

NATIONAL COUNCIL OF WOMEN
of
NEW SOUTH WALES INC.

CONSTITUTION
Rules and Bylaws

Adopted June 21, 2010

ASSOCIATIONS INCORPORATION ACT 1984

Section 10 (1)

NEW SOUTH WALES



CORPORATE AFFAIRS COMMISSION

CERTIFICATE OF INCORPORATION

Registered No: Y 05818-20

This is to certify that

THE NATIONAL COUNCIL OF WOMEN OF NEW SOUTH WALES INC.

is on and from the twenty-eighth day of November 19 88

incorporated under the ASSOCIATIONS INCORPORATION ACT, 1984.

Given under the seal of the Corporate Affairs Commission at Sydney,

This twenty-eighth day of November 19 88.



A handwritten signature in black ink.

A person authorised by the
Corporate Affairs Commission of New South Wales



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OBJECTS

To bring together in association voluntary bodies, societies or associations of women and of women and men:-

1. To promote sympathy of thought and purpose among women of New South Wales.
2. To uphold the social, civil and moral values and religious freedom of the community.
3. To promote the interests and advancement of women and to secure their recognition in the community.
4. To promote such conditions of life as will assure to every family and child an opportunity for full and free development, and to uphold the family as the basic unit of society.
5. To form a link with National Councils of Women in other countries through the National Council of Women of Australia Incorporated Limited (hereinafter called NCWA) and the International Council of Women (hereinafter called ICW).

MOTTO

“Do unto others as you would have them do unto you.”

RULES

Article 1 – Name

This Council shall be called the National Council of Women of New South Wales Inc. (hereinafter called “the Council”).

Article 2 – Policy

This Council is established in the interest of no one particular social, political or religious organisation. It has no power over the organisations, voluntary bodies, societies or associations which become members of the Council.

Article 3 – Method of Work

The methods of work shall include:-

- 3.1. Forming Standing Committees in accordance with the Standing Committees of the ICW, and also such ad hoc committees as may be required from time to time.
- 3.2. Convening conferences and meetings.
- 3.3. Submitting to State and Local Government recommendations for the amendment of the law and its administration.
- 3.4. Making representations and submissions for national reforms through the NCWA and State and Local reforms to the appropriate authorities.

Article 4 – Membership Qualifications

Membership of the Council shall be open to:-

- 4.1. All organisations of people (whether a corporate or a voluntary association) whose objects accord with the objects of the Council. Upon acceptance as a member of the Council in accordance with these Rules, such organisation shall be called hereinafter “an Affiliated Organisation”.
- 4.2. Any woman of whom the Executive Committee of the Council shall approve shall hereinafter be called “an Individual Member”.
- 4.3. The term “Individual Member” includes Life and Honorary Life Members.

Article 5 – Membership

- 5.1 An Application for Membership as an Affiliated Organisation shall be in writing in the form prescribed by the Executive Committee of the Council, accompanied by the required fee, a copy of its Constitution and its last Annual Report.
- 5.2 An Application for Membership as an Individual Member shall be in writing in the form prescribed by the Executive Committee of the Council accompanied by the required fee.
- 5.3 Acceptance of membership of an Affiliated Organisation or an Individual Member shall be a two- thirds majority of the members of the Executive Committee of the Council present at an Executive Meeting.

5.4 Each Affiliated Organisation shall be represented on the Council by two delegates appointed by that Affiliated Organisation the names of whom shall be notified in writing to the Honorary Secretary within one month of notification to the Affiliated Organisation of its acceptance as a Member and thereafter such delegates may be altered from time to time.

5.4.1 Affiliated Organisations may nominate one of their delegates as an Adviser to the Council if that person agrees. For definition of Adviser, refer to Bylaws p. 19

5.5 The Council may at its discretion include in its membership:-

5.5.1 Patron

5.5.2 Honorary Life Members

5.5.3 Honorary Members

5.5.4 Life Vice-Presidents of NCWA

5.5.5 Office Bearers of ICW and Office Bearers of NCWA who are resident in New South Wales and whilst they hold office.

For the purposes of this Article, the following meanings shall apply:-

5.5.1. Patron

The Governor of New South Wales, if the position is held by a woman, or the wife of the Governor of New South Wales, if available, or such other person as may be deemed by the Council to be worthy to hold such position, may be invited to become Patron of the Council.

