

TRUST INDENTURE of the Canadian Federation of University Women – Ottawa
Scholarship Trust
Fund

Name of the Trust:

The Trust shall be named the Canadian Federation of University Women - Ottawa Scholarship Trust Fund.

Definitions:

“Club” means the Canadian Federation of University Women - Ottawa, also referred to as CFUW - Ottawa.

“Fund” means the Canadian Federation of University Women - Ottawa Scholarship Trust Fund, also referred to as the CFUW STF and the Trust.

Part I Objective:

The CFUW-Ottawa Scholarship Trust Fund was established in 1983 by what is now called the Canada Revenue Agency as a public foundation (charitable trust). Financially, it operates at arm’s length from the Club, but it is the responsibility of the Board to maintain an awareness of the financial affairs of the Trust. The Scholarship Trust Fund has separate authorized banking officers from those of the Club.

The objective of CFUW STF is to encourage and support study and research of those seeking higher education by establishing, funding and disbursing scholarships and awards as described in Appendix A.

Part II Structure:

1. There shall be six Trustees:
 - a) Two Trustees, the Trust Treasurer and Trust Chair appointed by the Board of Directors of the Club and elected by the membership each year at the Annual General Meeting, to serve a term of five years, which may be renewed at the discretion of the Board of Directors
 - b, The Club Treasurer and the Convenor of the Fundraising Committee, appointed by the Board of Directors of the Club, to be Trustees during their terms of office as Club Treasurer and Convenor of the Fundraising Committee, respectively.
 - c) The Scholarship Convenor and the Secretary elected by the Trustees of the Fund, usually for a period of five years, but may be extended by vote of the Trustees of the Fund.

1.1 If a vacancy occurs for Trustees under 1a) and 1b), the Executive Committee of the Board of Directors of CFUW- Ottawa shall appoint a member of the Club to fill the unexpired term.

1.2 On every change in the trusteeship a list of the Trustees of the Fund shall be permanently attached to the Indenture and shall be signed by the persons named.

1.3 It is recommended that Trustees' terms be managed so that overlap and continuity are ensured on the Trust.

2. The fiscal year for the Trust is June 1st to May 31st.
3. Scholarships and awards shall be disbursed on a yearly basis from income derived from donations, fundraising and prudent, lowest risk possible investments held by the Fund

Part III Duties and Powers of the Trustees:

1. The Trustees shall meet at least three times a year to discuss the Trust business including overseeing the granting of the awards and scholarships and administration of the Fund.

1.1 The Trustees shall hold an Annual General Meeting (preferably concurrent with the regular Trust meeting in October) for the purpose of reappointing the Trust accountant (to conduct the year-end review), approving the Submission of the T3010 registered charity information return, and (re)appointing the five current trustees.

2. The Trust Treasurer shall keep proper books of accounts, and shall present a detailed report and a financial statement to the Trustees on a regular basis, and then to the Club annually after the Fund's year-end.

3. The Trust Treasurer shall ensure that the preparation of the required annual compliance reporting is completed by established deadlines.

a) She will coordinate (usually with the accountant) to ensure the annual financial review of the Statement of Assets and Fund Equity and the Income Statement are prepared on a timely basis.

b) She will ensure the annual charity information is prepared (usually by the accountant).

c) She will be responsible for sending both the financial statement and the annual charity information return to the Canada Revenue Agency each year within six months of the end of the fiscal year.

4. The Trustees shall have the power to invest and to disburse the income from the investments to pay the awards and scholarships described in this Indenture for the purposes and objectives set out herein in accordance with the terms of the Ontario Trustees Act.

5. The Trustees reserve the right at any time to accept or decline gifts as may be paid to or transferred to the Fund by the Club or any person, either personally or by testamentary act or disposition.

6. The Trustees shall ensure that monies from the Fund are made available to fund the awards and scholarships.

- 6.1 The Trustees shall ensure that funds previously committed by an individual donor (e.g. on an annual basis) are reviewed in a timely fashion before the due date for disbursement.
7. The Trustees may, during the administration of the Fund, obtain the assistance of solicitors, accountants, investment advisors or other agents as they deem necessary, and may pay reasonable fees and expenses incurred in obtaining this assistance. The Trustees shall not be liable for any loss incurred as a result of any advice or recommendations given or not given, or received or not received, from such persons, or for failure to act or ask for advice or recommendations from such persons.
8. The Trustees may authorize the payment of reasonable expenses for the administration of the Fund.
9. The Trustees may obtain assistance from members of the Club as deemed necessary.

Part IV Quorum:

Any four Trustees shall constitute a quorum. Decisions of the Trustees shall be made by a Majority of the Trustees present at a meeting.

Part V Liability:

No Trustee, provided that she acts in good faith, shall be liable for any loss by the Fund, except for loss caused by her own dishonesty, gross negligence or willful breach of trust.

