



Affiliation of Australian Women's Advocacy Alliances Constitution

1. Name and objects

- a. The name of the association shall be the Affiliation of Australian Women's Advocacy Alliances, referred to in these rules as 'AAWAA.'
- b. The objects of AAWAA shall be to work to promote, advance, advocate for, and defend the social equality, welfare, and human rights of women and girls on the basis of our biological sex.

2. Membership

- a. Women who are members of AAWAA affiliate groups shall, by default, be members of AAWAA. Membership in an affiliate group is determined solely by that group, in accordance with its own rules or procedures.
- b. Members remain part of AAWAA for as long as they remain members of an affiliate group, unless they resign or are removed in accordance with these rules.
- c. Women or organisations who are not members of an affiliate group may apply for direct membership of AAWAA. Applications must be submitted in writing (including by email or other electronic means) to a delegated representative of the committee, or in another form acceptable to the committee. The committee shall determine whether to accept or reject such applications.
- d. A register of members shall be kept by AAWAA showing the name and contact details for each member. This register may be kept electronically but must be convertible into hard copy.
- e. Joining and/or membership fees will be determined by the committee. The committee may choose to not impose joining and/or membership fees.
- f. Membership will cease upon death, resignation, or expulsion. Membership may cease after 12 months of inactivity or through disciplinary conduct. Membership entitlements are not transferable.
- g. The procedures for resolving disputes and disciplining members shall be determined by the committee. Anyone who wishes to appeal a decision refusing membership, expulsion from membership, or any other disciplinary action, may do so at the next general meeting of AAWAA.

- h. The members of AAWAA shall have no liability to contribute towards the payment of debts and liabilities of AAWAA or the costs, charges, and expenses of the winding up of AAWAA.

3. The committee

- a. The committee shall be known as the 'Affiliation of Australian Women's Advocacy Alliances Executive Committee' and is to consist of the office bearers of the association and a representative from each affiliated group. The minimum number of committee members is to be five (5). A public officer must also be appointed. The public officer may be also an office bearer.
- b. The office bearers may consist of convenor, secretary, and treasurer. Affiliate group representatives may be office bearers.
- c. The office bearers of the committee shall be elected at the annual general meeting. Any casual vacancy in the office bearers of the committee may be filled by a member appointed by the committee and any vacancies left after the annual general meeting may also be filled by co-option.
- d. Subject to these rules, each office bearer of the committee shall hold office from the date of their election or appointment until the next annual general meeting when they will be eligible for re-election. There is no maximum number of consecutive terms for which an office bearer may hold office.
- e. Office bearers are permitted to use and maintain custody of the common seal in relation to documents and items authorised by the committee as representing AAWAA.
- f. An office bearer of the committee shall cease to hold office upon resignation in writing, removal as a member of AAWAA, or absence from three successive committee meetings without approval by the committee.
- g. By default, each affiliate group's group representative is a member of the committee. If the affiliate group's representative is unable to fill the role, then a representative must be selected from the remainder the affiliate group. How representatives are chosen at the local level is matter for individual groups, although a fair and open process of selection is expected.
- h. The role of convenor is to convene and chair meetings or delegate this function to another.
- i. The role of secretary (which must be filled by the convenor if no secretary has been appointed or otherwise by the public officer) includes the following:
 - i. Keep the minutes of all appointments of office bearers and members of the committee;
 - ii. Keep a record of the names of members of the committee present at committee meetings and at general meetings;
 - iii. Keep minutes of all proceedings at committee meetings and general meetings;

- iv. Ensure meeting minutes are signed by the chair of the meeting or the chair of the next meeting, either in writing or electronically;
 - v. Attend to all correspondence, both postal and email, by ensuring it has been responded to appropriately in accordance with any directions by the committee and stored so that it may be readily accessed by committee members in future when required.
- j. The role of treasurer includes the following:
- i. Ensuring that all money due to the association is collected and received and that all payments authorised by the association are made;
 - ii. Maintaining correct books and accounts that show the financial affairs of the association, including details of all receipts and expenditure connected with the activities of the association, and are available for inspection by members;
 - iii. In the instance that any money is provided to AAWAA, establish a bank account in AAWAA's name and organise and maintain a method for the payment of expenses, including keeping records of the authorised signatories appointed by the committee;
 - iv. Ensuring that all major or unusual expenses have first been authorised by the committee or a general meeting and checking that the passing of these payments by the committee has been entered into the minutes.
 - v. Organising the preparation of financial statements for inclusion in the Annual Report and presentation to the annual general meeting.
- k. The public officer is the official point of contact for AAWAA. This person may be an office bearer, committee member, or any other person regarded as suitable for the position by the committee. This person must be over 18 years of age. The committee may at any time remove the public officer and appoint a new public officer. When a vacancy occurs in the position of public officer the committee must within 14 days appoint a new public officer.

