

**CHAPTER 11 – Women's Section**

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### 11.1 Affiliation to a Local RSA

It is recommended to all Local Associations (and written in to the model rules for Local Associations) that by formal resolution they affiliate their Women's Sections to their Associations. This achieves several things:

- It gives formal recognition of the existence of the Women's Section
- It acknowledges the work done by the Women's Section for the Association
- It provides an avenue for the local Association to invite a Women's Section representative to attend all Association Executive meetings. The Women's Section representative in this circumstance is usually given the right to speak **and** to vote at meetings.

Using XYZ RSA Inc. as an example the name of the Women's Section once formally affiliated becomes:

"The Women's Section to XYZ RSA Inc."

It must be remembered that it is the Women's Section as an organization that is affiliated to the RSA (in the same way that NZ Army Association is an affiliate to RNZRSA).

### 11.2 Women's Section Members as Associate or RSA Club Members

- Women who are neither members of the local Association or the RSA Club, they do not have the right to enter the clubrooms, or to buy a drink or to participate. Strictly speaking they should be signed in as visitors otherwise the local Association or RSA Club is infringing the terms of its own rules and of its liquor license.
- RNZRSA's recommendation, that the local Association or RSA Club rules provide that Women's section members shall, ipso facto be Associate members or Club members. The matter of subscriptions levels for Women's Sections is addressed in 11.3 below. Then Women's Section members will have exactly the same rights as every other Association or Club member in terms of speaking and voting at meetings and to nominate or be nominated for office or Committee.
- Being an Associated or Club member does entail the payment of capitation to RNZRSA by the Association or Club.
- Becoming Associate or Club Members does not mean that the Women's Section itself must disband or disintegrate for any reason - the ladies effectively become members of two separate and self-ruling organizations.

### 11.3 Subscriptions

- Women's Section Members pay, a subscription to their Women's Section – this is the Sections money to use as it sees fit.
- In relation to Women's Section Members who are ipso facto members of the local Association or RSA Club, the question of subscriptions to that local Association or RSA Club can be treated in several different ways bearing in mind that capitation for each member is payable to RNZRSA, for example: -
  - Set Women's Section subscriptions to the local Association or RSA Club at a level to cover capitation plus a little.

Most local Associations and RSA Clubs have a rule giving their committees the power to remit subscriptions in whole or part for any member or any particular class of member, such a clause could be useful in regard to Women's Section Members.

### 11.4 General

Given the ramifications of the Sale of Liquor Act 1989 and the 1999 Amendment it is essential that all Local Association and/or RSA Clubs obey their own rules and the terms of their Liquor License.

## General Information RSA Women's Section Rules Guidelines

### 1. Status

A Women's Section is not an incorporated society and derives its existence from the local Association. It should be noted that the RNZRSA National Women's Association (NWA) is incorporated and Affiliated to RNZRSA. These rules are a guide only to assist local Associations in arriving at acceptable terms of reference for their own Women's Sections.

### 2. Affiliation

- The Standard Rules for local Associations provide for the affiliation of the Women's Section. This is desirable measure as the local Association can thus demonstrate its recognition of the work performed by the Women's Section.
- It should be noted that this is an affiliation granted by the local Association and duly recorded in the Executive Committee minutes. There is no provision for Women's Sections to Affiliate directly with RNZRSA.

### 3. Approval

The rules of the Women's Section and all amendments thereto require the approval of the local Association. Approval by RNZRSA National Headquarters is not required.

## Guidelines for RSA Women's Section Rules

### 1. Name

The name of the Section shall be "The Women's Section to the..... RSA (Inc)".

### 2. Description

The Section is non-sectarian and non-party political in that it shall not except by submission of questions and the publication of the answers thereto, influences or seek to influence the views of its members regarding any candidate for public office or any political or municipal party.

### 3. Interpretation

In these rules,

- The term "Association" shall mean the.....Returned Services Association(Inc)
- The term "financial member" shall mean any women admitted to the membership pursuant to Rules 5 of these rules whose current subscriptions or dues are paid in accordance with these rules
- The term "Committee" shall have the meaning ascribed to it in Rule 20 of these rules.

### 4. Objects

The objects for which the Section is established are:

- To work in conjunction with and subject to the direction of the Association.
- To provide for and foster social gatherings for the general welfare of members.
- To assist in the welfare work and social activities of the Association.
- To foster a "good neighbor" attitude in the community especially by helping in emergencies.
- To conduct or assist in public appeals.