Part VI Amendments:

1. Subject to paragraph 2, the terms of the Trust Indenture may be amended a) by a majority vote of the Trustees, and b) by a majority vote of the members of CFUW - Ottawa present at a regular general meeting, provided that prior notice of the amendments shall have been presented to the membership.
2. The Trustees may amend Appendix A in any of the following ways, provided that such Amendments take effect only upon written notification to the Club and to the Board of Directors:
- a) By creating new awards or scholarships of specified amounts and specifying the eligibility criteria;
 - b) By increasing the amounts of existing awards or scholarships;
 - c) By amending the eligibility criteria of existing awards or scholarships, as long as they remain consistent with the objects and purposes of the Club and the Fund.

The effective date of this indenture is

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President

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Trustee

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Secretary

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Trustee

For the Canadian Federation of
University Women – Ottawa

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Trustee

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Trustee

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Trustee

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Trustee

Date of Final Document: September 14, 2015

**Canadian Federation of University Women –
Ottawa
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Fund**

Appendix A – Statement of Objectives

All recipients are to be Canadian citizens or permanent residents of Canada and female recipients are preferred.

The activities to be carried out by the Canadian Federation of University Women - Ottawa Scholarship Trust Fund are as follows:

Scholarships and Awards at the University of Ottawa –

1. **Constance Jones Scholarship in Women’s Studies** (\$1,000) awarded to a woman with high academic standing, who is pursuing a full-time undergraduate program in Women’s Studies.
2. **Helen Nininger Scholarship in Fine Arts** (\$1,500) awarded to a woman with high academic standing, who is pursuing a full-time undergraduate program in Fine Arts.
3. **L. Gladys Harvey Award** (\$1,000) awarded to a woman with a disability who is enrolled in a full-time undergraduate program.
4. **Charlotte Whitton Award** (\$1,000), 5) **Mary Kyles Award** (\$1,000), 6) **Lucille Muldoon Award** (\$1,000) and 7) **Muriel Axon Award** (\$1,000) awarded to undergraduate or graduate students and who demonstrate good academic achievement and financial need.
8. **Lillian Gertsman Scholarship (\$1,000)** awarded to a mature student studying Psychology at the undergraduate level.
9. **The Reid Memorial Scholarship - \$1,500** This scholarship is awarded annual to a full-time undergraduate student in medicine at the University of Ottawa. The student must demonstrate good academic achievement and financial need. The scholarship is the gift of Marjorie Melick, a member of the Ottawa Club, in memory of her father, John Vicars Reid.
10. **Barbara Newbegin Award in Music** (\$2500) awarded to a graduate Music student majoring in performance studies in an orchestral instrument, organ or piano, who has demonstrated financial need and academic achievement. Effective 2014-2015 to 2018-2019 academic years inclusive.
11. **Barbara Newbegin Award in Mathematics** (\$2500) awarded to a full-time undergraduate student in year 2 or higher of a co-op program in Mathematics or Statistics, who has demonstrated financial need and academic achievement. Effective 2014-2015 to 2018-2019 academic years inclusive.

Scholarships and Awards at Carleton University –

1. **Harriet & Eugene Forsey Scholarship** (\$1,000) awarded to a graduate student in Political Science specializing in Canadian federal politics.
2. **Alice E. Wilson Scholarship** (\$1,000) awarded to a full-time graduate student at the Ottawa-Carleton Geosciences Centre. Preference will be given to students seeking to upgrade their qualifications after absences due to family responsibilities.
3. **Helen Nininger Scholarship in Music** (\$1,500) awarded to a student with high academic standing who is pursuing a full-time undergraduate program in Music.
4. **Dr. Ruth Bell Scholarship** (\$1,000), 5. **Carol Shields Scholarship** (\$1,000) and 6. **Naomi Raynor Scholarship** (\$1,000), awarded to students registered as part-time students. The winners must have demonstrated a high potential for university studies and have completed the equivalent of at least five courses beyond entrance requirements at the university.
7. **Shirley Greenberg Award** (\$1,000) awarded to a student who is a sole-support parent and who requires financial assistance to help meet educational costs.
8. **Dorothy Powell Scholarship** (\$1,000) awarded to a third-year student in Economics.
9. **The Ruth Bell Centennial Scholarship Honouring all Members of the Ottawa Club since 1910** (\$5,000 subject to confirmation each year) awarded annually to an honours student in Women's Studies (either as a single or double major), in third or fourth year, who demonstrates high academic achievement.
10. **The Susan Scott Parker Scholarship** (\$1,000) awarded annually to a registered undergraduate student with a disability who has demonstrated financial need and academic achievement. (Effective 2014-15 to 2018-19 academic years, inclusive)
11. **The Earl B. Connell Foundation Scholarship** (\$1000) awarded annually to a student enrolled in the Bachelor of Music program, at any year-level, pursuing classical music studies. (Effective 2015/16-2019/20 academic years, inclusive with the possibility of renewal)

Scholarships at Algonquin College:

The Sherrylyn Sarazin Scholarship awarded to a second year indigenous student in a diploma course who shows financial need and a good academic standing.

Other Scholarships and Awards:

Gladys Cameron Watt Award (\$500) – Third prize in the Canadian Playwriting Competition, which is sponsored by the Ottawa Little Theatre

Amended March 2016