

AUSTRALIAN LOCAL GOVERNMENT WOMENS' ASSOCIATION INC  
FOUNDED AT CANBERRA, 1951

AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION-  
WEST AUSTRALIAN BRNACH INC

Established 2004

**CONSTITUTION**  
(Amended November 2011)

## 1. NAME

### 1.1. Parent Association

Shall be the Australian Local Government Women's Association Inc. (ALGWA Inc.)

### 1.2. Branches

Each State Association shall be called a Branch and shall take the name of the State and the word Branch as a sub-heading to the name of the Parent Association.

### 1.3. West Australian Branch

1.3.1 Membership of the Australian Local Government Women's Association Inc. Western Australian Branch shall be deemed to be membership of the parent body.

1.3.2 The Australian Local Government Women's Association Inc., WA Branch may be referred to as the ALGWA-WA Branch Inc.

### 1.4. In this Constitution, unless the contrary intention appears

1.4.1 **THE ASSOCIATION** means THE AUSTRALIAN GOVERNMENT WOMEN'S ASSOCIATION INC.

1.4.2 **THE BRANCH** means the Australian Local Government Women's Association – West Australian Branch Inc.

1.4.3 **THE CONFERENCE** means the Annual Conference arranged by the Branch in conjunction with the Annual General Meeting.

1.4.4 **AGM** means the Annual General Meeting

1.4.5 **THE COMMITTEE** means the Committee of the ALGWA WA Branch Inc.

1.4.6 **TERMS OF OFFICE** means that period between each selection conducted at the Annual General Meeting.

1.4.7 **FINANCIAL MEMBER** means a person who has paid the annual subscription fees in full, within one month of distribution of invoices.

1.4.8 **CONDUCT OF MEETING** – for the conduct of meetings and procedures, unless provided by this Constitution the Local Government Act and Ordinances shall prevail.

## 2. ADDRESS

The address of the Branch for the purpose of communications shall be the Branch Secretary.

## 3. POLICY

The Branch shall be strictly non-party political and non-sectarian.

#### 4. OBJECTS

The objects of the Branch shall be:

- 4.1. To promote Local Government by furthering women's knowledge and understanding of the function of Local Government.
- 4.2. To identify issues affecting the interests and rights of women in Local Government, both elected members and employees.
- 4.3. To take action in relation to any subject or activity impacting upon women officers or elected members within the Local Government industry and Local Government legislation.
- 4.4. To act in an advisory capacity to intending women candidates for Local Government election.
- 4.5. To arrange conferences on matters relating to Local Government.
- 4.6. To encourage and support women to make a career as an officer for Local Government.
- 4.7. To provide ongoing support to women officers and elected members.

#### 5. MEMBERSHIP

5.1 There shall be three types of membership:

- 5.1.1 Ordinary
- 5.1.2 Honorary
- 5.1.3 Honorary Life Membership

5.2 All women who are members of an elected or appointed Council of a Local Government Municipality and women who are officers of Local Government shall be eligible for Ordinary Membership.

5.3 Women who have given outstanding service, as Ordinary members, to the Branch, shall be eligible for Honorary Life Membership, provided that at no time shall their number be greater than ten (10).

Names to be considered for the honour shall be proposed by at least five (5) Ordinary members, the proposal to be in writing and supported by written statements and endorsed by the Executive before being submitted for consideration at the next AGM.

5.4 Honorary Membership shall be for a period of one year and may be renewed thereafter by the AGM. Persons to be considered for this honour shall be proposed by at least five (5) Ordinary Members, the proposal to be in writing and supported by written statements and endorsed by the Executive before being submitted for consideration at the next AGM.

5.5 Membership Fees:

- 5.5.1 There shall be an annual subscription payable by Ordinary members, the amount to be determined from time to time at the AGM.

- 5.5.2 The Membership subscription for the financial year shall be invoiced out as soon after 1 July each year by the Secretary. Fees must be paid within one month of distribution of invoices.

## **6. REGISTER OF MEMBERS OF ASSOCIATION**

- 6.1 The Treasurer, on behalf of the Association, must comply with section 27 of the act by keeping and maintaining in an up to date condition, a register of the members of the Association and their postal or residential addresses and upon the request of a member of the Association, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- 6.2 The register must be so kept and maintained at the Treasurer's place of residence, or at such other place as the members at a general meeting decide.
- 6.3 The Treasurer must cause the name of a person who dies or who ceases to be a member under rule 8 to be deleted from the register of members referred to in sub-rule (6.1)

## **7. COMMITTEE**

- 7.1 The Committee shall consist of the following Executive members:
- 7.1.1 President.
  - 7.1.2 Immediate Past President.
  - 7.1.3 City Vice-President.
  - 7.1.4 Country Vice President.
  - 7.1.5 Secretary.
  - 7.1.6 Treasurer.
  - 7.1.7 And four (4) Ordinary Committee Members.
- 7.2 Honorary Life Members of the Association may be officers of the Committee.
- 7.3 Notwithstanding 7.2 should a member of the Committee lose office either at an election or through amalgamation of Councils, she shall be entitled to remain on the committee until the next AGM.
- 7.4 Any other positions deemed necessary by the Committee shall be assigned by the Committee from among the four (4) elected Committee Members.
- 7.5 The tenure of office of the President and Vice Presidents shall be limited to no more than two (2) terms, with eligibility for re-election after a lapse of a further two (2) terms. The position of President should rotate between Elected Member and Officers. The tenure of office of Immediate past President shall be limited to the period between her accession to this office and the next election of a new President.
- 7.6 An honorarium may be paid to the President, Secretary and Treasurer, the amount to be voted on the recommendation of the Committee at the AGM of the Branch for the past period.

