

NATIONAL COUNCIL OF WOMEN OF W.A. INC.
Affiliated with the National Council of Women of Australia Limited,
and through this, with the International Council of Women.
CONSTITUTION
(Revised 2015)

1. NAME

The Name of the Council shall be THE NATIONAL COUNCIL OF WOMEN OF WESTERN AUSTRALIA INC. ((Hereinafter called "the Council").

2. MISSION

The general mission of the Council is the advancement of women.

3. OBJECTS

The objects of the Council are to:

- 1) work for the removal of all discrimination against women
- 2) promote the equal status of women and men in law and in fact
- 3) develop policies and responsibilities on behalf of women and their families
- 4) act as a voice and agent of communication at State level on issues and concerns of women and society as a whole
- 5) provide a link between many and varied organisations where matters of common interest arise, and being together in association such voluntary organisations
- 6) support all efforts to achieve peace through negotiation, arbitration and conciliation
- 7) Promote recognition and respect for human rights and to work for the removal of discrimination such as that based on birth, gender, race, language, religion, or age
- 8) encourage women to recognise their responsibilities in the community and train and motivate them to participate in public life on local, national and international levels
- 9) deepen and increase the mutual understanding between women.

4. POLICY

The Council shall be non party-political and non sectarian

5. MEMBERSHIP

- 1). Membership of the Council shall consist of:
 - i. Affiliated Organisations
 - ii. Associate Members
 - iii. Honorary Life Members
 - iv. Honorary Members

6. AFFILIATED ORGANISATIONS

- 1) All organised Societies or Organisations of Women, or Societies or Associations of Women and Men , whose objects are approved by the Council, shall be eligible for membership.

2) They may be approved for membership if their objects are in sympathy with the policy and objects of the Council

3) Affiliated Societies and Organisations may be represented on the Council by not more than two (2) delegates and in the absence of a delegate a proxy may be appointed in writing by the organisation and shall have the full powers of a delegate.

7. ASSOCIATE MEMBERS

An individual person nominated to the Executive by a Delegate or Associate Members and approved by the Council may be admitted as an Associate Members, if her objectives are in sympathy with the policy of the Council.

8. HONORARY LIFE MEMBERS

On the recommendation of the Executive Committee, the Council may elect as an Honorary Life Member a Member who has given outstanding and valuable service to the Council provided that the number of Honorary Life Members shall not exceed ten (10) at any one time.

9. HONORARY MEMBERS

On the recommendation of the Executive Committee, the Council may elect Organisations as Honorary Members without voting rights provided the number of Honorary Members shall not exceed six (6) at any one time.

10. CANCELLATIONS OF MEMBERSHIP

1) The Council may cancel the membership of a Society or Association or an Associate Member on the vote of a two thirds majority of the Members of the Council at a General Meeting, or by giving sixty (60) days notice in writing to the Society or Association or Associate Member of intention to cancel the Membership.

2) In the event of a Society or Association or an Associate Member receiving notice of cancellation of its membership it/she may appeal against the proposed cancellation within sixty (60) days.

11. PATRON and VICE PATRON

A Patron shall be appointed by the Council from time to time on the recommendation of the Executive.

A Vice Patron may be appointed by the Council from time to time on the recommendation of the Executive.

12. OFFICERS OF THE COUNCIL

1) The Council shall elect the following officers at each Triennial Meeting:

- i. A President
- ii. Two (2) Vice-Presidents
- iii. A Secretary
- iv. A Treasurer
- v. A Coordinator of Standing Committees, and
- vi. A Communication Officer.

2) Subject to (3) below, Officers shall be elected from among the body of existing Delegates, Associate Members and Honorary Life Members.

- 3) In the case of the President, in order to be eligible the nominee(s) shall be a financial member of the NCWWA whose nomination shall be proposed and seconded by the members of either the Executive and/or the Standing Committees.
- 4) The President shall not hold office for more than two (2) consecutive terms.
- 5) A Member of the Executive shall not hold more than one Executive Office at any one time.
- 6) Officers shall act until the end of the Triennial Meeting.

13. VOTING

- 1) Voting in elections for office shall be by secret ballot and on a simple majority
- 2) Voting in General Meetings, other than election for office, shall be by show of hands unless a secret ballot is requested.
- 3) In all elections the following shall have one vote only:
 - i. Delegates of financial Affiliated Organisations or their proxies in attendance:
 - ii. Associate Members who are financial, and
 - iii. Honorary Life Members.

14. EXECUTIVE COMMITTEE

- 1) Subject to this Article, the Executive Committee shall consist of the elected officers and eight (8) members, of whom five (5) shall be Delegates and three (3) Associate Members.
- 2) In addition, the Immediate Past President shall be an ex officio member of the Executive Committee for one year following the election of the Executive Committee.
- 3) The names and addresses of the members of the Executive Committee shall be recorded and held in the registered office.
- 4) The Committee shall have the power to invite a member who is intending to stand for election as President to attend meetings as a non-voting observer.

