until a quorum is present, business should not be transacted, although features of the day not involving business may be proceeded with.

In the absence of the secretary, the president may name some person, approved by the meeting, to act in her place or the meeting may be asked to elect a secretary pro tem, in the regular way.

When a member wishes to speak, she rises and addresses the chair: "Madam Chairman" or "Madam President". The president calls her by name, "Miss Brown", thus introducing her to the meeting and she is then at liberty to speak. She must not do so until recognized by the chair.

A member is not permitted to speak more than once to the same question but may ask permission to explain something said in her former statement.

## A MOTION

Every important item of business should be brought before the meeting in the form of a motion. A member rises and says, "Madam President, I move ... ". Another member rises and says, "Madam President, I second the motion".

A Motion should not be discussed until it is PROPERLY SECONDED. When any item of business or policy is brought before the meeting, some preliminary explanation may be necessary before a motion can be made but the chairman should not permit explanation or answering of question bearing on the same to continue unduly before calling for a motion, and she must see that the members confine themselves to the MOTION UNDER CONSIDERATION.

When a motion has been made and seconded, the chairman should repeat the motion with the name of the mover and seconder and then say, "You have heard the motion. It is open for discussion ". Ample opportunity must be given for discussion. When all have spoken who wish to do so the chairman asks, "Are you ready for the question ?". Those who are, say "Question", (or silence gives consent), then she takes the vote. Even if the majority of those voted for the motion she must always call for the vote of those opposed. When it is difficult to count the votes from the "For" or "Against" or a show of hands, a standing vote may be called for by the chairman. A majority of votes is required to carry a motion, unless otherwise provided. In the event of a tie the motion is declared lost.

When motions arise concerning expenditures of money, a 2/3 majority vote shall be required.

When motions arise which are of a controversial nature, it is strongly suggested that a 2/3 majority be required.

## AMENDMENTS

After a motion has been moved and seconded, some one may offer an amendment, which must be seconded. When a vote is taken, the amendment is taken first. If the amendment is lost the original motion is put. If the amendment is carried, the meeting is asked to vote on the original motion as amended.

There should be only one motion before the meeting at one time, unless it is a motion to amend.



The chairman of the meeting should not forget:

1. To see that every motion or amendment is properly seconded.
2. To read the motion or amendment to the meeting before discussion and again before voting.
3. To put the amendment before putting the main motion.
4. To call for the votes of both in favour and opposed.
5. To announce the result of the vote clearly.
6. To put the main motion to the meeting as amended provided the amendment has already carried.

When a motion contains two or more propositions the chairman may require that it be divided in which case each proposition shall be moved, seconded, discussed and voted upon separately.

### MOTIONS WITHDRAWN

Motions may be withdrawn by the mover before being seconded.

Motions may be withdrawn after being seconded, with the consent of the seconder.

When a member thinks it inadvisable to continue the discussion on a motion she may attempt to dispose of it by one of the following motions:

- (a) That the matter be referred to a committee.
- (b) That the question be put, i.e. that the vote be taken without further discussion.
- (c) That the discussion be postponed or adjourned until some definite date in the future.

- (d) That the question be laid on the table, i.e. that it be "shelved" for the present.
- (e) That the meeting adjourn. A motion to adjourn is always in order but may not be made while a member is speaking or while the vote is being taken. It can be debated.

## TO CONCLUDE DISCUSSION ON A MOTION

If, however, the motion has been moved, seconded and stated by the president, it then requires the unanimous consent of the meeting to withdraw it.

## ADJOURNMENT

When the business of the meeting is ended the chairman may call for a MOTION OF ADJOURNMENT which DOES NOT require a seconder, or she may DECLARE THE MEETING ADJOURNED.

## MEETINGS

Regular meetings should be held at a definite time and place which is made known to all the members. The date of regular meetings shall not be changed, unless advance notice is given to each member prior to date of the meeting at which such change will be voted upon. A meeting may be postponed provided notice of postponement reaches all members in sufficient time.

At least four regular meetings must be held during the year, at which papers shall be read, addresses delivered or discussion held dealing with topics in harmony with the aims and objects of Women's Institutes. It is customary for Institutes to hold monthly meetings.

Special meetings may be called by the president or secretary or AT THE REQUEST of the Board of Directors, and due notice shall be given the members. It must be kept in mind that no business can be transacted at a special meeting except that for which the meeting is specifically called.

## ORDER OF REGULAR MEETINGS

Opening Exercises  
Reading of the minutes  
Approval of the minutes by audience and signing of the minutes by president.  
Treasurer's report.  
Reports of committees.  
Business arising out of minutes and reports of committees.  
Correspondence and business arising out of same.  
New Business.  
Regular programme.  
Adjournment.

## ORDER OF THE ANNUAL MEETING

Opening Exercises  
Reading of the minutes of the last Annual Meeting and the last regular meeting.  
President's address and discussion thereon  
Secretary's report and discussion.  
Reports of committees.  
Audited Treasurer's Report.  
Discussion of reports.  
Business arising out of the minutes or reports.  
Roll call.  
Election of officers.  
Appointment of Educational Conveners.

Payment of all dues.  
New Business.  
Regular programme.  
Adjournment.

Every effort should be made to have a large attendance at the Annual Meeting. A short, particularly attractive programme may help.

## AUDITORS

The auditors may be members or may be some outside persons who shall be appointed by the Institute to audit the books of the treasurer. This work must be done very carefully and thoroughly. The auditors should see that the balance carried forward from the preceding year corresponds with the records as contained in the financial statement of the previous year. The receipts for membership should correspond with the record of members found in the minute book. All expenditures must be vouched for by receipt and books must balance perfectly with latest bank statement.

## BY-LAWS

An Institute at an Annual or Special General Meeting, called for that purpose, may make, alter or repeal by-laws or regulations for its' general management not consistent with the provisions of the Women's Institute Act, or the Provincial By-Laws; such By-Laws or regulations shall, however, not have force or effect until approved by the Provincial Council.

