



PARENTS WITHOUT PARTNERS (WA) INC

CONSTITUTION AND BY-LAWS

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A.G.M. JULY 28th 2001

Constitution
Including Aims and Objectives....Definitions....Constitutional Rules....Standing Orders....
Disciplinary Guidelines....By-Laws....Duties of Office Bearers

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References contained herein may need to be amended after a reasonable period of alterations. Alterations shall be published in the monthly magazine following acceptance

*This constitution was updated in January 2000
Thank you to everyone who helped*

Passed at A.G.M. 28th July 2001

*Changes to Nominating Committee & Election Procedures
Accepted by Commissioner of Consumer Protection
With effect from 16th December 2006*

PREAMBLE TO THE CONSTITUTION

AS CONSCIENTIOUS SOLE PARENTS IT IS OUR PRIMARY ENDEAVOUR TO BRING OUR CHILDREN TO HEALTHY MATURITY WITH THE FULL SENSE OF BEING LOVED AND ACCEPTED AS PERSONS AND WITH THE SAME PROSPECTS OF NORMAL ADULTHOOD WHICH COULD BE EXPECTED OF CHILDREN WHO ARE GIVEN THE OPPORTUNITY TO MATURE WITH BOTH PARENTS TOGETHER.

PARENTS AND CHILDREN, IN SOLE PARENT FAMILIES, FACE UNIQUE AND CHALLENGING CIRCUMSTANCES. FOR CHILDREN TO MATURE AND FLOURISH IN THE ABSENCE OF EITHER PARENT REQUIRES AN ADDED MEASURE OF LOVE, UNDERSTANDING AND SOUND GUIDANCE. THE PROVISION OF THESE NEEDS IS A RESPONSIBILITY INHERENT IN PARENTHOOD, REGARDLESS OF MARITAL STATUS.

THE CHALLENGE OF PROVIDING, BOTH FOR OURSELVES AND OUR CHILDREN, A NURTURING FAMILY LIFE, IS OFTEN COMPLICATED BY THE ESTABLISHED PATTERNS OF COMMUNITY LIFE. CONSEQUENTLY, A NEED EXISTS FOR COMMUNITY RESOURCES TO ASSIST SOLE PARENTS IN COMMUNICATING AND MEETING THEIR SPECIAL CIRCUMSTANCES.

THEREFORE, WITH THE CONVICTION THAT THIS CAN BE ACHIEVED THROUGH WORKING TOGETHER, THE EXCHANGE OF IDEAS AND THROUGH THE MUTUAL UNDERSTANDING,` HELP AND COMPANIONSHIP WHICH CAN BE FOUND IN ONE ANOTHER PARENTS WITHOUT PARTNERS HAS BEEN ESTABLISHED TO FURTHER OUR COMMON WELFARE AND THE WELL BEING OF OUR CHILDREN.

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AIMS AND OBJECTIVES

1. NAME

- 1.1. The name of the Incorporated Association shall be "Parents Without Partners (Western Australia) Incorporated" hereinafter referred to as P.W.P. , P.W.P.(WA). or the Association.
- 1.2. As a State Member Association of Parents Without Partners (Australia) Inc P.W.P.(WA) may also be referred to as "Parents Without Partners Western Australian Inc".
- 1.3. The Association is an international, self-help, non sectarian, non profit, welfare and educational organisation, devoted to the interests and re-adjustment of Sole Parents and their children.
- 1.4. Interpretation
 - 1.4.1 In these Rules unless the contrary appears, "THE ACT" means "The Associations Incorporation Act 1987".
 - 1.4.2 Words or expressions contained in these rules shall be interpreted in accordance with provisions of the State Government Act, including amendments, under which P.W.P.(WA) was incorporated.
 - 1.4.3 Alterations to the Constitution must not be in conflict with State Government Act under which P.W.P.(WA) was incorporated and must be registered with the Department of Corporate Affairs (Associations Division) and the Deputy Commissioner of Taxation (Perth Office).
- 1.5. Copies of the P.W.P.(WA) Constitution shall be lodged with the Department of Corporate Affairs and the Deputy Commissioner of Taxation.

2. OBJECTIVES

- 2.a To aid, assist and encourage Sole Parents to support and sustain their children as viable and happy units.
- 2.b To represent to the community, government and non-government agencies, the special needs of Sole Parents and their children as a significant group in the population, in matters pertaining to their welfare and to promote recognition, understanding and improvement of their specific circumstances.
- 2.c To develop and provide broad and comprehensive programmes of group activities of an educational, family support, welfare, cultural and recreational nature in which participation by Sole Parents and their children will be a satisfying experience for its inherent value and for the development of the feeling of group identification.
- 2.d To promote an explicit code of conduct and behaviour for Sole Parents with special emphasis on the welfare of their children; to support professionally approved standards of parental conduct in divided family situations and to develop acceptable ways and methods by which parents can handle problems affecting their children.

- 2.e** To ascertain, promote and encourage among separated, divorced and sole parents, the best possible practice on access and custody, with the happiness and emotional well-being of the child as the primary consideration and accepting that each child is entitled to the love and guidance of both the mother and the father.

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- 2.f** To make the benefit of our experience readily available to Sole Parents in need of guidance and also, wherever it may be acceptable, to courts of law in an Amicus Curiae (Friend Of The Court) capacity with the welfare of the children as the primary consideration.
- 2.g** To encourage and develop an increased awareness of the fathers role in the development of the child, with particular reference to divided family situations and to encourage and promote the interest of lone fathers in supporting active and positive participation in the upbringing, development and welfare of their children.
- 2.h** To support, promote, sponsor and conscientiously work towards improved legislation in matters relating to the welfare of Sole Parents and their children.
- 2.i** To co-operate and maintain liaison with other institutions and organisations having similar objects on matters of mutual interest.
- 2.j** To establish, promote and maintain liaison and co-operation with the National Body of Parents Without Partners (Australia) Inc. and to take all steps to protect the name and the corporate symbols of the National body.

3. POWERS

For the purpose of furthering the 'Objects of the Association' the Association shall have the power to:

- 3.a** Form or assist in the formation of Branches of P.W.P. throughout the State.
- 3.b** Establish a Professional Advisory Panel comprising persons who, by reason of their stature in the community, organisational ties, learning and professional interest would constitute an asset to the organisation and be of assistance in furthering its objects and programmes.
- 3.c** Support constructive programmes designed to save marriages, particularly where children are concerned.
- 3.d** Make representations to the Government and utilise the facilities of Government Departments and Agencies, with the view to furthering the objects of the Association.
- 3.e** Carry out the objects through support promotion of such activities as lectures, discussion groups, recreational and group activities, advisory services, scientific studies, surveys, collections, publications and dissemination of studies and information and other activities incidental to the welfare of Sole Parents and their children.
- 3.f** Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property which may be deemed necessary or convenient for any of the objects of the Association.
- 3.g** Buy, sell and supply and deal in goods of all kinds.

- 3.h** Construct, maintain and alter buildings or work necessary or convenient for any of the objects of the Association.

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- 3.i.** Accept any gifts, whether subject to special trust or not, for any one or more of the objects of the Association.
- 3.j** Take such steps from time to time as the State Management Committee or members at a meeting of the State Council may deem expedient for the purpose of procuring contributions to the funds of the Association.
- 3.k** Print and publish such newsletters, periodicals, books, leaflets or other documents which have been approved by the State Management Committee of Parents Without Partners Western Australia Inc.
- 3.l** Borrow and raise money in such manner and on such terms as the State Management Committee may approve or direct by resolution passed at a State Management Committee Meeting and secure the repayment of money so raised or borrowed or the payment of a debt or liability of the Association giving mortgages, charges or securities upon or over all or any of the real or personal property of the Association.
- 3.m** Any gifts, inheritances, monies or properties are to be managed as per the doner's instructions and in accordance with Western Australian law under the rules and guidelines of the constitution of Parents Without Partners WA Incorporated
- 3.n** Make gifts, subscriptions or donations to any of the funds, charities, authorities or institutions to which Section 78 (1)(a) of the Income Tax Assessment Act 1936 of the Commonwealth relates.
- 3.o** In the event that any particular issue is not expressly covered by the Constitution and/or By-Laws of P.W.P.(WA) Inc., then the State Management Committee shall invoke or direct supplication of the relevant constitutional clause or by-law from the Constitution/By-Laws of Parents Without Partners Western Australia Inc., provided such supplication does not contravene West Australian State Law.

