



LNP WOMEN BY-LAWS

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DOCUMENT CHANGE REGISTER

- VERSION 1: Draft dated 12 August 2008
Carried at Women's Conference 20 September 2008
Ratified at State Council 16 July 2009
- VERSION 2: Incorporating amendments passed Women's Conference 5 September 2009 and approved at LNP State Executive 5 February 2010.
- VERSION 3: Subsequent LNP State Executive amendment and approval of sub-clause 1.2a on 26 March 2010.
- VERSION 4: Incorporating amendments passed Women's Conference 15 July 2010 and approved at LNP State Executive 16 July 2010.
- VERSION 5: Subsequent to changes in Main Party Constitution, amendments in numbering and consistency passed by LNP State Executive 20 May 2011.
- VERSION 6: Incorporating amendments passed Women's Conference 19 July 2011 and approved at LNP Conference 20 July 2011, as well as amendments proposed to the Women's Executive February 2012 and approved by Women's Conference 12 July 2012, LNP State Executive 21 September 2012 and State Council 24 November 2012.

The LNP Women is a Party Unit of the LNP (QLD), established under the Constitution of that Party. The Constitution contains a number of provisions relating exclusively to the LNP Women (QLD) and further provisions which apply also to the LNP Women (QLD).

This set of rules relates to the internal functioning and operation of the LNP Women (QLD) and must be used at all times in conjunction with the Party Constitution, by which it must abide.

The following by-laws approved by the State Council in accordance with the Constitution shall be the By-laws of the LNP Women (QLD). These by-laws may be amended at State Women's Conference and upon ratification by State Council shall become law.

PURPOSE OF LNP WOMEN (QLD)

The primary object of LNP Women (QLD) is to support women's participation at all levels of LNP (QLD). For external use on marketing materials this object may be shortened to 'Supporting women's political participation.

The primary Functions of LNP Women are:

1. Encouraging more women to be politically active
2. Encouraging more women to seek representation at all levels of government
3. Ensuring our party effectively represents the issues of concern to women
4. Supporting our party, our representatives and our members.

THE CONSTITUTION

SECTION S of the Party's Constitution which relates exclusively to LNP Women states:

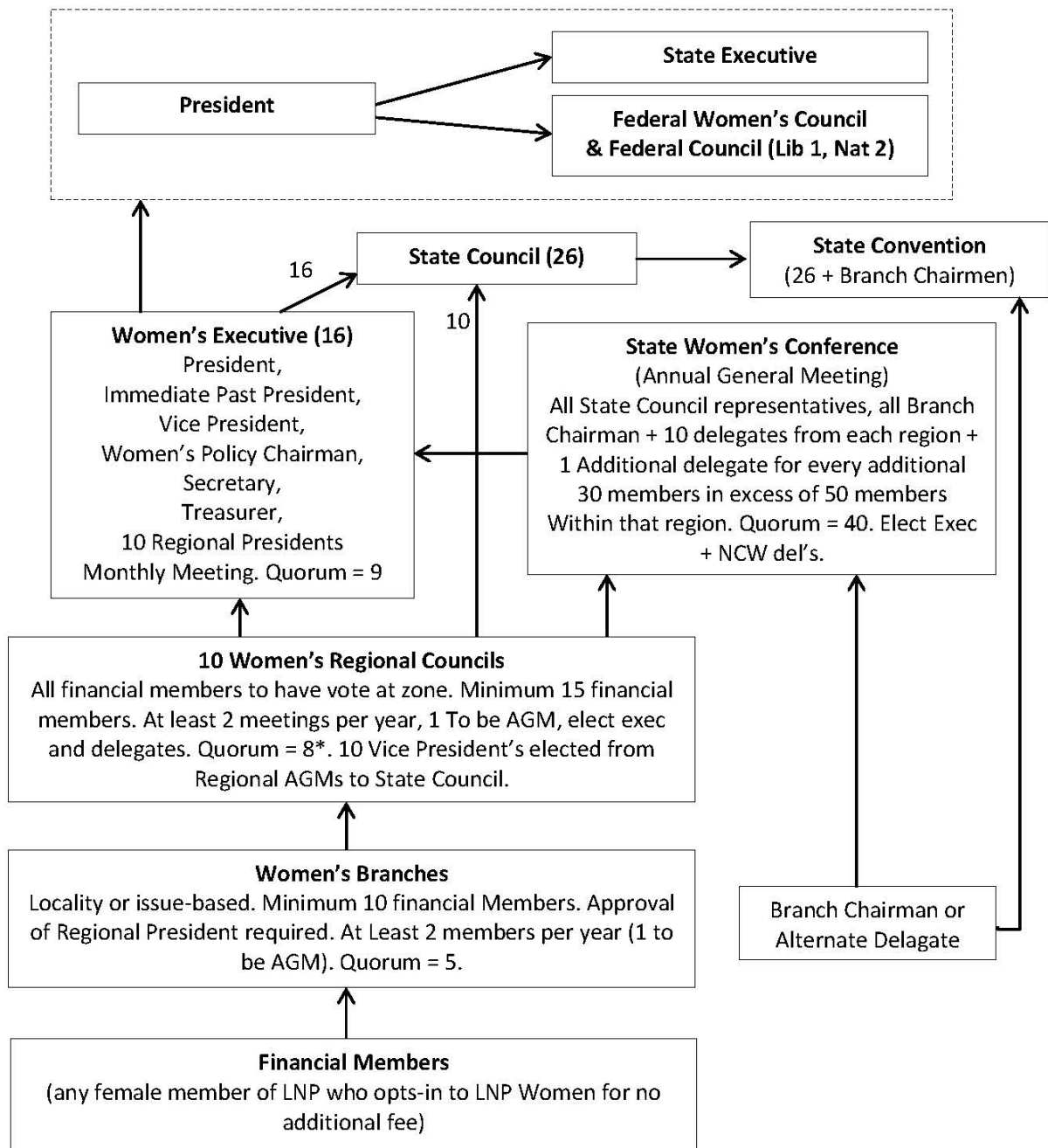
- S.1 All Women members of the Party shall be entitled to participate in the Liberal National Party Women (Queensland).
- S.2 The Liberal National Party Women (Queensland) shall operate under by-laws approved from time to time by State Council.
- S.3 By-laws made for the purposes of clause S.2 shall provide, amongst other things, for:
- (a) the holding of an annual meeting;
 - (b) the election of an Executive, including a President;
 - (c) the establishment within each Region of a Women's Regional Council;
 - (d) the holding of an annual meeting of each Women's Regional Council;
 - (e) the election of a committee of each Women's Regional Council, including a Regional Chairman and a Vice Chairman;
 - (f) the establishment and operation of Liberal National Party Women (Queensland) branches, to the extent that is not otherwise dealt with in this Constitution;
 - (g) the appointment of the representatives of Liberal National Party Women (Queensland) provided for elsewhere in this Constitution;
 - (h) the doing of all other things required or permitted to be done by the Liberal National Party Women (Queensland) or its constituent parts by this Constitution; and
 - (i) the operation of all party units within the Liberal National Party Women (Queensland).

Also particular attention is drawn to the sections relating to other party unit representation:

State Council

- K.1 (m) all members of the Executive and each Regional Chairman and Vice Chairman of the Liberal National Party Women (Queensland); and **State Executive**
- L.1 (l) the President of the Liberal National Party Women (Queensland)

DIAGRAM SUMMARY OF STRUCTURE



* For Regional Councils of over 10,000 square kilometres the required quorum is 6 – refer clause 2.7

