



Rules of the

AUSTRALIAN FEDERATION OF GRADUATE WOMEN Inc.

Incorporation Number: Y1576215

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By-laws ratified by Special General Meeting 4 March 2017

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Rules of the

AUSTRALIAN FEDERATION OF GRADUATE WOMEN Inc.

(AFUW; formerly known as the Australian Federation of University Women (AFUW))

1. NAME

The name of the association shall be the 'Australian Federation of Graduate Women Incorporated' (referred to in these Rules as 'the Association' or 'AFGW').

2. MISSION, VISION AND OBJECTIVES

(1) Mission:

AFGW is the national voice of graduate women working for the advancement and wellbeing of women and girls through education.

(2) Vision:

AFGW members view education as essential for:

- Empowering women
- Reducing poverty
- Improving health
- Supporting human rights
- Maintaining human security
- Building peace.

(3) Objectives:

AFGW will unite graduate women in Australia to work in friendship, cooperation and understanding with each other and the Graduate Women International network of sister graduates worldwide to:

- Promote equitable educational opportunities and lifelong learning.
- Improve the status and wellbeing of women and girls.
- Encourage women and girls to be active leaders and decision-makers in all spheres of public and private life.
- Inspire and support women graduates to put their education and professional training to the service of the local, national and international community.
- Promote the Vision of AFGW amongst all people, irrespective of their gender, age, race, nationality, religion, political opinion, sexual orientation or other status.

3. DEFINITIONS

In these Rules, unless the contrary intention appears, the following expressions shall mean:

'Annual General Meeting' – a meeting of Members of AFGW held in accordance with Article 6 and Article 7 of these Rules.

'Area' – the State or Territory of Australia that is the geographical basis of an association of graduate women which is a Member of AFGW (see STA below).

'Capitation fee' – the component of a member's annual subscription paid as dues for membership of AFGW and GWI.

'CIR' – the Co-ordinator for International Relations.

'Executive' – the elected officers of AFGW: the President, the CIR, the Honorary Secretary and the Honorary Business Manager.

'Council' – the governing body of AFGW, also referred to as Federal Council.

'Special General Meeting' – a meeting of State and Territory Associations (STAs) of

- AFGW held in accordance with Article 15 of these Rules.
- ‘Graduate Women International (GWI)’ – previously the International Federation of University Women.
- ‘Independent Members Network’ – a group of 20 or more independent members as defined in paragraphs 4(2) and 4(3) (c).
- ‘Immediate Past President’ – the President who held office at the end of the immediately preceding triennium.
- ‘Member’ – an individual woman whose qualifications (defined in Annex 1) satisfy the requirements of membership of Graduate Women International and who, through membership of an STA or through admission by the AFGW Executive as an independent member, is a member of both AFGW and GWI.
- ‘Member Association’ – See ‘STA’.
- ‘NFAs’ – National Federations and Associations of Graduate Women International.
- ‘Proxy’ – a Member appointed to attend Council Meetings as a representative of an STA in order to speak and vote for that STA in the absence of the STA President.
- ‘Quorum’ – the number of persons required to validate the proceedings of a meeting.
- ‘STAs’ – The State and Territory Associations of Graduate Women which are member associations of AFGW.
- ‘Simple majority’ – more than half the number of votes cast by those present and authorised to vote.
- ‘Voting delegates’ – currently capitated members of an STA appointed by that Association to exercise its vote entitlement at a General Meeting of AFGW.

4. MEMBERSHIP

(1) Member Associations

- (a) Incorporated associations of graduate women whose Rules and subsequent amendments thereto have been approved by the Council of AFGW may be admitted as STAs of AFGW.
- (b) Council shall not approve, except in special circumstances, the Constitution of an association which:
- (i) has fewer than 20 members; or
 - (ii) operates in the same area as an existing STA.
- (c) Council may terminate membership of a STA where that Association:
- (i) has fewer than 20 members for three consecutive financial years: or
 - (ii) has failed to pay its annual dues for AFGW for three consecutive years, except in circumstances beyond the control of that Association; or
 - (iii) is dissolved; or
 - (iv) resigns.

