

Business Women's Network Southern Highlands: Constitution

Amended 29 May, 2020

Name

1. The name of the organisations shall be Business Women's Network Southern Highlands, abbreviated to BWN.

Purpose

2. To promote business improvement, knowledge, learning and networking across business women living and working in the Southern Highlands.

Goals

3. To fulfil its' purpose the BWN will:
 - a) Provide a platform for women to connect;
 - b) Offer a range of personal and business development and networking opportunities;
 - c) Enable members to showcase their business;
 - d) Build a community of business women living and working in the Southern Highlands;
and
 - e) Give women a voice to share ideas and innovate.

Powers

4. The BWN shall have power to do, or join in doing, all activities that are conducive or incidental to the pursuit or attainment of the goals.

Membership

5. Any person who satisfies the following criteria will be eligible for membership:
 - a. Identifies as female;
 - b. Resides in the Southern Highlands; and
 - c. Pays the annual membership fee.
6. Membership and the rights of a member are personal and non-transferable.

Meetings

7. Regular meetings of the general membership are held the first Wednesday of each month (excluding December and January).
8. A lunch celebrating International Women's Day will be held each year in March.
9. An end-of-year function will be held in December.
10. Members will be regularly informed about meetings in a timely manner.

Coordinating Committee

11. The Coordinating Committee consists of the following positions:
 - a. Chair
 - b. Treasurer
 - c. New Member Coordinator
 - d. Events Coordinator
 - e. Communications Coordinator
12. The management of the affairs of the BWN are delegated to the Coordinating Committee.
13. Active Members may nominate to be members of the Coordinating Committee as vacancies arise.
14. There is no determined length of service for committee members. Positions are voluntary and position holders may resign at any time, with vacancies filled by advertising to members or co-opting members.
15. The Coordinating Committee will meet regularly as determined by the Chair – at least monthly and more where required.
16. Committee members will not be required to pay membership fees in the financial years in which they serve on the Committee.
17. The Chair shall keep minutes of all meetings of the Coordinating Committee.

Role of the Chair

18. Chair all Committee meetings and keep written minutes of all Committee meetings.
19. In the absence of a Chair, this function will rotate among Committee members.

Accounts

20. The BWN financial year shall end on 30 June.
21. On conclusion of the financial year the Treasurer will present a report to the Committee.
22. The BWN accounts are open to inspection by any financial member on giving reasonable notice to the Treasurer.

Winding Up / Dissolution of the BWN

23. Should the BWN cease to exist, the funds and other assets will be donated to a local Southern Highlands charity as agreed to by a majority of financial members at the time of the dissolution of the organisation.