



Immigrant Women's Health Service

ABN 13469744032

CONSTITUTION:

Our Mission

Immigrant Women's Health Service is committed to empowering women & their families and valuing their life experiences.

We work with compassion, unity and mutual respect.

Main Objectives:

- To provide a service that caters for the developmental needs of CALD immigrant and refugee women * families.
- To continue to develop and maintain health education programs that will foster healthy attitudes, habits and behaviours
- To organise health campaigns and provide information on a broad range of topics in culturally appropriate forms
- To continue to document the health and developmental needs of women *their families in the local area
- To involve women in consultations and self-identification of their developmental needs.
- To foster community development with a view to enable local women & their families to develop informal support mechanisms

Services provided

The program incorporates a holistic approach that is characterized by the promotion of health, both mental and physical, to migrant and refugees participating in the various programs.

Immigrant Women's Health Service (IWHS) provides the following services:

- Health education and support programs
- Health information services
- Counselling and referral
- Social and Support groups
- Various campaigns to lobby and advocate for women's rights and well-being
- Outreach clinical and legal services
- English language and Computer classes

(1) **MEMBERSHIP OF THE ASSOCIATION**

- (a) Subject to these rules, the members of the Association shall be comprised of the members of the Association prior to incorporation, together with other women and women's organisations with NESB members as the BOARD of Committee admits to membership.
- (b) Membership of BOARD of Committee shall be open to all Immigrant Non English Speaking Background individuals and organisations with NESB members who accept the Rules and Objectives of the Association. An unincorporated organisation is not capable of being a member of the Association, but it may nominate an individual to be member to represent it.
- (c) Individuals and Organisations with NESB members wishing to become members of the Association shall apply to the BOARD of Committee for membership.
- (d) The BOARD of Committee shall determine whether or not to accept an application for membership. The BOARD of Committee is not required to supply reasons for accepting or rejecting application for membership.
- (e) Members shall pay such fees as are determined by the Association at a General Meeting.
- (f) A register of members shall be kept by the Association showing the name, address and date of commencement of membership of each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- (g) Membership shall cease upon resignation, expulsion, or failure to pay outstanding membership fees within three months of due date.
- (h) Membership fees shall be 45 per year or such amount may be fixed by BOARD of Committee. Fees shall be due on or before the AGM of the Association. The financial year of the Association shall run from the 1st July until 30th June.
- (i) If the member of BOARD of Committee falls below under fixed for a quorum necessary to make decision (below 3), the continuing member or members may act for the purpose of increasing the number of BOARD Committee members by calling a General meeting of the Association for this purpose, but for no other purposes.

(2) **MEMBER'S LIABILITY**

The members of the Association shall have NO LIABILITY to contribute towards payments of debts and liabilities of the Association, or the costs, charges and expenses of winding up the Association except to the amount of any unpaid membership fees.

(3) **DISCIPLINING MEMBERS**

The procedure for disciplining members shall be determined by the members. Anyone who wishes to appeal against a decision refusing membership, expelling them from membership or otherwise disciplining them, may do so at the next BOARD of Committee meeting of the Association.

(4) **BOARD OF COMMITTEE**

- (a) The Association shall have its affairs controlled and managed by a group called the BOARD COMMITTEE which operates according to the IWHS's PRINCIPLES as outlined in Attachment "A".
- (b) The Management Committee shall consist of at least five (5) members of the Association who are nominated and elected at the Annual General Meeting. A paid employee of the Association shall not be entitled to be a member of the Management Committee.
- (c) The following office bearers shall be nominated and elected as members of the Board Committee at the first BOARD of Committee meeting:
- President
 - Secretary
 - Treasurer
- (d) The Association shall have power at a general meeting to fill any casual vacancy occurring in the BOARD of Committee or office bearers, and to remove any person from such position.
- (e) The management Committee shall meet to manage the affairs of the Association at least bimonthly and the quorum necessary for the management committee to make decisions shall be three Management Committee members. If so required, monthly or even more frequent meetings will be held. No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting no quorum is present, the meeting shall be dissolved.
- (f) Questions arising at any meetings of the BOARD of Committee shall be determined by a consensus of opinion according to the process described in Attachment "B". The opinion of each member of the BOARD of Committee shall be equal in value and shall be considered by all other members. No decision shall be recorded unless a majority of members present agree to decision being accepted.
- (g) Members of the BOARD of Committee and Office bearers shall hold their positions from the date of appointment until the next Annual General meeting.
- (h) Members of the BOARD of Committee and Office bearers shall cease to hold their positions if they submit a written resignation, they are removed by a general Meeting, or they are absent from three (3) consecutive BOARD of Committee meetings without approval of the BOARD of Committee.

- (i) Notwithstanding the provisions in these rules regarding voting at meetings, it shall be open for the Association to find a consensus of opinion for making decisions. If a consensus of opinion cannot be gained after adequate discussion, voting provisions shall apply.

(5) **THE MEETINGS**

AN ANNUAL GENERAL MEETING of the Association shall be held each year within six (6) months from the end of the financial year of the Association (except the first Annual General Meeting which shall be held within two (2) months from the end of the first financial year and within eighteen (18) months of incorporation.