(2) Independent members Network

- (a) Notwithstanding paragraph 4(b)(ii), there shall be an Independent Members Network (IMN), the establishment of which shall depend on a minimum number of 20 members as defined in paragraph 4(3)(c).

- (i) Members of the IMN are entitled to stand for nomination on the AFGW Executive, GWI Board of Officers and Committees on the same basis as members of STAs and are eligible for the same entitlements as STA members.
 - (ii) The IMN shall elect a Convener from among their members to act as a link between AFGW and the Independent members. In the event that the IMN cannot decide on a convener, the AFGW Executive shall appoint a Convener.
 - (iii) The IMN Convener shall be a Council member and an AGM voting delegate. The IMN shall be entitled to additional delegates at the AFGW AGM on the same basis as STAs.
- (b) Council may terminate membership of an IMN where that IMN
- (i) has fewer than 20 members for three consecutive financial years;
 - (ii) is dissolved.

(3) Individual Member

- (a) Individual members may be admitted to STAs under one of the categories of membership established by AFGW.
- (b) Subject to paragraph (4)(2)(d), individual financial members of STAs shall also be individual members of AFGW and of Graduate Women International during the period of that membership.
- (c) Subject to paragraph (4)(2)(d), the AFGW Executive may admit to individual membership of AFGW and GWI women who reside in an area where there is no State or Territory Association (STA) of AFGW, or who, for a reason satisfactory to the AFGW Executive, do not wish to join an existing STA. These women shall be known as Independent Members.
 - (i) Application for independent membership shall be made on the prescribed form to the Hon. Secretary who shall submit it to the Executive for approval.
 - (ii) On approval, an annual subscription shall be paid to the Hon. Business Manager at a rate determined by the AGM.
 - (iii) Independent membership shall be lost if the subscription is not paid within six months of its due date.
- (d) The academic qualifications for individual membership shall be study at an institution of higher or tertiary education or institution of comparable academic standing followed by the award of a degree, diploma or equivalent qualification which meets the requirements of Graduate Women International and the provisions of the Australian Qualifications Framework in accordance with the Guidelines on Membership Eligibility set out in Annex 1 to the Rules.
 - (i) Notwithstanding any requirement specified in 4(3) (d), an STA may invite to full membership a person who has demonstrated a commitment to promoting education for women and to the principles of AFGW and GWI.
- (e) There shall be a category of Member Emerita, who shall be recommended by an STA or Council and confirmed by Council. The AFGW and Graduate Women International capitation fees for a Member Emerita shall be the responsibility of the STA of which she is a member.
- (f) Members of other Graduate Women International National Federations and Associations and Independent Members of Graduate Women International may attend meetings of AFGW and its STAs as temporary visiting members.
- (g) Temporary visiting members may be asked to pay a small subscription.

5. LIABILITY OF MEMBERS

- (1) Members of the Federation shall not be liable to contribute to the payment of debts and other liabilities of the Federation or to the costs, charges and expenses of winding up the Federation except to the extent of their own unpaid membership fees.
- (2) Members of the Federation shall not receive any payment by way of profit through the activities of the Federation.

6. AUTHORITY OF THE ANNUAL GENERAL MEETING

The supreme authority of the Federation shall be vested in the Annual General Meeting of Members which shall determine the general policy of the Federation and shall delegate to Federal Council the power to carry out that policy and conduct the business of AFGW in the intervals between the Annual General Meetings of Members.