4. General meetings

- a. AAWAA must hold its first annual general meeting (AGM) within 18 months after its registration as a not-for-profit association. Thereafter it must hold its AGM each year within 6 months after the close of its financial year on a date to be determined by the committee.
- b. In addition to any other business, the AGM must include the following:
 - i. Confirmation of the minutes of the last preceding AGM and any special general meeting held since that meeting;
 - ii. Receipt of the committee's report on the activities of the association during the last preceding financial year;
 - iii. Election of office bearers;
 - iv. Receipt and consideration of the financial statement and annual report as required under the legislation.

- c. Nominations of candidates for election as office bearers should be made 7 days before an annual general meeting or in such other way as may be determined by AAWAA at a general meeting. All nominees must be active members and must be nominated by 2 other members, who must have been active members for at least 6 months prior to the Annual General Meeting, one of whom must have been an active member of more than 12 months' standing. If there are insufficient numbers nominated to fill available positions, extra nominations may be accepted at the meeting. If no extra nominations are made, then the incumbents are appointed by default.
- d. In addition to the AGM, the committee may also, whenever it thinks fit, convene a special general meeting of AAWAA. A notice convening a special general meeting must specify the nature of the meeting scheduled.
- e. The committee shall meet as often as necessary for general meetings to conduct the business of AAWAA, but not less than 3 times a year.
- f. At least 7 days' notice of a general meeting, special general meeting, or annual general meeting must be given to all members, providing details of the place, date, and time of the meeting and the nature of the business proposed to be dealt with at the meeting, including notices of motions, in the form of an agenda. This notice may be given in person, by post, or by email. The procedure at the meeting will follow the agenda.
- g. A committee meeting may be held using any technology approved by the committee that gives committee members a reasonable opportunity to participate and vote as if they were present in person.
- h. Any three (3) members of the committee shall constitute a quorum for the transaction of the business of a general meeting. If the committee membership is reduced below quorum the remaining members may act only to appoint new committee members.
- i. Attempts shall be made to obtain consensus in relation to all decision-making; however, should consensus not be possible, a question may be decided by the majority of votes of those present. In the case of an equal number of votes being cast, the person appointed to chair the meeting shall have a second or casting vote.
- j. Voting at general meetings shall be by a show of hands unless a secret ballot is requested.
- k. Non-members may attend meetings. Non-members may vote on matters raised in meetings subject to prior approval to do so by the committee.
- l. The rules in relation to voting are as follows:
 - i. on any question arising at a general meeting a member has one vote only;
 - ii. in the case of an equal number of votes being cast, the chair is entitled to exercise a second or casting vote;
 - iii. a member is not entitled to vote if the member is under 18 years;
 - iv. all votes shall be given personally and there shall be no voting by proxy;

- v. postal or electronic ballots may be undertaken as the committee determines.

5. Miscellaneous

- a. AAWAA shall be a not-for-profit association.
- b. The funds of AAWAA shall be derived from donations and grants and from such other sources approved by the committee. The precise manner in which these funds shall be derived will be determined by the committee. Funds shall be managed via a bank account with joint signatories who are committee members. The joint signatories may draw and sign cheques on behalf of AAWAA.
- c. Subject to relevant acts and regulations, AAWAA must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide pecuniary gain for any of its members. The income and property of AAWAA shall be used only for promotion of the objects of AAWAA and shall not be paid or transferred to members by way of dividend, bonus, or profit.
- d. All records, books, and other documents relating to AAWAA must be kept in the custody or under the control of the relevant office bearers and all such records will be made available for inspection by a member free of charge. Records that contain confidential or private information will be handled with due regard to such confidentiality or privacy.
- e. Any proposals to change these rules shall be discussed at a committee meeting and voted upon, as per regular voting rules. Any changes to these rules must be lodged with the relevant body(-ies) pursuant to any relevant acts and regulations.
- f. AAWAA shall be dissolved in the event of membership of less than 3 persons or upon the vote of three quarters majority of members present at a Special General Meeting convened to consider such a question.
- g. Subject to relevant acts and regulations, if AAWAA is wound up, any surplus property remaining after satisfaction of the debts and liabilities of the association and expenses of winding up have been paid is to be transferred to another association with similar objects and which is not carried out for the profit or gain of its individual members.
- h. The financial year of AAWAA shall commence on 1 July and end on 30 June in the following year.