5.5.2. Honorary Life Members

On the recommendation of the Executive Committee, the Council may confer the privilege of Honorary Life Member on any member who it may deem to have rendered valuable service to the Council either by length of service or in other ways.

5.5.3. Honorary Members

On the recommendation of the Executive Committee, the Council may invite any woman member of the New South Wales Parliament or any woman of the Australian Parliament representing New South Wales or any other woman resident of New South Wales holding public office to become an Honorary Member of the Council during her term of office.

5.5.4. Life Vice-Presidents of NCWA

Life Vice-Presidents of NCWA who reside in New South Wales are entitled to membership of the Council.

5.5.5 The term "office bearers" of ICW and NCWA shall be taken to mean elected members of the ICW Executive committee and Board Members of NCWA.

5.6. Register of Members

5.6.1. The Public Officer or Honorary Secretary of the Council shall establish and maintain a register of members of the Council specifying the name and address of each member together with the date membership commenced and financial status.

5.6.2. The register of members shall be kept at the principal place of administration of the Council and shall be open for inspection, free of charge, by any member of the Council at a reasonable hour.

5.7. Fees, Subscriptions etc.

5.7.1. The annual subscription for Affiliated Organisations and for all Individual Members of the Council shall be such as the Council shall from time to time determine and shall be payable within the first two months of the commencement of the Council's financial year.

5.8. Termination of Membership

5.8.1. The membership of an Affiliated Organisation or an Individual Member may be terminated by the Member giving to the Council notice in writing of intention to resign but no Affiliated Organisation or Individual Member shall be entitled to any refund of subscription or portion thereof.

5.8.2. The Council reserves to itself the right to terminate the membership of any Affiliated Organisation or any Individual Member in accordance with Article 7 Rule 7.2.

5.8.3. The Executive Committee may at any time terminate the membership of any Honorary Member, after giving at least seven (7) days notice in writing to such member and after hearing representations by or on their behalf.

5.9. Member's Liability

5.9.1. The liability of a Member of the Council to contribute towards the payment of the debt and liabilities of the Council and the costs, charges and expenses of the winding up of the Council is limited to the amount, if any, unpaid by the Member in respect of members of the Council as required by Rule 5.7.1. of this Article.

5.10. Cessation of Membership

5.10.1. An Affiliated Organisation or Individual Member ceases to be a Member of the Council if :-

5.10.1.1. The Affiliated Organisation ceases to exist

5.10.1.2. The Individual Member dies

5.10.1.3. The Affiliated Organisation or the Individual Member resigns

5.10.1.4. The membership is terminated.

Article 6 – Voting Rights

The following persons shall be entitled to vote on all matters before the Council, in only one of the following capacities:-

- 6.1. Each delegate of a financial Affiliated Organisation or Branch (or the duly appointed proxy who shall be a Member of that Affiliated Organisation or Branch) shall have four votes.
- 6.2. Each financial Individual Member (or the duly appointed proxy who shall be an Individual Member) shall have one vote.
- 6.3. Each Honorary Life Member and Life Member shall have one vote.
- 6.4. Each Office bearer of ICW and NCWA resident in New South Wales and whilst holding office shall have one vote.
- 6.5. The President of the Council or deputy shall have a casting vote as well as a deliberative vote.

Article 7- Resolution of Internal Disputes

- 7.1. Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
 - 7.1.1. At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.
- 7.2. Disciplining of Members
 - 7.2.1. A complaint may be made to the Council by any Affiliated Organisation or person who is a member of the Council that a member of the Council:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association.
 - 7.2.2. On receiving such a complaint, the Executive Committee
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
 - 7.2.3. The committee may, by resolution, expel the member from the Council or suspend the member from membership of the Council if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.

7.2.4. If the Committee expels or suspends a member, the secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under Rule 7.3.