7. ANNUAL GENERAL MEETING

- (1) An Annual General Meeting shall be held each year within six months from the end of the financial year of the Federation.
- (2) The following business shall be conducted at the Annual General Meeting:
 - (a) confirmation of the Minutes of the previous Annual General Meeting;
 - (b) receipt of reports on activities in the previous financial year from the Federal Council of the Federation, State and Territory Associations, and Conveners of Standing Committees.
 - (c) receipt and consideration of a financial statement presented by the Honorary Business Manager which shall give a true and fair view of income and expenditure in the previous financial year;
 - (d) adoption with or without amendment of an operating Budget for the following year presented by the Honorary Business Manager, including setting annual membership dues;
 - (e) consideration of any proposed amendments to the Rules put forward by the Executive on behalf of the Council or one or more STAs; and
 - (f) consideration of any policy recommendations proposed by any of the following:
 - The Executive on behalf of Council;
 - Conveners of Standing Committees of Council; or
 - one or more STAs.
 - (g) such other business or presentations as Council may raise.
- (3) In addition to the above, an election of the Executive Officers of AFGW shall be conducted at every third Annual General Meeting for the forthcoming period of three years.

8. FEDERAL COUNCIL

- (1) Federal Council shall comprise:
 - (a) Elected Officers, being:
 - (i) the President of AFGW
 - (ii) the Co-ordinator for International Relations (CIR)
 - (iii) the Honorary Secretary
 - (iv) the Honorary Business Manager
 - each of whom shall be elected at the for a period of three years at the relevant Annual General Meeting;
 - (b) the Immediate Past President;

- (c) the Presidents of the STAs, who shall be the Vice Presidents of AFGW;
 - (d) one representative of each STA who shall be the proxy for that STA with voting rights at Council Meetings except when her particular Vice-President is present. Proxies should normally vote under instruction from the relevant STA or in accord with known principles and policies of that STA and should report to the STA on the proceedings of any Council Meeting at which the STA President is absent
 - (e) Conveners of Council Standing Committees as determined under By-Law 5;
 - (f) the Fellowships Officer, appointed *ex-officio* under Article 20 below; and
 - (g) the Public Officer, a non-voting member, appointed under Article 24 below.
- (2) The quorum for a Council Meeting shall be one half plus one of the total members eligible to vote, or their proxies, present and authorised to vote.
 - (3) No elected Officer shall hold any one office for more than six consecutive years.
 - (4) The term of office of the Immediate Past President shall be for one year.
 - (5) The office of the Federation shall be located in the State/Territory in which the Honorary Secretary resides.
 - (6) Any vacant elected office on Federal Council may be filled by Federal Council.
 - (7) In the temporary absence of the President, Federal Council may elect one of its members in her place.

9. DUTIES OF THE HONORARY SECRETARY

The Honorary Secretary shall:

- (1) Maintain the 'office' of AFGW Inc., being the official post office and email addresses, manage incoming correspondence, and provide storage for the records of the triennium.
- (2) Arrange and give notice of Council and Special and Annual General Meetings, including the venue, coordinating the receipt of necessary reports and other papers and recording and circulating the Minutes of such Meetings; and
- (3) Maintain a list of contact details of the membership of the Council and ad hoc groups and sub-committees.

10. DUTIES OF THE HONORARY BUSINESS MANAGER

The Honorary Business Manager shall:

- (1) Manage the receipt of all monies and payments. Payments shall be made by cheque or by electronic means approved by the Federal Council; be signed or authorised by at least two persons and in accordance with Article 12(1) (b);
- (2) Keep proper accounts that shall be presented at the Annual General Meeting, prepare an operating budget and recommend the capitation fees for the forthcoming year/s; and
- (3) Maintain a Register of members' names and addresses, the details of which will be made available in accordance with Article 22.

11. ELECTION OF OFFICERS

- (1) At least two months before the Annual General Meeting at which the election of the Executive is to take place, the Honorary Secretary shall invite one nomination from each STA for each of the offices of President, CIR, Honorary Secretary and Honorary Business Manager for the forthcoming period of three years.
- (2) A nomination for the purpose of paragraph 11(1) above shall be:
 - (a) signed by the nominee, proposer and seconder; and
 - (b) submitted to the Honorary Secretary of the STA of which the proposer is a member.
- (3) All nominations duly signed shall reach the Honorary Secretary of AFGW at least one month before the date of the relevant Annual General Meeting.
- (4) The Honorary Secretary shall, as soon as possible after receiving nominations from STAs, forward a complete list of the nominees to each STA.
- (5) In the event of there being more than one nomination for any of the offices in Article 8 (1), an election will be conducted during the Annual General Meeting by a secret ballot of Voting Delegates.
- (6) Unless otherwise determined by the Annual General Meeting, those elected shall assume office at the Council Meeting held following the close of the Annual General Meeting.
- (7) In the event of any interim between the election of a new Executive and its assumption of office, the Honorary Secretary-elect shall receive all papers, reports and minutes relevant to the business of the outgoing Federal Council.