BY-LAWS

1 Membership

- 1.1 Women members of the party wishing to participate in LNP Women may join the membership list of LNP Women by:
- a) completing a LNP Women Registration Form and forwarding to LNP Secretariat or LNP Women's State Secretary, or
 - b) personally advising LNP Secretariat in writing, by phone, by email or by fax of the LNP Women Branch they wish to participate in, or
 - c) Signing the attendance register of a LNP Women's meeting and the secretary of such meeting forwarding registration details to LNP Secretariat or LNP Women's State Secretary
- 1.2 A member will be a voting member of the Women's Region in which they reside and may choose to be a voting member of any Branch located wholly or partly within that region, but may not be a voting member of more than one Women's Branch. (NB- due to the structure of the LNP membership database membership lists of cross-border Branches may need to be adjusted and maintained in conjunction with the Women's State Secretary).
- a) A member is not entitled to vote at an AGM unless they have been listed on the Women's membership list for not less than 30 days expiring at the date of the meeting
- 1.3 The Secretary of any Women's Party Unit shall obtain and keep a copy of the Members' Register for their particular party unit. The central register kept by the Party's Secretariat Office will at all times be the official register of members.

2 Women's Regional Council

- 2.1 A Women's Regional Council may be established by LNP Women (QLD) Executive as per Clause I.1 of the LNP Constitution if there are least 15 eligible financial members within that Regional Council area.
- 2.2 Each eligible LNP Woman financial member within that Regional Council will be entitled to a vote at Women's Regional Council meetings.
- 2.3 Each Women's Regional Council shall meet at least two (2) times in each year, one of such meetings to be the Women's Regional Council Annual General Meeting (AGM), others to be held at a time that provides at least two months between the meetings.
- 2.4 The State Executive or the Women's Regional Chairman of a particular region may convene a meeting of that Council at such date, time and place she determines in accordance with the Constitution and these by-laws.
- 2.5 The Women's Regional Council AGM shall be held between 1 March to 31 May in each year, to ensure timeframes for nominations and resolutions to Women's State Conference are met.
- 2.6 Notice of meetings is to be provided in accordance with clauses V.15 through V.18 of the LNP Constitution to Women's President, Women's State Secretary, Regional office bearers,

Women's Branch Secretaries within region, FEC Chairmen, SEC Chairmen, Regional Chairmen, State Secretariat Office, elected politicians within region, endorsed candidates within region.

- a) As per V.23 - Notice of the Women's Regional Council AGM shall be given to all Members of such Region
- 2.7 The quorum for a regional meeting shall be 8, except where a Regional area exceeds 10,000 square kilometres such quorum shall be reduced to 6.
- 2.8 At the Women's Regional Council AGM there shall be elected in accordance with the by-laws:-
- a) A Regional Chairman who will be a member of Women's Executive and State Council
- b) A Regional Vice Chairman who will be a member of State Council
- c) Secretary/Treasurer or Secretary and a Treasurer and other such positions as it considers necessary
- d) 10 delegates to Women's State Conference plus 1 additional delegate for every additional 30 members in excess of 50 members in each zone, i.e. once a zone reaches 80 members they may elect 11 delegates, 110 members = 12 delegates, 140 members = 13 delegates, etc. This number to be determined and fixed for the ensuing annual state conference of women registered 30 days prior to Regional AGM
- 2.9 Other Regional Council business to include: - correspondence, membership, Treasurer's report, Women's President's report, reports from branches, policy resolutions and other resolutions for Women's Executive or Women's State Conference, potential candidates, fundraising, functions and other such business as the meeting sees fit.
- 2.10 A Women's Regional Council may open and maintain a bank account in accordance with the procedures determined by LNP State Council (Refer also section T).
- 2.11 Expenses for the conduct of Women's Regional Council meetings shall be the responsibility of that Women's Regional Council.
- 2.12 The Women's Regional Council AGM may, by resolution request each branch make a set annual contribution towards the expenses of operating the Women's Regional Council.
- 2.13 Following the Women's Regional Council AGM the Regional Secretary shall return the prescribed Officials List to LNP State Secretariat Office, Women's State Secretary and other positions as prescribed.
- 2.14 On approval of the record of proceedings by the Women's Regional Chairman, copies of minutes of Women's Regional Council Meetings to:
- Women's Regional Council office bearers
 - All Women's Branch Secretaries within Region
 - All Women's President and Women's State Secretary
 - State Secretariat Office
 - The LNP Regional Chairman of the Region in which the Women's Regional Council is located
 - Other local party units as the Women's Regional Council deems appropriate