## RESTING BRANCHES

The Provincial Office shall be notified of the intention of the Branch. Minimum annual dues shall be \$10.00 per Branch, to be payable to the Provincial Secretary Treasurer of the Alberta Women's Institutes. Submit a person's name to receive mailings while the branch is resting. After a maximum period of two years, the decision of the Branch shall be made known to the Provincial Office.

## DISBANDING

In case of an Institute wishing to disband a notice of motion to disband shall be sent to all members one month prior to date when vote will be taken. The District Director and Constituency Convener should be notified by letter one month PRIOR to notice of motion to disband.

Upon disbanding, an Institute shall surrender to the Provincial Office of Alberta Women's Institutes its' Certificate of Incorporation together with a statement of disposition of property or funds in their possession at the time of dissolution. Minute books and other articles of historic value should be preserved.

N.B.: All Provincial, District and Constituency dues must be paid for current year before final disposition of funds is made.

## MEMBER-AT-LARGE

Any former A.W.I. member, not residing within reasonable distance of an existing Institute, may become a member-at-large by applying to the Provincial President and on payment of membership dues of \$10.00 per

year. Such membership entitles her to attend and participate in discussions at Provincial, District, Constituency and Branch meetings, but does not entitle her to vote nor hold office. She shall receive a subscription to Home and Country, Federated News, all Branch mailings and a copy of the Annual Report Book.

### LIFE MEMBERSHIP

A LIFE MEMBERSHIP in the Alberta Women's Institutes is to be considered the highest honour that may be conferred upon a member of this organization.

A Life Membership may be awarded to an A.W.I. member who has given outstanding service to the organization at the Provincial level.

Nomination for this award may be made by a Branch, Constituency, District or by Provincial Council. The nomination must contain good reasons for this presentation and be sent to the Provincial President for the approval of the Executive.

Upon approval by the executive, the A.W.I. will assume the cost of the Life Membership and relieve her branch from paying Provincial Dues for the life time of the recipient.

A biography and 5"x7" picture should be forwarded to the A.W.I. Secretary within two months after the presentation is made, for inclusion in the Book of Life Members.

## “YEARS OF SERVICE” PIN

Alberta Women's Institutes have made available a “Years of Service” pin, by means of which Branches may honour individual members. Pins are given in numerals of five years, beginning with 10 years, i.e. 10, 15, 20, 25, the specified number on a chain. Cost listed in “Home and Country”.

## BRANCH LIFE MEMBERSHIP

Branch Life Membership in the Alberta Women's Institutes can be bestowed on a member at Branch level. The Branch decides to whom this honour should be given and the Branch sets their own criteria.

The Branch then informs the Provincial Office of their decision and requests the Branch Life Membership Certificate mailed to them. The name of the recipient is then placed in a book kept in the Office.

A Branch Life Membership pin is also available. Cost listed in “Home and Country”.

## BOOK OF REMEMBRANCE

The name of a member who has passed away may be entered in the Book of Remembrance by a Branch, Constituency, District or by the A.W.I. Council.

The application should be accompanied by a biography of approximately 200 to 225 word giving:

1. Maiden name
2. Married name
3. Date and place of birth
4. Where raised and educated



5. Vocation followed
6. Where and when married and to whom
7. Residence following marriage, and husband's work
8. Children raised, and if possible names and present address
9. Institute activities - Offices held - awards, etc.
10. Home and Country activities
11. Date passed away
12. Who is left to mourn her passing

The application MUST BE IN THE PROVINCIAL OFFICE NO LATER THAN MARCH 15 of each year. Upon approval of this application, payment of \$25.00 should be sent to the Provincial Secretary-Treasurer, A.W.I. The name will then be entered in the Book of Remembrance before the ceremony at the next Provincial Convention.



## ALBERTA WOMEN'S INSTITUTES GIRLS' CLUB

A.W.I. Girls' Clubs have, since 1918, been sponsored by the A.W.I. throughout the Province. It is a project unique in Canada.

Girls' Clubs were incorporated in 1919, by an amendment to the Women's Institutes Act. Girls' Clubs follow A.W.I. guidelines in programming, studying a five year point programme.

Girls between the ages of 6 and up may become members of the Alberta Women's Institutes Girls' Club.

For information on the forming of an A.W.I.G.C., contact the A.W.I. Girls' Club Supervisor or the A.W.I. Provincial Office.

### A.W.I. GIRLS' CLUB CODE

I pledge my best effort and thought to home and country that a happy future for Canada and her people may be assured.

I promise to continually bear in mind my duty as a member of the home circle and a responsible citizen.

I promise to take my full part in the work of the Alberta Women's Institute Girls' Club, that the ideals of wholesome, helpful womanhood for which it stands may be upheld.

I promise to be tolerant of others' efforts and not criticize, that I may in no way hurt, or cause unhappiness to my fellow club members or neighbors.

I promise to be on time at all meetings and to willingly do what I am asked to do, as an example to other members.

I promise to keep the peace, both in and out of our meetings. As far as in my power lies. I will do nothing that will mar the harmony of our club life.

## WOMEN'S INSTITUTES CONSTITUENCY BY -LAW

### NAME

This organization shall be called .....  
Women's Institute Constituency.

### POLICY

1. Annual Constituency Conference shall be held so that all the Institutes in the Constituency may have the privilege of becoming acquainted for the purpose of co-ordinating and advancing the work of the various Women's Institute projects in the Constituency.
2. The Annual Conference shall be a rally meeting of all Women's Institutes members in the Constituency.
3. Each Institute in the Constituency shall be officially represented by one delegate who has the privilege of casting one vote on all matters coming before the Conference.
4. The Women's Institute Constituency may be used to carry on any Women's Institute work thought advisable by the Conference.

