



BYLAWS

**In accordance with the Rule 64 of
the MCWA CONSTITUTION**



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Part 1 – MCWA Meetings

1. Committee Meetings

Committee meetings will be held bi-monthly during the months of January, March, May, July, September and November. The meeting will be held on the third Wednesday of the month or at the time and location as notified by the Chairperson or Secretary where;

- a) There is a quorum as defined in Constitution guidance note (D).
- b) Minimum notice of meeting is given in Constitution Rule 42 (1).
- c) Committee meetings are governed by Constitution Rules 41 to 47.

2. General Meetings

General meetings will be held bi-monthly in the months of February, April, June, August (AGM) and October. The meeting will be held on the third Wednesday of the month or at the time and location as notified by the Chairperson or Secretary where;

- a) There is a quorum as defined in Constitution guidance note (C).
- b) Minimum notice of meeting is given in Constitution Rule 52 (1) (b).
- c) General meetings are governed by Constitution Rules 50 to 60.

3. Extra Meetings

Extra general meetings are described in Constitution Rules and can either;

- a) Be called as necessary.
- b) Be combined with a committee meeting.

4. Minutes of Meeting

The draft minutes of meeting should be compiled within fourteen days of each meeting and made available to all members in electronic format for consideration and approval at the next meeting.

5. Audio Recording of Meetings

All meetings may be audio recorded to assist with;

- a) Compiling the minutes of meeting.
- b) Resolve queries regarding the minutes content and acceptance.

Part 2 - Membership

6. Acceptance Criteria

Eligibility and acceptance criteria to become a member are defined in Constitution Rules 4 and 5. On applying for a membership, the entity must fill out an MCWA membership application stating:

- a) The entity name and preferred contact details.
- b) Their commitment to the MCWA purposes and aims.
- c) The names and preferred contact details of their proposed delegates.

7. Fees

All application and membership fees to be reviewed annually at the AGM or as required at a committee meeting.

8. Code of Conduct

All members shall abide by the Constitution, these By-Laws, and the Code of Conduct.



9. Use of Delegates

The following rules detail the requirements for a member's delegate.

- a) Members can have up to two delegates to represent their interests.
- b) Members do not need to provide a delegate.
- c) Each delegate has one vote on behalf of their member.
- d) The delegate must represent their member's purposes and aims.
- e) Members may hold internal meetings to discuss their areas of interest and concern.
- f) Delegates may submit their member's concerns at an MCWA meeting to discuss their interests and concerns to create an action plan (as applicable) and the proposed timing of that plan.
- g) The delegate then reports back to their member entity at their next meeting to report any action plan and progress to date.

Part 3 - Delegates

10. Acceptance Criteria

All delegates proposed by a member will require acceptance by a majority committee vote where the delegate has;

- a) Demonstrated knowledge and acceptance of the MCWA aims and purposes.
- b) Agrees to act in a manner beneficial to the MCWA and their member entity.
- c) Is greater than 18 years of age.

11. Code of Conduct

- a) All delegates of members shall abide by the Constitution, these By-Laws, and the Code of Conduct.
- b) Agendas proposed by delegates shall be agreed to by a majority of a committee vote that the proposed agenda is beneficial to the aims and purposes of the MCWA.
- c) Delegates must always behave in a respectful manner.

12. Membership Ceases

- a) When a Member entity no longer has membership of the MCWA, all delegates of that entity;
 - 1) Will become ex-delegates and can no longer participate in any meeting.
 - 2) Ex-delegate committee members will cease to be members of the committee except as stated in Rule (b)(2) below. Refer Constitution rule 38 for filling casual vacancies.
- b) The Committee may by majority committee vote, invite an ex-delegate to continue participating with the committee as a guest if:
 - 1) The ex-delegate's contribution has been beneficial to the aims and purposes of MCWA or;
 - 2) The ex-delegate is successfully working on a project within the MCWA.

Part 4 - Committee Members

13. Foundation Committee Members

- a) Foundation committee members are not required to be aligned with an entity as a delegate when;
 - 1) The foundation committee member's membership continues while the member is reelected to the committee.



- b) Foundation committee membership ceases when;
 - 1) The committee member does not stand for reelection or;
 - 2) The committee member is voted out of office or;
 - 3) The committee member does not operate in the best interests of the MCWA (refer rule 16) as determined by a majority vote of committee members.

Once a foundation member ceases to be a committee member, they will be required to become a delegate in a member entity to continue working with the MCWA.

14. Committee Member Acceptance Criteria

- a) The delegate of a member may nominate to become a General Committee member who has been active within the MCWA for a period of not less than one year, unless otherwise endorsed by the committee. The election of committee members will be at the Annual General Meeting as defined in Constitution rule 50 (3)(c).
- b) The maximum number of General Committee members shall be 8.

15. Officer Holder Acceptance Criteria

- a) A general committee member may nominate to become an office holder who has been an active general committee member for a period of not less than one year, unless otherwise endorsed by the committee. The election of office holders will be at the annual general meeting (AGM) as defined in Constitution rule 50 (3)(c).

16. Code of Conduct

All committee members shall abide by the Constitution, these By-laws, and the Code of Conduct.

17. Committee Membership Ceases

- a) When a member entity ceases to be a member of the MCWA, any delegates of that entity who are committee members shall immediately cease to be a member of the committee.
- b) The committee may by majority vote, invite the ex-member to continue participating with the committee as a guest if:
 - 1) Their past contribution has been beneficial to the purposes of MCWA or;
 - 2) The ex-member is currently working on a project for the MCWA.

Part 5 - Financial

All monies collected from memberships, government grants, donations, etc, will be paid into the account of the MCWA. This money will be used to finance the activities of the MCWA. Refer Constitution Rules 61 to 63.

18. Banking Officers

Three committee members will be elected as Banking Officers during an AGM or alternately, during a committee meeting as required. The Banking Officers will be comprised of the Treasurer, a minimum of one Office Holder and an ordinary committee member as required;

- a) The Treasurer or an Office Holder when the Treasurer is not available, will raise all payments and;
- b) Approval for the payment will be required from one other Banking Officer.

19. Limit of Spend

The maximum amount spent on any item shall be \$250 unless authorised by a majority committee vote.



Part 6 - General

20. Brand and Slogan

The brand and slogan is the property of the MCWA and shall not be modified without the approval of a committee majority.