12. DUTIES AND POWERS OF FEDERAL COUNCIL

- (1) Federal Council shall carry out the policy and conduct the business of the Federation between Annual General Meetings and to that end may:
 - (a) make and amend By-Laws to facilitate the operation of these Rules provided that any such By-Law and any amendment thereto shall first be approved by a two thirds majority of the STAs; and
 - (b) open and operate accounts with a bank or other financial institution.
- (2) Federal Council shall have the power to:
 - (a) appoint Committees and Sub-Committees, and
 - (b) co-opt members for specific purposes.
- (3) The President shall *ex-officio* be a member of all Committees and Sub-Committees.
- (4) The Executive may act on behalf of Council in the day-to-day business of AFGW provided that such action is consistent with these Rules and that it informs the full Council regularly of any decisions made.
- (5) Where issues arise which are not in accord with or specified in existing AFGW and Graduate Women International policies the Executive shall receive the agreement of a majority of voting members of Council before taking action on or advocating for such matters.

13. RELATIONSHIP WITH GRADUATE WOMEN INTERNATIONAL

- (1) Federal Council shall have power to conduct relations with Graduate Women International.
- (2) The CIR shall be the liaison officer between AFGW, other national affiliates and Graduate Women International. In particular, she shall be responsible for the circulation of GWI documents and information to AFGW members and of AFGW documents and information to GWI Headquarters.
- (3) The CIR shall be responsible for promoting the aims of Graduate Women International within AFGW.

14. MEETINGS OF FEDERAL COUNCIL

- (1) Federal Council shall meet in person at least twice a year, one meeting being held in conjunction with the Annual General Meeting.
- (2) At least 28 days' written notice of Federal Council meetings shall be given to members.
- (3) The President or the CIR or any three State/Territory Presidents may at any time call a meeting of Federal Council in any appropriate form, for the consideration of special business.
- (4) In the case of urgent business, 14 days notice to all STAs shall be deemed sufficient.
- (5) Members of Federal Council shall receive notices and reports of all Council meetings and shall be consulted on matters of policy.
- (6)
 - (a) Federal Council, through its Executive, may invite individuals other than council members to attend and take part in discussion in part or whole of any meeting of Federal Council, but
 - (b) such invitees shall not be permitted to vote.
- (7) At each of its meetings, Federal Council shall receive a report from:
 - (i) each elected officer,
 - (ii) the President of each STA,
 - (iii) the Convener of each Standing Committee,
 - (iv) the Convener of any Task Force in operation, and
 - (v) the Convener of any *ad hoc* Committee.
- (8) The quorum for a Council Meeting shall be one half plus one of the total members eligible to vote, or their proxies, present and authorised to vote

15. SPECIAL GENERAL MEETINGS

- (1)
 - (a) A Special General Meeting of the Federation shall be held at such times as Federal Council or a majority of STAs acting together may determine.
 - (b) At least 28 day's written notice of all Special General Meetings shall be given to STAs.
 - (c) If within half an hour of the time appointed for a Special General Meeting a quorum is not present the meeting shall be dissolved.
- (2) A motion shall be dealt with in the following manner:
 - (a) a notice giving details of any proposed motion for a Special General Meeting shall be sent to all STAs at least 28 days before the meeting at which it is to be considered;
 - (b) voting shall be in accordance with the provisions of Article 16 below; and
 - (c) where for some reason it is impossible or impracticable for a motion to be dealt with according to this article, a request may be made to the NSW Department of Fair Trading for permission to deal with it in some other manner

16. VOTING

- (1) Voting in any General Meeting shall be such that each STA shall have two votes for the first fifty members or part thereof of such Association and one additional vote for the next fifty members or part thereof, and one additional vote for each succeeding one hundred members or part thereof up to six hundred members, provided that no STA shall be entitled to more than eight votes.
- (2) For the purposes of paragraph 16(1) above, the Honorary Business Manager shall determine the voting entitlements of each STA on the basis of the number of financial members of AFGW in that STA at the close of its previous financial year.