## OFFICERS AND ELECTION OF OFFICERS

1. A Constituency Convener shall be elected at the Annual Constituency Conference by a majority vote of official delegates.
2. A Constituency Convener shall choose a recording secretary. (It is recommended that this official be from the Convener's home Institute).
3. Constituency Chairman of the following Educational Committees shall be elected at the Annual Conference. Topics may be increased or decreased in harmony with the Provincial organization:

Agriculture, Canadian Industries, Citizenship and Legislation, Education and Cultural Activities, Environmental Conservation, Handicrafts, Home Economics and Health, International Affairs, Social Services.

## TERM OF OFFICE

The term of office of the Constituency Convener and chairman of the Educational Committees shall be for a period of three years. Such officers shall be eligible for one term only.

In case of vacancy, the Provincial President shall appoint an eligible person to fill such vacancy. Such appointed officer shall hold office until the next Constituency Conference.

## DUTIES OF OFFICERS

### 1. CONSTITUENCY CONVENER:

- (a) In charge of Constituency Conference and plan

her programme in co-operation with the District Director.

- (b) Responsible for correspondence in regard to Constituency work.
- (c) Responsible for report of Institutes to District Conference.
- (d) Receive report from each Institute in the Constituency.
- (e) Send Branch reports to District Director.
- (f) Attend Provincial Convention.
- (g) Promote interest in the organization of new branches.
- (h) Assist Chairman of Educational Committees in establishing their work.
- (i) Endeavour to visit Institutes in Constituency at least once during the year, to bring the branch up to date on A.W.I. projects and business.  
Regular correspondence is desirable.
- (j) Collect and hold all monies.
- (k) Present a duly audited financial statement at each Annual Conference.
- (l) Turn over all monies, books, etc., to her successor within ten days of her election.
- (m) Publicize the Constituency Conference prior to and after the Conference.
- (n) Have general supervision of the work of A.W.I. Girls' Club in her Constituency. She shall assist in the organization of new Clubs in co-operation with the Provincial Supervisor of Girls' Clubs.

## 2. SECRETARY OF CONSTITUENCY CONVENER:

The Secretary shall act as a Recording Secretary only.

### 3. CONSTITUENCY CHAIRMAN OF EDUCATIONAL COMMITTEES:

- (a) Each Chairman shall get in touch with the Provincial Chairman of her Convenership and obtain suggestions and the general policy for the year. These shall be passed on to the Branch Chairmen.
- (b) Each Chairman shall receive reports from Branches of the work carried out. She shall compile and send a report to the Provincial Educational Chairman by January 21, and also give a report at the Constituency Conference.

### CONSTITUENCY FINANCE

The Constituency Convener shall at each Conference submit an estimate of expenditures for the ensuing year and shall be responsible for the collection of the Constituency fund as agreed to by the various Institutes. This fund covers the expenses of the Constituency Conference, such as advertising, hall, rent, etc., postage and stationery; expenses of the Convener, in attending District, Constituency and Provincial Conventions.

Great care should be taken to keep the amount from each Institute as low as possible so as to prevent undue burdens.

In some cases it may be well to link up with another Constituency for a joint Convener and Conference. This can be done only with the approval of the Provincial Council. Any change in the Constituency Conference boundaries shall be submitted to the Provincial Council for approval.

The Constituency fund should be placed in a bank in a trust account upon which the Constituency Convener may issue cheques.

THE CONSTITUENCY CONVENER SHALL PREPARE A FULL FINANCIAL STATEMENT FOR THE CONSTITUENCY CONFERENCE AND SAME SHALL BE DULY AUDITED.

Upon the appointment of her successor the Constituency Convener shall forthwith turn over minute books, cash books, monies and documents pertaining to her office so that these may be in her successor's hands within ten days after her election.

#### DISTRICT ORGANIZATION BY-LAW

A District Director is elected at the Provincial Convention by the delegates of her District. It is her duty to arrange for a District Conference if so desired by the District. She shall have general supervision of the work of her District and shall assist, as far as possible, the Constituency Conveners in her District in organizing new Institutes and shall endeavor to foster and stimulate the Women's Institute spirit. She shall become a member of the A.W.I. Council.

She shall send out notices of her District Conference through her Constituency Conveners and shall plan the programme, in consultation with the Provincial President.

She shall preside at the meetings of the District Conference.

She shall have the custody of the Conference minute book, etc., between Conferences, and shall turn over

same to her successor within ten days after her successor has been elected.

A District Conference Recording Secretary is to be chosen for each Conference by the Director.

It is the Recording Secretary's duty to take the minutes of the meetings in a book provided for the purpose and to forward the book and such other papers as she may have in connection with the office to the District Director within ten days after the Conference.

A District fund shall be raised to defray expenses in connection with the Conference and District business. This fund shall be held in trust by the Director who shall give a duly audited report of same at the Conference.

She shall prepare a detailed report of each Constituency Conference and submit same to the Provincial President within three days of each Conference. She shall send to each Provincial Chairman of Educational Committees the list of the Constituency Chairman of that Committee in her District.



CONSTITUTION OF  
THE ALBERTA WOMEN'S INSTITUTES

Article I - Name

The name of this organization shall be

THE ALBERTA WOMEN'S INSTITUTES

Article II - MOTTO

The motto of the Alberta Women's Institutes shall be  
"For Home and Country"

Article III - POLICY

- (a) The Alberta Women's Institutes shall be the central Provincial organization of all Institutes which have been or may hereafter be formed under the Women's Institute's Act.
- (b) The organization shall be non-partisan and non-sectarian, and no Institute shall be operated in the interest of any party, sect or society, but only for the general good and welfare.
- (c) No society or organization for a special purpose shall bring its discussion or its subject into any meeting of the Alberta Women's Institutes, except by the unanimous consent of the delegates present.
- (d) Any motion before the Alberta's Women's Institutes Provincial Convention which involves the use of funds of the Alberta Women's Institutes shall require a 2/3 majority of the voting delegates.

