



WAR WIDOWS' GUILD OF AUSTRALIA

BY-LAWS

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WAR WIDOWS' GUILD OF AUSTRALIA

A.B.N. 33 257 520 962

NATIONAL BY-LAWS

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NATIONAL BY-LAWS

By-Law No.1

MEMBERSHIP

MEMBERSHIP

- 1.1 All members of the War Widows Guild of Australia shall pledge their determination to stand by the ideals of the Guild as defined in the aims of the Guild in the National Constitution.
- 1.2 Each member shall be free to join a Guild of their choice without being affected by State Boundaries and shall be bound by that State's Constitution.
- 1.3 States may establish a class of membership known as Associate Membership (without voting rights); fees of which are to be determined at a State level.

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NATIONAL BY-LAWS

By-Law No.2

REPRESENTATION OF THE GUILD

- 2.1 Persons who are not War Widows may perform ceremonial duties (eg, the laying of wreaths etc) on behalf of the Guild, only when a war widow is unavailable to do so and with permission from the relevant Guild.
- 2.2 The Guild shall be represented where possible and practicable on all National and State Boards or Committees dealing with matters of concern to war widows with a proviso that a Guild staff member with a particular knowledge of issues may be authorised by the National President or State President to attend/speak on the Guild's behalf.
- 2.3 The Guild shall be represented where possible and practicable on all National and State Consultative Forums or Committees dealing with matters of concern to war widows.

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NATIONAL BY-LAWS

By-Law No.3

CAPITATION FEES

- 3.1 The annual capitation referred to in Rule 3.1 will be equal to 10% of the balance remaining (after \$1 has been deducted and retained by the State Guild for the purpose of producing that State Guild's magazine) of that Member's annual capitations to their State Guild, or such other amount determined from time to time by the National Council.
- 3.2 Capitations are due on the last day of each quarter and are payable on receipt of a tax invoice from the National Secretariat.

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NATIONAL BY-LAWS

By-Law No.4

WAR WIDOWS' GUILD BADGE

- 4.1 Each member shall be entitled to receive the War Widows' Guild Badge on payment of such sum as shall be fixed from time to time by the Guild. The Badge can only be worn by war widow members and other authorised persons.
- 4.2 The badge of the Guild shall only be used for the purposes of the Guild's identification or publicity or other authorised use. The Guild shall not permit any use thereof except for those purposes. In this By-Law the expression "the Guild" includes all State Branches, Sub-Branches and Guild Clubs.
- 4.3 Only the National Council (three members of the National Council including the National President) or the relevant State Guild, may authorise, upon such terms and conditions as it may see fit, the use of the badge of the Guild consistent with Rule 4.2.

AL 4 dated 17 October 2013
AL 3 dated 12 October 2012

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NATIONAL BY-LAWS

By-Law No.5

NATIONAL CONFERENCE

- 5.1 The President of the Guild shall convene a National Conference of the National Council at least once every two years at a place nominated by her.
- 5.2 Written notice of a National Conference shall be given by the Secretary to each Member at least three months before the time appointed for the holding of the National Conference.
- 5.3 The agenda of the National Conference shall be determined by the Executive Committee and should include motions from Members received not later than two months prior to the date of the National Conference. Motions which would affect changes to the Constitution of the Guild should be received not later than three months prior to the date of the National Conference. A copy of the agenda shall be sent to each Members not less than one month prior to the date of the National Conference.
- 5.4 Non War Widow Secretaries/Chief Executive Officers/persons nominated by a Member as a representative are entitled to attend and have speaking rights.
- 5.5 Decisions reached at a National Conference of the National Council by a majority of the votes of members present and voting shall be binding upon the National Council.

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NATIONAL BY-LAWS

By-Law No.6

NATIONAL SECRETARIAT

- 6.1 The National Council shall be supported by a National Secretariat under the control of the National Executive and shall be reviewed by the National Council if required.
- 6.2 The duties of the National Executive Officer are as shown in Annex A to this By-Law.
- 6.3 The remuneration package of the National Executive Officer shall be reviewed by the National Executive of the Guild on an annual basis.

National Secretariat

Duties of National Executive Officer

1. Administration
 - a. Mail – distribution to National President
- distribution to States
 - b. Draft correspondence.
2. Liaison with Department and Minister's office.
3. Liaison with other National Ex-Service ESOs and other Departments (eg. Defence, Health, Aged Care).
4. National Conference/Council meetings
 - a. in consultation with National President, Secretary, Treasurer, organise venue, program, registration, etc for National Conference and National Council meetings.
 - b. compile/distribute agendas
 - c. prepare and distribute minutes
 - d. draft correspondence related to motions from conference.
5. Update the Constitution and records of the Guild.
6. Is the Public Officer of the Guild.
7. Hold archival material and facilitate handing over to National Library Archives where necessary.
8. Finance - under the direction of the National Treasurer:
 - a. The Secretariat will hold original account documents, with copies forwarded to the National Treasurer.
 - b. All accounts payable will be submitted to the National Treasurer for approval/payment.
 - c. The Secretariat will, under the guidance of the National Treasurer, prepare and submit accounts for audit.
9. The National Executive Officer will meet with the incoming National Office Bearers (President and Secretary) as soon as practicable after the completion of the Biennial National Conference at which they were elected to facilitate the exchange of necessary information and discuss the way ahead.

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NATIONAL BY-LAWS

By-Law No.7

VOTING AT MEETINGS OF THE NATIONAL COUNCIL

- 7.1 Un-financial Members are not entitled to vote at any meeting of the National Council.
 - 7.1.1 Members are deemed to be financial if they have paid all capitations owed to the end of the June quarter.

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NATIONAL BY-LAWS

By-Law No.8

NATIONAL PRESIDENT

- 8.1 The National President shall be invited to attend and speak at least one meeting in each Member State during her term of office.

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NATIONAL BY-LAWS

By-Law No.9

HONORARIUM FOR NATIONAL OFFICE BEARERS

- 9.1 That the National President be paid an honorarium of \$5,000 per anum.
- 9.2 That the National Secretary be paid an honorarium of \$2,500 per anum unless the position is undertaken by the National Executive Officer, then no honorarium for that position will be paid.
- 9.3 That the National Treasurer be paid an honorarium of \$2,500 per anum.
- 9.4 That if one person holds both the positions of National Secretary and National Treasurer an honorarium of \$3000 be paid per anum.
- 9.5 If the position of Secretary is undertaken by the National Executive Officer, then no honorarium for that position will be paid.

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NATIONAL BY-LAWS

By-Law No.10

NATIONAL PATRON

- 10.1 The National Council may from time to time invite any distinguished person or persons to be a patron or patrons of the Guild but such patrons are not, by virtue of their being patrons, entitled to have any voice in the affairs of the Guild