DEFINITIONS

In this Constitution unless the contrary intention appears:-

1. **ANNUAL GENERAL MEETING** means the annual general meeting of State Council.
2. **BRANCH** means a unit authorised by the State Management Committee, approved and named after the local geographic area in which it is formed, and authorised to implement the day to day activities of Parents Without Partners in that area.
3. **DELEGATE** means a member approved by the Branch so formed within the boundaries of Western Australia, who is appointed by that Branch to represent the Branch at the Annual General Meeting or Special General Meeting of State Council.
4. **DIVISION** means a unit of Parents Without Partners (Western Australia) Inc. being a designated area comprising a number of Branches for the purpose of convenience of administration.
5. **MONTH** means a calendar month.
6. **NOTICE OF MOTION** means a motion of which two (2) calendar months notice is given in writing to the Honorary Secretary.
7. **ORDINARY RESOLUTION** means a resolution requiring a simple majority of the eligible voters present.
8. **PARENT** means a person who is a natural, adoptive, step or foster parent who has had care and/or custody of a child.
9. **PARENT WITHOUT PARTNER** or **LONE PARENT** means a person who is a parent and a lone parent by reason of being widowed, divorced, separated, deserted or never married.
10. **STATE COUNCIL** means the Council of members represented by Delegates from 'Chartered' Branches formed by the State Management Committee under the provisions of the Constitution of Parents Without Partners (WA) Inc.
11. **STATE MANAGEMENT COMMITTEE** means a group of members elected or appointed under the provisions of this Constitution, plus a Branch Representative from each of the Branches of Parents Without Partners (WA) Inc., who are entrusted with, and responsible for, the day to day conduct, overall control and administration of P.W.P.(WA) on a State basis.
12. **SUB COMMITTEES** means committees appointed to deal with special aspects, eg. finance, activities, new members, etc., such a sub committee may be called by some other title such as 'Committee' or 'Standing Committee'. Sub Committees can either be standing or 'AD HOC'. Standing Committees are those appointed to administer a permanent function; AD HOC Committees are those appointed for a specific one-time function, at the conclusion of which that committee goes out of existence.

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13. **SPECIAL RESOLUTION** means a resolution of which at least six (6) weeks notice is given in writing, and which is declared to be carried only if there is a majority vote of votes cast, by delegate vote, of at least two-thirds (2/3) of those present and eligible to vote.
14. **WRITING** means any method of reproducing the written word in a visible form.
15. **"AMICUS CURIAE"** (Aims and Objectives 2.f) means Friend of the Court, disinterested adviser.
16. **VOTING**
 - (a) **SIMPLE MAJORITY VOTE:** Used at State and/or Branch meetings to decide issues other than issues stated under the P.W.P.(WA) Constitution that require an "Absolute Majority Vote". All other issues shall be determined by a simple majority of the eligible voters present.
 - (b) **ABSOLUTE MAJORITY VOTE:** Used to decide specific issues as provided for in the Constitution, and shall be declared resolved by a majority vote of those who are entitled to vote on that Committee/Meeting.

In these rules unless the contrary intention appears:

- (a) The words importing the masculine gender, includes the female.
- (b) The words in the singular include the plural, and words in the plural include the singular.
- (c) A reference to a rule by number shall be construed as a reference to the rule so numbered in this Constitution.
- (d) Reference for clarification of the rules herein contained shall be "**GUIDE FOR MEETINGS AND ORGANISATIONS**" as written by N. E. Renton

CONSTITUTION RULES

1. MEMBERSHIP

1.1 ELIGIBILITY

1.1.1

To be eligible for membership of P.W.P. a person must be a parent and be single by reason of death of, divorced or separated from, their partner, or be a parent that has never married, or other reason deemed acceptable to the State Management Committee. Membership is open to both men and women.

1.2 APPLICATION

1.2.1.

An application for membership shall apply in writing on a form provided by P.W.P. and forwarded with the prescribed fee to the address stated on the application form.

1.2.2.

An application for membership shall mean that the applicant agrees to abide by all the Rules and By-Laws of this organisation and as they may be altered or varied from time to time, in accordance with the provisions of this Constitution.

1.3 TYPES OF MEMBERSHIP

1.3.1

There shall be the following types of membership:

- (a) Ordinary
- (b) Provisional
- (c) Associate
- (d) Honorary
- (e) Life Member

1.3.2

ORDINARY MEMBER

One whose period of "Provisional Membership" is completed, and who is a member in good standing. The term 'in good standing' means currently financial and not under suspension.

1.3.3.

PROVISIONAL MEMBER

One whose application for membership, accompanied by the required 12 month fee, has been accepted provisionally for a period of ninety (90) days. Unless the membership is declared ineligible by the S.M.C. 'Ordinary Membership' then becomes automatic at the end of this period. A Provisional member may not hold office or vote.

1.3.4.

ASSOCIATE MEMBER is an 'Ordinary Member' who:-

- (a) Marries.
- (b) A member who resumes an existing marriage, ceases to be an 'Ordinary Member' and shall not become eligible for associate membership.
- (c) Associate Members have the same privileges as 'Ordinary Members' except cannot vote or be elected to office. they may however complete their term on committees to which they were elected prior to becoming an Associate member, but may not vote
- (d) The term of an 'associate member' is limited to twelve months, with the membership fee for any part year being charged pro-rata, based on the 'ordinary' membership fee structures.

1.3.5

HONORARY MEMBER

Honorary Members may be appointed at the Annual General Meeting of State Council, on the recommendation of the SMC, to persons whose affiliation with P.W.P.(WA) is considered an asset by reason of professional experience, prestige, special ability, or outstanding service to P.W.P. NO FEE will be required and that person shall not hold office or vote.

1.3.6

LIFE MEMBER

A member who in the opinion of the SMC has, over a long period, evidenced a sustained and active interest in the work of P.W.P. and given outstanding proof of generous, exemplary and dedicated service to P.W.P. may by special resolution passed by the SMC meeting and ratified by the Annual General Meeting of State Council, be granted Life Membership, subject to the requirements and limitations contained in the By-Laws.

1.3.7

REFUSAL OF MEMBERSHIP

- (a) The SMC reserve the right to refuse any membership.
- (b) The SMC shall have the power to expel, suspend or take other disciplinary action against any member whose conduct is deemed to be detrimental to the standards of P.W.P.
- (c) Any member expelled or suspended under clause (b) above shall have the right of appeal, in accordance with the rules governing 'Disciplinary Procedure' guidelines (section no 5 of this Constitution).The result of such appeal shall be final, and no refund of membership fees shall apply.

1.4.1.

MEMBERSHIP FEES

Upon application to join or when renewing membership, the fee charged shall be for a twelve(12) month period.

1.4.2.

No fees shall be refunded unless deemed appropriate by the SMC.

1.4.3.

Any member who does not renew their membership shall be struck from the membership rolls and shall lose all rights and privileges of a member.

1.5 GENERAL

1.5.1

Each member shall inform the State Office and their Branch Membership Secretary, in writing and within 30 days, of any change in address, marital status, including resumption with their former partner.

1.5.2

All members in good standing may participate in all P.W.P. activities, subject only to necessary limitations imposed on attendance at functions.

1.5.3.

All 'Ordinary' members in good standing may vote on all matters at meetings which they are eligible to partake, and may nominate or be nominated for office on the various committees for which they are eligible.

2. PATRON(S)

2.1

His Excellency the Governor of Western Australia shall be invited to be the 'Vice Regal Patron' of P.W.P.(WA) Inc.

2.2

The 'State Patron' of P.W.P.(WA) Inc shall be a person whose stature in the community, organisational ties, or personal interest constitute an asset to P.W.P. and may be of assistance in furthering our 'Aims and Objectives'.

2.3

Invitations to individuals to become State Patron(s) of P.W.P. shall be issued by the S.M.C. after due evaluation of the name proposed.

2.4

The Patron(s) shall be Honorary Members of P.W.P.(WA) Inc.

3 STATE OFFICE BEARERS

3.1 Eligibility

3.1.1.

To be eligible for nomination or election as an Office Bearer, a member shall be an Ordinary member in good standing, not held to be ineligible to hold office in any provision of these rules

3.1.2.

Office Bearers who re-marry during their year of Office may continue in office until the following meeting of the State council but shall not be eligible for re-election.

3.1.3.

Members nominating for State Office must have served in Office at Branch level for a minimum period of 12 months. Exception to this rule is for the position of State Treasurer which may be filled by a properly trained accountant, book-keeper, economist or other recognised qualification suiting that person to the position.

3.1.4.

Members nominating for the office of State President must have held an Office Bearers position at State level for a period of not less than twelve(12) months.

3.2 Composition

3.2.1.

The list of Office Bearers shall comprise:

EXECUTIVE OFFICE BEARERS

- (a) President
- (b) Vice President Administration
- (c) Vice President Programmes
- (d) Secretary
- (e) Treasurer
- (f) Family Support Co-Ordinator
- (g) Immediate Past President

NON EXECUTIVE OFFICE BEARERS

- (a) Public Relations Director
- (b) Education and Development Director
- (c) Activities Co-ordinator
- (d) State F.I.T.A.P. Officer
- (e) Youth and Children's Affairs Co-ordinator
- (f) Scholarship Director
- (g) Camping Director
- (h) Branch Liaison and New Branch Formation Director
- (i) Newsletter Editor

3.2.2.

Immediate Past President is the member who for a period of not less than six(6) months and one(1) day, was the last person to hold the office of President, and who being an Ordinary financial member eligible for election to an office or position on the SMC has not been so elected. The I.P.P. shall be granted full rights (including voting rights) on SMC subject to a simple majority vote of either the SMC or State Council.

3.2.3. Election of Family Support Co-ordinator

The election of State Family Support Co-ordinator shall only become effective upon satisfactory compliance and conclusion with the conditions as set out in the By-Laws of this Constitution.