#### Article IV - OBJECTIVES

The objectives of the Alberta Women's Institutes shall be: The improvement of social conditions in rural and other communities by means of:

- (a) To encourage women, both rural and urban, to organize as a group within their respective community.
- (b) To serve home and country by working to create improved social conditions within their community, the province, across Canada and throughout the world.  
(The Alberta Women's Institutes are affiliated with Federated Women's Institutes of Canada and the Associated Countrywomen of the World.)
- (c) Welcome with help and understanding any new citizen moving into their community.
- (d) Encourage women to acquire further knowledge of homemaking skills pertaining to all aspects of family living.
- (e) Encourage women to be progressive, well informed and up-to-date in modern day society.

#### Article V - MEMBERSHIP

- (a) An Institute which had a membership of at least eight when organized and has held at least four meetings during the preceding year, shall be considered a member of the Provincial organization.
- (b) Failure of an Institute to pay annual dues for one year, as prescribed by the Provincial organization, shall constitute forfeiture of membership, except in special cases when satisfactory explanations are stated to the Council.
- (c) A forfeited membership may be restored upon application to the Provincial Council.

## Article VI - OFFICERS

- (a) The elected officers of the Alberta Women's Institutes shall be a President, First Vice - President and a Second Vice - President; one Director from each district (who by virtue of office shall be a Vice - President of the Provincial organization).
- (b) These officers shall constitute the Council, which shall have the general management and control of the affairs of the Alberta Women's Institutes.
- (c) Two members, one of whom shall be the Provincial President, shall serve as Senior Board Member and as Junior Board Member on the Board of the Federated Women's Institutes of Canada.
- (d) The Provincial President, the First Vice-President, and Second Vice-President shall constitute an Executive Committee, with power to transact routine business and to take such action as may be necessary on matters arising between annual Conventions. They shall meet when called as circumstances require; shall have power to fill any vacancy on the Council or Chairmen of Educational Committees for the unexpired term and to appoint special committees when deemed necessary.
- (e) The Council shall have power to engage such officers and employees as it may from time to time deem proper, to prescribe their duties, fix their salaries, and to dispense with the services of such officers or employees.

## Article V11 - ELECTION

- (a) All elections for officers of the Alberta Women's Institutes shall be by ballot for a term of 3 years.
- (b) A majority of the votes cast shall be necessary to elect.
- (c) No officers shall be eligible to the same office for more than one term.
- (d) Newly elected officers shall enter upon their respective duties at the adjournment of the Convention at which they were elected.

## Article V11A - APPOINTMENTS

- (a) Educational Conveners to be appointed for one three-year term only.

## Article V111 - AMENDMENTS

- (a) This Constitution may be amended at Provincial Convention by a 2/3 vote of voting delegates present, provided that the proposed amendments have been submitted in writing at the previous Provincial Convention or by unanimous vote of all present.
- (b) By-laws and standing rules may be adopted, amended or repealed at any Provincial Convention by a 2/3 vote.

## BY-LAWS

### Article 1 - DUTIES OF OFFICERS

- (a) The President of the Alberta Women's Institutes shall preside at all meetings of the Provincial organization and at the Council and Executive Committee meetings. She shall appoint all Provin-

- cial Educational Conveners and the Supervisor of A.W.I. Girls' Clubs, subject to the approval of the Council, and shall have general supervision of the work throughout the Province.
- (b) In the absence of the President, the First Vice-President shall perform the duties of the President. She shall assist her in devising and executing plans of work.
  - (c) It shall be the duty of the District Director to attend meetings of the Council, to have a general supervision of the work in her District, and to arrange for District Conference, after consulting with the Provincial President. She shall as far as possible assist the Constituency Conveners in her District in organizing new Institutes and endeavour to foster and stimulate the Women's Institute spirit.
- (A) Provincial Secretary-Treasurer who shall be a salaried employee of the Organization and shall:
- 1. Receive and hold all monies belonging to the Alberta Women's Institutes.
  - 2. Keep an itemized statement of all receipts and disbursements.
  - 3. Pay all accounts authorized by the Council and signed by the President.
  - 4. Give an itemized account of all financial transactions at the Provincial Convention, or whenever required by two or more members of the Council.
  - 5. Furnish a bond from a regular bonding house, for an amount named by the Council.
  - 6. Close her books in sufficient time for official audit prior to the date set for the Provincial Convention.

7. Keep a correct list of all Provincial officers, Constituency Conveners, Chairmen of Educational Committees and all Institutes belonging to the Alberta Women's Institutes.
8. Conduct all correspondence relative to her office and perform all clerical work required by the Council. Cause to be printed and properly distributed all necessary stationery for the use of Council and Provincial Educational Conveners.
9. Have charge of compiling and printing of the Annual Report.
10. Within six weeks after the appointment of her successor, she shall deliver to such successor all monies, vouchers, books and property of the Alberta Women's Institutes under her control covering all transactions to the time at which she ceased to hold office.
11. The Secretary-Treasurer shall attend Executive and Council Meetings when requested to do so by the Executive.

Necessary expenses incurred by officers and conveners in the service of the organization may be refunded from the treasury by order of Council.

The duties of the Supervisor of Women's Institutes Girls' Clubs shall be as directed by the Council.