7.2.5. The expulsion or suspension does not take effect:

(a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

(b) if within that period the member exercises the right of appeal, unless and until the Council confirms the resolution under Rule 7.3.3., whichever is the latter.

7.3. Right of Appeal of Disciplined Member

7.3.1. A member may appeal to the Council in general meeting against a resolution of the Council under Article 7.2, within seven (7) days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

7.3.2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

7.3.3. On receipt of a notice from the member under Rule 7.3.1., the secretary must notify the Executive Committee which is to convene a general meeting of the Council to be held within twenty eight (28) days after the date on which the secretary received the notice.

7.3.4. At a general meeting of the Council convened under Rule 7.3.3.:

(a) no business other than the question of the appeal is to be transacted;

(b) the Council and the member must be given the opportunity to state their respective cases orally or in writing, or both, and

(c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

7.3.5. If the general meeting of the Council passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Article 8 – Executive Committee and Officers

8.1. The management and control of the policy and business of the Council shall, subject to these Rules, be vested in the Executive Committee, which may exercise such powers and discretion and do such acts and things as are not required to be done by the Council in General Meeting.

8.2. The Executive Committee shall consist of:-

8.2.1. The President

8.2.2. The Immediate Past President (for 12 months only immediately following term as President)

8.2.3. Two Vice-Presidents

- 8.2.4. Presidents of Branches
 - 8.2.5. The Honorary Secretary and one Recording Secretary
 - 8.2.6. The Honorary Treasurer who may also be the Public Officer
 - 8.2.7. Twelve persons elected from those delegates representing the Affiliated Organisations
 - 8.2.8. The elected representative of the Individual Members
 - 8.2.9. The State Coordinator of Standing Committees
 - 8.2.10. The Honorary Editor.
- 8.3. The Office Bearers of the Executive Committee being:
- 8.3.1. The President
 - 8.3.2. Two Vice-Presidents
 - 8.3.3. The Honorary Secretary
 - 8.3.4. The Honorary Treasurer
 - 8.3.5. Twelve persons elected from delegates representing the Affiliated Organisations.
 - 8.3.6. The elected representative of the Individual Members
 - 8.3.7. The State Coordinator of Standing Committees
- shall be elected annually from the delegates of Affiliated Organisations and Individual Members.
- 8.4. No President shall hold office as such for more than three (3) consecutive years.
- 8.5. No person shall be eligible for the office of President unless she has served at least one (1) year on the Executive Committee.
- 8.6. No Vice-President shall hold office as such for more than three (3) consecutive years and shall have already served at least one year on the Executive Committee in other offices.
- 8.7. No person elected as an Executive Committee member shall hold that position for more than six (6) consecutive years but this does not preclude her from becoming an office bearer in a different capacity.
- 8.8. The twelve (12) delegates elected to the Executive Committee shall be elected from twelve different organisations.
- 8.9. The Executive Committee shall have power to fill all casual vacancies until the next Annual General Meeting.
- 8.10. Each member of the Executive Committee shall, subject to these Rules hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.

- 8.11. A casual vacancy in the office of a member of the Executive Committee occurs if the member:
- 8.11.1. dies
 - 8.11.2. ceases to be a member of the Council
 - 8.11.3. becomes insolvent under administration within the meaning of Section 9 of the Corporation Law
 - 8.11.4. resigns office by notice in writing given to the Honorary Secretary
 - 8.11.5. is removed from office under Article 5, Rule 5.10.1.4.
 - 8.11.6. becomes of unsound mind or a person whose person or estate is liable to be dealt with in away under the law relating to mental health.
 - 8.11.7. is absent without consent of the Executive Committee for all meetings of the Committee held in a period of six (6) months.
- 8.12. All members of the Executive Committee with voting rights shall only be entitled to one vote.

Article 9 – The Executive – Matters of Urgency

- 9.1. In matters of urgency and where it is not practicable to call a meeting of the full Executive Committee, the Executive may act and shall report such action to the next meeting of the Executive Committee.
- 9.2. The Executive shall consist of the following:-
- 9.2.1. The President
 - 9.2.2. The two Vice-Presidents
 - 9.2.3. The Honorary Secretary
 - 9.2.4. The Honorary Treasurer.
- 9.3. A quorum for a meeting of the Executive under this article shall be three (3), one of whom shall be the President or appointed deputy.