- (3) The President of the Federation, the CIR, the Honorary Secretary, the Honorary Business Manager and the Immediate Past President for the term of her Council membership shall each have a vote *ex officio* in all meetings.
- (4) The votes of a STA shall be exercised:
 - (a) by voting delegates,
 - (b) by an alternate or alternates, or
 - (c) partly by voting delegates and partly by alternates.
- (5) The names of all voting delegates and alternates shall be submitted to the Honorary Secretary in writing not less than seven (7) days in advance of any meeting at which they are required to vote.
- (6) Subject to Article 25 and Article 28, all matters, in all meetings, shall be otherwise decided by a simple majority.
- (7) Voting shall be by a show of hands unless a secret ballot is requested by a simple majority of those present and authorized to vote.

17. CAPITATION FEES

- (1) Each STA shall pay annual dues to AFGW as follows:
 - (a) a *per capita* levy, as determined by the General Assembly of Graduate Women International; and
 - (b) a *per capita* levy, as determined by the Annual General Meeting of Members of AFGW.
- (2) Dues collected by AFGW on behalf of Graduate Women International shall be remitted to Graduate Women International annually.
- (3) The financial year of AFGW shall end on 30 June.

18. INVESTMENTS

- (1) Any funds not immediately required for the purposes of the Federation shall be invested in Commonwealth Government or bank securities or in a manner as members of Council may determine.
- (2) Federal Council shall have the power to vary investments from time to time.

19. REPRESENTATION

- (1) Funds shall be allocated in the AFGW budget for Representation.
- (2) Council may authorize use of the funds so allocated for all or any part of any necessary travel or other expenses incurred by the Executive and by delegates approved by Council to represent AFGW.
- (3) In allocating such payments, consideration shall be taken of any contribution from Graduate Women International or other bodies.
- (4) Federal Council in co-operation with STAs shall make financial provision to enable the President to visit each STA during her term of office.

20. THE FELLOWSHIP FUNDS

- (1) The purpose of the Fellowship funds shall be to provide scholarships, bursaries and awards to women for advanced study or research.
- (2) AFGW shall maintain contact with the organisation appointed to administer the funds to ensure they are invested and administered to Council's satisfaction.
- (3) The Council shall determine the number and value of awards to be made in the name of AFGW Inc. Based on recommendations of the availability of funds obtained from the administering organisation. The general provision shall apply, that the corpus of the Fellowship funds shall be invested and the annual interest be available to support those recommendations approved by Council.

- (4) New fellowships, bursaries and awards may be established by Council dependent on the availability of funds.
- (5) Council shall appoint a Fellowships Officer, who shall be responsible for the administration of AFGW awards, as provided under By-Law 6.
- (6) The Fellowships Officer shall be an *ex officio* member of Council.

21. INCOME AND PROPERTY

- (1) All income and property of the Federation shall be applied solely towards the promotion of the objects of the Federation and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Federation.
- (2) Nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by her or of remuneration of any officer or servant of the Federation, or to any member of the Federation, or any other person in return for any services actually rendered to it.
- (3) Nothing herein contained shall be construed so as to prevent the repayment to any member for out-of-pocket expenses or the hire of goods or rent for premises demised to the Federation.

22. CUSTODY OF OFFICIAL RECORDS

- (1)
 - (a) The Honorary Secretary shall maintain a file of correspondence and shall ensure that records are kept of the business of AFGW including the Rules, Proceedings of Conferences, Minutes of all Council and General Meetings.
 - (b) These records shall be kept in the custody of the Honorary Secretary and shall be available for inspection by any member.
- (2)
 - (a) The Honorary Business Manager shall maintain a copy of the Register and ensure that correct books and accounts are kept showing the financial affairs of the Federation.
 - (b) These records shall be kept in the custody of the Honorary Business Manager and shall be available for inspection by any member.

