

**WOMEN IN AGRICULTURE AND BUSINESS OF SOUTH AUSTRALIA  
INCORPORATED**



**BRANCH HANDBOOK**

*Revised November 2018*



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## **THE ORIGIN**

Women in Agriculture and Business of SA Inc. (WAB) is an organisation which developed from the needs of women in rural South Australia. In the early part of this century, Agricultural Bureau branches for farm men were well established. The wives of the members soon realised the benefits of having a similar organisation to suit their own needs. Families were pioneering their land and the women often worked side by side with their men; their interests were naturally bound up in the land and their homes.

The first branch of Women in Agriculture and Business was formed at Riverton in 1917 as an initiative of the Agricultural Bureau and with the assistance of the Department of Agriculture.

In 1948, 31 years later, the first Women in Agriculture and Business Council was formed. The Council was appointed by the Minister of Agriculture with seven members. At that time, there were 70 branches.

WAB celebrated 100 years at Riverton in October 2017, presenting an interpretive sign and commemorative seat at the Pioneer park in the town.

Over the years Women in Agriculture and Business has been well served by a number of Organisers and Women's Extension Officers. It was served by the Rural Affairs Unit of Primary Industries and Resources South Australia (PIRSA), up until June 2011. Now WAB is a self-sufficient organisation run by volunteers

In 1954, Councillors were elected to represent each region and the WAB Constitution was drafted. The Constitution was revised in 1985 and WAB became an Incorporated body. The constitution has been amended over the years and was most recently amended in February 2018.

These notes have been prepared to guide and assist members of Women in Agriculture and Business towards more effective meetings resulting in a more satisfying membership for all.

It is hoped that all members will share the responsibility for ensuring that Women in Agriculture and Business is a vital and growing force in the community.

## **WOMEN IN AGRICULTURE AND BUSINESS**

Women in Agriculture and Business is an organisation of women interested in agricultural and business matters and is non-party political and non-sectarian.

It is an adult education organisation and is an excellent training ground for rural women.

Some of the main benefits of membership are the opportunities for acquiring skills, broadening knowledge of rural industries and business, and for companionship and friendship.

Women in Agriculture and Business is a member Society of the Associated Country Women of the World (ACWW)

Women in Agriculture and Business is affiliated with the National Council of Women.

Co-operation with the South Australian Country Women's Association is encouraged.

## **THE AIMS AND OBJECTIVES**

The aims and objectives of Women in Agriculture and Business are:

- (a) To encourage interest and participation in activities of rural people and organizations, especially in primary industries.
- (b) To promote goodwill, friendship and understanding among members.
- (c) To provide effective leadership to link WAB activities through the membership network.
- (d) To generate opportunities for educational, cultural and technical advancement to members, combining with other rural organisations where appropriate.
- (e) To encourage and foster the ability of women to take a shared responsibility for the community in which we live – from local to world level.
- (f) To encourage recognition of the needs and worth of rural people at all levels of government.
- (g) To promote and support the preservation of our environment and ecology and care for the land.

## **THE ORGANISATION OF WOMEN IN AGRICULTURE AND BUSINESS OF SOUTH AUSTRALIA INCORPORATED**

Women in Agriculture and Business of South Australia Incorporated is governed by the WAB Management Team as provided in the Constitution. There are approximately 200+ members belonging to branches within regions in South Australia.

Membership: Any person may become a member of Women in Agriculture and Business by indicating her desire to join. An application for membership form is forwarded to WAB Head Office. All members pay an annual subscription as determined by the Branch, plus a levy as determined by Management Team.

Associate Membership: A person who has been a branch member and is no longer able to attend branch meetings through sickness or having moved to another district or a person who is on the branch roll at the time of a branch closing may apply for associate membership. Associate members pay a subscription set by WAB Management Team which entitles them to receive relevant information from head office, the WAB News and attend State Functions. Associate members have no voting rights.

Branches may be formed or closed with the approval of the WAB Management Team. The operations of the branch are directed by the branch committee which is elected annually, and it is recommended that it meets three times a year.

Each branch shall hold an Annual General Meeting during the month of June, and at least three other meetings during each year. WAB recommend Treasurer's Books close at the end of May.

Regions: Branches are grouped together to form regions. Within a region, a member is elected to serve as Regional Coordinator. (See section on Management Team Elections).

Regional Coordinators: The Regional Coordinator aids branches in the development of programs and interests appropriate to the functioning of Women in Agriculture and Business.

The WAB Management Team is comprised of a State President and at least 2 Regional Coordinators who meet (face to face and online) at least four times a year. The President and President Elect are elected by branches through the ballot system. The Management Team is responsible for the management of Women in Agriculture and Business. The operations of the Management Team are governed by the Constitution of Women in Agriculture and Business of South Australia Inc.

Regional Conferences/Gatherings are sponsored each year by a different branch within the region. They provide an opportunity for coverage of subjects of wide appeal, for further exchange of ideas and for development of friendships. Competitions or displays are arranged at the discretion of the sponsoring branch. Branches that elect to sponsor a regional conference can nominate to host a State conference in place of that regional conference.