3.3 ELECTION OF OFFICE BEARERS**3.3.1**

The list of State Office Bearers as per 3.2.1. shall be elected at the Annual General Meeting of State Council, in any sequence convenient to the State Council, and shall assume office after such meeting and shall retire at the following Annual General Meeting of State Council, or at the time he/she ceases to be a financial member in good standing in P.W.P(WA), whichever comes first.

3.3.2. Casual Vacancies of Office Bearers

The filling of casual vacancies shall be by appointment by the SMC. Those so appointed shall hold office until the next Annual General Meeting of State Council or until he/she ceases to be a financial member in good standing in P.W.P.(WA), whichever comes first.

3.3.3.

In the event of no names being received for an office, as listed in 3.2.1., by the due date for the closure of written nominations, nominations may be accepted for that office at the Annual General Meeting of State Council, such nominations to be made and seconded by the Branch Delegates of two of the Branches attending.

3.3.4.

All elections for Office at the Annual General Meeting of State Council shall be by secret ballot, Branch Delegates only voting, and optional preferential voting system being used. The Nominating Committee shall scrutinise the counting of votes, with the result being announced by the Chairman. If Country Branches (those outside the metropolitan area) are unable to be represented by their Branch members as Delegates, they may cast their votes for Office Bearers by letter or telegram to the Nominating Chairman.

3.3.5

In the event of only one nomination being received for a position, the member nominated shall NOT be declared elected except by the vote by secret ballot of the Branches in attendance and eligible to vote.

3.3.6.

Branches entitled to vote at a State Council Meeting via the Branch Delegates, shall only be 'Chartered' Branches of P.W.P.(WA)

3.3.7. Removal from Office

Any Office Bearer not complying with his responsibilities as listed in the By-Laws of this Constitution, or absent from three(3) consecutive meetings of the SMC without leave, may be removed from office by an absolute majority vote of those members of SMC present at the meeting that the issue is raised, after being given the opportunity to justify his/her position, and shall have the right of appeal to State Council.

3.3.8.

For the purpose of these rules, the office of any Office Bearer shall become vacant if the Office Bearer:-

(a) ceases to be a member of P.W.P.

(b) resigns his/her office by notice in writing given to the Secretary.

(c) is removed pursuant to rule 1.3.7.

3.4 Duties**3.4.1**

Duties of Office Bearers are those listed in the By-Laws of this Constitution.

3.4.2.

These duties may be varied by the SMC in order that the duties are those best suited to the needs of this organisation.

4 STATE COUNCIL**4.1 Composition****4.1.1.**

State Council shall consist of the State President, State Secretary and the Delegates representing the 'Chartered' Branches of P.W.P.(WA), with the State Office Bearers acting in an advisory capacity

4.1.2

In the event of the absence of the State President, State Council will be chaired by the State Vice President Administration, or in the event of the absence of the VPA then the State Vice President Programmes, or in the event of the absence of all three, State Council shall elect a chairman from those present.

4.1.3.

In the event of the absence of the State Secretary, who will also act as Minute Secretary, State Council shall elect a Minute Secretary from those present.

4.2 Branch Delegates**4.2.1.**

Each 'Chartered' Branch of P.W.P.(WA) shall nominate not more than three(3) Delegates to represent their Branch. Those nominated shall be empowered to cast the Branch entitlement of votes, and/or speak so as to express the views of that Branch and its members on matters before the State Council.

4.2.2.

Such Delegates shall be elected by the Branch Members and communicated to the State Secretary in writing at least twenty one (21) days prior to the State Council Meeting. Notification to the State Secretary shall be signed by the Branch President and Branch Secretary, or in the absence of either one shall be signed by the other and counter-signed by the Branch Vice President or Branch Treasurer

4.2.3

Branch members at their meeting shall instruct the Delegate(s) on all matters notified to the Branches in writing from the SMC and/or those directed to carry out this task. This includes nominations for election at the State Council meeting.

4.3 Voting at State Council

4.3.1.

Voting at State Council meetings shall be by Branches only.

4.3.2.

Number of votes able to be cast by the respective Branches via their Delegates shall be calculated as per the formula contained in the By-Laws.

4.4 Quorum for State Council

4.4.1.

The quorum for State Council meetings shall be one (1) more Branch than 50% of the chartered Branches, and one (1) more than 50% of the total number of Delegates, including proxy Delegates, nominated as per 7.2 and 11.5, plus three (3) members of the State Executive.

4.5 Functions of State Council

4.5.1

Shall elect State Office Bearers of P.W.P.(WA).

4.5.2.

Shall consider matters proposed by Branches and the SMC for the purpose of directing the SMC.

4.5.3

Shall receive for adoption the audited statement of accounts, or Treasurers report subject to audit, of the financial transactions of the last P.W.P. financial year.

4.5.4.

Shall determine proposed constitutional changes that have been submitted in accordance with the rules of this Constitution.

4.5.5.

Shall set the membership fees and/or make variations on the recommendations as submitted by the SMC

4.5.6.

Shall at the Annual General Meeting of State Council receive the Annual Report for adoption.

4.5.7.

Shall appoint the Auditor(s) for the ensuing year.

4.5.8

Shall consider ratification of bestowing 'Life Membership' on a nominee submitted in accordance with the rules of this Constitution by the retiring SMC.

4.6 Meeting of State Council

4.6.1.

The Annual General Meeting of State Council shall take place within three(3) months of the end of the P.W.P. financial year.

4.6.2.

Special meetings of State Council shall only be convened on the absolute majority of the S.M.C. and shall only consider those matters for which such meeting was convened. The number of Branch Delegates for such meetings shall be the same as for the previous normal meeting. A 'Special Meeting' shall not be convened if it cannot be held at least twenty one days prior to the next normal meeting.

4.7. Agenda Deadlines for State Council**4.7.1.**

Proposed constitutional changes for decision at either the Annual General Meeting or Special General Meeting of State Council shall be in accordance with the rules of this Constitution.

4.7.2.

Non-constitutional items and/or nominations for State Office Bearers shall be submitted by (a) Branches, (b) State Management Committee and/or (c) State Executive no later than forty-two(42) days prior to the Annual General Meeting or Special General Meeting of State Council, for inclusion on the agenda of the State Council Meeting. All proposed agenda items from Branches shall be submitted in writing to the State Secretary.

4.7.3.

The State Secretary, after preparing the agenda for the State Council Meeting in consultation with the State President, shall distribute copies of the agenda and any supportive information to the Branches at least twenty-one(21) days prior to the meeting of State Council.

5 STATE MANAGEMENT COMMITTEE**5.1 Composition of State Management Committee****5.1.1.**

Members of the SMC shall comprise State Office Bearers and one(1) Branch Representative from each 'Chartered' Branch of PWP(WA).

5.2 Branch Representative**5.2.1.**

Each 'Chartered' Branch shall elect a representative on SMC and a deputy representative at the Branch AGM.

5.2.2.

Each Branch shall advise the State Secretary in writing within fourteen (14) days of the Branch AGM (signed by two of the following:- Branch President, Branch Vice President or Branch Secretary), of the names of the Branch Representative and Deputy Branch Representative for SMC

5.2.3.

A Branch shall be free to change the representative and/or deputy representative at any time by following the procedure in 3.3.2.

5.3 Function of State Management Committee**5.3.1.**

The affairs of P.W.P. shall be managed by the SMC

5.3.2.A

The SMC:-

(a) Shall control and manage the business and affairs of P.W.P.

(b) May, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by P.W.P. other than those powers and functions that are required by these rules to be exercised by general meeting of the members of P.W.P.

(c) Subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the SMC to be essential for the proper management of the business and affairs of P.W.P.

The SMC shall be responsible for the day to day conduct of PWP affairs at State level.

5.3.2.B

The SMC shall, at its first meeting after the Annual General Meeting of State Council appoint necessary 'Standing' Committees.

5.3.3.

The SMC shall fill vacancies in the Committees and positions in 3.3.2. as they occur.

5.3.4.

The SMC shall define the duties of the holders of positions in 3.3.2. and may amend these from time to time.

5.3.5.

The SMC shall formulate and administer the general policies and procedures of P.W.P.

5.3.6.

Establishment of Branches, divisions of Branches and alterations to Branch boundaries.

5.3.7.

Establishment of Ad-Hoc Committees, to operate on a short-term basis on specific problems.

5.3.8.

Shall be the authority for a decision to affiliate P.W.P. with any other body.

5.3.9.

No member of the SMC shall be appointed to or retain any permanent paid office of P.W.P. which he/she is a member of P.W.P.

5.3.10

No member of the SMC shall directly or indirectly supply goods or services to P.W.P. where such goods or services can be satisfactorily obtained cheaper elsewhere/locally.

5.3.11

Any member of the SMC who has a financial interest in any contract or arrangement made or proposed to be made with P.W.P. shall disclose his/her interest at the first meeting of SMC at which the contract or arrangement is first taken into consideration if his/her interest then exists or in any other case at the first meeting of the SMC after the acquisition of his/her interest. If he/she becomes interested in a contract or arrangement after it is made or entered into, he/she shall disclose his/her interest at the first meeting after he/she becomes so interested

5.3.12

No member of the SMC shall vote as a member of the SMC in respect of any contract or arrangement in which he/she is so interested as aforesaid, and if he/she do so vote his/her vote shall not be counted.

