

## Women in Economics Network (South Australia) Governance Arrangements



1. This document is subordinate to the Constitution of the Economic Society of Australia (South Australian Branch) Incorporated.

### OBJECTIVES

2. The Women in Economics Network (South Australian Branch) (hereafter called 'WEN (SA)') has the following objectives:
  - a) To professionally connect and support the career development of women in economics;
  - b) To increase the representation of women at all levels of the economics profession;
  - c) To promote public contributions by female economists;
  - d) To encourage young women to study economics.
3. WEN (SA) shall focus on delivering its objectives in South Australia but may also be called upon to support the broader scope of activities and initiatives of the WEN National Committee where reasonable to do so.

### THE COMMITTEE

4. The WEN (SA) Committee shall function as follows:
  - a) The Annual General Meeting of WEN (SA) shall elect a Chair, Secretary and Treasurer as Office Bearers, and at least two other members of WEN (SA), to form the WEN (SA) Committee which has responsibility for the management of the WEN (SA).
  - b) To be eligible for nomination and appointment, members of the Committee must be paid members of the Economic Society of Australia (ESA) South Australian Branch and registered members of WEN.
  - c) The Committee should actively seek to include representatives from the public sector, private sector, academic sector and education sector.
  - d) Nominations for positions on the Committee, including Office Bearer positions, shall be called in writing to all members of the WEN (SA) at least 14 days prior to the Annual General Meeting.
  - e) Nominations must be made in writing and be signed by 2 existing members of WEN (SA) and the nominee.
  - f) Nominations must be delivered to the Secretary of WEN (SA) at least 14 days before the Annual General Meeting
  - g) If more than one person is nominated for a given Office Bearer position, the position will be decided by way of a vote by the WEN (SA) members who are present at the Annual General Meeting.
  - h) All WEN (SA) Office Bearers and Committee Members shall hold their position until the next Annual General Meeting, at which time they are eligible for re-election following the standard nomination procedure described in Section 4 (b) to (g).
  - i) Office Bearers shall take responsibility for their role until their successors are elected.

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- j) If any vacancies on the Committee arise, the Committee may appoint a member of the WEN (SA) to fill the vacancy until the next Annual General Meeting.
- k) The Committee should aspire to appoint a new Chair every 2 to 3 years unless there is a compelling reason, aligned with WEN's objectives, for the Chair to be re-elected for a longer duration.
- l) In any instance where a large number of nominations for WEN (SA) Committee memberships are received, the existing Committee reserves the right to limit the number of nominating Committee members to a logistically manageable committee size.

### **OFFICE BEARER ROLES AND RESPONSIBILITIES**

- 5. The Office Bearer roles and responsibilities are as follows:
  - a) The WEN (SA) Chair shall respectfully guide the committee's activities and committee meetings. The Chair should ensure that all decisions and activities of the WEN (SA) Committee are in alignment and fulfillment of WEN's objectives as outlined in Section (2) of this Governance Arrangements document.
  - b) The WEN (SA) Secretary shall coordinate the scheduling of WEN (SA) Committee meetings, record attendance at meetings, take and circulate the meetings minutes, and handle general correspondence on behalf of the WEN (SA) Committee.
  - c) The Chair and Secretary of WEN (SA) shall work together to prepare the agenda for each WEN (SA) Committee meeting and circulate the agenda to Committee members ahead of the meeting date.
  - d) The WEN (SA) Secretary shall work closely with other Office Bearers and Committee Members to facilitate the communication of information about WEN (SA) event and activities to WEN (SA) members.
  - e) The Treasurer of the WEN (SA) shall faithfully keep true, accurate and timely accounts of all money received and expended by the WEN (SA), a record of receipts and expenditure connected with the operations and business of the WEN (SA), a record of the purpose for which the receipt or expenditure takes place, and a record of the property, credits and liabilities of the WEN (SA).
  - f) The Treasurer of the WEN (SA) will work closely with the ESA (SA) Treasurer to keep all general records of all money received and expended by the WEN (SA) and provide any such information to the ESA (SA) where required and reasonable to do so.