The final decision as to the host branch and location will be at the discretion of the WAB Management Team.

## **BRANCH ADMINISTRATION**

This is the responsibility of the branch committee and its executive officers. The (President, Secretary, Treasurer), or Branch Facilitator and Committee Members have definite responsibilities to the Branch.

Every effort should be made to spread the work of branch administration over all members. Periods in office can be a means of furthering a member's experience and education.

Periods of office are recommended as follows:

President/ Branch Facilitator: No more than three consecutive years. Not eligible for re-election in this office until the lapse of a further two years.

Vice-President: No more than three consecutive years. (Ideally, the Vice-President would take the position of President.)

Secretary: No more than five consecutive years.

Treasurer: No more than five consecutive years.

Committee: Members elected annually. Aim to replace half the committee each year.

Auditor-Verifier: Suggest a Bank Manager or business person with no involvement in the branch.

Publicity Officer: Two years.

Any member who has been an active financial member for the year preceding the election may be nominated for any office.

Requirements of a constituted meeting (including outings) are:

1. Minutes are read and confirmed.
2. Roll is marked.

## **NEW MEMBERS**

The branch secretary should complete a New Member Form when a prospective member attends. The completed form should be forwarded to the WAB Administration Office. New members may obtain a WAB name badge, which is ordered through WAB Administration.

When a new member joins after the commencement of the second quarter of the new financial year (October 1<sup>st</sup>) a pro-rata reduction of the WAB membership levy shall be applied as follows:

Dates	WAB Membership Reduction	Levy
July 1st – September 30th		100%
October 1 <sup>st</sup> – December 31 <sup>st</sup>		75%
January 1 <sup>st</sup> – March 31st		50%
April 1 <sup>st</sup> – June 30th		25%

## **TRANSFER OF MEMBERSHIP FORMS**

Branch Secretaries or Facilitator should complete the appropriate parts of a Transfer of Membership Form and give to any member of your Branch who is moving away from your district.

The Transfer of Membership Form should be completed and forwarded to WAB Administration Office for a member coming to your branch from another branch, immediately following their attendance at their first meeting.

## **MEETING REPORT FORMS**

Each branch is expected to fill out a Meeting Report Form and forward this monthly report to Regional Coordinators and Newsletter Editor as soon as possible after each meeting.

The branch secretary (or nominated member) is responsible for ensuring completion and forwarding the Meeting Report Form to the Regional Coordinator.

The report should be descriptive, highlighting interesting details of activities, guest speakers, etc at the meeting. This information is collated for use in WAB News.

## **PROCEDURE FOR OPENING A BRANCH OF WOMEN IN AGRICULTURE AND BUSINESS**

When a number of people are interested in forming a branch of Women in Agriculture and Business, the procedure is as follows:

1. A meeting is advertised locally, for interested women.
2. Financial assistance may be requested from Women in Agriculture and Business Management Team to cover the cost of advertising and hire of a venue for the initial meeting.
3. A member of the WAB Management Team must attend and may be asked to chair the meeting. It is preferable that this person be the relevant Regional Coordinator.
4. The WAB State President, or her nominee, should be invited to outline the structure of Women in Agriculture and Business and the advantages of becoming a member.
5. Neighbouring Women in Agriculture and Business branches may be invited to send representatives to the meeting.
6. A suggested agenda is:
  - 6.1 Welcome and apologies
  - 6.2 The purpose of the meeting
  - 6.3 The WAB State President, or her nominee, to address the group and answer any queries
  - 6.4 An indication of interest to form a branch could be made by at least 10 prospective members.
  - 6.5 A motion is requested from the floor, e.g., “That the ..... Branch of Women in Agriculture and Business, within the ..... Region seek approval of the WAB Management Team to be officially recognised”.



- 6.6 A seconder to the motion is required
  - 6.7 Discussions and a vote taken
  - 6.8 Election of officers and branch committee, including signatories for bank account
  - 6.9 Annual subscription determined. If the branch is formed after the 1st of October, the member subscription sent to WAB Administration Office will be paid on a pro-rata basis as per the schedule in the 'New Member' section (page 8). , 6.10 Meeting day, time and place determined
  - 6.11 Congratulations extended by visiting Women in Agriculture and Business branch representatives
  - 6.12 Plans made for next meeting's program
  - 6.14 WAB Regional Coordinator undertakes to officially advise Women in Agriculture and Business Management Team of the branch's formation
  - 6.15 Meeting closed
- 7. The newly elected Secretary notifies WAB Administration office of the office bearers and sends a cheque to cover membership levies to the WAB Administration and Finance .
  - 8. A bank account is opened in the name of the branch with three signatories, usually the President, Secretary and Treasurer with any two to sign.