5.4 Meetings**5.4.1**

The State Management Committee shall meet at least ten(10) times per year, on such a day and at such an hour as may be determined, and the Secretary shall give at least seven(7) days notice of such a meeting.

5.4.2.

Extraordinary meetings of the SMC may be called by the President, or at the request of three(3) members thereof. The Secretary shall give at least seven(7) days notice of such meeting, stating the purpose of such meeting, and no other business may be conducted at such meeting.

5.4.3

At all meetings of SMC the President, or in his absence a Vice President, in order of seniority, shall reside, but if none of these Office Bearers are present, the members shall choose one of their number to be Chairman at that meeting, always providing a quorum is present.

5.4.4

A quorum at any meeting of SMC shall be seven (7) members, including four(4) Office Bearers and three(3) Branch Representatives.

5.4.5

Any Office Bearer absenting him/herself from three(3) consecutive meetings of the SMC or Committee meetings without written notification of an acceptable reason, shall at the discretion of the SMC FORFEIT HIS SEAT.

5.4.6

MINUTES SHALL BE KEPT OF THE PROCEEDINGS OF ALL MEETINGS OF THE SMC. Such minutes shall be confirmed at the next normal meeting of the SMC and signed as a correct record by the Chairman of that meeting.

5.4.7

No resolution of the SMC shall be varied or rescinded before the expiration of one(1) calendar month after each resolution has been passed, except at a special meeting of the SMC called for that purpose, or by an absolute majority of the whole SMC.

5.4.8

Voting: Each member shall be entitled to one(1) vote and in the event of equality of votes, the Chairman shall have the casting vote.

5.4.9

If requested by two(2) or more members present at the meeting at which the question arises, voting shall be by secret ballot, otherwise it shall be a show of hands.

6 GENERAL

6.1

Central Committees shall be established to manage, subject to control of the SMC to which they will report, specific aspects of PWP affairs.

6.1.1

Each committee shall consist of at least three(3) PWP members appointed by the SMC.

6.1.2

Each Committee shall have as its chairman the SMC designated Director or Office Bearer responsible for that aspect of PWP functioning

6.2 Standing Committee

6.2.1

There shall also be sub-committees of a permanent nature as in 6.2.3

6.2.2

The SMC may authorise the establishment of additional Standing Committees and such additional Standing Committees may also be abolished by the SMC.

6.2.3

- (a) Scholarship Committee
- (b) F.I.T.A.P Activities Committee
- (c) Family Activities Committee
- (d) Camping Committee
- (e) Financial and Budgeting Committee
- (f) Office Management Committee
- (g) Welfare (F.S.P.) Committee
- (h) Branch Formation Committee
- (i) State Function Committee
- (j) Building Fund Committee
- (k) Internal Auditor

6.2.4

Sub-committees shall function under the auspices and control of a committee as designated by the SMC.

6.3 Ad-Hoc Committees**6.3.1**

Subject to the limitations in 6.1 and 5.3.7., ad-hoc committees may be appointed from time to time.

6.3.2

Such committees shall cease to exist immediately their term of references have been fulfilled.

7 BRANCHES AND GROUPS**7.1 General****7.1.1**

The SMC shall advise any groups of sole parents within Western Australia of the means to establish Branches of P.W.P. in their areas, such new Branches to serve a minimum probationary period of ninety (90) days from formation before receipt of their charters and full admission to the Organisation.

7.1.2

All Branches shall subscribe to and pledge adherence to the purposes of P.W.P. as expressed in the Constitution, as the same may exist or may be lawfully amended.

7.1.3

A Branch may accept membership from persons residing beyond the geographical limitations of the Branch, except that it shall not solicit such membership within an area covered by another Branch. Nothing herein contained, however, shall prevent a person in one Branch from seeking membership in another Branch.

7.1.4

The SMC may similarly endorse the formation of, and recognise as official, any group within P.W.P. which performs a service to members, and is open to all members regardless of Branch. Such groups shall operate as closely as their limitations allow to Branches, but shall not have the same rights as specifically allowed by the rules.

7.1.5

A monthly general meeting of Branch members shall be held for the purpose of conducting the General Business of the Branch. The Branch Annual General Meeting shall be held within 3 months of the close of the financial year.

7.2 Branch Office Bearers**7.2.1**

The following Office Bearers shall be elected at the Branch Annual General Meeting:-

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Membership Secretary
- (f) Family Support Co-ordinator
- (g) Adult Activities Co-ordinator
- (h) Family Activities Co-ordinator
- (i) Family Individual Talents Awards Programme Co-ordinator (formerly I.Y.E.A.)
- (j) Public Relations Officer
- (k) Immediate Past President
- (l) General Committee Persons

7.2.2

Provisions 3.1.1. and 3.1.2. for State Office Bearers apply also to Branch Office Bearers as do also the sub-clauses under 3.2.1. and 3.2.2. that refer to Immediate Past President.

7.2.3

Candidates for Office Bearers must be nominated in writing, signed by two(2) Branch members eligible to vote, and must signify his acceptance of his nomination, such to be received by the Returning Officer at least twenty-one (21) days prior to the Annual General Meeting. The Returning Officer shall be appointed at the preceding Branch General Meeting.

7.2.4

P.W.P. members shall be advised of procedure in 7.2.3. in the appropriate Branch newsletter or other official Branch communication.

7.2.5

In the event of no nominations being received for any Office, nominations may be accepted at the Annual General Meeting.

7.2.6

All elections shall be by secret ballot (unless an absolute majority present decide otherwise)and by optional preferential voting. If only one candidate is nominated than 3.3.5. applies. The Chairman shall appoint two members, who are neither candidates nor have voting rights, to scrutinise and count the votes in each election.

7.2.7

An Office Bearer not complying with his duties or absent from three(3) consecutive Branch Committee meetings, or a combination of both, without leave, may be removed from Office by an absolute majority vote of the full committee.

7.2.8

As far as is appropriate to Branch activities, the duties of Office Bearers shall be those of the same positions at State level.

7.2.9

The Branch Treasurer shall bank all monies within two(2)bank trading days.

7.2.10

The Immediate Past President shall work solely in an advisory capacity to the Branch Committee and assist the Committee where necessary.

7.3 Branch Committee**7.3.1**

The Branch Committee shall consist of the Branch Office Bearers and the Committee Persons.

7.3.2

The Branch Committee shall function on Branch matters as closely as possible to the SMC.

7.3.3

Other committees, similar to the State Standing Committees, may be established by the authority of a monthly meeting, to which they will report to the Branch Committee.

7.4 Functions**7.4.1**

Branches shall organise recreational, welfare, educational, children's and other activities for members, to further the objects of P.W.P.

7.4.2

(a) Branches shall be the normal means of introduction to P.W.P. of Prospective Members and their recruitment.

(b) Where a Prospective Member is unable to pay the membership fee due, the fee may be paid by the Branch at the discretion of the Branch Executive Committee.

7.4.3

Branches may conduct local public information activities appropriate for their function and growth, subject to P.W.P. policy.

7.4.4

Branches, as appropriate, will act in furtherance of P.W.P. policy and within procedures established by S.M.C.

7.5 By-Laws**7.5.1**

The SMC may enact general Branch By-Laws to compliment the provisions of these rules concerning Branches.

8 GENERAL PUBLICITY**8.1 Public Relations and Publicity**

The nature of membership and activities, as well as the achievements and aims, places a particular emphasis on the public stature and reputation of the Organisation. Therefore, all publicity and releases shall be approved by SMC through the Public Relations Director.

8.1.1

Branches may conduct the local publicity necessary for the proper functioning of their Branch, but copies of such material shall be forwarded to the appropriate Officer of the SMC for prior approval.

8.1.2

The official journal of P.W.P. shall be 'Stepping Stone', a monthly newsletter to all members

9 FINANCE**9.1 General****9.1.1**

The income and property of P.W.P.(WA)Inc, however derived, shall be applied solely towards the promotion of the objects of P.W.P.(WA)Inc. and no portion thereof shall be paid or transferred directly or indirectly by dividend, bonus or otherwise to any member of P.W.P.(WA)Inc.

9.1.2

P.W.P.(WA)Inc. shall not appoint a person who is a member of the State Management Committee to an Office of profit within P.W.P.(WA)Inc. to which there is payable any remuneration by way of salary or other benefit in money or monies worth, other than repayment of out-of-pocket expenses, except for that which qualifies under clause 5.3.10

9.2 Books**9.2.1**

The SMC shall cause to be kept proper books of accounts in which shall be kept full, true and complete records of the affairs of P.W.P. The books of account shall be those at the time being prescribed by law, and such others as the auditors may from time to time require.

9.2.2.

The books of accounting shall be available for inspection by all members of P.W.P.(WA) in accordance with the provisions contained in the By-Laws.

9.3 Banking**9.3.1**

The Treasurer shall receive all monies and arrange for the issue of receipts for same and shall pay all accounts by cheque.