### 5. Membership

The membership of the Section shall consist of Women members of the Association

### 6. Honorary Members

- Women not otherwise eligible for membership who have rendered outstanding service to the Section or the Association and who have been elected at a General Meetings of the Section after consideration of a citation presented by the Committee.
- Honorary Members shall have the right to speak at a General meeting but shall not hold any office on the Committee and shall not exercise a vote.

**7. Modes of Admission of Membership**

Any women wishing to enroll as a member who is eligible under 5a) shall make application in writing to the Secretary and thereafter shall be duly enrolled as a member.

**8. Mode of Termination of Membership**

- Non payment of subscription
- In the event of a member failing to pay her subscription within..... days of the due date, she shall be sent a notice requiring her to pay her subscription within one month of the date of the notice. The member will then be at liberty to submit to the section any reason of nonpayment of subscription.
- Subject thereto and failing payment of the subscription and any arrears within the said period of one month the members name shall be struck off the list of members and she shall cease to be a member of the Section provided that the Committee may at any time reinstate such member upon such terms as the committee in the exercise of its discretion may decide.
- Resignation
- Any member may resign her membership by letter addressed to Secretary to that effect.
- Expulsion
- The Committee shall have power to call on any member for an explanation of any charge of misconduct against her by any member of the Section or for other sufficient cause and if in the opinion of the Committee the facts proved warrant their doing so the Committee shall have the power to expel such members.
- Any member so called upon shall have the right to appear before the Committee.
- Forfeiture of Association Membership
- In the case of the members admitted under 5a) in the event of their membership of the Association being terminated for any reason whatsoever, or should they cease to be financial members of that Association then their membership of the Section shall ipso facto be terminated.

**9. Mode of Suspension of Membership**

- The Committee shall have power to call on any member for an explanation of any charge of misconduct against her by any member of the Section or for any other sufficient cause and if in the opinion of the Committee the facts proved warrant for doing so the committee shall have the power to suspend the members for a period not exceeding six months
- Any member so called upon shall have the right to appear before the committee.
- A suspended member shall lose all privileges of the Section during a period of her suspension

**10. Appeals against suspension or expulsion**

A member expelled or suspended for more than one month by the Committee shall have the right to appeal to a tribunal of not less than three, nor more than five persons to be appointed by the Committee. Members of the tribunal shall be members of the Section but not of the Committee.

Notice of appeal shall be given within one month of the decision of the Committee.

The tribunal may dismiss or allow the appeal or vary the decision of the Committee.

The decision of the tribunal shall be final.

**11. Patroness**

The Section may from time to time in General meeting elect a PATRONESS who shall have the privilege of honorary membership whilst holding office.

**12. Officers**

The Officers of the Section shall consist of

- President
- Vice President
- Honorary Secretary
- Honorary Treasurer
- The Immediate Past president, who shall hold Office for a period of one year
- All of whom shall except the Immediate Past President shall be elected at the Annual General Meeting of the Section in the manner prescribed for the members of the Committee. The

Officers so elected shall hold office until the conclusion of the next Annual General Meeting of the Section and shall be eligible for reelection from year to year.

### 13. Annual General Meeting

An Annual General Meeting of the Section shall be held in the month of.....

In each year at such time and place as shall be fixed by the Committee. At least 21 days' notice of such a meeting stating the nature of the business to be brought before the meeting shall be given to members either by post or by advertisement inserted at least once in a newspaper circulating in the area.

### 14. Biannual Meeting

A Biannual General Meeting of the Section shall be held in the month of.....

In each year at such time and place as shall be fixed by the Committee. At least 21 days' notice of such a meeting stating the nature of the business to be brought before the meeting shall be given to members either by post or by advertisement inserted at least once in a newspaper circulating in the area.

### 15. Extraordinary General Meeting

All General Meetings other than Annual and Biannual General Meetings shall be Extraordinary General Meetings. The Committee may whenever it thinks fit and shall upon requisition in writing by..... members convene an Extraordinary General Meeting.

Any such requisition shall specify the objects of the meeting requisitioned shall be signed by members of the Association making the same and shall be deposited with the Secretary of the Section. The Meeting must be convened only for the purpose specified in the requisition. In case the Committee for 14 days after the receipt of such a requisition fails to convene an Extraordinary General Meeting to be held within 21 days or a majority of them may themselves convene a meeting to be held not later than three calendar months after the date to the requisition.

Seven days' notice specified the place, the day an hour of any EXTRAORDINARY GENERAL MEETING and the purpose for which it is to be given either by an advertisement in a newspaper circulating the area of the Association or by notice sent by post to each member.

### 16. Quorum at General Meetings

The quorum for any General Meeting shall be ..... members.

No business shall be transacted at any meeting unless a quorum of such members is present.

