

## **RULES FOR THE AUSTRALIAN WOMEN’S HISTORY NETWORK**

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## **1 Name**

The name of the association is the Australian Women's History Network ("the Network").

## **2 Definitions**

In these Rules—

*AI Act* means the *Associations Incorporation Act 1991* (Cth);

*Executive Committee* means the Executive Committee of the Network;

*Financial Member* means a Member who has paid the membership fee for the current Financial Year;

*Financial Year* means the year ending on 30 June;

*Inactive Member* means a Member who has not paid the membership fee for the current Financial Year;

*Lilith* means *Lilith: A Feminist History Journal*;

*Member* means a Financial Member or an Inactive Member of the Network; and

*Network* means the Australian Women's History Network.

## **3 Statement of Purpose and Non-profit status**

- (1) The Network exists to promote research and writing in all fields of women's history. This encompasses the history of gender and sexuality, as well as history written by women. The Network brings together scholars, students and others working in this area to exchange ideas, information, support and resources.
- (2) The Network must pursue the purpose state in clause 3(1) on a non-profit basis, returning any funds generated to the ongoing operation of the Network. The assets and income of the organisation shall be applied solely in the furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the Members except as compensation for services rendered or expenses incurred on behalf of the Network.

## **4 Affiliations**

The Network is formally affiliated with—

- (a) the International Federation for Research in Women's History (IFRWH);  
and
- (b) the Australian Historical Association (AHA).

## **5 Membership qualifications**

A person is qualified to be a Member if—

- (a) the person is a person mentioned in section 21(2)(a) or 21(2)(b) of the AI Act, and has not ceased to be a Member at any time after incorporation of the Network; or
- (b) the person applies and is approved for membership as provided for in clause 6.

## **6 Membership application and approval**

- (1) A person who applies and is approved for membership becomes a Financial Member upon payment of the membership fee.
- (2) An application of a person for commencement or renewal of Network membership must—
  - (a) be made in writing in the form set out in Appendix 1;
  - (b) be accompanied by the annual membership fee in cash or cheque or acknowledge the intention to pay the annual membership fee through one of the payment methods approved on the form set out in Appendix 1; and
  - (c) be lodged in person or by post with the Executive Committee.
- (3) Once a Member has paid their annual membership fee, their membership will remain active for the Financial Year in which payment is made.
- (4) As soon as practicable after the receipt of an application, the Executive Committee or a professional associate of the Executive Committee will inform the applicant of their membership status.
- (5) This Executive Committee will immediately approve the membership of all applicants, unless—
  - (a) the applicant has not adequately or accurately completed their membership form; or
  - (b) the applicant has not to paid their annual membership fee.
- (6) When an applicant has failed to meet the membership conditions listed in 5(a) or 5(b), the Executive Committee or a professional associate of the Executive Committee will correspond with the applicant until these membership conditions are successfully fulfilled. Upon fulfilment of these membership conditions the Executive Committee or a professional associate of the Executive Committee will inform the applicant of their membership status for the current Financial Year.

- (7) The annual membership fee is determined solely by the Executive Committee of the Network. When practicable, the Network will offer a discounted membership fee for unwaged Members (i.e. retired, unemployed, student and other concession-holding Members). The annual membership fee is listed in the form set out in Appendix 1 and on the Network website.
- (8) Members who have not paid their membership fee for the current Financial Year will be removed from Network email and mailing lists.
- (9) The Executive Committee will provide all Members with information regarding the membership renewal in June of each Financial Year. The Executive Committee will send reminder emails to Inactive Members in August of each Financial Year.
- (10) No formal correspondence is required for a Member to leave the Network. Members who choose not to pay the annual membership fee will be considered Inactive Members.
- (11) Members who wish to be removed from Network email and mailing lists or the membership register must email their request to the Executive Committee. The Executive Committee will action any such request as soon as is practicable.
- (12) The membership fee covers membership for the remainder of the current Financial Year and is non-refundable.

## **7 Register of Members**

- (1) The Executive Committee or a professional associate of the Executive Committee must keep and maintain a register of Members containing—
  - (a) the name and email address of each Member; and
  - (b) a record of whether each Member has paid their annual membership fee for the current Financial Year.
- (2) The Executive Committee or a professional associate of the Executive Committee must ensure that all financial Members are on the Network email list.
- (3) The Executive Committee is able to remove any person from the Register of Members at its sole discretion.

## **8 Organisational structure**

The Network is managed by the Executive Committee in collaboration with State Representatives, Members and professional associates of the Executive Committee.