15. VACANCY OF OFFICE

- 1) In the event of the office of President becoming vacant during her term, a new President shall be elected within a period of three (3) months by the Council Members at a Special Meeting and shall hold office for the completion of the original term.
- 2) Pending the election of President according to (1) above, one of the Vice Presidents shall be appointed by the Executive Committee to hold the office of Interim President.
- 3) In the event of any vacancy other than that of President occurring, the Executive Committee shall have the power to fill such vacancy until the next General Meeting when the appointment shall either be ratified by the Council or another Officer shall be appointed by the Council to serve until the Triennial Meeting.
- 4) A vacancy occurs if the member:
 - i. Resigns in writing to the President;
 - ii. Ceases to be a member of the National Council of Women;
 - iii. Holds any office of profit under the National Council of Women;
 - iv. Is absent without the consent of the Executive Committee for more than three consecutive meetings without applying for leave of absence;
 - v. Is in any way incapacitated from continuing to hold office.

16. POWERS OF THE EXECUTIVE COMMITTEE

- 1) The Executive Committee may make its own arrangements to meet for the purpose of carrying out the business of the Council
- 2) A Manual of Procedures may be drawn up by the Executive Committee to govern and bind conduct of its own meetings.
- 3) Regional Representatives, Advisers and Members of Standing Committees may be appointed by the Executive Committee to assist it in any of its work.

17. COUNSELLOR

The Council may on the recommendation of the Executive Committee appoint as a Counsellor any individual whose special knowledge would render her advice or aid of value in furthering some special work undertaken by the Council

18. GENERAL MEETINGS OF THE COUNCIL

- 1) The Council shall meet not less than once each quarter.
- 2) At each General Meeting of the Council, notice shall be given of the date and time of the subsequent General Meeting and, as far as possible, any business to be conducted at the meeting.
- 3) A Special General Meeting may be called at thirty days' notice by the President, the Secretary, or upon written request of at least six (6) Council Members.
- 4) The Annual General Meeting shall be held within four months from the end of March in any one year.
- 5) Reports from each Standing Committee and audited statements of receipts and payments shall be presented at the Annual General Meeting.

19. TRIENNIAL GENERAL MEETING

- 1) Every third year the Annual General Meeting shall be known as the Triennial General Meeting.
- 2) The Triennial General Meeting shall be held within four (4) months from the end of March, at which reports and audited statements of receipts and payments shall be presented and the election of Officers and Committee shall take place.
- 3) Notice of the Triennial General Meeting shall be sent to each member at least twenty-one (21) days before the meeting.
- 4) Nomination papers and a request for Resolutions shall be forwarded to each member at least sixty (60) days before the Triennial General Meeting at which office bearers are to be elected and shall be returned by them to the Secretary at least thirty (30) days before the Triennial General Meeting.

20. QUORUM

- 1) At General Meetings the attendance of one fourth (1/4) of the total number of persons entitled to shall constitute a quorum.
- 2) At Executive Meetings one half plus one member of the Committee shall constitute a quorum.

21. FINANCE

- 1) The Financial Year shall commence on the first day of April in any year and close on the last day of March in the following year.

2) The annual membership fee shall be determined by the Executive Committee and shall be due on the first day of April in any one year.

3) The Executive Committee shall have control on the financial affairs and property of the Council including the power to:

- i. Enter into contracts;
- ii. Open and close bank accounts;
- iii. Spend and invest monies, and
- iv. Acquire and dispose of property for the purposes of the Council.

4) The property and income of the Council shall be applied solely towards the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Council except in good faith in the promotion of those objects and purposes.

5) The Treasurer shall keep accounting records in such manner as will enable due and fair accounts to be properly audited.

22. AUDIT

The Council shall appoint an Auditor at each Annual General Meeting to conduct an audit of the finances for the following year.

23. BY-LAWS

The Council may make such By-laws as it may deem necessary for carrying into effect the provisions of the Constitution provided they are not inconsistent with the Constitution.

24. COMMON SEAL

1) The Common Seal shall bear the words:

THE NATIONAL COUNCIL OF WOMEN OF WESTERN AUSTRALIA INC.

2). The President or her deputy shall have the custody of the Seal which shall be kept in the Registered Office.

3). The President may authorise the use of the Common Seal only on the resolution of two other members of the Executive.

25. REGISTER OF NAMES

The Secretary shall keep a register of names and addresses of members and delegates of the Association at the Registered Office.

26. CUSTODY AND INSPECTION OF DOCUMENTS

1) Records and documents of the Association shall be held in the registered office in the custody of the Secretary

2) All records and documents shall be available for inspection in the registered office by any member or delegate by arrangement with the Secretary.

27. TERMINATION OF MEMBERSHIP

Where an Affiliated Organisation ceased to operate as an organisation or decides to withdraw from the Council before the Annual General Meeting, that organisation shall at once notify the Secretary of its position and shall no longer be entitled to representation by Delegates.

28. AMENDMENT OF THE CONSTITUTION

1) The Constitution shall not be altered except at the Annual General Meeting or a Special Meeting of which at least thirty (30) days notice shall be given. A copy of any amendment, after approval by the Executive Committee, shall be sent and published in the Newsletter at least thirty (30) days prior to the relevant meeting.

2) Any amendment shall be carried by a three quarters (3/4) majority of those entitled to vote at the meeting.

29. DISPOSITION OF ASSETS ON WINDING UP OF COUNCIL

On the winding up of The National Council of Women of Western Australia Inc., if any assets remain after all liabilities and debt have been met, said assets shall be distributed to functioning Associations with similar Objectives, said recipients to be determined by the Executive Committee under Section

33(3) of the Associations Incorporations Act of 1987.