If within half an hour from the time appointed for any meeting a quorum is not present the meeting,

If Extraordinary General Meeting it shall be dissolved in any other case it shall stand adjourned to the same day in the next week at the same time and place and the members present at the adjourned meeting may transact any business as if they constituted a full quorum.

### 17. Method of Meeting

- Every question submitted to any General Meeting of the Section or to any meeting of the Committee shall be decided in the first instance on the voices or by a show of hands. Every member present shall be entitled to record one vote and no more upon every question. In the case of an equality of vote the Chairperson shall whether upon a vote being taken by a show of hands or by a ballot as hereinafter provided for have a second or casting vote.
- Unless a ballot is demanded by the Chairperson or by at least three members present, a declaration by the Chairperson that a resolution has been carried or lost and an entry to that effect in the Minute Book shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against such resolution.
- If a Ballot is demanded it shall be taken in such a manner and at such a time as the Chairperson of the meeting may direct and the result of the ballot shall be deemed to be resolution of the meeting at which the ballot was demanded.
- Votes shall be given personally and not by proxy.

### 18. Adjournment of Meetings

The Chairperson of any meeting may with the consent of that meeting adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which adjournment took place.

**19. Notice of Motion**

Any Notice of Motion must be in the hands of the Secretary at least 14 days before the meeting at which the motion is intended to be moved.

**20. The Committee**

There shall be a Committee consisting of:

- President (who shall be the Chairperson)
- Vice President
- Honorary Secretary
- Honorary Treasurer
- Members of the Sections nominated and elected at an Annual General Meeting

Only financial members shall be eligible for nomination and each nomination shall be proposed and seconded by financial members.

Members seeking nomination for President must have served 2 consecutive years on the Committee.

**21. Powers of the Committee**

- The management and control of the Section and its properties real and personal shall be vested in the Committee
- The committee may appoint such a sub-committee to carry out special duties. The officers shall be ex officio members of all sub-committees. All sub-committees shall work according to the directions by the Committee.
- The Committee shall have the power to make bylaws and regulations for the management of and work to be carried out by the Section, provided always that such bylaws and regulation shall be submitted for confirmation to the annual General Meeting of the Section and unless confirmed shall lapse as from the date of such meeting.
- The Committee shall have the power to deal with any matter which is not dealt with in these rules or in bylaws or regulations for the time being in force, subject to being in conformity with the general policy of these rules and those of the Association.

**22. Meeting of the Committee**

- The committee shall meet at such place and time as the Committee shall determine. Reasonable notice shall be given to each member of the Committee.
- The Chairperson or any three members of the Committee may at any time convene a meeting of the committee upon giving three days notice to the members of the Committee.

**23. Method of voting at the Committee Meetings**

Voting at any meeting of the Committee shall in association with 17 hereof

**24. Quorum of the Committee**

- The Quorum for any meeting of the Committee shall be .....members
- No business shall be transacted at any meeting unless a quorum of members is present
- If within half an hour from the time appointed for any meeting a quorum is not present at any meeting it shall stand adjourned to the same day in the next week at the same time and place and the members present at the adjourned meeting may transact any business as if they constituted a full quorum.

**25. Vacancy in Office**

Any member of the Committee shall vacate her office if she is:

- Absent from three consecutive meeting without leave of the Committee
- Becomes bankrupt or becomes of unsound mind
- If notice in writing to the Committee she resigns her office

Any vacancies on the Committee shall be filled by appointment by the Committee and the appointee shall hold office until the conclusion of the next Annual General Meeting of the Section.

**26. Subscriptions**

- The annual subscription shall be such sum as may be determined by the members in an Annual General Meeting from time to time.

- Subscriptions of all members shall be due and payable on the first financial year of the Section.
- In the case of a newly elected member the first subscription shall be due and payable for the month of election and therein after in accordance with the above clause.
- The Committee at its discretion shall have power to remit subscriptions in whole or in part for any member or any particular class of member.
- No person who from any cause whatsoever ceases to be a member of the Section shall have any claim upon the Section for a refund of the whole or part of any subscription paid by her to the Section.
- Non-financial members shall not be permitted to any of the privileges of membership or speak or vote at any meeting of the Section or the Committee.