23. CORPORATE SPONSORSHIP

- (1) The Executive may seek sponsorship from appropriate bodies to further the activities of the Association and may also authorize the use of the Association's logo to indicate endorsement of an activity deemed to be in accord with the principles and objects of the Association, provided that no financial commitment by the Association is required.
- (2) A Corporate Sponsor may receive national publications and invitations to appropriate national or local events.
- (3) AFGW may acknowledge the support of a Corporate Sponsor in national publications.
- (4) A Corporate Sponsor shall have no voting rights with AFGW and no affiliation with Graduate Women International.

24. PUBLIC OFFICER

The Federation shall ensure that a person is appointed as Public Officer who

- (1) may be an officer, member of Federal Council, or any other person regarded by Council as a suitable person for the position.
- (2) The Federal Council may at any time remove the Public Officer and appoint a new Public Officer provided that the person is at least 18 years of age and a resident of New South Wales.
- (3) When a vacancy occurs in the position of Public Officer, Federal Council shall notify the NSW Department of Fair Trading on the prescribed form within 14 days, and shall appoint a new Public Officer.
- (4) The Public Officer shall act in accordance with the requirements of the NSW Department of Fair Trading.

25. AMENDMENT OF RULES AND BY-LAWS

- (1) Amendments to the Rules of AFGW may be proposed by Federal Council and by STAs.
- (2) The Rules may be amended at the Annual General Meeting of Members by a three-quarters majority of votes cast, provided that notice of the proposed amendment shall have been sent at least two months before the Annual General Meeting to the Honorary Secretary who shall immediately communicate it to Graduate Women International and to each STA.
- (3) An amendment on notice made at the Annual General Meeting shall take effect from the time it is approved by Graduate Women International.
- (4) An amendment without notice may be put to an Annual General meeting with the consent of a two-thirds majority vote in favour of its being put.
- (5) An amendment without notice made by Annual General Meeting shall take effect six months after the Annual General Meeting provided that:
 - (a) it is approved by Graduate Women International;
 - (b) it is ratified by all STAs; and
 - (c) no STA has objected to it during that period.
- (6) No existing By-Law shall be amended or repealed at a meeting of Federal Council unless particulars of the proposed amendment or repeal shall have been given in the notice calling the meeting.

26. SERVICE OF DOCUMENTS

Service of documents on the Federation is effected by serving them on the Public Officer or by serving them on two members of Federal Council.

27. DISSOLUTION

- (1) A proposal for dissolution may be made by the Executive or by an STA.
- (2)
 - (a) Notice of a proposal for the dissolution of AFGW must be given to Council at least four months before the date of the Annual General Meeting or Special General Meeting at which the proposal is to be put; and
 - (b) The Honorary Secretary shall send a copy of the proposal to each Member Association as soon as possible and in any event not less than three months before the date of the Annual General Meeting or Special General Meeting at which the proposal is to be put.
- (3) A vote to dissolve the AFGW can be passed only:
 - (a) by an Annual General Meeting or Special General Meeting at which at least one third of the STAs are represented; and
 - (b) if three-fourths of those voting in person or proxies approve the proposal.

- (4) Upon dissolution, individual members have no right to the assets of the Federation.
- (5) If upon dissolution of the Federation there remains after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst members of the Federation but shall be given or transferred to some other association which has objects similar to those of the Federation and which prohibits the distribution of its income and property amongst its members and which is a fund, authority or institution approved by the Commissioner of Taxation as a fund, authority or institution referred to in paragraph 78 (1)(a) of the *Income Tax Assessment Act 1936* as amended.