Article 10 – Calling of Meetings

- 10.1. Annual General Meeting
- 10.1.1. The Annual General Meeting shall be held in accordance with the NSW Associations Incorporation Act.
 - 10.1.2. The business of the Annual General Meeting shall be:
 - (a) To confirm the minutes of the last Annual General Meeting and of any Special General Meeting held since that meeting.

(b) To receive from the Executive Committee annual reports on the activities of the Council during the preceding year

(c) To elect office bearers of the Council

(d) To receive and consider the financial statement which is required under Section 26(6) of the Associations Incorporation Act

(e) Any other business that may be transacted at an Annual General Meeting.

10.2. Ordinary General Meetings

10.2.1. Meetings of the Council shall be held at least monthly from February to November inclusive, at times and places to be arranged by the Executive Committee.

10.3. Special General Meetings

10.3.1. Special General Meetings of Council may be summoned by the President and Honorary Secretary at any time, or by the Honorary Secretary upon the written requisition of the delegates from ten (10) Affiliated Organisations stating the business to be put before the meeting and provided that such business be within the scope of the Rules of the Council. The requisition shall be signed by the delegates making the requisition and shall be lodged with the Honorary Secretary.

10.4. Executive Committee Meetings

10.4.1. Meetings of the Executive Committee shall be held at least monthly from February to November inclusive, at times and places as may be arranged by the Executive Committee. Special Meetings of the Executive Committee may be summoned by the President and Honorary Secretary at any time or by the Honorary Secretary upon the request of any five (5) members thereof at any time.

10.5. Notice of Meetings

10.5.1. Subject to these Rules, at least seven (7) days notice shall be given of all meetings of the Council and at least three (3) days notice of all meetings of the Executive Committee.

10.6. Quorum

10.6.1. At least twenty (20) members shall be present to form a quorum at a meeting of the Council. Failing a quorum, the meeting may be called together again at a date to be decided upon by those present.

10.6.2. Nine (9) voting members shall be present at a meeting of the Executive Committee to form a quorum.

10.7. Presiding Member

10.7.1. The President, or in the President's absence, a Vice-President shall preside as Chairman of each General Meeting and Executive Meeting of the Council.

10.7.2. If the President or any Vice-President is absent or unwilling to act, the members present shall elect one of their number to preside as Chairman of the meeting.

Article 11 – Standing Committees and Committees

- 11.1. The Executive Committee shall appoint Advisers for:-
 - 11.1.1. The division, classification and furthering of the work of ICW.
 - 11.1.2. Furthering the work of the Council.
- 11.2. The Council and/or the Executive Committee shall have the power to appoint such subcommittees as may be necessary, such subcommittees to submit recommendations to the Executive Committee for approval.
- 11.3. The Executive Committee shall have power to appoint as Advisers, delegates of Affiliated Organisations and Individual Members, or persons who are not members of the Council and have suitable qualifications or whose knowledge and experience would render their advice or assistance of value in furthering the work of the Council (see Bylaws, Advisers Clause 2).
- 11.4. The President and the Honorary Secretary shall be ex-officio members of all Committees and subcommittees and may be represented at these meetings by a member of the Executive Committee.

Article 12 – Branches

- 12.1. The Council may consent to the establishment of a Branch in any district or centre of New South Wales provided that there be at least five (5) organisations willing to affiliate with it.
- 12.2. The Council may, at its discretion, disband any Branch at any time.
- 12.3. Branches shall conform to the objects and general policy of the Council and to the Branch Rules as determined by the Council.
- 12.4. Each Branch shall be entitled to send two (2) delegates of that Branch to meetings of the Council.
- 12.5. Each Branch President shall be entitled to be a member of the Executive Committee of the Council.