#### Article 11 - EDUCATIONAL CONVENERS

1. The Educational Conveners of the Alberta Women's Institutes shall be:
  - Agriculture
  - Canadian Industries
  - Citizenship and Legislation
  - Education and Cultural Activities
  - Environmental Conservation
  - Handicraft

Home Economics and Health  
International Affairs, Social Services

2. The Council shall have power to increase or reduce the number of Educational Committees as seems necessary in the best interests of the organization.
3. The duties of Chairmen of Educational Committees shall be to outline the work to be undertaken for the year, and to assist in carrying out such work, SEND COPIES OF PROJECTS AND COMPETITIONS to the PROVINCIAL PRESIDENT for her approval, after which they will be sent to the District Directors and to Constituency Chairmen. to obtain reports from her Constituency Chairman, summarize these, give a report at the Provincial Convention, and forward a copy of same to the National Chairman of her Committee.

Article 111 - DUES

- (a) The yearly dues from each Institute to the Provincial Fund shall be seven dollars (\$7.00) per capita. This shall be reckoned on the number of members who have paid their dues during the year just closing.
- (b) Dues shall be payable to the office of the Secretary-Treasurer of A.W.I. by January 15th of each year.

Article 1V - VOTING MEMBERSHIP

- (a) The voting membership shall consist of the Provincial President, First Vice-President, Second Vice-President, District Directors, Past Provincial Presidents, Constituency Conveners, Provincial Educational Conveners, Provincial Supervisor of Girls' Clubs, and one official delegate from each Institute.



- (b) Each officer and delegate at the Annual Convention shall have one vote; Voting by proxy, either verbal or written, shall not be admissible.
- (c) Any member may attend the Provincial Convention and take part in the discussion, but the voting membership shall be as provided for in Section (a) Article IV.

## Article V - RESOLUTIONS

- (a) The Resolutions' Committee shall consist of the Provincial Convener of Citizenship and Legislation and two other members appointed by the President. Resolutions should be sent to the Provincial Convener of Citizenship and Legislation by the 15th of March each year.
- (b) All resolutions must be endorsed by the delegates of at least two Institutes, or a Constituency Conference, a District Conference, the Provincial Conference or the Provincial Executive.

## HOW TO PRESENT RESOLUTIONS

To the Constituency Conference: Signed by the President and Secretary of two branches.

To the District Conference: Signed by two branches, or by a Constituency Conference.

To the Provincial Convention: Signed by two branches, or by a Constituency Conference, or by a District Conference, or from the Provincial Council or Executive through the Resolutions Committee, or from the floor of the Convention through the Resolutions Committee.



Branches shall substantiate and research information, and date the same, relative to any resolution presented.

Resolutions to come before a Provincial Convention shall be sent to the Provincial Chairman of Citizenship and Legislation by March 15th each year.

#### Article VI - PARLIAMENTARY AUTHORITY

- (a) All meetings of Alberta Women's Institutes shall be governed by "Robert's Rules of Order" and Handbook of Alberta Women's Institutes.

## APPENDIX

### PROVINCIAL CONVENTIONS

1915	Olds College	Old, Alberta
1916	MacDonald Hotel	Edmonton
1917	Palliser Hotel	Calgary
1919	Central Methodist Church	Edmonton
1920	First Baptist Church	Edmonton
1921		Edmonton
1922	Palliser Hotel	Calgary
1923	University of Alberta	Edmonton
1924	Palliser Hotel	Calgary
1925	University of Alberta	Edmonton
1926	Palliser Hotel	Calgary
1927	University of Alberta	Edmonton
1928	Palliser Hotel	Calgary
1929	University of Alberta	Edmonton
1930	Palliser Hotel	Calgary
1931	University of Alberta	Edmonton
1932	Cancelled due to financial despression	
1933	Palliser Hotel	Calgary
	Provincial Convention held every two years starting 1935	
1935	University of Alberta	Edmonton
1937	Palliser Hotel	Calgary
1939	MacDonald Hotel	Edmonton
1941	Palliser Hotel	Calgary
1943	Cancelled at the request of the Minister of Transport	
1945	MacDonald Hotel	Edmonton
1947	Palliser Hotel	Calgary
1949 -1971	University of Alberta	Edmonton
1973	Eric Harvey Theatre	Banff
	Provincial Convention held annually starting 1974	
1974-1984	Olds College	Olds

## PROVINCIAL BOARD MEMBERS OF THE ALBERTA WOMEN'S INSTITUTES

1915 - 1984

### OFFICERS 1915

President: Miss Isabel Noble - Daysland  
1st Vice-President: Mrs. Wm. Flemming - Alliance  
2nd Vice-President: Mrs. Elves - Vulcan  
3rd Vice-President: Mrs. A.E. Saunders - St. Albert  
Secretary: Mrs. Jean Muldrew - Red Deer  
Treasurer: Miss A.T. Carlyle - Vermillion  
Directors: Mrs. Robinson - Cowley  
Mrs. A.F. Wilson - Carmangay  
Miss Patterson - Taber  
Miss Robb - Provost  
Mrs. Blackwell - Athabasca  
Mrs. Colvin - Sedgewick

### OFFICERS 1916

President: Miss Isobel Noble - Daysland  
1st Vice-President: Mrs. Wm Flemming - Alliance  
2nd Vice-President: Mrs. J.A. McKenzie - Strathmore  
Secretary-Treasurer: Mrs. Jean Muldrew - Edmonton  
Directors: Mrs. A.H. Rogers - Fort Saskatchewan  
Mrs. H.J. Montgomery - Wetaskiwin  
Mrs. E. Warren - Milk River

## OFFICERS 1917

President: Miss Isabel Noble - Daysland  
1st Vice-President: Mrs. Wm. Flemming - Alliance  
2nd Vice-President: Mrs. J. A. McKenzie - Strathmore  
Secretary-Treasurer: Mrs. A.H. Rogers  
Fort Saskatchewan  
Directors: Mrs. F.S. Grisdale - Vermillion  
Mrs. H.J. Montgomery - Wetaskiwin  
Mrs. B.E. Hummon - Carmangay  
Mrs. J.F. Price - Peace River (appointed by  
Advisory Council)