**PROCEDURE FOR GOING INTO RECESS OR CLOSING A BRANCH OF WOMEN IN AGRICULTURE AND BUSINESS**

If a branch contemplates closing or going into recess, the procedure is as follows:

- 1. A meeting must be called for that purpose. Not less than one calendar month's written notice, including notice of the proposed recess or closure, must be given to all members on the roll.
- 2. The Regional Coordinator and State President must be invited to attend the meeting and may be asked to chair the meeting.
- 3. A suggested agenda is:
  - 3.1 Welcome by chairperson
  - 3.2 Reason for calling the meeting should be outlined to all present
  - 3.3 Motion: "That the ..... Branch of the WAB, within the ..... Region go into recess for ..... Months."
  - 3.4 Secunder to the motion
  - 3.5 Discussion and then vote taken

- 3.6 Further action, e.g., who will be responsible for calling the meeting at the end of the recess period (maximum two years).

**OR**

- 3.2 Motion: "That the ..... Branch of the WAB, within the ..... Region be closed."
  - 3.3 Secunder to the motion
  - 3.4 Discussion and then vote taken. If two-thirds or more of all members present and on the roll resolve to close the branch, it shall be closed.
  - 3.5 A decision must be made to the future location of the branch minute and roll books, e.g., send to the WAB Historian or the local Historical Society branch (if appropriate). If a branch decides to have their records stored locally the membership records must be photo copied and the copies sent to the WAB Historian and a message forwarded to WAB Administration office to advise of this action.
  - 3.6 Information should be sent to the WAB Management Team through the WAB Administration office about the branch's wishes for disposal of funds to another organisation having similar objectives or to a charitable organisation. (See Constitution re: Finance and Property.)
  - 3.7 Any other business
  - 3.8 Close the meeting
4. Disposal of property and funds must be determined after all debts have been paid.

## **BRANCH RESPONSIBILITIES UNDER NEW STRUCTURE 2017**

Branches will:

Collect WAB annual membership fees and deposits by direct debit into the nominated WAB account (where possible)

Forward to State President/Treasurer and Regional Co-ordinator a completed copy of the membership levy form

Print branch copy of WAB News

Print branch copy of WAB Directory (if needed)

Forward nomination forms to Awards officer

Forward Coins for Friendship money to International Officer by direct debit (where possible)

Forward to Regional Co Ordinator:

Branch Facilitator and/or Officer Bearer names

Branch member names and details (it is the branch's responsibility to ensure correct information is sent to the coordinator)

Details of branch projects and amount raised

Details of Coins For Friendship collected by branches and confirmation that money has been sent to International Officer

Forward Branch Meeting Report to WAB News Officer and CC to Regional Coordinator

Forward New Branch Members form with payment to the WAB Office

Forward nominations for Branch members to Awards Officer.

## **THE PRESIDENT / FACILITATOR**

As in most organisations, the President will have two different tasks - firstly, as the source of leadership for Women in Agriculture and Business, and secondly as Chairperson.

### **A PRESIDENT'S RESPONSIBILITIES**

1. To attend all WAB Executive Committee and general meetings in which WAB is eligible to participate.
2. Represent Women in Agriculture and Business at any Conferences or Meetings in which WAB is eligible to participate.
3. Represent Women in Agriculture and Business at any local functions where it should be represented.
4. In conjunction with other office bearers ensure that all WAB positions are filled and functioning.
5. At the meeting welcome new members, guests and guest speakers.
6. Provide, in conjunction with other offices, an Annual Report to the members at the Annual Meeting.
7. Following the election of her successor provide a briefing and training at the end of the year to hand over all files and other WAB property.
8. If the Branch elects to have a Facilitator, the role of Chairperson may be shared at meetings.

### **THE CHAIRPERSON:**

#### **DUTIES OF A CHAIRPERSON**

It is essential that the chairperson go through the agenda with the Secretary and be familiar with any previous matters affecting the agenda.

### At the meeting –

1. Preside at the meeting.
2. Open meeting punctually.
3. Consult meeting regarding any additions to the agenda.
4. Call on the Secretary to read Apologies and the Minutes.
5. Seek approval to sign Minutes as correct – sign in pen with the date. Alterations must be initialled.
6. Keep discussion on the subject – remain calm and impartial.
7. Encourage and allow everyone to have her say.
8. Sum up progress frequently – announce decisions audibly.
9. The Chairperson of most organisations has a casting vote as well as an ordinary, deliberative vote. The Chairperson's casting vote is customarily used to maintain a policy of no change.
10. Close the meeting.

### **THE VICE PRESIDENT**

The Vice President's role is to assist the President in the general running of Women in Agriculture and Business's activities.

### **THE VICE PRESIDENT'S RESPONSIBILITIES**

1. To attend all WAB Executive Committee and General Meetings.
2. To give help, advice and guidance where needed.
3. To deputise for the President in any of her duties as required.

### **THE SECRETARY**

#### **DUTIES OF THE SECRETARY**

The Secretary can delegate to other members of Women in Agriculture and Business.

