



Constitution of the Southern Highlands Business Women's Network

Amended: April 2015

Name

1. The name of the Organisation shall be Southern Highlands Business Women's Network.

Purpose

2. To promote Business improvement, knowledge and learning amongst the Business Women of the Southern Highlands.

Objectives

3. In order to fulfil its purpose the organisation shall:
 - a. Run regular breakfast networking meetings where members can network and share knowledge and experience.
 - b. Encourage membership to all business women of the Southern Highlands.
 - c. Attract Business speakers to come and share their knowledge and experiences for the enrichment of Southern Highlands business women.

Powers

4. The Southern Highlands Business Women's Network shall have the power to do or join in doing all such things as are incidental or conducive to the pursuit or attainment of the objectives.

Membership

5. Any person who satisfies the following criteria will be eligible for membership:
 - a. Is female and resides in the Southern Highlands, and
 - b. Pays the annual membership fee each year as it falls due.

Membership and the rights of a member are personal and non-transferable.

Meetings

6. Regular meetings of the general membership shall be held the first Wednesday of each month (excluding September, December and January). A luncheon shall be held in September each year.
7. The chair shall provide a notice to all members of meetings not less than one week prior to the meeting.

Membership Committee

8. The offices of the organisation who shall constitute the Membership committee are:
 - a. Chair
 - b. Treasurer
 - c. Venue and Publicity Coordinator
 - d. New Member Coordinator
 - e. Communications Coordinator

9. Active members may nominate to become members of the Membership Committee as positions arise.
10. There is no length of service pre-determined for the membership committee officers. The positions are voluntary roles and officers may resign at any time from their position, and the position filled by volunteers with the appropriate skills for the role.
11. The management of the affairs of the Southern Highlands Business Women's Network shall be delegated to the Membership Committee.
12. The Membership Committee will meet on the first Wednesday of every month (excluding December and January).
13. The Chair may convene a meeting of the Membership Committee at any time by giving 1 weeks notice.
14. Committee Members will not be required to pay membership fees in the year in which they serve on the committee and any following years in which they serve on the committee.

Minutes

15. The Chair shall keep or cause to be kept minutes of all meetings of the Membership Committee regarding the running of the organisation.

Role of the Chair

16. The Chair shall chair all meetings of the Membership Committee. IN the absence of the Chair, one of the other Membership Committee officers shall take the chair. Meetings of the Members shall be chaired by a rotation of the Membership Committee.

Accounts

17. The financial year of the Southern Highlands Business Women's Network shall end on 30 June each year.
18. On conclusion of the financial year the Treasurer shall present a report to the Membership Committee in respect of the immediately preceding financial year.
19. The accounts of the Southern Highlands Business Women's Network shall be open to inspection by any active member on giving reasonable notice to the Treasurer.

Winding Up/ Dissolution of Southern Highlands Business Women's Network

20. Should the Southern Highlands Business Women's Network cease to exist, the funds and other assets of the organisation will be given to a local charity as agreed upon by a majority of the financial membership at the time of the dissolution of the organisation.