## OFFICERS 1918

President: Miss Isabel Noble - Daysland  
Vice-President: Mrs. Wm. Flemming - Alliance  
Secretary-Treasurer: Mrs. A.H. Rogers  
Fort Saskatchewan  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. F. Grisdale - Vermillion  
Mrs. A.A. Towns - Cornation  
Mrs. D.B. Hummon - Milk River

## OFFICERS 1919 - 1920

President: Miss Isabel Noble - Daysland  
Vice-President: Mrs. Wm. Flemming - Alliance  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. C.A. Gates - Stony Plain  
Mrs. W. Huyck - Strome  
Mrs. J.N. Beaubier - Champion  
Mrs. A.A. Towns - Coronation  
Mrs. F.W. Hughes - Cavendish

## OFFICERS 1921

President: Miss Isobel Noble - Daysland  
Vice-President: Mrs. Wm. Flemming - Alliance  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. C.A. Gates - Stony Plain  
Mrs. W. Huyck - Strome  
Mrs. J.N. Beaubier - Champion

## OFFICERS 1922

President: Mrs. J.N. Beaubier - Champion  
Vice-President: Mrs. J. Boyd - Vanrena  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. Wm. Stewart - Peace River  
Mrs. C.A. Gates - Stony Plain  
Mrs. W. Huyck - Strome  
Mrs. F.W. Hughes - Cavendish

## OFFICERS 1923 - 1924

President: Mrs. J.N. Beaubier - Champion  
Vice-President: Mrs. D.R. McIvor - Gibbons  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. Wm. Stewart - Peace River  
Mrs. C.A. Gates - Stony Plain  
Mrs. W. Huyck - Strome  
Mrs. C. Lynch Staunton - Lundbreck

## OFFICERS 1925 - 1927

President: Mrs. W. Huyck - Strome  
Vice-President: Mrs. Wm. Stewart - Peace River  
Secretary-Treasurer: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. C.A. Gates - Stony Plain  
Mrs. H.J. Montgomery - Wetaskiwin  
Mrs. C. Lynch Staunton - Lundbreck

## OFFICERS 1927 - 1928

President: Mrs. W. Huyck - Strome  
Vice-President: Mrs. Wm. Stewart - Peace River  
Recording Secretary: Mrs. D.R. McIvor - Stettler  
Treasurer: Mrs. J. Regan - Edmonton  
Directors: Mrs. J. Boyd - Vanrena  
Mrs. A.H. Rogers - Fort Saskatchewan  
Mrs. A.H. Montgomery - Wetaskiwin  
Mrs. F.C. Alcock - Champion

## OFFICERS 1929 - 1930

President: Mrs. H.J. Montgomery - Wetaskiwin  
Vice-President: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Recording Secretary: Mrs. J.N. Beaubier - Champion  
Treasurer: Mrs. J. Regan - Edmonton  
Directors: Mrs. W.R. Roberts - Sexsmith  
Mrs. W.C. Short - Edmonton  
Mrs. J.P. Ferguson - Trochu  
Mrs. F.C. Alcock - Champion

## OFFICERS 1931 - 1933

President: Mrs. H.J. Montgomery - Wetaskiwin  
Vice-President: Mrs. A.H. Rogers -  
Fort Saskatchewan  
Recording Secretary: Mrs. J.N. Beaubier - Champion  
Treasurer: Mrs. J. Reagan - Edmonton  
Directors: Mrs. W. R. Roberts - Sexsmith  
Mrs. W.C. Short - Edmonton  
Mrs. J.P. Ferguson - Trochu  
Mrs. J.A. Campbell - Milk River

## OFFICERS 1933 - 1934

President: Mrs. J.P. Ferguson - Trochu  
Vice-President: Mrs. Wm. Stewart - Peace River  
Recording Secretary: Mrs. J.A. Campbell - Milk River  
Treasurer: Mrs. J. Regan - Edmonton  
Directors: Mrs. M.R. Upton - Berwyn  
Mrs. W.A. Brown - Paradise Valley  
Mrs. E.E. Ullman - Lousana  
Mrs. M.L. Thompson - Coaldale

## OFFICERS 1935 - 1937

President: Mrs. J.P. Ferguson - Trochu  
Vice-President: Mrs. Wm. Stewart - Peace River  
Secretary: Mrs. J.A. Campbell - Milk River  
Treasurer: Mrs. H. J. Montgomery - Wetaskiwin  
Directors: Mrs. M.R. Upton - Berwyn  
Mrs. W.A. Brown - Paradise Valley  
Mrs. O.G. Sibbald - Munson  
Mrs. M.L. Thompson - Coaldale

## OFFICERS 1937 - 1939

President: Mrs. Wm. Stewart - Peace River  
Vice-President: Mrs. M.L. Thompson - Coaldale  
Secretary: Mrs. R.E. Woods - Stony Plain  
Treasurer: Mrs. H.J. Montgomery - Wetaskiwin  
Directors: Mrs. W.R. Roberts - Sexsmith  
Mrs. E.E. Morton - Vegreville  
Mrs. O.G. Sibbald - Munson  
Mrs. J.A. MacQuarrie - Barons

## OFFICERS 1939 - 1941

President: Mrs. Wm. Stewart - Peace River  
Vice-President: Mrs. M.L. Thompson - Coaldale  
Secretary: Mrs. R.E. Woods - Stony Plain  
Treasurer: Mrs. H.J. Montgomery - Wetaskiwin  
Directors: Mrs. M. Zabel - Peace River  
Mrs. E.E. Morton - Vegreville  
Mrs. Wm. MacFarlane - Red Deer  
Mrs. E.J. Bell - Hussar

## OFFICERS 1941 - 1942

President: Mrs. M.L. Thompson - Coaldale  
Vice-President: Mrs. E.E. Morton - Vegreville  
Secretary: Mrs. Wm. MacFarlane - Red Deer  
Treasurer: Mrs. H.J. Montgomery - Wetaskiwin  
Directors: Mrs. D.W. Patterson - Grande Prairie  
Mrs. H.R. Evans - Innisfree  
Mrs. A.B. McGorman - Penhold  
Mrs. R.E. Reynolds - Picture Butte