### **27. Accounts**

- The Committee shall keep true accounts of all sums of money received and expended by the Section and the matter in respect of which receipts and expenditure takes place.
- The Financial year shall conform with that of the Association to ensure inclusion of the Section Annual Report and financial Statement in that of the Association.
- The books of account shall be kept at the office of the Section or at any such other place as the Committee member may determine e they shall be open for inspection of member of the Section at such reasonable times and places as shall be determined by the Committee. All monies received after being entered in the Books of the Section as being received shall forthwith paid into a bank to be appointed.
- At every Annual General Meeting the Committee shall present an Annual Report and Audited Balance Sheet and an Income and Expenditure Account made up to date not more than four months before the meeting from the time the last preceding Balance Sheet were prepared and in case of the first balance sheet from the date of the information iof, the Section. Every such report shall be accompanied by a report from the Committee on the state of the Section.

### **28. Auditor**

- An auditor who should preferably be a member of the institute of Chartered Accountants of New Zealand and who shall not be a member of the Committee shall be appoint at each Annual general meeting of the Section.

### **29. Women's Section Badges**

- Every member shall be supplied through the Association with an official RNZRSA Women's Section badge.
- All members' badges are and remain the property of the Association. Except as provided in this rule any member who ceases to be a member shall upon in writing from the secretary return to the Secretary the badge issued to her.
- No member shall be required to surrender her badge where evidence is produced that she has transferred her membership to another Women's Section.
- At the discretion of the Committee a badge may be retained by the relations of the deceased members.
- The Secretary or any member of the Committee is expressly authorized to call upon the wearer of a badge issued under these rules to produce evidence of her entitlement to wear the same.

### **30. Awards**

At a general meeting of the Section upon the recommendation of the Committee and subject to the approval of the Association a member who has completed a minimum of at least 10 years' service as a member may be awarded.

- Women's Section Life Membership.
- This award may be conferred on a member who has given outstanding and long service as an officer and or Committee Member of the Section.
- Long Service Award.
- This award may be conferred on any member who has given 10 years long local service but who may not have been an Officer and or a member of the Committee of the Section.

**31. Rules Adoption and Alteration of Rules**

- These rules shall not come into force until the approval of the Association has been obtained.
- The rules of the section may be altered, added to rescinded at any general meeting of the section by Notice of motion in accordance with Rule 19 of these rules.
- No amendment of any rules shall be made without the prior consent in writing of the Association being first had and obtained on the understanding however that such consent shall not arbitrarily withheld unless such amendment conflicts or is not in harmony with the Rules of the association or with the rules of natural justice.
- At least 14 days' notice of any proposed amendment to the rules of the Section be given to the members either by posting the same to each member or by at least one insertion in a newspaper circulating the area of the Association. The notice so given shall contain a copy of, or state briefly the nature of the notice of motion to be moved at the general meeting so called.

**32. Conduct of Meeting of the Section**

The Conduct of the meetings of the Section shall be conformity with the First Schedule hereto.

**33. Minutes**

The Committees shall cause minutes of all meetings to be duly entered in the book provided for that purpose.

**34. Changes of Address**

Every member of the section shall communicate to the secretary any changes of address and all notices posted to the last notified address shall be valid and deemed to have been given on the day following the day posting.

**35. Gifts and Bequests**

Gifts and Bequests made to the Section shall be devoted to the charitable purpose of the Section unless specifically directed otherwise by the terms of the gift or bequest.

**36. Liquidation**

- Any decision to liquidate the affairs of the section must be made by resolution at a General Meeting after due notice has been given in terms of Rule 19 of these rules.
- If upon liquidation or dissolution of the Section there remains after the satisfaction of all its liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Section but shall be transferred to the Association for the Welfare purpose of the Association.

**37. Indemnity**

The property of the Section shall be vested in the Committee, the members of which for the time being shall be indemnified by the members jointly and severally against any claims or demands in respect of any liability properly incurred on behalf of the Section.



**FIRST SCHEDULE****CONDUCT OF MEETINGS**

1. Members will assemble at the time and place appointed. The president shall reside at all meetings, or in their absence, the Duty President. In the absence of both of these Officers, the meeting shall appoint a member to be Chairperson.
2. The Secretary will take the necessary steps to see that none but financial members, Honorary Members and Life Members of the Section are present in the place of the meeting.
3. The Meeting may adjourn by its own resolution to such time and place as shall think fit.
4. Full minutes of all proceedings of the meeting shall be kept by the Secretary or their appointee.
5. **Business of Meetings**  
The business of the Meeting shall be in accordance with the advertised agenda.
6. **Notice of Motion**
  - Motions must be fairly written and signed by the members proposing such motions. A motion moved and seconded shall be withdrawn only by leave of the meeting.
  - Any notice of motion not seconded may be further debated, but shall forthwith lapse and no entry thereof shall be made in the minutes.
  - The terms of a motion may be altered by the proposer with the approval of the seconder and such amended motion shall be fairly written and delivered to the Chairperson.
7. **Superseding Motion**  
A motion may be superseded:
  - By the adjournment of a meeting either on the motion of a member "That this meeting do now adjourn" or on notice being taken and it appearing that a quorum is not present.
  - By a motion being carried "That the meeting proceed to the next business"
  - By an amendment.
8. **Conduct of Debate**  
Every member shall obey the orders and ruling of the Chairperson. If any member refuses to obey any such order or ruling may there upon by resolution of the meeting be held guilty of contempt and such member may be suspended at the discretion of the meeting.