9.3.2

The funds of the Organisation shall be deposited in the name of Parents Without Partners(WA) Inc. in any approved financial institution as approved by the SMC.

9.3.3

The State President, the State Treasurer and the State Secretary shall be signatories on all bank accounts operating in the name of Parents Without Partners (WA)Inc.

9.3.4

All accounts shall be paid by cheque which shall be signed by the Treasurer plus one of the following (a) President (b) Vice President (c) Secretary

9.3.5

The P.W.P. financial year shall be from 1st July to 30th June.

9.4 Auditors**9.4.1.**

The auditor(s) shall be appointed by the SMC and ratified by State Council, and shall hold office for one year.

9.4.2.

The auditor(s) shall examine the books of accounting of P.W.P.(WA) and furnish a balance sheet and a report thereon.

9.4.3

The auditor(s) appointed shall be a member of a recognised institute of accountants.

9.5 Internal Auditor**9.5.1**

The SMC at the first meeting after the Annual general Meeting of State Council shall appoint a suitably qualified person to the position of 'Internal Auditor'

9.5.2

At least once each year all books of accounting within P.W.P.(WA) shall be examined and audited in relation to finances and property of P.W.P.

10 BY-LAWS

10.1

The Constitution of P.W.P.(WA)Inc. is to be read in conjunction with the By-Laws to that Constitution.

10.2

The By-Laws shall be changed only in accordance with the conditions in the By-Laws for same.

10.3

Branch voting entitlements for State Council Meetings shall only be varied as per directive of the decision of State Council.

10.4

Notification as to intention as well as the result of the proposed amendment shall be published in the State magazine of P.W.P.(WA)in accordance with the requirements contained in the By-Laws.

11 ALTERATION TO THE CONSTITUTION

11.1

The rules and the statement purposes of the Association shall not be altered except in accordance with the Act at a special general meeting convened for the purpose, namely the Annual General Meeting or Special general Meeting of State Council. The meeting shall consider only amendments proposed by a member of a Branch or the SMC supported by a statement of reasons for the amendment.

11.2

Any proposed alternation to the Constitution shall be notified in writing to the Secretary, at least sixty (60) days before the proposed meeting of /state Council, and no article of the Constitution shall be altered, save by a three-quarter (3/4) majority of the Delegates and a majority of the Branches present at the meeting, of which at least twenty one (21) days notice has been given in accordance with 4.7.3. hereof.

11.3

All constitutional alterations shall be in accordance with State Laws and shall be registered with the Department of Corporate Affairs and the Deputy Commissioner of Taxation within fourteen (14) days of the Annual General or Special Meeting of the State Council called to consider such alterations.

11.4 Postal Voting

11.4.1.

Postal voting on amendments and/or election of State Office Bearers nominated as per By-Laws, shall be accepted from Country Branches (outside Metropolitan area) at the Annual Meetings of State Council or at a Special General Meeting of State Council.

11.5 Proxy Voting

11.5.1.

Country Branches (outside Metropolitan area) may allocate the power of 'Proxy Voting' for all other issues and elections which were not covered in 4.7.2. and 4.7.3., by submitting the name of the member selected by that Branch to be their 'Proxy Delegate' to the State Returning Officer, in writing, at the same time as submitting the Country Branches postal votes in 11.4.

12 GENERAL MEETINGS

12.1

All general meetings, other than the Annual General Meeting, shall be called Special General Meetings.

12.2

Notice of the Annual General Meeting or Special General Meeting of State Council, together with any proposed constitutional changes or any other major items on the agenda for State Council, shall be published in the monthly newsletter, the month prior to the State Council meeting, for the information of members.

12.3

Motions carried by a properly constituted Special general Meeting of State Council shall be of equal status as those passed at the Annual General Meeting of State Council of P.W.P.(WA) Inc.

13 RECORDS

13.1

All levels of P.W.P., and Committees, shall maintain proper financial and other records of activities appropriate to the scale of such activities.

13.2 All minutes shall be made available, as far as possible, for inspection by any member of P.W.P.

14 DISPOSAL OF ASSETS

14.1

In the event of the dissolution of the Association:

14.1 (A)

If upon the dissolution or winding up of the Association there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be paid to, or distributed to, some other Charitable Association or Institution which is approved under section 78 (1) (A) (ii) of the Income Tax Assessment Act, and having objects similar, wholly or in part to the objects of this Association, and which shall prohibit the distribution of its or their income and /or property among its or their members, which Association shall be determined at or before the winding up or dissolution.

14.1 (B)

That the Australian Taxation Office shall be duly notified of the date of Dissolution of the Association and that the Deputy Commissioner for Taxation will be advised of any changes to the Constitution.

15 DISSOLUTION OF THE ASSOCIATION

15.1

The Association shall not be dissolved except:

(a) in the event of the membership being reduced to less than 15 financial members, or

(b) by resolution of a Special State Council meeting convened for that purpose.

15.2

A resolution under this rule shall not be declared carried unless three-quarters (3/4ths) of the number of votes cast by those in attendance and eligible to vote, are in favour of the resolution.

15.3

That in the event of a 'Special State Council Meeting' being called to consider the dissolution of the Association, voting rights shall be ONE (1) vote per member of the Association. Proxy and/or postal voting shall not apply at this meeting.

STANDING ORDERS

- 1** These Standing Orders shall be applicable to all Council, General Meetings and shall be construed subject to the Constitution and By-Laws.
- 2** Meetings shall, subject to the presence of a quorum, start at the time set out on the notice and shall, subject to the discretion of the Meeting, continue until all business of the Agenda is disposed of.
- 3** Any member desiring to speak at a Committee, General or Council Meeting shall rise in his place and when called upon by the Chair, shall address the Chair. If two or more members rise simultaneously, the Chairman shall call upon the member who first caught his eye.
- 4.** When the Chairman rises to speak, any member on his feet shall resume his seat.
- 5** Except in Committee, no member other than the proposer of a motion or an amendment shall speak of it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
- 6** A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the Meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted. With the consent of the Chair and the seconder of a motion, and by leave of the Meeting, the proposer of that motion may alter it to include an amendment under discussion.
- 7.** If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
- 8.** A motion or amendment before the Chair may be reworded by the mover subject to leave of the Meeting.
- 9.** Except in Committee, no member shall speak more than once to any question, except that the mover of a motion (but not an amendment) shall have the right of reply, which reply shall close the debate.
- 10.** Provided the Chairman gives his permission and a seconder can be obtained, the mover of a motion or an amendment may reserve his right to speak to it subsequently. A member seconding a motion or amendment without speaking to it may reserve his right to speak to it subsequently.
- 11.** When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
- 12.** The Chairman shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or the amendment shall(subject in the case of a motion, to the mover's right of reply)be put without further debate.

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13. Any member may raise a point of order, which shall take precedence over all other business and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
14. Any member disagreeing with the Chairman's ruling on a point of order may move dissent. The Chairman need not hand the Chair over to a temporary Chairman, except by resolution of the Meeting, during debate on a point of order or dissent to the Chairman's ruling, but shall have the right to reply to issues raised.
15. Unless otherwise precluded from voting, the Chairman shall have a deliberate vote provided he exercises it before the result is known. On an equality of voting, the Chairman shall, where feasible, declare the question resolved so as to maintain the status quo.
16. A member who has not already participated in the debate may, at any time, whether another speaker has the floor or not, move "that the question be now put" which motion if accepted by the Chair shall be put without amendment or debate. The Chairman shall have absolute discretion to accept or refuse the motion. The Chairman may also of his own volition put the question if he feels that adequate discussion has taken place. In either case the mover of a motion shall retain his right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
17. A member may at any time move "that the speaker no longer be heard" or "that the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time shall be moved while a speaker has the floor.
18. During the discussion of a motion (but not an amendment) a member who has not already participated in the debate on the motion may move "that the question be NOT now put". This motion shall be open to debate, and shall be debated together with the original motion. If carried the original motion shall NOT be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed whilst an amendment is before the Chair but in no case shall it be put until all amendments have been disposed of.
19. A member may move "That the debate (or meeting) be now adjourned". Discussion shall be in order but only amendments as to the time and/or place shall be permitted. The motion shall take precedence over other business before the Chair except Points of Order.
20. A General Meeting may at any time during the discussion of a motion or an amendment resolve itself into a "Committee of the Whole".
21. Standing Orders 1-20 or any of them may be suspended by a majority of those present. A motion to this effect shall be open to debate.
22. No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a Rule of the Constitution, a By-Law or a Standing Order, except on a motion (of which due notice was given) to amend or repeal such Rule, By-Law or Standing Order.