## OFFICERS 1943 - 1945

President: Mrs. M.L. Thompson - Coaldale  
Vice-President: Mrs. E.E. Morton - Vegreville  
Secretary: Mrs. Wm. MacFarlane - Red Deer  
Treasurer: Mrs. H.J. Montgomery - Wetaskiwin  
Directors: Mrs. H.R. Evans - Innisfree  
Mrs. A.B. McGorman - Penhold  
Mrs. R.E. Reynolds - Picture Butte

## OFFICERS 1945 - 1947

President: Mrs. E.E. Morton - Vegreville  
Vice-President: Mrs. H.R. Evans - Innisfree  
Mrs. A.B. McGorman - Penhold  
Secretary: Mrs. C.G. Strong - Vegreville  
Treasurer: Mrs. Wm. MacFarlane - Red Deer  
Directors: Mrs. D.W. Patterson - Grande Prairie  
Mrs. S. Lefsrud - Viking  
Mrs. A.B. McGorman - Penhold  
Mrs. T.H. Howes - Millet  
Mrs. Earl C. Hutchinson - Warner

## OFFICERS 1949 - 1951

President: Mrs. A.B. McGorman - Penhold  
Vice-President: Mrs. S. Lefsrud - Viking  
Secretary: Mrs. W.E. Janssen - Hillsdown  
Treasurer: Mrs. L.D. Smith - Penhold  
Directors: Mrs. L.Harris - Berwyn  
Mrs. J.C. McLean - Irma  
Mrs. T.H. Howes - Millet  
Mrs. A. McIlroy - Shaughnessy

## OFFICERS 1951 - 1953

President: Mrs. A.B. McGorman - Penhold  
Vice-President: Mrs. S. Lefsrud - Viking  
Secretary: Mrs. W.E. Janssen - Hillsdown  
Treasurer: Mrs. L.D. Smith - Penhold  
Directors: Mrs. L.Harris - Berwyn  
Mrs. J.I. Jones - Manville  
Mrs. S. Swainson - Red Deer  
Mrs. A.B. Mundie - Knee Hill Valley  
Mrs. A. McIlroy - Shaughnessy

## OFFICERS 1953 - 1955

President: Mrs. S. Lefsrud - Viking  
Vice-President: Mrs. T.H. Howes - Millet  
Secretary: Mrs. R.W. Prendergast - Red Deer  
Treasurer: Mrs. L.D. Smith - Penhold  
Directors: Mrs. L.D. Hayden - High Prairie  
Mrs. J.I. Jones - Mannville  
Mrs. S. Swainson - Red Deer  
Mrs. J.R. Tait - Hanna  
Mrs. W.R. Ford - Coutts

## OFFICERS 1955 - 1957

President: Mrs. T.H. Howes - Millet  
Vice-President: Mrs. W.R. Ford - Coutts  
Secretary: Mrs. R.W. Prendergast - Red Deer  
Treasurer: Mrs. L.D. Smith - Penhold  
Directors: Mrs. D.S. Hayden - High Prairie  
Mrs. J. Bielish - Warspite  
Mrs. J.R. Graham - Ponoka  
Mrs. C.L. Alexander - Caley  
Mrs. M.G. Roberts - Drumheller

## OFFICERS 1957 - 1959

President: Mrs. T.H. Howes - Millet  
Vice-President: Mrs. W. R. Ford - Coutts  
Secretary: Mrs. J. Hannah - Drumheller  
Treasurer: Mrs. H. Marshall - Edmonton  
Directors: Mrs. N. Hnatiuk - Grande Prairie  
Mrs. J. Bielish - Warspite  
Mrs. John Richards - Red Deer  
Mrs. C.L. Alexander - Cayley  
Mrs. M.G. Roberts - Drumheller

## OFFICERS 1959 - 1961

President: Mrs. W.R. Ford - Coutts  
Vice-President: Mrs. M.G. Roberts - Drumheller  
Secretary: Mrs. John Richards - Red Deer  
Treasurer: Mrs. H. Marshall - Edmonton  
Directors: Mrs. N. Hnatiuk - Grande Prairie  
Mrs. S.E. Thorne - Fort Saskatchewan  
Mrs. C.A. Quail - Round Hill  
Mrs. C.L. Alexander - Cayley  
Mrs. G.S. Wilson - Drumheller

## OFFICERS 1961 - 1965

President: Mrs. M.G. Roberts - Drumheller  
Vice-President: Mrs. J. Bielish - Warspite  
Secretary: Mrs. R.A. Leadley - Edmonton  
Treasurer: Mrs. H. Marshall - Edmonton  
Directors: Mrs. F. Anthony - Fairview  
Mrs. R.J. Whitson - Mannville  
Mrs. C.A. Quail - Round Hill  
Mrs. G. Newman - Blackie  
Mrs. A. Robertson - Carstairs

## OFFICERS 1965 - 1967

President: Mrs. J. Bielish - Warspite  
Vice-President: Mrs. C. Alexander - Cayley  
Secretary: Mrs. C.A. Quail - Round Hill  
Treasurer: Mrs. G. McMillan - Edmonton  
Directors: Mrs. H. Hnatiuk - Grande Prairie  
Mrs. R.J. Whitson - Edmonton  
Mrs. J.T. Morrisroe - Red Deer  
Mrs. G. Newman - Blackie  
Mrs. J.H. Hosegood - Disbury