## **9 Executive Committee**

- (1) The Executive Committee consists of—
  - (a) 3 to 4 executive officers, one of whom serves as the secretary; and

- (b) 3 ordinary Members, one of whom may be a postgraduate student representative;  
among whom duties will be divided by agreement.
- (2) The Executive Committee controls and is responsible for the daily management and decision-making in respect of Network affairs. The Executive Committee can assign Network duties to professional associates, State Representatives or Members on a mutually-agreed basis, on temporary or ongoing terms.
- (3) The Executive Committee will manage Network affairs in the interests of Network Members, and to advance the purpose of the Network.
- (4) The term of office for Members of the Executive Committee is two years, with positions assigned at the Annual General Meeting.
- (5) The Executive Committee may appoint a Treasurer. A person appointed as Treasurer must be a Member of the Executive Committee.

## **10 Vacancies**

A vacancy in the office of a Member of the Executive Committee happens if the Member–

- (a) dies; or
- (b) voluntarily stands down from their position before the expiration of the current term, in which case a new Executive Committee Member may be co-opted, subject to confirmation at the next Annual General Meeting; or
- (c) is suspended under section 13(4); or
- (d) becomes bankrupt or personally insolvent; or
- (e) suffers from mental or physical incapacity; or
- (f) is disqualified from office under section 63(1) of the AI Act; or
- (g) is absent without the consent of the Executive Committee from all meetings of the Executive Committee held during a period of 6 months.

## **11 Executive Committee meetings and quorum**

- (1) The Executive Committee must meet at least three times in each calendar year at a place and time decided by the Executive Committee.
- (2) Additional meetings of the Executive Committee may be called by any member of the Executive Committee.
- (3) Oral or written notice of a meeting of the Executive Committee must be given by any Member of the Executive Committee to the other Members at least 48 hours before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause 11(3) must specify the general nature of the business to be conducted at the meeting and no business other than that business may be conducted at the meeting, except business that the Executive

Committee Members present at the meeting unanimously agree to treat as urgent business.

- (5) Any three Members of the Executive Committee constitute a quorum for the transaction of the business of a meeting of the Executive Committee.
- (6) No business may be conducted by the Executive Committee unless a quorum is present. If within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the Executive Committee—
  - (a) the president or, in the absence of the president, the vice president, presides; or
  - (b) if the president and the vice-president are absent—one of the remaining Members of the Executive Committee may be chosen by the Members present to preside.

## **12 State Representatives**

- (1) State Representatives may be appointed by the Executive Committee for each of the Australian states and territories on a mutually-agreed ongoing or temporary basis.
- (2) State Representatives must be Financial Members of the Network.
- (3) State Representatives have no formal responsibilities but are expected to assist with the operations and aims of the Network in consultation with the Executive Committee and Network Members, especially in relation to Network events held in their home state or territory.

## **13 Appointment of Network positions and dispute management**

- (1) Positions on the Executive Committee are assigned on an annual basis at the Annual General Meeting. All Financial Members of the Network may nominate themselves for the positions on the Executive Committee, either at the Annual General Meeting or *in absentia* by informing the current Executive Committee of their nomination at least 48 hours prior to the Annual General Meeting.
- (2) Positions on the Executive Committee are assigned either by general affirmation at the Annual General Meeting or by a vote if this is called for by any Member present. In the case of a vote, positions on the Executive Committee will be assigned to the recipients of the highest number of votes from financial Network Members present at the Annual General Meeting (each Financial Member being able to vote once only).

- (3) Should any Network Member be concerned about the conduct of the Executive Committee or the management of the Network, this Member can choose either to place their issue on the Annual General Meeting agenda or to initiate an online confidence vote for positions on the Executive Committee. On issues of suspected financial mismanagement an online confidence vote can be triggered at the request of one financial Network Member. On all other issues an online confidence vote must be sought by one Financial Member with the support of at least three other Financial Members. In all instances, only Financial Members may vote (each Financial Member being able to vote once only).
- (4) Should the Executive Committee receive less than 51 per cent of votes from Financial Members in an online confidence vote, nominations will be sought from the Network membership for a new Executive Committee. The Executive Committee Members who lost the confidence vote will be ineligible to serve again for a period of six months from the date of the online poll. All Financial Members will be invited to vote for a new Executive Committee from the available nominees. Positions on the Executive Committee will be granted to the nominees who receive the highest number of emailed votes from Financial Members. Financial Members are to be informed of the email poll at least one calendar week before voting closes and to be informed of the poll result within one calendar week of the close of voting.
- (5) In the event of a vacancy in the office of an Executive Committee Member, a replacement may be appointed at the discretion of the other Executive Committee Members.
- (6) Should more than one Member volunteer to act as a State Representative for one Australian state or territory, the nominees must reach agreement between themselves and the Executive Committee regarding who should fill the position. Should all parties fail to reach agreement, the position will be granted to the nominee who receives the highest number of emailed votes from Financial Members in the state or territory in dispute (each Financial Member being able to vote once only). Financial Members are to be informed of the email poll at least one calendar week before voting closes and to be informed of the poll result within one calendar week of the close of voting.