BY-LAWS

1. MEMBERSHIP

- (1) A Life Member or Member Emerita of an STA who becomes a resident of another State or Territory may become a member of the STA in the new location on payment of the annual membership fee less the amount of the Graduate Women International and AFGW annual levy without any liability for the new STA to pay these levies which shall be paid by the STA granting Life Membership or Member Emerita.
- (2) Details and change of details of individual members of each STA shall be forwarded to the Honorary Business Manager for correction of the Register as soon as possible after that information is received.
- (3) The Honorary Business Manager shall provide the Honorary Secretary and the Public Officer with a list of current members as updated from time to time.

2. ANNUAL GENERAL MEETING

- (1) The AGM may be held as a face-to-face meeting or electronically.
- (2) The Executive shall prepare the Agenda for the Annual General Meeting and forward it to STAs at least 28 days before the Annual General Meeting.
- (3) No further items may be placed on the Agenda after the commencement of the Annual General meeting except where the matter is considered to be sufficiently urgent by a two-thirds majority of voting delegates (or their alternates) present at the Annual General Meeting.
- (4) The quorum for a General Meeting of AFGW shall be 50% plus 1 of those eligible to vote under Article 16 of the Rules, subject to the provision that the number shall include at least two members of the elected Executive.
- (5) Only the votes of those delegates or their alternates present at a General Meeting may be cast by an STA.
- (6) Payment of current capitation fees is required for a member to be a voting delegate or alternate.
- (7) All members of AFGW shall be eligible to attend the Annual General Meeting.

3. ELECTION OF OFFICERS

- (1) Where the Honorary Secretary of an STA receives more than one nomination for an office of AFGW, the STA shall determine which nomination shall be forwarded to AFGW.
- (2) A determination by an STA for the purposes of By-Law 3 (1) shall be carried out by a ballot of individual members of the STA conducted by the Executive of that Association.

4. CAPITATION FEES

- (1) STAs shall remit capitation fees to AFGW together with a list for the Honorary Business Manager of the names and postal and electronic addresses of individual members for whom they are paid.
- (2) AFGW and Graduate Women International services shall be provided only for those individual members whose capitation fees have been received by the Association.
- (3) AFGW and Graduate Women International services shall be supplied to individual members within one month of receipt of their capitation fees.

5. STANDING COMMITTEES OF COUNCIL

- (1) Council shall have three policy Standing Committees: Education; Peace, Human Security and Human Rights; and Status of Women; and an administrative Standing Committee for Resolutions.
- (2) The establishment and ratification of further Standing Committees of Council shall be approved at a Conference of Members.
- (3) As soon as possible after assuming office the Executive shall make written recommendation to Council on the appointment of a Convener to each Committee
- (4) As soon as possible after assuming office the Executive shall invite STAs to forward to the Honorary Secretary the names of members with qualifications and expertise appropriate to their representing the STA on such committees.
- (5) Council shall, after due consideration, proceed to ratify the appointment of such members and Conveners
- (6) Members so appointed may serve on such committees for a maximum of six consecutive years, except that a committee member may serve a further consecutive six years as Convener of the same committee or as a member of a different committee.

6. FELLOWSHIPS OFFICER

The duties of the Fellowships Officer shall be:

- to administer the advertising of the AFGW Fellowships and awards;
- to receive queries about, and applications for, all such Fellowships and awards unless otherwise specified by Council;
- to administer the selection of AFGW members to be nominated for Graduate Women International Fellowships, including, in consultation with AFGW Council, the organization of a panel of assessors to determine the recipients of AFGW awards; and in addition
- to notify the Executive of Council, the AFGW representative Trustee of the AFGW NSW Inc Education Trust and applicants for the awards of the decisions of the assessment panel as to recipients of awards.

7. PROXIES

At least one month before the first Council Meeting of a triennium, each STA shall nominate to the AFGW Inc Secretary a representative to attend Council meetings in the event that its President is unable to do so. Such a representative shall, for the course of the relevant Meeting, have all the powers vested in the President of her STA. The person nominated shall normally be a member of the STA for which she is a representative. Where this is not practicable, the STA shall make arrangements to nominate as its representative a member of another STA.