- 2.15 Resolutions being forwarded to Women's Executive should be communicated by separate letter from the Regional Secretary to the Women's State Secretary, except in the case of Resolutions for Women's State Conference which must be made on the prescribed form.
- 2.16 The Regional Secretary shall move the adoption of minutes of previous meeting at the ensuing meeting.
- 2.17 Women's Regional Councils are responsible to the LNP Women's Executive.

3 Women's Branches

- 3.1 Women's Branches may be established
- on the basis of locality or other common interest (and may cross regional boundaries)*, and
 - provided there are at least 10 eligible financial members, and
 - with the approval of the Women's Regional Chairman or by special resolution of Women's State Executive
 - * All Women's Branches must be designated to a Region however please note membership lists for any cross-border branches will have to be adjusted and maintained in conjunction with the Women's State Secretary
- 3.2 The Women's Branch Chairman, or if there is no occupant of that position, the Women's Regional Chairman shall call an AGM of all members who have opted or expressed interest to be in a particular Women's Branch.
- 3.3 Each Women's Branch shall meet at least two times in each year, one of such meetings to be the AGM, others to be held at a time that provides at least two months between the meetings. (Refer F.6 of Constitution).
- 3.4 Women's Branch AGMs should be held between 1 March to 31 May in each year, ensuring timeframes for resolutions and delegate nominations for Women's Regional Council AGM and Women's State Conference are met.
- 3.5 The Women's Branch Chairman may convene a meeting of that Women's Branch at such date, time and place she determines in accordance with the LNP Constitution and these by-laws.
- 3.6 Notice of meetings is to be provided in accordance with clauses V.15 through to V18 and V.23 of the LNP Constitution to the Women's President, Women's State Secretary, Women's Regional Chairman, Women's Regional Vice Chairman, Branch office bearers, all Branch Members, LNP State Secretariat Office, elected politicians within Branch area, endorsed candidates within Women's Branch area.
- a) As per V.23 of the LNP Constitution - Notice of the AGM of a Women's Branch shall be given to all Members of the Women's Branch
- 3.7 The quorum for Women's Branch meetings and AGM shall be 5.
- 3.8 The Women's Branch AGM shall elect
- i. a Women's Branch Chairman who shall be delegate to Women's State Conference and LNP State Convention

- ii. a Secretary/Treasurer or a Secretary and a Treasurer
 - iii. an alternate delegate to Women's State Conference and LNP State Convention should the Women's Branch Chairman be unable to attend; and
 - iv. other such positions as it considers necessary
- 3.9 Women's Branch business to include:- correspondence, membership, Treasurer's report, report from Women's Regional Chairman/ Women's President/ Politicians/ Candidates if present, policy and other resolutions for Women's Regional Council or Women's Executive, fundraising, functions, community events, and other business as the meeting sees fit.
- 3.10 Management of finances shall be in accordance with the LNP Constitution (Refer to clauses F.15 & T).
- 3.11 Following the Women's Branch AGM the Women's Branch Secretary shall return the prescribed Officials List to LNP State Secretariat Office, Women's State Secretary, Women's Regional Chairman and other positions as may be prescribed.
- 3.12 On approval of the record of proceedings by the Women's Branch Chairman, the Women's Branch Secretary shall forward copies of minutes of each Women's Branch meeting to:
- Women's Branch office bearers
 - Women's Regional Chairman and Vice Chairman
 - Women's President
 - Women's State Secretary
 - LNP State Secretariat Office
 - Other local party units as the Women's Branch Chairman deems appropriate
- 3.13 Resolutions being forwarded to Women's Regional Council or Women's Executive should be communicated by separate letter from the Women's Branch Secretary to the Women's Regional Council or Women's State Secretary, except in the case of resolutions for LNP Conference which must be made on the prescribed form.
- 3.14 The Women's Branch Secretary shall move the adoption of minutes of the previous meeting at the ensuing meeting.
- 3.15 Women's Branches are responsible to the Women's Regional Council.
- 4 Women's State Conference & Special Conference**
- 4.1 The Women's President shall convene a Women's State Conference once in each year at such time and place to be determined by the Women's State Executive but which provides for:
- part or whole of Women's State Conference to be held outside of normal business hours to allow participation of working women
 - consideration of the travel requirements of distant members who also travel to LNP State Convention
- 4.2 At least 50 days notice will be given to all Delegates of the date, time and venue of such conference, along with closure date and procedure for nominations and resolutions.
- 4.3 Notice of Conference must be given to all Executive members, Regional Vice Chairmen,