## OFFICERS 1967 - 1969

President: Mrs. J. Bielish - Warspite  
Vice-President: Mrs. C. Alexander - Cayley  
Secretary: Mrs. C. A. Quail - Round Hill  
Treasurer: Mrs. G. McMillan - Edmonton  
Directors: Mrs. H. Hnatiuk - Grande Prairie  
Mrs. H. Lefsrud - Viking  
Mrs. J.T. Morrisroe - Red Deer  
Mrs. J. Holland - Lethbridge  
Mrs. J.H. Hosegood - Disbury

## OFFICERS 1969 - 1971

President: Mrs. C.L. Alexander - Cayley  
Vice-President: Mrs. J.T. Morrisroe - Red Deer  
Secretary: Mrs. C. Oxtoby - Olds  
Treasurer: Mrs. G. McMillan - Edmonton  
Directors: Mrs. H. Tattrie - Brownvale  
Mrs. H. Lefsrud - Viking  
Mrs. H. Hillaby - Camrose  
Mrs. J. Holland - Lethbridge  
Mrs. D. Silver - Huxley

## OFFICERS 1971 - 1973

President: Mrs. C.L. Alexander - Cayley  
1st Vice-President: Mrs. J.T. Morrisroe - Red Deer  
2nd Vice-President: Mrs. R.J. Whitson - Edmonton  
Directors: Mrs. Wm. Plaizier - Peace River  
Mrs. V. Holt - Sangudo  
Mrs. H. Hillaby - Camrose  
Mrs. G. Habberfield - Langdon  
Mrs. D. Silver - Huxley

## OFFICERS 1973 - 1975

President: Mrs. J.T. Morrisroe - Red Deer  
1st Vice-President: Mrs. M. Ballhorn - Wetaskiwin  
2nd Vice-President: Mrs. H. Lefsrud - Edmonton  
Directors: Mrs. Wm. Plaizier - Peace River  
Mrs. V. Holt - Sangudo  
Mrs. V. Toffelmire - Veteran  
Mrs. G. Habberfield - Langdon  
Mrs. H. Richards - Disbury

## OFFICERS 1975 - 1977

President: Mrs. M. Ballhorn - Wetaskiwin  
1st Vice-President: Mrs. Wm. Plaizier - Peace River  
2nd Vice-President: Mrs. G. Habberfield - Langdon  
Directors: Mrs. F. Cunningham - Valhalla Centre  
Mrs. P. Kozdrowski - Edmonton  
Mrs. O. Olson - Stettler  
Mrs. D. Christie - Cochrane  
Mrs. J. Rowbottom - Drumheller

## OFFICERS 1977 - 1979

President: Mrs. M. Ballhorn - Wetaskiwin  
1st Vice-President: Mrs. Wm. Plaizier - Peace River  
2nd Vice-President: Mrs. G. Habberfield - Langdon  
Directors: Mrs. F. Cunningham - Valhalla Centre  
Mrs. P. Kozdrowski - Edmonton  
Mrs. O. Olson - Stettler  
Mrs. D. Christie - Cochrane  
Mrs. J. Rowbottom - Drumheller

## OFFICERS 1979 - 1980

President: Mrs. M. Plaizier - Peace River  
1st Vice-President: Mrs. J. Rowbottom - Drumheller  
2nd Vice-President: Mrs. V. Olson - Stettler  
Directors: Mrs. Elda MacLaine Pont - Fairview  
Mrs. A.C. Kritzing - Stony Plain  
Mrs. G. Ballhorn - Wetaskiwin  
Mrs. B. Sept - Walsh  
Mrs. R. Hallet - Carstairs

## OFFICERS 1980 - 1981

President: Mrs. M. Plaizier - Peace River  
1st Vice-President: Mrs. J. Rowbottom - Drumheller  
2nd Vice-President: Mrs. V. Toffelmire - Stettler  
Directors: Mrs. C. MacLaine Pont - Fairview  
Mrs. A.C. Kritzing - Stony Plain  
Mrs. A. Luz - Ohaton  
Mrs. B. Sept - Walsh  
Mrs. R. Hallett - Carstairs

## OFFICERS 1981 - 1983

President: Mrs. J. Rowbottom - Drumheller  
1st Vice-President: Mrs. G. Habberfield - Langdon  
2nd Vice-President: Mrs. G. Ballhorn - Wetaskiwin  
Directors: Mrs. J. Welter - Grande Prairie  
Mrs. G. Withers - Lavoy  
Mrs. A. Luz - Ohaton  
Mrs. S. Prysiaczny - Lethbridge  
Mrs. D. Williams - Cessford

## OFFICERS 1983 - 1984

President: Mrs. J. Rowbottom - Drumheller  
1st Vice-President: Mrs. G. Habberfield - Langdon  
2nd Vice-President: Mrs. G. Ballhorn - Wetaskiwin  
Directors: Mrs. J. Welter - Grande Prairie  
Mrs. G. Withers - Lavoy  
Mrs. W. Meyers - Wetaskiwin  
Mrs. S. Prysiaczny - Lethbridge  
Mrs. D. Williams - Cessford

## PROVINCIAL SECRETARY-TREASURER

Due to structure changes the elected Provincial Officers became a:

President, 1st Vice-President, 2nd Vice-President

The Secretary-Treasurer became a salaried position and the First Office was established in Mrs. G. McMillan's home.

1971 - 1975	Mrs. G. McMillan	Edmonton
1975 - 1980	Mrs. R. Ritchie	Edmonton
1980 -	Mrs. S. McKinlay	Edmonton

## OFFICERS 1984 - 1986

President: Mrs. K. Habberfield - Langdon  
1st Vice-President: Mrs. B. Ballhorn - Wetaskiwin  
2nd Vice-President: Mrs. H. Hallett - Carstairs  
Directors: Mrs. R. Walker - Enilda  
              Mrs. R. Ritchie - Edmonton  
              Mrs. O. Meyer - Wetaskiwin  
              Mrs. S. Thomas - Langdon  
              Mrs. N. Olson - Carstairs