



Australasian Council of Women and Policing Inc.

Notice of Annual General Meeting

**Arts Centre, Melbourne
100 St Kilda Road, Southbank 3006**

1:30pm Tuesday 13 September 2016

The Australasian Council of Women and Policing Inc. (ACWAP) is an association incorporated in the ACT. Once incorporated, an association's rules must comply with all the requirements prescribed by the *Association Incorporation Act 1991*. Similarly, a company's constitution must comply with the requirements of the *Corporations Act 2001*.

Under ACWAP rules or constitution, ACWAP is required to hold an Annual General Meeting (AGM) and provide written notice. At the AGM, the Council will call for membership nominations and elect Executive Committee members as well as general Committee members. Excerpts from the ACWAP Constitution are attached setting out the rules and requirements.

2. Membership qualifications

- (1) A person is qualified to be a member if the person -
- (a) has been nominated for membership in accordance with subrule 3 (1); and
 - (b) has been approved for membership of the council by the committee of the council.

3. Nomination for membership

- (1) A nomination of a person for membership of the council-
- (a) shall be made by a member of the council in writing in the form approved by the Committee; and
 - (b) shall be lodged with the secretary of the council.
- (2) As soon as is practicable after receiving a nomination for membership, the secretary shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
- (3) Where the committee determines to approve a nomination for membership, the secretary shall as soon as practicable after that determination notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a member as the entrance fee and the first year's annual subscription.
- (4) The secretary shall, on payment by the nominee of the amounts referred to in subrule (3) within the period referred to in that subrule, enter the nominee's name in the register of members and, upon the name being so entered, the nominee shall become a member of the council.

4. Membership entitlements not transferable

- (1) A right, privilege or obligation which a person has by reason of being a member of the council-
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person's membership.

5. Cessation of membership

- (1) A person ceases to be a member of the council if the person-
- (a) dies or, in the case of a body corporate, is wound up;
 - (b) resigns from membership of the council;
 - (c) is expelled from the council; or
 - (d) fails to renew membership of the council.

12. Constitution and membership

- (1) The committee shall consist of-
- (a) the office-bearers of the council; and
 - (b) at least 3, but no more than 20, ordinary committee members; each of whom shall be elected pursuant to rule 13 or appointed in accordance with subrule 12(4).
- (2) The office-bearers of the council shall be-
- (a) the president;
 - (b) the vice-president;
 - (c) the treasurer;
 - (d) the secretary;
 - (e) the journal editor
 - (f) the public officer (must reside in the ACT);
 - (g) the assistant treasurer;
 - (h) the assistant secretary; and
 - (i) any other position that has been determined by resolution of the council.
- (3) Each member of the 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.
- (4) In the event of a vacancy in the membership of the committee, the committee may appoint a member of the council to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

13. Election of committee members

- (1) Nominations of candidates for election as office-bearers of the council or as ordinary committee members-
- (a) shall be made in writing, signed by 2 members of the council and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - (b) shall be delivered to the secretary of the council not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.

- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (6) The ballot for the election of office-bearers and ordinary committee members shall be conducted at the annual general meeting in such manner as the committee may direct.
- (7) A person is not eligible to simultaneously hold more than 1 position on the committee.
- (8) Members shall be eligible for election to an office in the council only after they have provided the management committee with an authority to disclose the candidate's criminal record and an indemnity for such supply. Both the authority and indemnity shall be in writing. The committee shall keep the result of such disclosure in confidence, however, may still on discovering that a person is not of fit and proper character to remain a member of the council may revoke that person's membership.

PART IV-GENERAL MEETINGS

21. Annual general meetings-holding of

- (1) With the exception of the first annual general meeting of the council, the council shall, at least once in each calendar year and within the period of 5 months after the expiration of each financial year of the council, convene an annual general meeting of its members.
- (2) The council shall hold its first annual general meeting-
 - (a) within the period of 18 months after its incorporation under the Act; and
 - (b) within the period of 5 months after the expiration of the first financial year of the council.
- (3) Subrules (1) and (2) have effect subject to the powers of the Registrar-General under section 120 of the Act in relation to extensions of time.

22. Annual general meetings-calling of and business at

- (1) The annual general meeting of the council shall, subject to the Act, be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be-
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the committee reports on the activities of the council during the last preceding financial year;
 - (c) to elect members of the committee, including office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73 (1) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it in accordance with rule 24.
- (4) An annual general meeting shall be conducted in accordance with the provisions of this Part.