### Before the Meeting –

- . Arrange guest speakers and meeting place
- . Notify all members of the meeting.
- . Prepare correspondence for presentation to the meeting.
- . Be familiar with past Minutes.
- . Prepare a written agenda and consult with Chairperson.

### At the Meeting –

- . Prepare table with agenda, books, water, bell, etc
- . Take minutes in rough minute book.
- . Maintain an accurate branch roll.
- . Read Minutes of previous meeting – audibly.
- . Report on action taken since last meeting.
- . Read all correspondence – give writer’s name, subject matter and summarise wherever possible.

### After the Meeting –

- . Write up Minutes as soon as possible.
- . Carry out all instructions, including correspondence (copies kept).
- . Confer with President between meetings as necessary.
- . Notify committee members of committee meetings, etc.
- . Email monthly report to Regional Coordinator and cc to Newsletter – highlight interest details. If necessary, post to Regional Coordinator to forward on via email to Newsletter Editor
- . Fill in nomination form for new members – send to WAB Administration
- . Complete Life Membership and other award nominations as due and forward to Regional Coordinator.
- . Liaise with Regional Coordinator.

## **THE AGENDA**

An agenda is a program drawn up by the Secretary in consultation with Chairperson showing the proposed order in which each item of business will be discussed at the Meeting.

New agenda items to be read to the meeting.

## **THE MINUTES**

The Minutes are a correct and legally acceptable record of proceedings of the Meeting.

Notes during the meeting should cover decisions made, action to be taken by other

members, dates of all activities, names of people appointed to Committees. Special attention needs to be given to noting such things requiring action by the Secretary, or other WAB members, as bookings to be made, letters to be written or information to be obtained.

After the reading of the minutes of the previous meeting the Chairperson will seek a mover and seconder with confirmation from members who were present, to accept the minutes as a true and correct record and then sign and date them.

## **WRITING OFFICIAL WAB LETTERS**

The Secretary / Facilitator is responsible for this job. Copies must always be kept of every letter written. Letters should be written as soon as possible after Women in Agriculture and Business or Committee meeting. Inward Correspondence must be opened and read as soon as it arrives. All correspondence should have approval of the general meeting or executive committee before being written.

If correspondence is shared via email with members prior to meetings, it may be tabled as read, for discussion.

## **FORMAT OF MINUTES**

It is desirable that secretaries follow a basic format for minutes so that other people can easily read and understand them. The minutes are an expansion of the agenda, so follow the agenda headings when writing the minutes.

### **1. The heading**

This should record the name of branch and when and where it met.

### **2. Opening**

This should record what time the president or chairperson declared the Meeting open and should include any special welcome given to visitors. If a guest speaker or other activity preceded the meeting, this should be noted.

### **3. Those present**

The number of members and visitors present should be recorded. A separate roll should be kept.

### **4. Apologies**

Apologies must be tendered by the member and recorded by the Secretary.

### **5. Minutes of previous meeting**

The minutes should record that the minutes of the previous meeting were read and accepted, and any amendments made, noted.

## **6. Business arising from the minutes**

Any matters raised from the minutes which are not already on the agenda as separate items should be recorded. The results of any actions taken since the last meeting on matters referred to in the minutes, should also be reported at this stage if they do not occur under reports.

## **7. Correspondence**

List each item of correspondence as it arises:

- . Circulars should be kept for 1 year unless otherwise advised.
- . Any legal or “semi-legal” or very important documents, e.g., lease on an area of land, insurance policies on branches’ equipment, agreements with a Hall Committee on rental terms, or the President’s and Treasurer’s Annual Reports, or the branches’ yearly budgets.

These items must be preserved with care, and preferably not just in a Secretary’s box. It is desirable to keep documents of major importance in Bank safety deposit boxes.

A motion that inwards correspondence be received, and outgoing correspondence be endorsed is needed.

## **8. Treasurer’s Report**

The treasurer’s report should include the bank balance, accounts for payment, any payments made since the last meeting, and outstanding accounts or membership dues. There should be motions to ratify payments made and directing the treasurer to pay the current accounts. The Treasurer moves that her report be accepted, and it should be seconded from the meeting.

## **9. Reports**

Reports may be made by office bearers, members of committees, or members who have represented the branch at some activity. The title of any reports plus brief notes on each report should be recorded. If reports are tabled they should be appended to the minutes.

## **10. General business**

Note all matters that are raised plus a brief summary of any debate that occurs.

After meeting activities such as guest speaker, etc, should be recorded.

## **11. Closure**

The official closure should be noted including the time. The time, date and place for the next meeting should also be noted.

### **Important Note:**

*It is essential that all motions are correctly recorded.*

*Motions should indicate who moved and seconded the motion and whether it was carried or lost. Amendments must also be recorded.*

*For example, moved T. Smith, seconded G. Jones "That the minutes of the meeting held 19 July 1993 be accepted as a true and correct record of the last meeting." CARRIED*

When recording names, the minutes must include surname and be consistent throughout, ie, "Mary Brown" or "M Brown", not "Mary".