8. Representative of AFGW Inc. on the AFGW-NSW Education Trust Inc.

- (1) AFGW Inc. shall nominate a representative as a Trustee of the AFGW-NSW Education Trust Inc. (the Trust).
- (2) The term of office for the AFGW representative would be for three years, extendable for a further term of three years.
- (3) In the event of the AFGW representative being unable for any reason to complete her term of office, AFGW Council shall make an appointment to fill the temporary vacancy. A person appointed to fill the temporary vacancy shall be eligible for a further term of three years at the end of her tenure of the temporary vacancy.
- (4) During her term of office the AFGW representative to the Trust shall be an ex officio member of the AFGW Council.
- (5) The appointment of the AFGW representative to the Trust shall be according to the process determined for the appointment of trustees under the Deed of Trust 1995 as subsequently amended or varied*; that is, she shall be nominated by AFGW Inc. for election by the Annual General Meeting of AFGW-NSW.
- (6) The person to be nominated shall be selected by a sub-committee of the AFGW Council, which shall call for expressions of interest from members. Candidates will be expected to demonstrate familiarity with the AFGW Fellowships and the AFGW constitution and to have experience in the management of funds for charitable purposes.
- (7) Her responsibilities will be:
 - To act as an agent and instructed delegate for AFGW Inc in the deliberation of the AFGW-NSW Education Trust Inc. Her acts and decisions take precedence over the individual acts and decisions of other trustees when such decisions relate to the AFGW Inc. Fellowship Fund (also known as the AFGW Scholarship Fund);
 - To attend meetings of the AFGW-NSW Education Trust either in person or by electronic means;
 - To report to AFGW Inc. at least twice yearly on the status of the various components of the AFGW Inc. Fellowship Funds and to report at such other times as she believes that information needs to be provided to AFGW Council. Such reports may be in person, by electronic means or in writing;
 - Be responsible for conveying to AFGW council the amount of funding available in any given year for dispersal to each of the AFGW Fellowships and also any recommendations made by the AFGW-NSW Education Trust Inc as to whether the funds should be dispersed wholly or in part for the said year, on the understanding that such recommendations are non-binding as decisions as to the offering of fellowships rest with the AFGW Council.

Annex 1. Guidelines on Academic Qualifications for membership

These Guidelines are intended to assist Membership Secretaries in determining the eligibility of applicants for membership of AFGW. In general the criteria require the completion of a postsecondary qualification requiring at least two, preferably three, years of full time study and resulting in the award of a degree or diploma which provides a pathway to postgraduate study.

Under Article 4(3) (d) of the AFGW Rules and the Rules of Graduate Women International, the following will be eligible for membership of AFGW:

- (1) Any woman holding a degree from an accredited Australian higher education or tertiary institution.
- (2) Any woman holding another tertiary qualification recognised by the Australian Qualifications Framework as equivalent to or higher than a Bachelor Degree. Relevant TAFE qualifications would be Advanced Diploma, Graduate Diploma, Graduate Certificate, Vocational Graduate Diploma, Vocational Graduate Certificate.
- (3) Any woman holding a Diploma from an accredited Australian higher education or tertiary institution, provided that the Diploma is one that articulates to study for a Graduate Diploma or Graduate Certificate
- (4) Any graduate of a recognised university or institution of tertiary education in another country whose qualifications are equivalent to those specified in these Guidelines.
- (5) Any woman already holding membership of Graduate Women International through an affiliated National Federation or Association or as an Independent member.
- (6) Any woman who, on the basis of qualifications other than a first degree, has been admitted to study in an accredited postgraduate Diploma, Master or PhD program at a higher education/tertiary institution shall be deemed to have satisfied the requirements of Annex 1(1) above.
- (7) Women who completed three-year College or Institute qualifications in Education, Accountancy, Nursing, Pharmacy or similar professional courses at a time when these were not available as university degrees may be admitted to membership at the discretion of an STA, which should consider whether the original qualification required study equivalent to that required for a bachelor's degree and also take into consideration any further qualifications gained after the initial one.