- 7.7 The AGM and/or the Committee are empowered to vote a sum for travelling expenses to members of the Committee required to travel 100 kilometres or more each way to attend Committee Meetings.
- 7.8 A vacancy on the committee shall occur if the holder resigns her office in writing, delivered or sent to the President, or ceases to hold office as a member other than by circumstances set out in Section 6.
- 7.9 Vacancies on the Committee shall be filled in order of the majority of votes received by the candidates, if any, at the previous election of officers, but should there not be a sufficient number of each candidates the Committee shall have the power to fill such vacancies.
- 7.10 Nominations for the Committee shall be in writing, signed by a mover and seconder who are members and accepted in writing by the members nominated.

## **8. PRESIDENT AND VICE PRESIDENTS**

- 8.1 Subject to this rule, the President must preside at all general meetings and Committee meetings.
- 8.2 In the event of the absence from a general meeting of:
- 8.2.1 The President, the Vice President; or
- 8.2.2 Both the President and the Vice Presidents, a member elected by the other members present at the general meeting, must preside at the general meeting.
- 8.3 In the event of the absence from a Committee meeting of:
- 8.3.1 The President, the Vice Presidents; or
- 8.3.2 Both the President and the Vice President Chairperson, a committee member elected by the other committee members present at the Committee, must preside at the Committee meeting.

## **9. SECRETARY**

The Secretary must:

- 9.1 Co-ordinate the correspondence of the Association;
- 9.2 Keep full and correct minutes of the proceedings of the committee and the association;
- 9.3 Comply on behalf of the Association with:
- 9.3.1 Section 27 of the Act with respect to the register of members of the Association as referred to in rule 6;
- 9.3.2 Section 28 of the act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make

available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and

9.3.3 Section 29 of the Act by maintaining a record of:

9.3.3.1 The names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Association under rule 22; and

9.3.3.2 The names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association, and the Secretary must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;

9.4 Unless the members resolve otherwise at a general meeting, have of all books, documents, records and registers of the association, including those referred to in paragraph 9.3, but other than required by rule 10 (Treasurer) to be kept and maintained by, or in the possession of the Treasurer; and

9.5 Perform such other duties as are imposed by these rules.

## 10. TREASURER

The Treasurer must:

10.1 Be responsible for the receipt of all moneys paid to or received by, or by him or her behalf of, the Association and must issue receipts for those moneys in the name of the Association;

10.2 Pay all moneys referred to in paragraph (10.1) into such account or accounts of the Association as the Committee may from time to time direct;

10.3 Make payments from the funds of the association with the authority of a general meeting or of the committee and in so doing ensure that all cheques are signed by himself or herself and authorised by at least two other Committee members, or by any two others as are authorised by the committee.

10.4 Comply on behalf of the Association with sections 25 and 26 of the Act with respect to the accounting records of the Association by:

10.4.1 Keeping such accounting records as correctly recorded and explain the financial transactions and financial position of the Association;

10.4.2 Keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;

10.4.3 Keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited;

10.4.4 Submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.

10.5 Whenever directed to do so by the Chairperson, submit to the committee a report, balance sheet or financial statement in accordance with that direction.

10.6 Unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (10.4) and (10.5); and

10.7 Perform such other duties as are imposed by these rules on the Treasurer.

## **11. VOTING RIGHTS – COMMITTEE**

Each Executive Member has one vote and in the case of a tie, the Chairperson can have the right to a casting vote.

## **12. VOTING RIGHTS – AGM**

Life members, Honorary Members and Ordinary Members shall have the right to vote provided the member is financial.

## **13. AUDITOR**

The Auditor shall be a registered Public Accountant who is not a member of the Association and shall be appointed at the AGM.

## **14. AD HOC COMMITTEES**

The Committee or a General Meeting may for or authorise the formation of Ad Hoc Committees to further the objects of the Branch, provided that a financial member of the Branch be appointed in each case as Convenor.

## **15. AFFILIATIONS**

The Branch may affiliate with such organisations as determined by the Committee, which further the objects of the Association.

The Committee may appoint delegates as required to attend as representatives of the Branch.

## **16. MEETINGS**

16.1 Committee meetings shall be arranged at least once every two months. Teleconferencing shall be considered as an alternative to physically attending Committee meetings. Notice of meetings shall be circulated a week prior to the meeting and Minutes shall be circulated via email one week after the set meeting.