A quorum is generally accepted as one-third of the financial members, unless the Constitution rules otherwise. Women in Agriculture and Business's Constitution does not specify any number or proportion.

## **CORRESPONDENCE:**

### **DEALING WITH THE CORRESPONDENCE**

Correspondence can often prolong the business of a meeting if the Secretary and Chairperson/President have not discussed it together.

In preparation for the meeting, sort and list correspondence into related areas, e.g., notices of field days; conferences; meetings; offers from available speakers; or circulars from WAB Administration Office. Many of these will come via email and can be forwarded onto members before meetings as appropriate.

The Minutes need to record what action is to be taken, by whom, on any items of correspondence which require action.

The Management Team of Women in Agriculture and Business endeavour to protect branches from an avalanche of correspondence with the ruling that the Address list is confidential.

## **THE TREASURER**

### **DUTIES OF THE TREASURER**

1. To receive and issue receipts for all monies due to the Branch and to make all payments of all accounts by cheque approved by the Branch.
2. Submit to each meeting a report which is to include:
  - (a) The cash balance as at previous meeting.
  - (b) Income and expenditure since.
  - (c) The present cash balance.
  - (d) Reconciliation with Bank balance.
  - (e) Accounts for payment.



3. Maintain the books in a neat and simple way and to arrange for these to be audited each year.
4. Arrange and present a yearly balance sheet as part of the Annual Report.
5. Inform the incoming Treasurer of all procedures.

### **WHAT ARE THE BASIC RULES OF THE SYSTEM?**

1. Write a receipt for every amount of money you receive.
2. Write a cheque for every item of expenditure – NEVER pay by cash, except for petty cash items (e.g., postage, etc).

### **THE PUBLICITY OFFICER**

#### **DUTIES OF THE PUBLICITY OFFICER**

Keep the local press informed on all matters relating to the Branch and report interesting activities to the Regional Coordinator. A copy of all published media articles should be sent to the Regional Coordinator.

### **THE ANNUAL GENERAL MEETING**

The Annual General Meeting (AGM) usually follows immediately after the monthly branch meeting is formally closed. The Constitution states that “Each Branch shall hold an Annual General Meeting.”

Suggested format of meeting:

- . Apologies
- . Minutes of previous AGM confirmed
- . Annual Report – compiled by the President and Secretary
- . Treasurer’s audited financial statement
- . Appointment of scrutineers
- . Election of officers
- . Appointment of Auditor
- . Branch annual subscriptions
- . Any special business, e.g. dates and times of meetings, programme suggestions.
- . Close.

If the President is nominated for re-election, she should vacate the Chair for the election of officers. In the interests of efficiency, it is recommended that the

incoming executive does not assume office until after the AGM has been closed.

## **COMMITTEES**

### **WHAT IS A COMMITTEE?**

A Committee is formed to plan an event/activity or for specific purposes, which would be too time consuming in a general meeting, e.g., Branch programming; special events; regional conference, etc.

### **EXECUTIVE COMMITTEE**

The Executive Committee should comprise President, Vice President, Secretary and Treasurer. The Executive Committee has the power to make decisions on behalf of the branch at short notice. There are times when committees are desirable and expedient.

## **MOTIONS, AMENDMENTS AND RESOLUTIONS**

A **Motion** is a subject proposed as a basis for discussion:

1. A motion should be formally proposed and seconded before it is accepted by the Chairperson, e.g., “The motion before the Chair is .....”
2. Discussion should not be allowed on any other subject when a motion is before the meeting.
3. The original mover of a motion, but not the seconder, is the only person allowed to speak twice to the motion. Usually the mover states the motion and then explains why she thinks that particular course of action should be taken. After discussion, the mover has the right to reply to answer opposition arguments. After she has spoken, the motion must be put.

The mover of a motion can incorporate an amendment into the original motion. This will frequently save time. (During discussion, members may only speak once on the motion and once on the amendment.)

An **Amendment** substitutes, adds or deletes words anywhere in the motion, but must not alter the basic intention of the motion.

1. The mover and seconder of a motion cannot move or second an amendment to that motion.
2. If a member wishes to bring forward an amendment, it must be proposed and seconded, and then left open for discussion. The mover of an amendment has no right of reply.
3. The amendment is put to the meeting before the original motion – if passed the original motion may be further amended.

A **Resolution** is the motion after it has been put to the vote and accepted.

**Rescinded Motions** – Once a motion or amendment has been put to the vote, the resolution cannot be rescinded or altered unless a motion is moved for this purpose. If anyone has left the meeting, this can only be done by a “notice of motion” for the next meeting.

A **Lapsed Motion** – A motion may lapse for want of a seconder.

**Withdrawn Motion** – A motion may be withdrawn by the mover with the permission of the Chairperson and the seconder.

**All motions, amendments, resolutions, either lost or carried, must be recorded.**

## **POINTS OF ORDER**

Whenever a person desires to question a ruling, point out an apparent error, or question the propriety of any act or statement, she may do so by “rising to the point of order”, e.g., Madame Chair, I rise to a point of order”. Proceedings are at once suspended. A point of order may be raised while a person is speaking.

