



The Country Women's Association of Victoria Inc.
Election of Group Officers: Policy and Procedures

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| Policy Number: | Version: | 01.1 |
| Drafted by: MH Helen Wall OAM and Heather Scott | | |
| Approved by the Board on 20.11.2018 | | |
| Responsible Person: State President | Scheduled Review Date: November 2021 | |

Note that throughout this document extracts from the Constitution of The Country Women's Association of Victoria Inc. are placed in boxes. Please refer to the full Constitution available at cwaofvic.org.au/about/constitution or upon request from Head Office.

1.1 Timeline for Election of Group Officers

| General Timeline | Event | See Constitution Section: |
|-------------------------|---|----------------------------------|
| 1 December | Nominations for Group President and Group Officers open. | |
| 31 December | Nominations for Group President and Group Officers close. | |
| February-March | Group annual meetings | 9.2 (a) |
| No later than 31 May | State Annual General Meeting: | 9.1 (a) |

1.2 Conclusion of Term of Office

Although Group Presidents are elected at the Group Annual General Meeting, held no later than 31 March of each year (Constitution Clause 9.2 (a)), they do not begin their term of office until the conclusion of the annual general meeting of the Association, held no later than 31 May each year (Constitution Clause 9.1 (a)). Between their election and the conclusion of the annual general meeting of the Association, they are known and addressed as "Group President-elect".

This allows for an induction period, during which the Group President-elect attends Group President Training at Umina, receives the Group President Training Manual, and is inducted into the procedures and customs of the group by the retiring Group President.

The retiring Group President continues to chair Group meetings and conferences and carry out all the duties of the Group President, including attending March State Council, until the conclusion of the annual general meeting of the Association. She is addressed as “Madam Group President”.

Both the retiring Group President and the Group President-elect should attend the State Annual General Meeting and State Conference, but the retiring Group President is responsible for leading the delegates from her Group and advising the Group President-elect.

Other Group Officers elected at the Group Annual General Meeting also begin their term of office at the conclusion of the annual general meeting of the Association.

1.3 Role of Senior Office Bearers at Group Annual Meetings

The Group Annual Meeting is chaired by the Group President until the Election of Group Officers. At this point, the Group President invites the State President, or the Senior Office Bearer nominated by the State President to represent her, to take the chair for the Election of Group Officers.

The Senior Office Bearer conducts the elections for Group Officers.

The Group President then resumes the chair and chairs the rest of the Group Annual Meeting, and the Group Conference.

The Senior Office Bearer is the Guest Speaker for the Group Conference, and no other Guest Speaker is to be sought.

2.1 Elected Positions

Clause 8.2 of the Constitution on page 19 is relevant to the elected positions within Groups:

Composition of the Groups

- (a) Each Group shall be formed as the State Council decides.
- (b) A Group must comprise at least 2 Branches.
- (c) Each Group shall manage affairs within its own area subject to these Rules.
- (d) Each Group may elect:
 - (i) a Group President;
 - (ii) a Group Secretary; and
 - (iii) a Group Treasurer (“**Group Officers**”).

(e) If required, a single person may act in the capacity of more than one Group Officer role, but not in more than 2 such roles.

(f) The Group President, Group Secretary and Group Treasurer must be elected by the members of that Group in a general meeting in accordance with Rule 10.4, or if there are no nominees for a particular Group Officer role appointed by those Group Officers who are so elected.

(g) Up to a maximum of 2 Delegates from each Branch comprising the Group may attend and vote at a Group Meeting. Other Branch members are also welcome to attend Group meetings but are not entitled to vote unless they are a Branch Delegate.