- 16.2 Between Committee meetings urgent matters may be dealt with by consultation between the President, Secretary, Treasurer and at least two (2) Committee members. The decision shall be determined by a majority vote.
- 16.3 The closing date for the financial year shall be 30 June.
- 16.4 Extraordinary meetings shall be arranged from time to time on the decision of:
- 16.4.1 The Committee of the Branch
- 16.4.2 A previous meeting
- 16.4.3 A request in writing to the President or Secretary by five or more full financial members.
- 16.5 Meetings shall be presided over by the President. In the absence of the President a Chairperson shall be chosen by election of the meeting from the Vice Presidents or, in their absence, from members of the Committee.

## 17. QUORUM

A quorum for a Committee Meeting shall be five (5), three (3) of whom shall be executive members.

A quorum for an Extraordinary Meeting shall be equal to an eighth (rounded to discrete number) of the number of financial members, or equal to five, whichever is the greater.

## 18. FINANCE

- 18.1 All monies received on account of the Australian Local Government Women's Association – West Australian Branch Inc. shall be deposited initially to the credit of the Branch's Account. All withdrawals from the Bank account shall be signed by the Treasurer and duly authorised by either the President or Secretary.
- In the absence of the Treasurer, either the President or the Secretary shall be deemed as officers able to act as signatory for any cause, and substitute or acting appointments make by the committee to act in the place of the officers in authorising payment and shall be empowered to sign withdrawals from the Branch Account in similar manner.
- 18.2 The Branch Account shall be kept in any recognised bank in any location convenient to the treasurer. The Treasurer may, with the approval of the Committee, invest surplus funds of the association in such interest bearing deposit, trustee investments, investment saving account and the like as may be deemed appropriate from time to time.
- 18.3 The Treasurer shall keep proper books of account and shall furnish a Statement of Receipts and Expenditure and Accounts due for payment to each Committee Meeting and properly audited Statement of the financial affairs of the Branch at the AGM.
- 18.4 The closing date for the financial year shall be 30<sup>th</sup> June. (The financial year shall be from 1 July to 30 June the next year).



## **19. INCOME AND PROPERTY**

- 19.1 The income and property of the Association shall be applied solely towards the promotion of its objects and no portion thereof shall be paid or transferred by way of profit to any members, provided that nothing therein contained shall prevent the payment in good faith of remuneration to any member or any other person for any services rendered to the Association.
- 19.2 Assets of the Association shall be vested in the name of the Association and through the care of the Treasurer or Association Nominee.

## **20. COMMON SEAL OF THE ASSOCIATION**

- 20.1 The Association must have a common seal on which its corporate name appears in legible characters.
- 20.2 The common seal of the Association must not be used without the express authority of the Committee and every use of that common seal must be recorded in the minute book referred to in rule 16.1
- 20.3 The affixing of the common seal of the Association must be witnessed by any two of the Chairperson, Secretary or Treasurer.
- 20.4 The common seal of the Association must be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

## **21. INSPECTION OF RECORDS, ETC., OF THE ASSOCIATION**

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

## **22. DISPUTES AND MEDIATION**

- 22.1 The grievance procedure set out in this rule applies to disputes under these rules between:
- 22.1.1 A member and another member; or
  - 22.1.2 A member and the Association; or
  - 22.1.3 If the Association provides services to non-members, those non-members who receive services from the Association, and the Association.
- 22.2 The parties to the dispute must meet and discuss the matter in dispute, and if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 22.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 22.4 The mediator must be:

22.4.1 A person chosen by agreement between the parties; or

22.4.2 In the absence of agreement:

22.4.2.1 In the case of a dispute between a member and another member, a person appointed by the Committee of the Association.

22.4.2.2 In the case of a dispute between a member or relevant non-member (as defined by sub-rule (22.1) and (22.1.3)) and the Association, a person who is a mediator appointed to, or employed with a not for profit organisation.

22.5 A member of the Association can be a mediator.

22.6 The mediator cannot be a member who is a party to the dispute.

22.7 The parties to the dispute must, in good faith, attempt to settle the dispute.

22.8 The mediator, in conducting the mediation, must:

22.8.1 Give the parties to the mediation process every opportunity to be heard;

22.8.2 Allow due consideration by all parties of any written statement submitted by any party; and

22.8.3 Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

22.9 The mediator must not determine the dispute.

22.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **23. DISSOLUTION**

23.1 Dissolution of the Association may occur on a two-thirds (75%) majority decision of all members of the Association.

23.2 If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

## **24. AMENDMENTS TO THE CONSTITUTION**

24.1 No section or part of a section of the Constitution shall be adopted, amended, rescinded, altered or introduced otherwise than at an Extraordinary General Meeting duly arranged by the Secretary of the Association in conjunction with the President of the Association.

- 24.2 All questions under this section shall be submitted in writing to the Secretary as a Notice of Motion at least 1 month prior to such meeting, and circulated to all voting members at least 14 days prior to such meeting and shall be decided by a 75% majority of members present and voting or by proxy.
- 24.3 Notwithstanding the above, the President shall submit any matter of urgency affecting the Constitution, providing that the meeting by a 75% majority indicated its willingness to accept the matter for consideration on the Agenda.