The following may provide a basis for a “Point of Order”.

1. That a speaker is using offensive or abusive language.
2. That a mover of an amendment has already spoken to the motion.
3. That the speech is irrelevant to the question under discussion, or that the whole discussion is not in its proper place according to the Agenda.
4. That there is no quorum present.
5. That a certain person has no right to speak or to vote, e.g., non-financial.
6. That no notice of motion has been given.
7. That there has been a breach of the Constitution.
8. That the proposed act is beyond the powers of the organisation.
9. Any other irregularity in the proceedings.

The decision of the Chairperson is final after the Point of Order has been stated.

## **VOTE OF THANKS**

Votes of Thanks are an act of courtesy but they can be wearisome if overlong. They should not take more than three minutes.

Before the meeting, the Chairperson should arrange for someone to propose the vote of thanks.

The proposer addresses the Chair, e.g., “Madam Chair, I am very pleased to have this opportunity of thanking our speaker for his/her most interesting talk, etc ...”.

Be brief, sincere and complimentary. If possible mention something that was amusing or especially interesting as a light touch is always popular.

The speaker may be asked to accept a gift on “our behalf”.

Conclude your remarks by asking everyone to “join me in thanking our speaker” – or a similar phrase, and start the clapping.

The speaker may respond briefly.

This format is used at Regional Conferences and at State Conferences.

### **INFORMAL EXPRESSION OF THANKS**

In an informal gathering, such as a homestead meeting, the Chairperson should ask the member (as pre-arranged) “to express our thanks to the speaker” or “thank the speaker on our behalf”. The member who does so should address the speaker and should not mention the word “vote”, but should invite fellow members to applaud as a sign of appreciation at the conclusion of the remarks.

### **AWARDS**

Women in Agriculture and Business may present 7 types of awards to its members according to the WAB Constitution:

1. 5 Years Certificate - 5 years active membership
2. 10 Years Certificate - 10 years active membership
3. Life Membership - 20 years active membership
4. Thirty Years Active Membership
5. Forty Year Badge - 40 years meritorious service
6. Fifty Year Badge - 50 years meritorious service
7. Sixty Year Badge - 60 years meritorious service
8. Certificate of Merit - in lieu of Life Membership Award

All nominations for these awards must be made by the branch on the prescribed form. The decision of Management Team will be final. Forms are distributed to Secretaries regularly.

Branches are requested to complete the forms in full, filling in attendance records accurately, then forward the nomination form to the Awards Officer.

The form should reach the Awards Officer at least three months prior to the proposed date of presentation which should be indicated on the nomination form.

## **BRANCH MAIL-OUTS**

The WAB Administration Officer coordinates a mail-out to all Branch Secretaries and WAB Regional Coordinators when necessary.

Mail-out material usually consists of circulars originating from WAB Management Team. All material included in a mail-out has been approved by WAB Management Team for distribution.

## **GUIDELINES FOR REGIONAL CONFERENCES**

### **OBJECTIVES**

- . To bring forward business from the Branches which may then go to WAB Management Team
- . To provide an opportunity for inter-Branch fellowship and sharing.
- . To provide an educational forum.
- . to give WAB a wider community focus.

### **GUIDELINES**

1. The Regional Conference/ or Gathering is sponsored by each branch in turn. The date is suggested by the WAB Management Team in consultation with the host branches following the AGM each year.
2. Plan early – book the hall – check all facilities
3. Planning the program
  - 3.1 The Regional Coordinator if available attends the planning meeting to help arrange the program.
  - 3.2 When you are the host branch sponsoring the conference, it is the responsibility of the branch committee to select speakers and draw up the program. The following points should be remembered:
    - . Interesting speakers. The regional conference is the one opportunity they have in the WAB calendar to hear really good speakers.
    - . Do your best to invite interesting speakers on topics vital to the aims of the WAB. Where possible an agricultural related topic should be included. Branches should feel free to vary programme from traditional format by including workshops, demonstrations or field trips, etc. However time should be allotted for State President Report and WAB business.

- . The regional Coordinator is able to help you in this selection but the branch is responsible for writing an invitation to the speakers and an indication must be given to members of any costs involved prior to the conference.

### 3.3 Letters of invitation.

An invitation must be sent to the State President, the Management Team, WAB Sponsors and all other WAB Branches. The Secretary should write to the speakers. The letters of invitation should include:

- (a) the date, time and place of the conference;
- (b) an invitation to luncheon;
- (c) a request for a copy of the speaker's profile and notes if this is convenient.

## 4. Competitions

4.1 A competition at a regional conference is entirely optional. If the sponsor decides to have one, branches should be told in the preliminary circular issued by the host branch.