3.1 Eligibility to stand for election

Clause 3.14 (page 8) and Clause 10.1 (page 25) of the Constitution are relevant to members' eligibility to stand for election:

Entitlement to vote at general meetings of the Association

A member is entitled to vote at general meetings of the Association (a "**Voting Member**") if:

- (a) the member is an ordinary member, Life Member or Member of Honour;
- (b) the Branch or Association has received the member's payment of her Annual Subscription in respect of that current financial year within 2 months of the Payment Date;
- (c) the person has been a member for at least 3 months; and
- (d) the member's membership rights are not suspended for any reason.

10 Election of Board Members, State Council members, Group Officers and Branch Officers

10.1 Eligibility to be a Board Member, State Council member, Group Officer or Branch Officer

(a) Subject to subrule (b), a member is eligible to be elected or appointed as a Board Member, a member of State Council, Group Officer or Branch Officer (except as State President) if the member:

- (i) is 18 years or over;
- (ii) is a Voting Member; and
- (iii) meets any other criteria as set out in policies or procedures made in accordance with Rule 5.1.

3.2 Eligibility: Policies and Procedures

3.2.1 In addition to the requirements in Clause 10.1 of the Constitution, a member is only eligible to be elected or appointed as a Group President if:

- (a) she has been a Voting Member for at least two years (as at May 31 of the year of her election), and
- (b) she is a member of a branch of the group.

Note that rule 3.2.1 (a) may be varied at the discretion of the Board.

3.2.2 In addition to the requirements above, a member elected as a Group Officer must submit a photocopy of her current Working with Children Card to Head Office within one calendar month of the date of her election, and if the card expires during her term of office, a photocopy of her updated card before the expiry date of the previous card. If this requirement is not met, the member ceases to hold office.

3.2.3 Notwithstanding requirement 3.2.1 (b) above, if the position of Group President of any Group becomes vacant as a result of Clause **4.5 Decision of Disciplinary Subcommittee**, then the Board may appoint any member as caretaker Group President for a period of time determined by the Board, not longer than twelve months.

3.3 Nominations

Clauses 10.3, 10.4 and 10.6 (pages 26-27) of the Constitution are relevant to the nominations process:

10.3 Nominations

(c) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

10.4 Election

(a) At the annual general meeting of the Association, Group or Branch (as the case may be), separate elections must be held for each office of the Board, State Council, Branch or Group (as the case may be).

(b) If the number of members nominated for a position is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.

(c) If more members are nominated than there are positions available for that office, then a ballot must be held in accordance with Rule 10.5.

10.6 Terms of office

(a) Subject to this Rule, each Board Member, State Council member, Group Officer or Branch Officer shall hold office until the position is declared vacant in accordance with Rule 10.2.

(b) Board Members, State Council members, Group Officers and Branch Officers are eligible, and may be nominated, for re-election (including for election as a Board Member, Council, Group Officer or Branch Officer in the same or a different office).

(c) A Board Member, State Council member, or Group Officer may serve a maximum of 2 consecutive terms (years) in a particular office. For the purposes of this Part, completing a term as a casual appointment will not be considered in determining whether a term has been completed.

Nominations: Policy and Procedures

- I. As indicated by Clause 10.3 (c) and 10.6 of the Constitution, members may be nominated for more than one position. Elections will take place in the order indicated in Clause 8.2 (d) of the Constitution, ie. Group President, then Group Secretary, then Group Treasurer. Therefore, for example, a member could be nominated for both Group President and Group Treasurer. The election for Group President would take place first. If the member was elected to that position, votes for her in the election for Group Treasurer would be disregarded. If she was not elected Group President, the votes for her in the election for Group Treasurer would be counted, and she could be elected to that position.
- II. As indicated by Clause 8.2 (e) of the Constitution, a single person may act in two Group Officer roles, but not in three. Therefore, possible combinations are:
 - Group President (person 1), Group Secretary (person 2) and Group Treasurer (person 3)
 - Group President/Treasurer (person 1) and Group Secretary (person 2)
 - Group President/Secretary (person 1) and Group Treasurer (person 2)
 - Group President (person 1) and Group Secretary/Treasurer (person 2)
- III. A ballot must be held if there is more than one nomination for a position. See Constitution Clause 10.5 for how to conduct a ballot.

