

THE NATIONAL COUNCIL OF WOMEN OF QUEENSLAND, INC

BYLAWS

These Bylaws were approved at a general meeting of the Council on 3 September 2009.

1.0 Membership

- 1.1 The State Governor or, if the State Governor is male, his spouse will be invited to be Patron of the Association.
- 1.2 The Association may from time to time appoint as an Honorary Life Member any member who has given outstanding service to the Association and the community. Honorary Life Members retain their voting rights.
- 1.3 Any woman representing Queensland in the Senate or the House of Representatives or the Legislative Assembly of Queensland may be invited by the Executive Committee to become an Honorary Member of the Association during her term of office. Honorary members of this class are not entitled to vote on any business of the Association.
- 1.4 Any association, society or union of women, or of men and women, the nature of whose work is satisfactory to the National Council of Women of Queensland may apply to become affiliated with the Council, the application to be accompanied where feasible by a copy of the applying body's constitution, latest annual report and balance sheet.
- 1.5 Suitably qualified members may be invited to become Advisers to the NCWQ.

2.0 Management Committee

- 2.1 The Management Committee shall consist of: a President, two Vice-Presidents, State Advisers Co-ordinator, Secretary, Recording Secretary, Treasurer, Newsletter Editor, Membership Secretary, and not more than ten (10) other members as the members of the Association at the Annual General Meeting may from time to time elect or appoint.
- 2.2 On completion of her term of office, the President is ex officio a member of the Management Committee for one year as Immediate Past President.
- 2.3 The Management Committee shall meet monthly except in January as determined by the Committee and published in the Syllabus. A General meeting may be held monthly except January at times and places as published in the Syllabus and on the website. General Meetings may take the form of seminars, visits to Affiliates, or other functions at the discretion of the Management Committee. Business of the Association may be conducted at these meetings.
- 2.4 Except as provided in Rule 2.3, the Management Committee may meet together and regulate its proceedings as it thinks fit. Questions arising at any meeting of the Committee must be decided by a majority of votes and, in the case of equality of vote, the question will be deemed to be decided in the negative.
- 2.5 A member of the Management Committee must not vote in respect of any contract or proposed contract with the association in which she has a direct personal or pecuniary interest, or any matter arising from it, and if she does so her vote must not be counted.
- 2.6 All members of the Management Committee must be elected by ballot annually from the body of members. No office bearer may hold office for more than four (4) consecutive years in that office. No person is eligible for the office of President until she has served a minimum of two years on the Management Committee of The National Council of Women of Queensland.
- 2.7 Assistants to the Hon Secretary and the Hon Treasurer may be appointed from the Management Committee.

2.8 Retiring officers must act at the Annual General Meeting until the end of the meeting.

2.9 The President of a Branch of NCWQ shall be, ex officio, a member of the NCWQ Management Committee.

3.0 Subcommittees

3.1 The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Committee thinks fit. Any sub-committee so formed must, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Committee.

3.2 A sub-committee may elect a chairman of its meetings. If no Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members may choose one of their number to be Chairman of the meeting.

3.3 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting must be determined by a majority of votes of the members present, and in the case of an equality of votes, the question must be deemed to be decided in the negative.

3.4 The Management Committee may appoint a Nominating Committee consisting of three (3) members, who will seek members to nominate for positions on the Management Committee.

4.0 Duties of Officers

4.1 The President shall:

- (i) be responsible for the chairing of both the Management Committee meetings and the General meetings
- (ii) be responsible for the agenda of the above meetings
- (iii) represent the Council at official functions
- (iv) be an ex-officio member of all standing committees with the exception of the Nominating committee
- (v) provide leadership and inspiration
- (vi) be responsible for maintaining a register of Council property and of those members holding such property
- (vii) be responsible for the execution of the Management Committee's decisions.

4.2 The Vice-Presidents shall:

- (i) act in the President's absence or inability to serve
- (ii) assist the President when and as requested.

4.3 The Secretary shall:

- (i) be responsible for listing and answering correspondence as directed at the Management Committee meeting
- (ii) be responsible for sending out the notice of the AGM
- (iii) be responsible for such other duties as written in the NCWQ Constitution.

4.4 The Recording Secretary shall:

- (i) record the minutes of all meetings
- (ii) ensure that copies of the minutes are distributed as required
- (iii) collate documents for the archives and Auditor.

4.5 The Treasurer shall:

- (i) receive and disburse all funds of the Council and deposit them in the financial institution/s designated by the Management Committee
- (ii) maintain accurate and detailed financial records

- (iii) present the monthly financial statements for presentation at meetings of the Management Committee
- (iv) make recommendations to the Council regarding the investment of funds
- (v) prepare financial statements of all accounts for auditing at the end of the financial year (June 30).

4.6 The Membership Secretary shall:

- (i) maintain an up to date database of membership
- (ii) send all new members the latest Newsletter, Annual Report and Syllabus, together with news of upcoming events
- (iii) prepare a master copy of the mailout list for printing on label paper
- (iv) prepare a list of affiliated organisations for the Annual Report
- (v) send reminder notices for dues in arrears
- (vi) send courtesy and congratulatory messages as required.

4.7 The State Advisers Co-ordinator shall:

- (i) keep in contact with Advisers and convene meetings of Advisers at least four (4) times per year, reminding them of meeting times and reports required
- (ii) facilitate Advisers' meetings
- (iii) keep NCWA informed of any new advisers and any other changes in contact details
- (iv) prepare a list of Advisers for the Annual Report.

5.0 Financial

5.1 Nothing contained in these Rules will prevent the payment in good faith of interest to any member in respect of money advanced by her to the Association or otherwise owing by the association to her or in remuneration to any officers of the Association or to any member of the Association or other person in return for any services actually rendered to the Association. However, nothing contained in these Rules may be construed so to prevent the payment or repayment to any member for out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises let to the Association.

5.2 Members shall be reimbursed for expenses incurred as presented by the Treasurer and approved at a Management Committee meeting. Expenditure of Council funds above the limit of \$300 shall have the prior approval of the Management Committee.

5.3 The President shall receive an honorarium of \$400 per annum at the first Management Committee meeting following her election. This amount to be reviewed by the Management committee from time to time.

5.4 Delegates to NCWA Conference should consist of 3 office bearers and at least two others to be approved by the Management Committee. The Registration fee for these Delegates, or \$200 whichever is the greater, shall be paid by NCWQ from the Travel Account.

5.5 The Management Committee shall review the membership fees annually.

5.6 Persons or organisations joining NCWQ after June 30 in any year shall pay half of the annual membership fees for that year.

5.7 These Bylaws may be amended at a General Meeting of the Council by a resolution circulated in writing to the membership at least six (6) weeks prior to the meeting. The resolution must be carried by two-thirds of those present and entitled to vote.