4.2 Branches to be notified of competition subject prior to their November meeting.

4.3 The judge should be allocated time to announce the winners and give brief comments.

5. Guest speakers are invited by the host branch. Details given to speaker should include the date, time and topics, length of time allotted for talk (including question time), approximate travelling time involved, invitation to lunch and morning or afternoon tea. Reimbursement for expenses should be offered.

6. The host branch invites regional branches to give the votes of thanks..

7. A maximum of three main topics (including a branch participation segment, if desired) should permit time for any WAB business to be conducted. Allow the State President of WAB at least half an hour for news from WAB Management Team. The Regional Coordinator usually conducts the roll call, calls on a branch to host the regional conference for next year, and someone to move a vote of thanks to the current host branch.

8. The draft program should be sent to the Regional Coordinator at least two months before the date of the Regional Conference. Printing of programs are the responsibility of host branch.

9. The hosting branch should send copies of program to all guest speakers and invited guests as soon as they are available.

10. The Chairperson must keep her eye on the time throughout the day. If a speaker goes over time, ensure the next speaker is informed beforehand when to conclude – allowing for question time.
11. Awards should be presented with some ceremony. The Regional Coordinator should be given written details of service to the WAB.
12. The Regional Coordinator is responsible for arranging the next year's host branch.
13. The Regional Coordinator is responsible for writing a report of the Regional Conference for WAB Management Team.
14. The host branch is responsible for prior publicity. A report should be sent to the local newspaper as soon as possible after the Regional Conference.
15. An Official Report of the planning meeting and the Regional Conference should be recorded by the host branch in the Regional Conference Minute Book and returned to the Regional Coordinator.
16. Reimbursement for some costs can be made through WAB Administration office as approved by the WAB Management Team.

*Duties of the chairperson on the day –*

1. Welcome guests at the door.
2. Make a short speech of about three to five minutes welcoming people to the conference.
3. Introducing and thanking the regional Coordinator.
4. Introduction of guest speakers. In introducing guest speakers, giving her/his name, and a short description of her/his experience.
5. Call on the members nominated by the various branches to move a vote of thanks to each speaker in turn.
6. Close the conference, taking care to thank all those who have helped in its organisation.

*The secretary – on the day –*

1. Check all the equipment and usual arrangements. A member of the committee may assist the secretary to see that attention to details ensures the comfort of the audience.
2. It should be assumed that a microphone is necessary. The equipment should be carefully checked to ensure that it is in good working order before the conference starts.

3. It is very helpful if the secretary keeps full notes of all her work for the regional conference in the back of the regional conference minute book and writes a report of the day

## **BUSINESS SESSIONS**

Business sessions at Regional Conferences give branches, through their delegates, an opportunity to discuss issues and concerns. Recommendations from these conferences may go to WAB Management Team. Two (2) nominated delegates from each branch are eligible to express the opinions of the branch and vote.

Branches and/or members however are asked to present issues they wish to have discussed at their Regional Conference to their Regional Coordinator in writing, two weeks before the conference.

## **RESPONSIBILITIES OF DELEGATES**

Branches nominate two delegates when there are items to be voted on. The responsibilities of delegates are to:

- . attend all sessions of Regional Conferences
- . vote in accordance with the branch's wishes
- . give a full report of the conference to the Branch they represented.

## **DUTIES OF WAB REGIONAL COORDINATOR**

Term of office: Two years (renewable) maximum six years

Conditions of office: Active WAB member

Nomination by Branches: Election by branch votes

Responsible to: WAB State President and members of regions

Aim of position: To provide a channel of information and representation between the WAB Management Team and WAB members.

Duties and responsibilities:

- . Attend WAB Management Team meetings regularly
- . Read minutes, agenda and relevant material in preparation for each WAB Management Team meeting.
- . Raise issues of concern within the region at WAB Management Team meetings
- . Report to branches on outcomes of all WAB Management Team meetings
- . Publicise State level decisions, ideas and activities at branch and regional level, and enthuse members to respond to these
- . Provide feedback to the WAB Management Team from the region on State decisions, ideas and activities



- . Be accessible to all members in the region and receptive to their needs, wishes, criticisms and ideas
- . Coordinators are given a suitable honorarium for the year and, if necessary, a request for further reimbursement may be considered by the Management Team.
- . Receive monthly reports from branches and respond to any requests or concerns
- . Confer with branches on appropriate training needs and liaise with WAB Management Team to arrange a program
- . Encourage branches within the region to compile information for the WAB News magazine
- . Attend the pre-conference planning meeting if asked, and assist branches as appropriate
- . Officially open the annual regional conferences
- . Attend each branch within the region in an official capacity each year of term of office and request branches read and familiarise members with the branch Handbook
- . At end of term of office, advise and guide the newly elected regional Coordinator in her duties and responsibilities and hand over the Coordinator's file and updated relevant material.
- . Publicise WAB to the wider community at every opportunity.
- . Advise branches when not standing for re-election as Regional Coordinator and encourage them to find a replacement.