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- 23 Notwithstanding anything hereinafter contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision had been made.
- 24 On the motion to confirm the Minutes, no questions except as to their accuracy shall be raised.
- 25 A direct negative to a motion shall not be a competent amendment.
- 26 A member claiming to have been misrepresented shall be entitled to make a personal explanation. Such explanations which may be made at any time (but not whilst another member has the floor) shall be confined to the alleged misrepresentation and must not introduce argument or new matter.
- 27 Unless otherwise resolved:
 - a) The proposer of a motion shall be allowed six (6) minutes to introduce it and four (4) minutes to reply to the debate
and
 - b) other speakers shall be allowed three (3) minutes
- 28 A Delegate, on receiving the call from the Chair, shall state his name and the name of the Branch, Region or appropriate body which he represents.
- 29 A motion submitted by a Branch or Region shall not, without the permission of that Branch or Region or its Delegates, be moved by the Delegate of another Branch or Region.
- 30 Any member who was present at a vote conducted by a show of hands or open count may have the fact that he voted for or against the question or abstained from voting (as the case may be) recorded in the Minutes. A request for this to be done must be made by the member concerned as soon as the result of the vote has been declared.
- 31 The Chairman may rule out any motion:
 - a. disrespectfully worded
 - b. substantially re-stating a resolution previously adopted
 - c. inconsistent with the Constitution or the Standing Orders
 - d. otherwise out of order.
- 32 The Chairman may rule out any amendment:
 - a. disrespectfully worded
 - b. substantially re-stating an amendment previously dealt with
 - c. contradicting the motion
 - d. irrelevant to the motion
 - e. otherwise out of order.
- 33 The Chairman shall, when reasonably requested to do so by any member, read or cause to be read, the motion, amendment and/or foreshadowed amendments, before the Chair. Such request shall not be made whilst any speaker has the floor.

- 34 When the Chairman rises to put the question, he may be interrupted by and shall give way to any member who has not previously spoken and desires to speak to or propose an amendment, except when the mover has spoken in reply, when the closure has been carried or when the previous question has been defeated. Such interruptions must be made before the "ayes" have been counted.
- 35 If the Chairman rules any language objectionable, the speaker shall forthwith withdraw it and apologise.
- 36 No recommendation in any report shall be taken as adopted by a Meeting unless a motion referring specifically to that recommendation or its subject matter has been carried.
- 37 All persons attending any Meeting shall sign the Attendance Book.
- 38 If the Chairman becomes aware at any stage of a Meeting that a quorum is no longer present, he shall either adjourn the meeting for thirty(30) minutes, or such shorter time as may serve to obtain a quorum or close the Meeting. Subject to any resolution previously passed, the Chairman shall fix the time for the next Meeting. All remaining business on the Agenda shall be included on the Agenda of the next meeting and shall take precedence over new business.
- 39 The Chairman may, after due warning, require a member to resume his seat if his remarks are irrelevant or if they are substantially repetitious of remarks made earlier in the debate (whether by the member concerned or not) provided that the member concerned may at once move that he be further heard, which motion shall be put without amendment or debate.
- 40 The Chairman shall maintain order. If, in his opinion the Meeting has become unduly disorderly, he may adjourn the Meeting for such a period as he thinks fit.
- 41 A declaration by the Chairman that a question has been carried or lost and an entry to that effect in the Minutes, shall be conclusive evidence of the fact without proof of the number of votes recorded for or against the question.
- 42 Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at Meetings. N. E. RENTON to be the authorised handbook on Meeting procedure.
- 43 **ELECTION PROCEDURE**
Shall be as determined in the State Constitution.

DISCIPLINARY PROCEDURE

Procedure to be followed re Rule 1.3.7. "Members who conduct is detrimental to the standards of P.W.P. when allegations are deemed serious enough by the SMC to be dealt with under this section.

GENERAL REMARKS

1. The Grievance Committee shall conduct all disciplinary hearings against members charged, unless otherwise declared by the SMC.
2. The Grievance Committee, when conducting a disciplinary hearing shall be deemed to be a sub-committee of the SMC.
3. All disciplinary hearings that originate either from a member or a Branch shall be conducted by the Grievance Committee consisting of Chairman and four(4) independent members drawn from Branch Executives and State Portfolio holders, excluding the State Executive.
4. Notification in writing by the Grievance Committee of the disciplinary action taken against the member(s) to be forwarded to the State Membership Secretary for ratification at the next SMC meeting.
5. The Grievance Committee is empowered to acquit or find guilty the person or persons charged, who are the subject of the enquiry. If found guilty, the person(s) may be reprimanded, suspended for any period up to two years, or expelled from the Organisation.
6. Appeals against the sentence shall be heard by the State Council as described in Rule 1.3.7. but shall be considered suspended until his appeal is heard.
7. Spectators may be admitted to the hearing at the discretion of the Grievance Committee.
8. The person bringing the complaint (or representative of Branch or other constituent body) shall remain in the room throughout the hearing; so shall the person or persons defendant. Both the principles in the case and the Grievance Committee are empowered to call witnesses. Principals may be represented by other persons at the discretion of the Grievance Committee.
9. The person bringing the charge, the person(s) charged and the Grievance Committee, through its Chairman, may question witnesses. Witnesses shall remain outside the room and be called if and when requested.
10. The Grievance Committee shall record all evidence given at the hearing. Such evidence shall be taped for reference and verification.
11. A copy of the procedures to be followed shall be handed to each Grievance Committee member, principal and witness in the 14 days prior to the Hearing
12. Any verdict and sentence imposed shall be by simple majority of the Grievance Committee. The Chairman shall have a casting but not a deliberate vote in case of a tied vote.

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13. Discussion of Grievance Committee in considering evidence to be confidential and taken in camera. Any sentence imposed will be binding on all members of the Grievance Committee.
14. A disciplinary hearing may be held in the absence of the member complained against if:
 - a. All reasonable steps have been undertaken to properly and fairly conform with these guidelines.
 - b. At least 14 days due notification was given in writing to his/her last known address of the date of the pending hearing (certified mail).
 - c. That no acceptable explanation in writing has been received for his/her reason for non-attendance on the due date.
15. If the member is found guilty, that member should be suspended from P.W.P.(WA)Inc. for a stated length of time.
16. The member concerned to be advised officially by the State Membership Secretary of his/her suspension, and that the suspended member has the right of appeal at the State Council.
17. The SMC and Branch Membership Secretaries to be also advised.

HEARING PROCEDURES

1. Opening remarks by Chairman. Roll call of Grievance Committee; laying down of procedure to be adopted, etc.
2. Charge or charges read.
3. Person charged asked to plead "guilty" or "not guilty".
4. Person bringing the charge addresses the Grievance Committee and calls any witnesses who may be cross-examined by the charged person or questioned by the Grievance Committee.
5. Person charged may address the Grievance Committee and call any witnesses who may be cross-examined by the person bringing the charge, or questioned by the Grievance Committee.
6. Person bringing the charge sums up and closes his/her case.
7. Person charged sums up and closes his/her case.
8. Witnesses, spectators and principals retire whilst the grievance Committee deliberates and decides:
 - a. Whether the person charged is guilty or not guilty.
 - b. If guilty, what penalty to impose.

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9. Person charged, other principals, spectators and witnesses to be admitted back into the hearing and the verdict and sentence read out.
10. Any procedures that are made necessary by verdict and sentence must be carried out, eg. notify Branches, name struck off list of members, name removed from mailing list. Person found guilty should also be verbally informed of his right to appeal or, in his absence, informed in writing of the procedure he should follow.

ON RECEIVING ALLEGATIONS

Details of charges shall be set out in writing and delivered to the person charged at least two(2) weeks before the hearing.

BRANCH COMPLAINT GUIDELINES

Procedure to be followed by branches in relation to minor indiscretions by member(s)

1. A Branch Executive upon receipt of a complaint by a member(s) against another, or a member(s)'s action is deemed inappropriate, shall talk to the said member(s) to try to resolve the matter. If successful the matter shall be deemed actioned and no further action be taken.
 - a) Any complaint presented at a Branch Meeting then the matter shall be handled as per guidelines 1 to 6
2. If the Branch Executive member is unsuccessful in resolving the complaint/matter or the indiscretion happens again the Branch Executive shall call an Executive meeting to discuss what action is to be taken. The Executive at that meeting shall have the power to suspend one or all parties until the next branch meeting
3. At the next branch meeting the decision of the Branch Executive is to be reviewed by the branch members present. The member(s) involved must be notified, and invited to the branch meeting to put their point of view. The branch meeting shall have the power to suspend the said member(s) for up to a maximum of three months or to refer the matter to the next SMC
4. A complaint shall be heard in the absence of the member complained against if:
 - a) all reasonable steps have been undertaken to properly conform with these guidelines
 - b) that no acceptable explanation in writing has been received for his/her reason for non-attendance on the due date
5. The branch secretary is to notify the member(s) of the decision by registered mail to their last known address. They are also to be advised that they have the right of appealing to the State Management Committee in writing within 21 days of the date of the notice.
6. Any decisions made by the branch shall stand until the appeal is held.
7. If the complaint is an inter-branch matter the executive of the branches involved shall confer to follow the above guidelines
8. If the complaint is of a more serious nature then an application shall be made to the State Management Committee for a hearing
9. State Membership Secretary and the member(s)'s branch secretary shall be advised of the hearing result

SECTION NO 6
BY-LAWS TO CONSTITUTION

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BL 1 MEMBERSHIP AND MEMBERSHIP FEES

BL 1A Life Membership 1.3.6. may be awarded by the SMC subject to the following procedures and limitations:-

- i) No SMC shall award more than one 'Life Membership' during its term of office.
- ii) Life Membership for a member may be recommended to the SMC by a Branch or the State Executive via a written submission detailing the reasons.
- iii) SMC shall have a minimum of two months to consider the submission.
- iv) Voting by the SMC shall be by 'secret ballot' and an absolute majority vote in favour shall be necessary. Normal SMC voting shall apply.
- v) Life members, whilst remaining eligible to be an 'Ordinary' member shall retain all rights and privileges of an 'ordinary' member.