Article 13 – Funds – Source

- 13.1. The Executive Committee shall have control of the financial affairs and property of the Council and shall have the power to acquire and dispose of property, to spend and invest monies in appropriate Trust investments and to enter into contracts and to open banking accounts.
- 13.2. The Treasurer shall keep proper books of account and shall present:-
 - 13.2.1. to the Executive Committee a monthly statement of receipts and expenditure
 - 13.2.2. to the Annual General Meeting a Balance Sheet and Statement of Income and Expenditure for the year in accordance with the requirements of the Associations Incorporation Act..
- 13.3. The Treasurer shall be responsible for all monies received on behalf of the Council and for the deposit of such monies to the credit of bank accounts of the Council.

- 13.4. The Treasurer shall be responsible for all expenditure and shall authorise payment of accounts. Payments of one hundred dollars (\$100) or over shall be by cheque.
- 13.5. The Executive Committee shall appoint four (4) signatories, any two (2) of whom shall be authorised to operate the bank accounts of the Council. One of the signatories shall be the Treasurer and the other three (3) shall be the President and/or a Vice-President and/or the Honorary Secretary. The Treasurer should be a signatory to all cheques and other documents requiring bank authorisation, but where this is not practicable, any two (2) of the other three (3) signatories may act.
- 13.6. All contracts in writing and documents dealing with property shall, after the authority of the Executive Committee has been obtained, be signed on its behalf by the President or one of the Vice-Presidents and by the Treasurer and Secretary.
- 13.7. The financial year shall commence on the 1st day of July and shall expire on the 30th day of June of the following year.

Article 14 – Funds- Management

- 14.1. Subject to any resolution passed by the Council in general meeting, the funds of the Council shall be used in pursuance of the Objects of the Council in such manner as the Executive Committee determines.
- 14.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the Executive Committee, being members authorised to do so by the Executive Committee under Article 13.5

Article 15 – Application of Income and Property

- 15.1. The income and property of the Council howsoever derived shall be applied solely towards the promotion of the Objects of the Council as set forth in these Rules and no portion thereof shall be paid, transferred either directly or indirectly by way of dividend or otherwise whatsoever by way of profit to the persons who at any time are or have been members of the Council.
- 15.2. If upon the winding up or dissolution of the Council there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Council but shall be given or transferred to some registered or exempted charitable institution or institutions having similar objects to the objects of the Council to be determined by the members of the Council at or before the time of winding up or dissolution and in default thereof by any Judge of the Supreme Court of New South Wales.

Article 16 – Alterations of Objects and Rules

- 16.1. The Objects and Rules may be amended only by Special Resolution of the Council.
- 16.2. Notice of any proposed amendment to the Objects and Rules shall be given in writing to the Honorary Secretary at least two (2) calendar months before the meeting at which such Special Resolution is to be considered.
- 16.3. The Honorary Secretary shall forward to the delegates of each Affiliated Organisation and to each Individual Member a copy of such notice not less than thirty (30) days before such a meeting.

Article 17 – Special Resolution

A resolution of the Council is a Special Resolution if:-

- 17.1. it is passed by a majority which comprises not less than three-quarters of such members of the Council as, being entitled under these Rules to do so, vote in person or by proxy, at an Ordinary General Meeting of which not less than twenty one (21) days written notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with these Rules; or
- 17.2. where it is made to appear to the Commissioner that it is not possible or practicable for the resolution to be passed in the manner specified in Rule 17.1., the resolution is passed in a manner specified by the Commissioner.

Article 18 – Common Seal

- 18.1. The Common Seal of the Council shall be kept in the custody of the Public Officer or the Honorary Secretary .
- 18.2. The common Seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the Common Seal shall be attested by the signatures of any two (2) of the President, a Vice-President, Honorary Secretary or Honorary Treasurer.

Article 19 - Custody of Books etc.

Except as otherwise provided by these Rules, the Honorary Treasurer and Public Officer shall have custody of and control all records, books and other documents relating to the Council.

Article 20 – Inspection of Books, etc.

The records, books and other documents of the Council shall be open to inspection, free of charge, by a Member of the Council at any reasonable hour.