### **WAB MANAGEMENT TEAM ELECTIONS**

1. A Branch nomination must be seconded by another Branch and endorsed by the nominee. Voting is by postal ballot with each Branch having one vote. WAB Management Team appoints a Coordinator, eligible under the terms of the Constitution, for any Region where no nomination has been received. (See WAB Management Team Constitution for full details.)
2. Where a member for any reason ceases to represent her Region during her term of office, a by-election shall be held with the same procedure as that detailed for a general election, provided that, in the event of the remainder of the term of office being a short duration only, then WAB Management Team shall decide whether or not a by-election shall be held.
3. A part-year shall count as the first year of a Coordinator's term of office.

## **ASSOCIATED COUNTRY WOMEN OF THE WORLD (ACWW)**

The Associated Country Women of the World (ACWW) is an international non-government organisation, established in the interest of no one particular social, political, racial or religious group. It is open to organised bodies of country women and home-makers whose members elect their own officers and lay down their own policy, and whose aims are in harmony with those of ACWW.

ACWW's aims are, briefly, to promote and maintain international friendship and understanding and to raise the standard of living of rural women and home-makers. In addition, through its consultative status with the United Nations, ACWW is a voice for women on international matters.

Women in Agriculture and Business is a constituent member of ACWW and as such is eligible to send delegates to Triennial Conferences and a representative to Management Team meetings. Australia is within the South Pacific Area. WAB participates in activities including conferences and development projects for this geographical area.

Members are eligible to join ACWW as a Life or Individual member. Branches can be Corresponding Members of ACWW.

Fees are payable by the 30<sup>th</sup> November each year.

The WAB Management Team elect an International Officer who acts as a liaison between ACWW and the Management Team and ensures that WAB members are informed of ACWW issues.

To encourage WAB members to learn more about people in other countries and fulfil the citizenship aim of WAB, it is suggested that branches have an International theme during March, the International month. Each year WAB Management Team recommends the country on which branches will focus.

### **COINS FOR FRIENDSHIP**

This is a voluntary donation by WAB members which supports the administration costs of ACWW. Most branches donate funds for Coins for Friendship.

### **PUBLIC LIABILITY INSURANCE**

In 1985, WAB upgraded the WAB public risk policy which grants indemnity to Council (and now WAB Management Team) and all WAB branches affiliated with WAB. The main purpose of the policy is to cover any member of the public in respect of any personal bodily injury or any accidental damage to property (due to negligence on the part of Women in Agriculture and Business) resulting from any WAB activity. The policy also indemnifies any individual person or persons in respect of any claim

arising while they are voluntarily engaged in an activity organised for or on behalf of any of the insured.

Since 1997 Women in Agriculture and Business and the Agricultural Bureau have taken out a joint cover.

The insurance includes liability for goods sold.

The limit of liability under the policy is currently \$20 million plus legal expenses.

In everything we do we are duty bound not to cause personal bodily injury to another person or damage to his or her property. If we fail to observe this duty and care we become liable for the consequences of our actions and in the present day community claims for third party damages can be very substantial indeed.

The indemnity arranged covers all activities normally undertaken by respective groups but there are certain policy exclusions which should be kept in mind. In particular:

### **CLAIMS**

- . In respect of the use of any vehicle in the physical or legal control of any of the insured or in respect of any water-borne craft;
- . In respect of bodily injury to or damage to the property of any person in the employ of any of the insured;
- . In respect of damage to property in the physical or legal control of any of the insured.

The last exclusion is important; it means that if Women in Agriculture and Business is conducting a display on a basis whereby WAB assumes physical and legal control of appliances and other exhibits it would have no protection under the policy if the property was lost or damaged. The merchants and agents for the appliances and other items usually retain control and man their display areas whereby their property would not be "in the physical and legal control" of WAB and as such if it was damaged in circumstances whereby WAB became liable the policy would provide indemnity.

If a WAB branch arranged a display of equipment and appliances, the property would then most likely be in the branch's physical and legal control whereby if insurance cover was necessary a special "loss of damage" policy would have to be effected. A special cover should then be arranged through our insurance company.

The policy provides third party liability cover to unregistered vehicles, to the limit of liability in the circumstance in which Women in Agriculture and Business can be proved to be negligent.

By incorporating Women in Agriculture and Business of South Australia, it has ensured greater protection for members and organising committees with respect to third party liability claims. Any claim made, will be made against the incorporated body and not against individual members or committees.

Any claims would involve legal proceedings as negligence by Women in Agriculture and Business would have to be proved.

## **MERCHANDISE**

WAB holds certain merchandise items. This merchandise is ordered and distributed by the State Merchandise Officer.

A merchandise order form is sent to branches from time to time. Order forms are available from Merchandise Officer or Head Office.

Branches are asked to send their merchandise orders direct to the WAB Merchandise Officer with a payment made payable to 'WAB Merchandise' for the full amount of the merchandise plus postage costs.

**Approved by council 30/1/1985**

**Revised by council 1986, 1993, 1998, 1999**

**Revised by management team 2018**