BL 1B The membership system used shall be 'Rolling Membership', that being membership for twelve(12) months from the END of the month of the anniversary month of joining.

BL 1C Renewal of membership shall be due on the first day of the month following the anniversary month. The two-part membership fee shall be paid.

BL 1D Membership fees shall be determined by State Council upon recommendation from the SMC.

BL 1E State Council has the right to vary the membership recommendation presented by the SMC., should supportive information be presented to or by Council that requires inclusion in the final ratification.

BL 1F Where both partners of a broken marriage seek to join P.W.P., the SMC through its appointed agents, they being the State VPA and/or State Membership Director shall have the right to determine the Branch and any special requirements that shall be needed for membership of both partners. Determinations shall be subject to consultation and agreement with both parties.

BL 1G No 'Ordinary' or 'Provisional' member shall transfer from their Branch to another Branch unless:-

- i) there has been a change of residential address into the area of the proposed Branch;
- ii) there being approval in writing on the prescribed forms by both the Branches concerned, and that this prescribed form has been lodged in State Office.
- iii) No member transferring from one Branch to another shall be eligible for nomination, election or appointment within the new Branch for a period of twenty-eight (28) days after the transfer has been lodged in State Office.

BL 1H Any adult citizen interested in the well-being of P.W.P., and prepared to abide by the constitution and policy of P.W.P. may be admitted, but P.W.P. reserves the right in such cases to set a higher membership fee than that charged to those eligible for membership under 1.3.1. Such members shall not be eligible to hold office.

BL 1I Nothing in these By-Laws precludes the SMC from invoking 1.3.7. of the Constitution.

BL 1J Members suspended or expelled under 1.3.7. shall be considered suspended until a decision on any appeal that the member has lodged within a thirty day (30) period of notification in writing to the last known address. Such notification shall be by certified mail. Any such appeal shall be conducted in accordance with the 'Disciplinary Procedures' of P.W.P.(WA)

BL 1K Should there be a variance in the proposed membership fee by State Council then the new rate shall be applied to all applications from the 1st of the month following the AGM.

BL 1L Basic items that shall be considered by both SMC and/or State Council when determining the membership fee for the ensuing twelve(12) months:-

(a) Year to date expenditure (b) Expenditure expected for the remainder of the PWP financial year (c) any known or predictable increase in expenditure for the ensuing year, including inflation, details of which shall be presented by the State Treasurer to support reasons for proposed increase.

BL 1M Exemption or variance from payment of the required annual membership fee may be approved by the appointed agents on SMC for the control of membership, they being the State VPA and/or State Membership, subject to the following limitations:-

- (a) such variance shall be ratified by the State Executive
- (b) Provided that the application for variance has been received in writing, with supportive information showing that the member cannot afford the total fee by the due date, then permission may be granted for that member to pay their membership fee by instalments over a period not exceeding four (4) months.
- (c) Where a prospective member is unable to pay the membership fee due, the fee may be paid by (1) Branch (2) State Welfare or (3) the fee may be waived.
- (d) Where sub-clauses (b) or (c) are applied full membership status shall be accorded with the granting of the concession.
- (e) No person shall be denied membership of P.W.P.(WA) because of genuine financial difficulty.

BL 2 STATE OFFICE BEARERS - ELIGIBILITY AND ELECTION

BL 2A State Office Bearers to be elected and/or appointed shall be in accordance with those listed in 3.2.1. of the Constitution.

BL 2B The Immediate Past President is the person who qualifies as per 3.2.2. but the State Council shall vote as to affording full voting rights on the incoming SMC.

BL 2C The member who qualifies for Immediate Past President shall only hold that office for a maximum period of twelve (12) Months. The position shall then remain vacant if the person who would have qualified for that position is either undertaking another term in the office of President or has been elected to another position on that committee.

BL 2D The member elected to the position Family Support Co-Ordinator shall only assume office after an approval has been gained from an interview with the counsellor.

BL 2E Duties required by those members elected as State Office Bearers shall be those contained in section 7 of this Constitution. Duties of all State Office Bearers must be varied by the SMC and ratified by the State Council, so as to ensure that the duties performed are serving the best interests of P.W.P.(WA)and its members.

BL 2F The office of any elected or appointed State Office Bearer shall become vacant in accordance with 3.3.7. and 3.3.8.

BL 2G The State President shall be ex-officio on all committees within P.W.P.(WA).

BL 3 STATE COUNCIL

BL 3A The number of votes that the Branch Delegates of the respective 'Chartered' Branches shall between them cast for and on behalf of the Branch shall be calculated as follows:

(a) Three (3) initial votes plus (b) one (1) vote for each twenty five (25) members of the Branch or part thereof who were 'Ordinary' members of the Branch as per the records of the State Membership Directors' report as presented to the last SMC prior to the State Council meeting.

BL 3B State Council Meeting shall include both the Annual General Meeting and/or Special General Meetings that conform with the requirements of this Constitution.

BL 3C State Council is the highest Committee established within P.W.P.(WA) and has the power, through the Branch Delegates to direct the SMC to undertake the direction of State Council. Such authority ensures that the members through the Branch Delegates are the persons who determine the direction and controls of their own organisation.

BL 3D Proposed constitutional changes and Notices of Motion submitted for consideration by State Council in accordance with the rules of this Constitution shall include, by the person or persons submitting the proposal, the reasons supporting the proposal submitted.

BL 4 STATE MANAGEMENT COMMITTEE

BL 4A Temporary employment of a S.M.C. member 5.3.10 shall only be authorised for a period not exceeding one (1) month in any one financial year, and only then if the following conditions are adhered to:-

(a) That the one month limit is a collective working period, eg. two persons employed for two weeks each or any other combination that in total does not exceed one month.

(b) Prior to any such appointment, the State Executive shall provide a written explanation for the proposed employment to the Branch Representatives on SMC.

(c) Branch Representatives on SMC shall be given one clear month before voting on the approval issue. This is to allow discussion and consideration by the Branches at their next Branch meeting prior to the vote being taken at SMC.

(d) The proposal shall be presented at one SMC meeting and voting shall be at the next normal SMC meeting.

BL 4B Any member who wants to accept any permanent paid employment as per the conditions of this Constitution shall automatically relinquish any portfolio to which they may have been elected.

BL 4C Any proposed changes to these By-Laws shall be given to all members by notification in "Stepping Stone" two months prior to the determination of the resolution at SMC, so as to allow due notification to be given to members that this issue shall be an Agenda item at the Branch meeting immediately preceding the SMC that shall resolve the proposal. The resulting decision must also be published.

BL 4D Written notification of the proposed changes to the By-Laws shall be forwarded to the Branches two months prior to consideration of the proposal at SMC . Such notification shall include reasons for the proposal.

BL 4E Voting at the SMC meeting on alterations to the By-Laws shall be by BRANCHES ONLY.

BL 5 GENERAL

BL 5A Members right to inspect the State books of accounts.

The State Treasurer shall, upon a request received in writing by the State Secretary, from a member who wishes to examine the State books of accounts, make the books of accounting available for inspection to that member(s) at a time and place suitable to both parties. AT NO TIME SHALL THESE BOOKS OF ACCOUNTING BE ALLOWED TO PASS FROM THE DIRECT CONTROL AND SUPERVISION OF THE STATE TREASURER.

BL 5B Additional to the requirements of this set of Constitution/guidelines as printed, NO alteration shall be incorporated in either the Constitution or the by-laws, nor will any such alteration become binding on the members that places P.W.P.(WA) or the members in conflict with:-
(a) State Government laws, (b) Commonwealth law where such laws override the State Laws or (c) The Associations Incorporation Act 1895 - 1969 and/or any such amendments to the Act under which P.W.P.(WA) is incorporated.

BL 5C Order of Elections in P.W.P.

The order of elections at the various levels within P.W.P. shall be:-

(a) State (b) Branch

This order shall apply at all times unless special permission is sought, in writing, stating reason for request to vary this order. This request shall be to the committee named prior to that committee seeking the variance.

BL 5D Nominating Committee and Election Procedures

The following procedures shall apply to appointment of the State Nominating Committee and the receipt of nominations for State Elections:

(a) The SMC shall appoint a Nominating Committee of three (3) members not intending to stand for election at least 90 days before the Annual General Meeting.

(b) Branches shall be advised of the names of the Nominating Committee members and the address of the Chairman within twenty-eight (28) days of the appointment.

(c) Candidates for election to State Office shall be proposed in writing. The nomination form shall be signed by two (2) "ordinary" members of P.W.P.(WA) in good standing, and shall also bear the written consent of the member nominated. Nominations shall be forwarded to the Chairman of the Nominating Committee with an attached resume of the nominees' P.W.P. experience, at least sixty (60) days before the Annual General Meeting.