#### **14 Annual Symposium and conferences**

- (1) Each year the Network holds an Annual Symposium. The Symposium can be held as a stream in the annual conference of the Australian Historical Association; in conjunction with the annual conference of the Australian Historical Association; or separately.
- (2) The Symposium consists of academic papers presented by Financial Members of the Network on a theme selected by the local Convenor who will be nominated either by the Executive Committee or at the Annual General Meeting. A keynote speaker may also be invited to speak at the Symposium by the local Convenor.

- (3) All Financial Members will be invited, with a reasonable period of notice, to submit abstracts for presenting at the Symposium.
- (4) The Symposium will coincide with the Annual General Meeting.
- (5) In addition to the Symposium, the Network may also convene separate conferences, workshops and talks. A special organising committee shall be formed to manage any such events, and this committee will liaise closely with the Executive Committee.

## **15 Annual General Meeting**

- (1) The Network holds an Annual General Meeting once in each Financial Year.
- (2) Any Member may place an issue on the Annual General Meeting agenda by emailing the Executive Committee at least 48 hours before the commencement of the Annual General Meeting.
- (3) During the Annual General Meeting—
  - (a) the Executive Committee will report the financial status, membership and general activities of the Network and provide a financial statement for the perusal of all interested Members
  - (b) all issues placed on the Annual General Meeting agenda must be discussed by the Members who are present and, when necessary, voted upon (each financial Member being able to vote once only). Members who are present may vote to refer any matter for further consultation with the full membership via email.
  - (c) all Financial Members present elect an Executive Committee from all nominees for the positions, either by general affirmation or by voting as described in clauses 13(1) and 13(2)
- (4) Only Financial Members may attend the Annual General Meeting.
- (5) Attendance at the Annual General Meeting can be in-person or via online video conference.
- (6) Any votes taken at the Annual General Meeting are to be carried by a simple majority of Financial Members (each Financial Member being able to vote once only).
- (7) Voting is to be conducted by a show of hands.

## **16 General Meetings**

- (1) The Executive Committee may, whenever it considers appropriate, call a general meeting of the Network.
- (2) The Executive Committee must, on the requisition in writing of not less than 5 per cent of the total number of Members, call a general meeting of the Network.

- (3) A requisition of Members for a general meeting—
  - (a) must state the purpose or purposes of the meeting; and
  - (b) must be signed by the Members making the requisition; and
  - (c) must be lodged with a Member of the Executive Committee; and
  - (d) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.
- (4) If the Executive Committee fails to call a general meeting within one month after the date when a requisition of Members for the meeting is lodged with a Member of the Executive Committee, the Member who made the requisition may call a general meeting to be held not later than three months after that date.
- (5) A general meeting called by a Member or Members in accordance with clause 16(4) must be called as early as is practicable in the same way as general meetings are called by the Executive Committee.
- (6) The Executive Committee must, at least 14 days before the date fixed for the holding of the general meeting, send by email to each Member to the Member's email address as it appears in the register of Members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be conducted at the meeting.

## **17 General Meetings—procedure and quorum**

- (1) No item of business may be conducted at a general meeting unless a quorum of Financial Members is present during the time the meeting is considering that item.
- (2) Five Financial Members present in person constitute a quorum for the conducting of business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of Members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the Members present (being not less than three) constitutes a quorum.

## **18 Funds**

- (1) The assets and income of the Network shall be applied solely in pursuit of the Network's purpose, and no portion shall be distributed directly or indirectly to the Members except as compensation for services rendered or expenses incurred on behalf of the Network;