Regional Women's Secretaries, Branch Secretaries, LNP State Secretariat Office, Honorary Life Members, Party Leader, Party Deputy Leader, Party President, Party Vice-President, Women Parliamentary and Local Government Members, Women endorsed candidates, Chairman Federal Liberal Women's Council and Chairman Federal Nationals Women's Council.

4.4 Women's State Conference shall comprise:

- Women's Executive
- Women's Regional Vice Chairmen
- Women's Regional and Branch delegates elected pursuant to by-law 2.8e and 3.8i
- Honorary Life Members; and
- Women Parliamentary Members and endorsed Regional Councillors

a) The quorum for Women's State Conference shall be 40

b) The absence of representation of any LNP Women's Regional Council or Women's Branch shall not invalidate the proceedings of Women's State Conference

c) Alternate delegates and proxies shall be dealt with in accordance with clauses J.4 and J.5 of the LNP Constitution

d) Any member of LNP (QLD) may attend Women's State Conference as an observer by paying the prescribed fee; also invited guests (either fee-paying or honoured guests) may attend but will not be entitled to vote. All members may speak at Women's State Conference

4.5 The business of Women's State Conference shall, unless the meeting otherwise determines, be conducted in accordance with the agenda proposed by the Women's Executive, and shall include:

a) Reception and confirmation of the minutes of the previous Women's State Conference

b) Such business as Women's Regional Councils may submit, if in the form prescribed.

c) Business submitted by the Women's Executive

d) Such other business as the Conference may decide

e) Reception and adoption of the Financial Statement

f) Election of Auditors and

g) Election of Women's Executive office bearers and delegates to affiliate organizations

4.6 Women's State Conference may, by resolution, request each Women's Branch make a set contribution towards to the expenses of the Women's Executive.

4.7 The following office bearers shall be elected

- President
- Vice President
- Women's Policy Chairman
- Secretary; and
- Treasurer

a) Nominations for Executive positions are to be received by the Secretary in writing at least 7 days prior to the Women's State Conference. Delegates to affiliated organisations are to be

nominated from the floor. See also clauses V.17 to V.21 of the LNP Constitution

- 4.8 Resolutions are to be received in writing on the prescribed form by the Women's State Secretary at least 30 days prior to Women's State Conference. Resolutions to Women's State Conference must first be passed at Regional Conference or by the Executive. Resolutions to State Women's Conference shall be submitted in order of preference.
- 4.8 Annual reports are required in writing at least 30 days prior to Women's State Conference.
- 4.9 At the conclusion of Women's State Conference the Women's State Secretary in cooperation with the Women's Policy Chairman shall arrange for any resolutions carried to be forwarded to LNP State Convention, State Council and/or the relevant Policy Committee as well as Liberal Federal Women's Council and The Nationals Federal Women's Council where relevant.
- 4.10 On approval of the record of proceedings by the President, the Secretary shall forward copies of minutes of Women's State Conference to:
- a) all Executive Members; and
 - b) LNP State Secretariat Office
- 4.11 The Secretary shall move the adoption of minutes at the ensuing conference.
- 4.12 A Special Women's State Conference shall be called by Women's Executive at any time or upon the written request of no less than 6 Women's Regional Councils. At least 30 days notice of such Special State Women's Conference shall be given.