DUTIES FOR 6.4 OF THIS CONSTITUTION

6.4.1. PRESIDENT

- a) Shall preside at all meetings of the SMC, State Council or Special Meetings at which he is present.
- b) Shall be a co-signatory for P.W.P. Bank Accounts.
- c) Shall, with the Secretary, be responsible for preparation of the P.W.P. Annual Report.
- d) Shall, with the Secretary and Treasurer be responsible for registering the Common Seal of P.W.P.

6.4.2 VICE PRESIDENT ADMINISTRATION

- a) Shall be responsible for development and implementation of efficient administrative procedures and for matters affecting the Constitution, By-Laws, procedures, guidelines, Professional Advisory Panel and Patron.
- b) Shall be responsible to the President and SMC for oversight of efforts of those Directors as decided by the SMC but including Finance and Budget, Internal Auditor, Office Management and of any appointed for Fund Raising, Branch Formation.
- c) Shall deputise for the President in performance of duties 6.4.1. (a) to (d)

6.4.3. VICE PRESIDENT PROGRAMMES

- a) Shall be responsible for development by appropriate Directors of Programmes and dissemination of such material to Branches or other appropriate recipients.
- b) Shall be responsible to the President and SMC for oversight of efforts of those Directors as decided by the SMC, but including Education and Development, Youth and Childcare, Scholarship, Camping, Welfare and Entitlements, Family Activities, Adult Activities and of any Committee appointed for activities or implementation of the Objects.
- c) Shall deputise for the President in performance of Duties 6.4.1 (a) to (d) in the absence of the President and Vice President Administration.

6.4.4. SECRETARY

- a) Shall attend to all arrangements, including the preparation of Agenda, for all meetings of SMC, State Council or Special General Meetings.
- b) Shall be a co-signatory for P.W.P. Accounts.
- c) Shall with the President, be responsible for the preparation of the PWP Annual Report.
- d) Shall receive and dispatch all general and routine correspondence unless where provided otherwise by the SMC and maintain a record thereof.
- e) Shall except as otherwise provided for in the rules, keep in his custody and control, all books, documents and securities of PWP.
- f) Shall prepare and distribute complete set of minutes, with the appropriate reports attached, in accordance with the policy adopted by the SMC.
- g) Shall, together with the State President and State Treasurer be responsible for registering the 'Common Seal' of PWP (WA) Inc. with the appropriate State Government Authority.

6.4.5. TREASURER

- a) Shall be co-signatory for PWP Bank Accounts.
- b) Shall keep a full and accurate account of all receipts, disbursements, property and other assets.
- c) Shall deposit all monies received by PWP as directed by the SMC and shall arrange the issue of receipts for same.
- d) Shall render to each meeting of SMC and State Council (except Special Meetings unless directed), a statement of the financial situation of P.W.P.
- e) Shall prepare for audit and arrange audit of the accounts and present an audited balance sheet and financial report to the Annual Meeting of State Council.
- f) Shall have the authority to call for Branch, Group financial reports.
- g) Shall make the books of accounting available for inspection to any member, upon receipt of a written request from that member, being received by the State Secretary.
- h) Shall advise the SMC as to the availability of funds for the purchase or introduction of items not previously provided for in the accepted budget.

6.4.6. MEMBERSHIP DIRECTOR

- a) Shall supervise processing of membership, and investigate methods of improving such processing.
- b) Shall answer queries concerning membership.
- c) Shall issue instructions to and liaise with Branch Membership Secretaries on a regular basis, giving particular assistance to new Branches, and assist in orientation of new Branch Membership Secretaries.
- d) Shall co-ordinate and receive monthly Branch Membership Reports and present a report to each SMC and State Council Meeting (except Special Meetings unless directed), on membership and relevant problems.
- e) Shall notify all applicants of their approval to membership.
- f) Shall enter the name of the member in the membership book.
- g) Shall keep and maintain a register of all members and shall make such entries as required.

6.4.7. FAMILY SUPPORT CO-ORDINATOR

- a) Shall in conjunction with the Vice President Programmes and with the aid of such sub-committees as may be approved by the SMC, investigate, plan and recommend welfare activity and policy at State and Branch level, to the SMC.
- b) Shall make and maintain liaison with other organisations such as will further the welfare activities of PWP.
- c) Shall receive, assess and review the SMC reports on welfare activities in the Branch.

6.4.8. PUBLIC RELATIONS DIRECTOR

- a) Shall in conjunction with the Vice President Programmes control and issue guidance on the preparation of all publicity release to the general public.
- b) Shall co-operate with other members of the SMC in co-ordinating and implementing the policies of the SMC.
- c) Shall supervise the publication of information leaflets.

6.4.9 ACTIVITIES CO-ORDINATOR

- a) Shall in conjunction with the Vice President Programmes and with the aid of such sub-committees as may be approved by the SMC, investigate, plan and recommend social and other activities for the children and families at all levels.
- b) Shall co-ordinate joint activities between the Branches.

6.4.10 EDUCATION AND DEVELOPMENT DIRECTOR

- a) Shall in conjunction with the Vice President Programmes, promote education programmes dealing with the adjustment, personal development and practical problems faced by the Lone Parent family.
- b) Shall disseminate information on education material to Branch Education and Development Co-ordinator and to keep Branches informed of successful education programmes.
- c) Shall supply and encourage articles on the adjustment of personal development and problems faced by lone parents to "Stepping Stone", Branch newsletters and outside publications.
- d) Shall conduct lectures, workshops, seminars and surveys on the matters as above coming under his jurisdiction.

6.4.11 FAMILY INDIVIDUAL TALENTS AWARD PROGRAMME DIRECTOR (F.I.T.A.P.)

- a) Shall in conjunction with the Vice President Programmes promote IYEA programmes at Branch level.
- b) Shall disseminate information on education material to Branch IYEA Officers and to keep Branches informed of successful educational programmes.
- c) Shall be responsible for the setting up, collection, judging, displaying, etc. of the awards at State level and give full co-operation to the Awards at National level.
- d) Shall conduct lectures, workshops, seminars and surveys on the matters above, coming under his jurisdiction.

6.4.12 YOUTH AND CHILDCARE DIRECTOR

- a) Shall in conjunction with the Vice President Programmes investigate, plan and recommend all specific children's programmes at all levels.
- b) Shall initiate research into all aspects of children living in a lone parent family and shall initiate submissions to relevant Government committees, etc. re educational, welfare, legal and recreational aspects of children living in a lone parent family.
- c) Shall conduct lectures, workshops, seminars and surveys on the matters as above coming under his jurisdiction.

6.4.13 SCHOLARSHIP DIRECTOR

- a) Shall in conjunction with the Vice President Programmes and the Scholarship Committee, investigate, plan and recommend improvements to the PWP (WA) scholarship programme.
- b) Shall, in conjunction with the SMC, raise funds from State, Branch and outside PWP for the education of children and members.
- c) Shall liaise with the Scholarship Directors in the other States who also have programmes established, with the view of exchange of ideas.
- d) Shall conduct seminars and lectures where needed to further promote this programme.
- e) Shall conduct a suitable presentation day for the distribution of the PWP(WA) scholarships to the children of members.

6.4.14 CAMPING DIRECTOR

- a) Shall in conjunction with the Vice President Programmes and the Camping Committee, arrange suitable venues for camps for members and their children.
- b) Shall be responsible for all necessary bookings and payment and keep appropriate records and account books.
- c) Shall be responsible for the catering requirements for the camps.
- d) Shall advise members of forthcoming camps via the newsletter.
- e) Shall arrange with the Resource Worker for attendance at camps.
- f) Shall arrange activities to be held for the duration of the camp.

6.4.15 BRANCH LIAISON AND NEW BRANCH FORMATION DIRECTOR

- a) Shall in conjunction with the Vice President Administration be responsible for the liaison and planning of Branches suited to the requirements of PWP(WA)
- b) Shall encourage the improved two-way communication between Branch and State Committees.
- c) Shall act as liaison and referral agent between the Branch member and the Branch Committee and vice-versa (where required).
- d) Shall be responsible for advising Branches of directions from SMC whenever the branch Representative is absent from SMC.
- e) Shall assist Branches where problems and situations of urgency occur.
- f) Shall organise inaugural meetings of new Branches including suitable media coverage.
- h) Shall liaise with new Branches on all areas of the development to conform with the requirements of P.W.P.

6.4.16 NEWSLETTER EDITOR

- a) Shall in conjunction with the Vice President Programmes be responsible for the publication of a monthly newsletter that conveys information on the various aspects of PWP to the members and their children.
- b) Shall edit and print information within the newsletter that ensures the standards of PWP are not compromised.
- c) Shall implement the printing and distribution of the newsletter as directed by the SMC.
- d) Shall ensure that all information is presented in a clear and concise manner.
- e) Shall exchange newsletters and ideas with his counterparts from other States.
- f) Shall encourage and liaise with the Branches in the production of Branch newsletters.
- g) Shall be responsible for the submitting of accounts to advertisers in the newsletter.