- (2) The funds of the Network shall be derived from solely from Network membership fees, events, activities, publications and services;
- (3) The Executive Committee has ultimate responsibility for the management of Network funds and financial matters, including—
  - (a) maintaining the Network’s bank account or credit union account;
  - (b) ensuring the Network has sufficient funds to conduct its activities in the present Financial Year and into the future;
  - (c) ensuring that Network membership fees are deposited into the Network bank account or credit card account in a timely fashion;
  - (d) maintaining records pertaining to Network finances and banking arrangements; and
  - (e) setting the Network membership fee, as described in clause 6(7)
- (4) Should the Executive Committee or Treasurer (if appointed) identify substantial problems with the Network’s financial arrangements or ongoing solvency, the Executive Committee is to inform all Financial Members of the issues involved by email. Should substantial changes to the Network’s character or financial arrangements be under discussion, the Executive Committee is to stage an email vote on all relevant issues. Such votes may present multiple options for consideration or may present a single option for approval or disapproval (i.e. vote ‘yes’ or ‘no’ on a specific course of action). Such votes will be carried by the option that receives the majority all votes, but no less than 51 per cent of all votes (each Member being able to vote only once). Should no option receive 51 per cent or more of total votes, the two most popular options will be voted upon in a second ballot. The course of action that receives 51 per cent or more votes in the second ballot will be carried.
- (5) In the event that the Network is dissolved, any funds that remain after dissolution and the satisfaction of all debts and liabilities shall be transferred to the Lilith Collective.
- (6) If the Lilith Collective ceases to exist, funds will be transferred to a nominated charitable organisation or another organisation with similar purposes to the Network which is not carried on for the profit or gain of its individual Members.

## **19 Network website**

- (1) The Network website is hosted at: <http://www.auswhn.org.au>
- (2) The Executive Committee, in collaboration with Members and professional associates, is to maintain the Network website. Maintenance of the Network website includes—
  - (a) ensuring that the online hosting service used by the Network website is suitable for the needs of the website, affordable within the limits of the Network funds and paid for on a timely basis out of Network funds;

- (b) ensuring that all information on the Network website is accurate and current, especially in relation to Network contacts and events;
- (c) regularly updating the content of the Network website to include events organised by the Network or its Members, announce publications generated by the Network or its Members, and to otherwise make available information relevant to Members; and
- (d) corresponding with Members and other interested parties about content for the Network website.

## **20 Lilith: A Feminist History Journal**

- (1) *Lilith: A Feminist History Journal* is the official journal of the Australian Women's History Network.
- (2) *Lilith* is a peer-reviewed journal which publishes articles and reviews in all areas of women's, feminist and gender history.
- (3) *Lilith* is to be managed by the Executive Committee of the Australian Women's History Network in conjunction with the Lilith Collective as a revenue-neutral enterprise, independent from the Australian Women's History Network in its financial operations.
- (4) The relationship between the Lilith Collective and the Australian Women's History Network, and the division of responsibilities between them, is further defined in the Lilith Collective's Constitution, and in various policy and procedure documents which have been approved by the journal's Editorial Board. The Australian Women's History Network shall retain all core functions relating to the journal. It is essential that the Network retains these functions so that in the event that the Lilith Collective ceases to operate the journal can be continued. This includes (but is not limited to) finances, CAL registration and payments, subscriptions and orders, distribution (currently APA-FT, RMIT Informit 'Collections' and Gale, in addition to a small list of individual subscribers), administrative 'control' of the email account and website. The Lilith Collective may participate in these activities at the discretion of the Executive Committee. Responsibility for publicity for the journal, and necessary periodic updates to the Lilith website, shall be shared between the Network and the Lilith Collective.
- (5) The Executive Committee shall ensure that there is an ongoing, functional Editorial Board for *Lilith*. The Advisory Board may add to its own numbers at any time, as it deems necessary, without prior consultation with the Executive Committee.
- (6) The Executive Committee may assume direct managing editorship of *Lilith*, either in association with the Lilith Collective, or, should the Lilith Collective be deemed to be non-functioning or acting improperly, to replace the Lilith Collective. The approval, by a simple majority, of the Editorial Board is required for this action to be taken.

- (7) Funds generated by *Lilith* are controlled by the Executive Committee, and must be used solely for the purpose of journal production.
- (8) If the *Lilith* Collective is disbanded, funds collected by that body will be retained by the Network.

## **21 Common seal**

- (1) The common seal of the Network must be kept in the custody of the Executive Committee.
- (2) The common seal must not be attached to any instrument except by the authority of the Executive Committee and the attaching of the common seal must be attested by the signatures of two Members of the Executive Committee.

## **22 Custody of books**

Subject to the AI Act and these rules, the Executive Committee must keep in its custody or under its control all records, books, and other documents relating to the Network.

## **23 Inspection of books**

The records, books and other documents of the Network must be open to inspection at a place in Canberra, free of charge, by a Financial Member at any reasonable time.

**APPENDIX 1**  
**APPLICATION FOR MEMBERSHIP OF**  
**THE AUSTRALIAN WOMEN'S HISTORY NETWORK**