The members may, whenever they think fit, convene a special general gathering of the Association. A Special general meeting must be convened by the members within three (3) months of receiving written request to do so, from at least 5% of the membership of the Association.

At least fourteen (14) days notice of all General meeting and notices of motions shall be given to members by post or such other means as may be determined by the BOARD of Committee. In case of General meeting where a special resolution is to be given to members at least twenty one (21) days before the meeting.

In case of Annual general meeting, the following business shall be transacted whether specified or not:

1. Confirmation of the minutes of the last Annual General meeting, and any recent special general meetings.
2. Receipt of the BOARD of Committee's report upon the activities of the Association in the past financial year.
3. Election of Office bearers and other members of the BOARD of Committee.
4. Receipt and consideration of a statement from the Treasurer which is not misleading, and gives a true and fair view for the last financial year of the Association's income and expenditure, mortgages, charges and securities.
5. The quorum for an Annual General and Special General Meeting shall be three members out of whom two should be office bearers present in person.

No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting no quorum is present the meeting shall be dissolved.

Decisions at all meetings of the Association shall be made by consensus of opinion, except for those matters which must be decided by a Special Resolution, where a three quarter (75%) majority shall apply.

Nominations of candidates for election as office bearers or other BOARD of Committee members may be made at the Annual General meeting or in such other ways as may be determined by the Association at BOARD of Committee meeting.

All votes shall be given personally and there shall be no voting by proxy.

(6) OFFICE BEARERS

CHAIRPERSON:

At each meeting, a member of the Association will be nominated by the present members to act as a Chairperson.

PRESIDENT:

The President shall chair all General and Special meetings, represent the organisation, shall sign most letters concerning important changes in policy, other important matters, plus letters of thanks to workers, other Committee members, Government Departments and so on.

SECRETARY:

The Secretary shall keep records of the business of the Association, including the Rules, Register of Meetings of the Association, and a file of correspondence. These records shall be available for inspection by any member and shall be held in the custody of the Secretary.

TREASURER:

The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. Expenditures shall be paid by cheques, signed by two signatories authorised by members. Major or unusual expenditure shall be authorised in advance by two office bearers or at a BOARD of Committee meeting.

The Treasurer shall ensure that correct books and accounts are kept, showing the financial affairs of the Association. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.

(7) SPECIAL RESOLUTION PUBLIC OFFICER

A special resolution must be passed by a BOARD of Committee of the Association to effect the following changes:

- Changes of the Association name
- Changes of the Association Rules
- Changes of the Association Objects
- An amalgamation with another incorporated Associations
- To voluntary wind up the Association and distribute its property
- To apply for registration as a company or cooperative

A Special Resolution shall be passed in the following manners:

- a) A notice must be sent to all members advising that a BOARD of Committee meeting is to be held to consider a special resolution.
- b) The notice must give details of the proposed special resolution and give at least twenty one (21) day notice of the meeting.
- c) Quorum must be present at the meeting.
- d) At least three quarters (75%) of those present must vote in favour of the resolution.
- e) In the situations where it is not possible or practicable for a resolution to be passed as described above, request may be made to the Cooperate Affairs Commission for permission to pass the resolution in some other way.

(8) **PUBLIC OFFICER**

The members shall ensure that a person is appointed as Public Officer.

The first Public Officer shall be the person who completed the application for incorporation for the Association.

The members at any time may remove the Public officer and appoint a new Public Officer, providing that the person appointed is eighteen (18) years of age or older, and resident of NSW.

The Public Officer shall be deemed to have vacated their position in the following circumstances:

- Death
- Resignation
- Removal by the members in a BOARD of Committee meeting
- Bankruptcy or financial insolvency
- Mental illness
- Residency outside NSW.

When a vacancy occurs in the position of the Public Officer, the members shall, within fourteen (14) days notify the Corporate Affairs Commission by the prescribed form, and appoint a new Public Officer. The new Public Officer is required to notify the Corporate Affairs Commission of their appointment within fourteen (14) days.

The Public officer is required to notify the Corporate Affairs Commission by the prescribed form in the following circumstances:

- Change of their residential address (within 14 days)
- Change of the Association financial affairs (within one month)
- Change of the Association Rules and Objectives (within one month)
- Change of the Association Name

The Public Officer may be an Officer Bearer, member, or any other Migrant Women regarded as suitable for the position by the members.

(9) **MISCELLANEOUS**

The Association shall effect and mention insurance as required under the Association Incorporation Act 1984, together with any other insurance which may be required by law or regarded as necessary by the Association.

The funds of the Association shall be derived from the fees of members, donations, grants, and such other sources approved by the Association.

The Common Seal of the Association shall only be kept in the custody of the President, and shall only be affixed to document with the approval of the members. The stamping of the Common Seal shall be witnessed by the two of Office Bearers.

In the event of the organisation being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any organisation which has similar objects and which is approved by the Commissioner of

taxation as a Public Benevolent Institution for the purposes of any Commonwealth Taxation Act.

The service of documents on the association is affected by servicing them on the Public Officer, or by serving them personally on two members of the Association.

No Office Bearer or other member of the BOARD of Committee shall be appointed to a salaried officer of the Association of any office paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the Association to any member of the BOARD of Committee except repayments out of pocket expenses.