

THE FOLLOWING IS THE CONSTITUTION FOR THE STUDENTS' WIVES ASSOCIATION OF THE INSTITUTE FOR AEROSPACE STUDIES.

Article 1 - NAME - The official title of the organization is the "Students' Wives Association of the Institute for Aerospace Studies". Abbreviated "SWAIAS".

Article 2 - OBJECT - To provide the opportunity for all interested students' wives to meet and spend an interesting and informative evening together once every month.

Article 3 - MEMBERSHIP - (a) Membership is open only to girls whose husbands are at present registered as a student at the Institute for Aerospace Studies.

(b) A person is considered an active member upon attending their second meeting within a twelve month period. This does not include special events, i.e. wiener roasts, teas, parties, etc.

(c) A member whose husband completes his studies during a given year may, if she so desires remain an active member till the end of December of that year. She will be contacted of meetings and special events during that time.

Article 4 - EXECUTIVE - The executive will consist of: President, Vice-President (in charge of keeping mailing lists up to date, taking a meeting when the President is absent and sending out post-cards for each meeting) and a Secretary-Treasurer. The election of officers will take place at the first business meeting of each year namely January.

Article 5 - FORMER MEMBERS - Former members may be invited to special meetings and events to be decided prior to these occasions by the general membership. However, should a vote on some matter need to be taken on these occasions, former members would have no voting power.

Article 6 - MEETINGS - Meetings will be held once a month, for example the third Monday of each month. The day of the month will be decided at the first business meeting of each year. No official meeting will be held during the months of July and August. Meetings will commence at 8:00 P.M. Meetings will be held at members homes on an alternating basis. This would mean that no member would have to have a meeting at their home more than once a year.

Article 7 - STANDING COMMITTEES - The member whose home the meeting is held at each month will be called the hostess for that meeting and would furnish the tea and coffee. A volunteer (also on an alternating basis) would act as co-hostess and would supply the other refreshments. Refreshments at monthly meetings would be kept simple, i.e. cookies, cake, donuts etc. A phoning committee for each meeting or event is necessary. For meetings the hostess and co-hostess for this month will do the phoning for the next meeting etc. For special events the convenors are responsible for the phoning. All members should be phoned one week prior to any meeting or event.

Post-cards will be sent out to the members two weeks prior to an event or meeting and this will be the responsibility of the Vice-President. This will replace the bi-monthly newsletter and convenor that we have had this past year.

Article 8 - DUES - Each member will pay 50¢ per month or \$5.00 per annum as dues. New active members will pay dues only from the first meeting they attend till December.

Article 9 - QUORUMS - A quorum of at least 50% of active members will be required as a minimum in attendance before a vote can be taken on any matter.

Article 10 - CONSTITUTION - The organization will have a Constitution which will be approved and passed by the general membership. Amendments and additions to the Constitution must be made and voted on and passed by the general membership at the last business meeting of each year namely in December.

Article 11 - P. H. T. DEGREES - These degrees would be granted to a wife whose husband had officially completed his studies and is no longer registered as a student.

Article 12 - PERMANENT RECORD - A book containing a copy of the Constitution, list of active members for a given year and a copy of the minutes (the original signed by the President and Secretary) for each meeting of a given year, also a draft copy of the P.H.T. Degree and an up to date copy of names, addresses of former members and the date they received their degrees. This should be kept on file at the Institute for Aerospace Studies for future reference. At the end of December the Secretary will bring the book up to date for that year and add a revised copy of the constitution if necessary.

This constitution was drawn up by Mary Drummond, Judy Davis, Joanne Hughes, Pat Siddon, and Helen Sinclair and passed by the general membership on Wednesday, December 2, 1964.

*Mary Drummond*  
PRESIDENT

*Patricia Siddon*  
SECRETARY-TREASURER