4.1 Vacancies

- 4.1 If a nomination of an eligible member for a Group Officer position is received by the closing date for nominations, then no further nominations for that position may be made at a later date. If there is only one nomination, that member will be declared elected by the Senior Office Bearer conducting the election at the Group Annual General Meeting.
- 4.2 If no nominations of eligible members are received for the position of Group President by the closing date for nominations, then the Group President must make a fresh call for nominations. Nominations will close on the day of the Group Annual General Meeting, after the Senior Office Bearer conducting the election has called for further nominations and given members present the opportunity to respond. The election must be conducted in accordance with Constitution Clause 10.

- 4.3 If this process does not result in the election of a Group President, then the Group must hold another meeting, known as a Special General Meeting, to elect a Group President. The Group President must immediately call for nominations for the position of Group President, with nominations closing on the day of the Special General Meeting, after the Senior Office Bearer conducting the election has called for further nominations and given members present the opportunity to respond. The election must be conducted in accordance with Constitution Clause 10. The date, time and venue for the Special General Meeting must be agreed between the Senior Office Bearer and the Group no later than one week after the Group Annual General Meeting. All costs incurred by the Senior Office Bearer in attending the Special General Meeting must be reimbursed by the Group.

4.4 Vacation of office

Clause 10.8 (page 28) of the Constitution is relevant to vacation of office:

Vacation of office

- (a) A Board Member, State Council member, Group Officer or Branch Officer ceases to hold office if she:
- (i) ceases to be a member or her membership is suspended in accordance with these Rules;
 - (ii) becomes insolvent within the meaning of the Corporations Act 2001 (Cth);
 - (iii) resigns from office by notice in writing given to the Secretary of the relevant body;
 - (iv) fails to attend three consecutive meetings of the relevant body, without receiving leave to do so; or
 - (v) would otherwise cease to be a member of a committee under section 78 of the Act, including removal by a Special resolution of the relevant body.

- 4.4 If the position of Group President becomes vacant, then the remaining Group Officer/s (or if no Group Officer is available, a past Group President or a Senior Office Bearer nominated by the State President) must immediately inform all branches in the Group in writing. Nominations to fill the casual vacancy must be called for, and a Special General Meeting of the Group arranged. Nominations close on the day of the Special General Meeting, after the Senior Office Bearer conducting the election has called for further nominations and given members present the opportunity to respond. The election must be conducted in accordance with Constitution Clause 10.
- 4.5 If the Special General Meeting does not result in the election of a Group President, then the State President may appoint any member as Caretaker Group President until the next Annual General Meeting of the Group.

5. Other Group Officer Vacancies

Clause 8.2 (f) (page 19) of the Constitution is relevant to the filling of other Group Officer vacancies:

(f) The Group President, Group Secretary and Group Treasurer must be elected by the members of that Group in a general meeting in accordance with Rule 10.4, or if there are no nominees for a particular Group Officer role appointed by those Group Officers who are so elected.

The effect of this Clause of the Constitution is that if there are no nominees for the position/s of Group Secretary and/or Group Treasurer, then the Group President may appoint any eligible member to the role/s, without the need for a Special General Meeting.

The Country Women's Association of Victoria Inc.

Nomination Form

Group Officers

I nominate _____

for the position of Group President /Secretary / Treasurer [strike out those not applicable]
of _____ Group

of The Country Women's Association of Victoria Inc. for the year commencing at the conclusion of the 2019 Annual General Meeting of the Association.

Mover: _____ Branch: _____

Seconder: _____ Branch: _____

I consent to the above nomination.

Signature of Nominee: _____

Branch: _____

Nominations should be addressed to the current Group President:

Name: _____

Address: _____

Email: _____

and must be received by 5.00 pm on _____.