5 Women's State Executive

- 5.1 Office bearers elected at pursuant to by-law 4.6 along with the Immediate Past President and Women's Regional Chairmen (by-law 2.8a) shall form the Women's Executive of LNP Women (QLD) and shall manage the day to day affairs of LNP Women (QLD) and Women's Regional Councils.
- a) The Immediate Past President of the LNP Women (QLD) shall be a member of the Women's Executive providing that she remains a member of a Women's Regional Council
 - b) A Minutes Secretary, and other considered positions, may be appointed by the Women's Executive at any time if deemed necessary. The Minutes Secretary, and any other appointees, will have no voting or delegate rights in this position
- 5.2 The Women's Executive shall meet as far as possible monthly at such time and place as shall be determined by the Women's Executive or failing such determination as shall be determined by the Women's President, or in her absence the Vice President.
- a) The quorum for Women's Executive meetings shall be 9
 - b) If a Women's Regional Chairmen are not able to attend a Women's Executive meeting the Vice Chairman for that region may attend in her place and have the same rights as a Regional Chairman
 - c) Notice of meetings with at least 14 days notice and in accordance with clause V.15 of the LNP Constitution shall be given to all Executive members, Regional Secretaries, Branch

Secretaries and LNP State Secretariat Office

d) Members of Women's Executive may participate in meetings of Women's Executive by the contemporaneous linking together in oral communication by telephone or other electronic means and where there is to be a vote on any motion by secret ballot shall be entitled to cast their vote by nominating a person present or the President as an amanuensis

e) Special Meetings of Women's Executive shall be convened by the President within 7 days giving at least 2 days notice on receipt of a request in writing signed by 9 members of Women's Executive. Such notice shall specify the reasons for such special meeting

5.3 The Women's Executive shall conduct the affairs of LNP Women between Women's State Conferences and shall:-

a) Work in conjunction with LNP State Executive through the President of the LNP Women

b) Direct and supervise organizational and promotional activities of the LNP Women

c) Undertake any tasks decided upon by meetings of the Women's Executive or as recommended by the LNP Women President

d) Undertake to assist State Council in whatever may be necessary in relation to Local, State and Federal elections and Referenda

e) Not incur any liability other than that for which funds are available; and

f) Deal with such resolutions as may be forwarded to it by Women's Branches and Women's Regional Councils

5.4 Every action of the Women's President and Executive between meetings shall be ratified at the ensuing Women's Executive meeting and recorded in its Minutes.

a) On approval of the record of proceedings by the Women's President, the Women's Secretary shall forward copies of minutes of Women's Executive to:

- all Executive Members; and
- LNP State Secretariat Office

b) The Women's State Secretary shall move the adoption of minutes of previous meeting at the ensuing meeting

5.5 Women's Executive may open and maintain a bank account in accordance with the procedures determined by State Council (Refer to clause T of the LNP Constitution).

5.6 Notwithstanding anything to the contrary, should the foregoing powers conferred on the Women's Executive be insufficient to deal with any exigency that may arise, authority is vested in it to take such action as it considers to be wise and necessary in the interests of the Party, provided that no such action shall contravene the spirit or intention of the Constitution.