Article 21 – Service of Notices

21.1. Any member who has not provided to the registered office a place of address or an electronic mail address (for registration in the register) at or to which all notices and documents of the Council may be served or sent is not entitled to receive any notice.

21.1.2. A notice may be given by the Council to any member by

(a) serving it on the member personally;

(b) sending it by post to the member or leaving it at the member's address as shown in the Register or the address supplied by the member for the giving of notices;

(c) faxing it to the fax number supplied by the member to the Council for the giving of notices;

(d) transmitting it electronically to the electronic mail address given by the member to the Council for the service of notices.

21.1.3. Where a notice is sent by post, service of the notice shall be taken to be effected by properly addressing, prepaying and posting a letter containing the notice and to have been effected:

(a) in the case of a notice of meeting, on the day after the date of its posting; and

(b) in any other case, at the time at which the letter would be delivered in the ordinary course of post.

21.1.4. Where a notice is sent by fax or electronic transmission, service of this notice is taken to be effected by properly addressing and sending or transmitting the notice and to have taken effect on the day it is sent.

BYLAWS

Appointments

1. An Editor shall be appointed annually by the Executive Committee and may hold that position for up to six consecutive years.
2. A Recording Secretary shall be appointed annually by the Executive Committee and may hold that position for up to six consecutive years.
3. An Auditor or a person suitably qualified to ratify the accounts shall be appointed annually by the Executive Committee.

Elections

1. Elections shall be by secret ballot.
2. Elections shall be by a majority of votes cast.
3. Any equality in voting shall be resolved by a further ballot.
4. Not less than sixty days prior to the Annual General Meeting, the Honorary Secretary shall make available to Affiliated Organisations, Individual Members and Life Members, nomination forms for delegates and members to be nominated to stand for election to the Executive Committee for the ensuing year (See Article 8, Rule 8.3)
5. Written completed nominations and Curricula Vitae are to be received by the Returning Officer no later than forty two (42) days prior to the Annual General Meeting.
6. Not less than twenty eight (28) days prior to the Annual General Meeting the Honorary Secretary will make available to delegates of Affiliated Organisations, Individual Members and Life Members a list of candidates with their Curricula Vitae for election to the Executive Committee. Proxy forms to be included if an election is to be held.
7. Completed Proxy forms are to be received by the Returning Officer not less than seven (7) days prior to the Annual General Meeting.
8. All nominations shall be made and seconded by persons who have voting rights in accordance with Article 6 of these Rules.
9. A person shall not sign more than three (3) nominations in the capacity of nominator or seconder.
10. All nominations shall be accompanied by the consent in writing of the person nominated and by a brief curriculum vitae.
11. A Returning Officer and a poll clerk shall be appointed by the Executive Committee. Two (2) scrutineers shall be called for from the meeting.
12. Proxies will be allowed at elections. No person to act as a proxy more than three (3) times at any meeting.

Advisers

1. At the Annual General Meeting, names may be called for consideration by the Executive Committee for appointment as Advisers for a period up to three (3) years.
2. Where a person consents to be named to be available for the first time as an Adviser, she shall submit to the Honorary Secretary within a period of one (1) month from such consent, appropriate details of qualifications and experience and an application form for Individual Membership (if applicable).
3. An adviser will:
 - (a) research, collect and analyse information relating to her subject, if necessary involving the help of outside consultants, and maintain constant and close liaison with her State Coordinator of Standing Committees;
 - (b) present relevant reports to Council meetings;
 - (c) provide relevant reports in writing to the State Coordinator of Standing Committees and to the National Adviser.
 - (d) respond to communications from her National Adviser.
 - (e) provide a report to the State Coordinator of Standing Committees for the Council's Annual Report.

The State Coordinator of Standing Committees

The State Coordinator of Standing Committees shall:

- (a) provide each Adviser with a copy of the NCWA Handbook for Advisers;
- (b) arrange meetings of the Advisers (four per year);
- (c) present a monthly report to Executive;
- (d) advise Advisers of dates for annual reports at NSW and NCWA levels;
- (e) in consultation with the Executive, act to secure Advisers when positions are vacant;
- (f) provide an updated Advisers' list to NCWA as changes occur.