**MEETING PROCEDURES-GUIDELINES****Specimen Agenda Paper**

- 1. Opening**
- 2. Motions of Sympathy**
- 3. Apologies**
- 4. Minutes – Business arising from minutes (if any)**
- 5. Enrolment of new members**
- 6. Correspondence**
- 7. Accounts**
- 8. Reports of the Committee (if any)**
- 9. Particular business of meeting**
- 10. General Business**

**CHAIRPERSON DUTIES**

1.	To control, maintain, impartiality and preserve order throughout conforming to rules as set out and adopted by the Section.
2.	To explain the objects of the section and adhere to Agenda for meeting, putting motions and amendments after proper debates, confining discussion definitely to the motion before meeting.
3.	To call on the secretary to read previous minutes and to call for confirmation of same.
4.	To arrange for any voting to be taken and to announce results.
5.	To decide points of order and privilege and to explain procedure on matters in doubt.
6.	To dispatch and finalise business of meeting with promptitude and punctuality and due consideration of all matters on Agenda.
7.	To present a Presidents Annual Report at Annual General Meetings.
8.	To decide questions of adjournment.
9.	<b>To Close the Meeting</b> It is inadvisable for the Chairperson to move a motion of any kind other than a motion for the adoption of the Annual Report.

**SECRETARIES DUTIES**

1.	Secretary is entrusted with all correspondence inward and outwards, the taking of minutes and recording of minutes same in Minutes Book. They calls meeting by post unless the next meeting date is prearranged
2.	They should have all documents ready. They should keep outside controversy both at meetings and in carrying out their duties. They should discuss all items on the Agenda with the Chairperson beforehand and should never intervene in discussion unless appealed to. Where publicity is desired the Press may be invited to the meeting. When representatives of the Press are present and it is desired that certain business should not be given publicity the motion "That the meeting go into Committee" should be carried and at conclusion of discussion it is moved that "That meeting do now resume".
3.	When no representative of the Press is present, the Secretary if requested by the meeting makes out a precis of the meeting and delivers it to the local Press.

**TREASURERS DUTIES**

1.	Treasurer is to keep a record of finance and at meetings give a reconciliation statement.
2.	All monies should be handed to the Treasurer and no money should be paid away without being authorised.
3.	All authorisation should be recorded by the Secretary in the Minute Book.
4.	An official Receipt Book should be kept and a receipt given every sum received.

**STANDING ORDERS**

1.	Any member desiring to speak shall stand up and address the Chairperson respectfully.
2.	No member shall speak more than once to a question except in explanation or reply.
3.	A member who formally seconds a motion or amendment without making a speech, may speak in support at a subsequent stage of the debate.
4.	The mover of a motion should not occupy more than three minutes without being granted an extension time.
5.	No speaker shall digress from the subject under discussion and any personal reflection of members shall be deemed disorderly.
6.	Whenever the Chairperson rises during debate the member then speaking shall sit down.
7.	No member shall interrupt another while speaking except on point of order.
8.	Any member during debate may rise to a point of order when the speaker shall sit down till the point of order has been decided. The member rising to order shall state concisely the point of order and the Chairperson without discussion shall give her ruling.
9.	<p>It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state their point. The Seconder and the Chairperson only may speak to the motion.</p> <p>A member may move the adjournment of the debate, but if the motion is negative, the mover shall not be allowed to speak again on the question. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of their speech</p> <p>An amendment may be moved on any original motion. The Chairperson shall put the amendment to the meeting and if carried to shall be declared to embody the decision of the meeting superseding the motion. If there is no further amendment the original motion shall be put after the mover has replied.</p>

**NOTICE OF MOTION**

1. The purpose of a notice of motion is that those who will be called upon to discuss the matter will not be taken unaware and so that those concerned will be able to judge whether they should make a special effort to attend the meeting.

Notice must be given at a meeting the business is within the scope of that particular section. Notice of motion should be in writing signed by the mover and seconder placed in the hands of the Secretary. It is then set as special business for the next meeting when all concerned are able to have their arguments prepared and facts marshalled.