6 Party Representation

6.1 The following Women's Executive Positions of LNP Women (QLD) shall be, by virtue of that office, members of other party units as follows:

a) The Women's President shall be a member of State Executive (clause L of the LNP Constitution)

- b) All Women's Executive members (up to 16) shall be members of State Council (clause K of the LNP Constitution)
 - c) Women's Regional Vice Chairmen (up to 10) shall be members of State Council (clause K of the LNP Constitution)
 - d) The Women's President shall be an ex-officio member of all Women's Regional Councils and Women's Branches
 - e) The Women's Regional Chairman shall be an ex-officio member of all Women's Branches within that region
- 6.2 The Women's President and Vice President shall be delegates to The Nationals Federal Women's Council and The Nationals Federal Council. If the Women's President is unable to attend any Nationals Women's Federal Council meeting, the Women's Vice President becomes first delegate and the Women's President may appoint another member of the Executive to attend as second delegate. If the Women's Vice President is unable to attend any such meeting the Women's President may appoint another member of the Women's Executive to attend. In the event that the Queensland Division has an additional delegate entitlement, these delegates are to be elected by the Women's Executive.
- 6.3 The Women's President shall be the delegate to the Liberal Women's Federal Council and the Liberal Federal Council. If the Women's President is unable to attend any Liberal Women's Federal Council meeting, the Women's Vice President shall attend in her place.
- 6.4 The LNP Women (QLD) may affiliate with other external organizations with the approval of the State Director.
- a) At Women's State Conference there shall be elected two delegates to The National Council of Women, one from within Women's Executive and one delegate from the floor
 - b) The Women's Executive may, from time to time, elect to become affiliated with other organisations, subject to the approval of the State Director
 - c) The Women's Executive may, from time to time, establish affiliated women's organizations (such as a network group) which shall operate under the auspices of LNP Women (QLD).
- 7 General**
- 7.1 Standing Orders as prescribed in the Constitution apply to all Women's Party Units.
- 7.2 Further to clause V.2 of the LNP Constitution any position of any Women's party unit (including Women's Branches) shall be declared vacant if the holder of that office shall be absent without leave of the Chairman of that party unit for two consecutive meetings. A motion of the executive of that party unit is required to give effect to the declaration of vacancy. The registration of an apology with the Chairman or Secretary of the meeting prior to the time of the meeting is regarded as a grant of leave for that meeting. If the absent person is the Chairman, the Vice Chairman or Secretary of that party unit is the person to whom an apology must be directed.
- 7.3 Any meeting, including the Annual General Meeting, not held strictly in accordance with the Constitution and by-laws shall be declared invalid and a recall shall therefore be necessary.

- 7.4 All Women's party units shall be under the full jurisdiction of the Women's State Conference and LNP State Council.
- 7.5 Further to clause F.17 of the LNP Constitution – upon the dissolution of any Women's party units, all books, documents, records, funds and other property belonging to it, shall be handed over the Women's Executive forthwith. In the event of the party unit being reformed the books and funds shall be returned to the party unit without delay.
- 7.6 Clauses V.17 to V.21 of the LNP Constitution relating to nominations for positions shall apply to Annual General Meetings of all Women's Party Units and Women's State Conference.
- a) There will be no limitation in the term of office of any office bearer position
- b) Only financial members of at least 2 months party membership are eligible to hold an executive office, except under special circumstances approved by the Women's Executive.
- 7.7 Members who wish to invite a guest to attend a meeting are to advise the Chairman of the party unit. This does not apply to fundraising activities.
- 7.8 The adoption of these by-laws shall not affect the rights of women members of LNP who desire to be members of party units established directly under the LNP Constitution or who reside in areas in which there is no LNP Women's Regional Council.
- 7.9 This set of by-laws may be amended by resolution of a two-thirds majority of voting members at the LNP Women's State Conference or Special Women's Conference provided that notice of proposed amendments shall be delivered to the Women's Secretary at least 50 days before the relevant conference and that notice of such amendments shall be sent to the Secretaries of all Women's Regional Councils and Women's Branches at least 30 days before conference.
- 7.10 The Women's Executive may resolve to invite a women member of LNP to be a State Patron for one year.