### **COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES**

- 6. The roles and responsibilities of elected WEN (SA) Committee members are as follows:
  - a) To contribute constructive ideas to the formation of plans for WEN (SA) events and activities, in alignment and fulfilment with the objectives of WEN (SA) outlined in Section (2).
  - b) To offer time and organisational efforts to plan, promote and host WEN (SA) events and activities across the calendar year.
  - c) To participate regularly in WEN (SA) Committee meetings.
  - d) To assist in undertaking administrative tasks to support the WEN (SA) Committee where reasonable to do so.

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- e) To actively promote and serve as a positive ambassador for the Women in Economics Network more broadly within the professional community.

### **REPRESENTATION ON ESA COUNCIL**

- 7. The WEN (SA) Committee will be represented on the Economic Society of Australia (ESA) (South Australian Branch) Council Committee as follows:
  - a) The Chair of WEN (SA) will serve as an elected representative of WEN (SA) on the ESA (SA) Council Committee, as per Section 10.3 of the ESA (SA) Constitution.
  - b) If the Chair of WEN (SA) is unable to participate in a WEN (SA) at ESA (SA) Council Committee meeting, the Chair may nominate another member of WEN (SA) Committee to serve in this role.

### **REPRESENTATION ON WEN NATIONAL COMMITTEE COUNCIL**

- 8. The WEN (SA) Committee will be represented on the Women in Economics Network (WEN) National Committee as follows:
  - a) The Chair of WEN (SA) will represent WEN (SA) in the WEN Central Council. If the Chair is unable to participate in a WEN National Committee Council meeting, the Chair may nominate another member of the WEN (SA) Committee to serve in this role.

### **COMMITTEE MEETINGS**

- 9. WEN (SA) Committee meetings shall be conducted as follows:
  - a) The WEN (SA) Committee shall meet at least three times in each year, with the time and locations determined collectively by the Committee.
  - b) The Committee shall make the meeting times and locations as amenable as possible to facilitate participation by all committee members, including by accommodating the work and family obligations of Committee members.
  - c) Committee members are eligible to participate in committee meetings remotely with the use of technology.
  - d) The quorum for meetings by the WEN (SA) Committee is shall be four Committee members, including via remote participation.
  - e) The WEN (SA) Annual General Meeting shall be held before and as close as practicable to the ESA (SA) Annual General Meeting.
  - f) Notice of the WEN (SA) Annual General Meeting shall be sent to WEN (SA) members 14 days before the date of the Annual General Meeting.
  - g) A quorum for the WEN (SA) Annual General Meeting shall be four members of the WEN (SA).
  - h) If the quorum is not fulfilled at any meeting, any matters requiring a vote or collective decision-making are not considered valid until all committee members are notified of the proposed vote or decision within 14 days without objection. In the case of an objection from any member, the vote or decision will be considered not valid until another meeting vote is conducted and successful.

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- i) For voting or decision-making matters at meetings, a WEN (SA) Committee member may be represented by person attending as a proxy. The instrument appointed a proxy shall be in writing. Every member attending either in person or by proxy shall have one vote. The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting at which the person named in the instrument proposes to vote.

### **ACCOUNTS AND FINANCE**

10. The accounts and finances of the WEN (SA) Committee shall be managed as follows:
  - a) The Treasurer of the WEN (SA) shall manage accounts and finances as per Sections 5 (c) and (d) of these Governance Arrangements.
  - b) All financial transactions made on behalf of the WEN (SA) Committee must be approved by at least two members of the WEN (SA) Committee.
  - c) Subject to any reasonable restrictions, the accounts shall be open to the inspection of the members of WEN (SA).
  - d) All money received by WEN (SA) must be deposited as soon as practicable and without deduction or on-costs, to the credit of the WEN (SA) bank account.
  - e) All money owed by WEN (SA) must be paid as soon as practicable and without deduction or on-costs, from the WEN (SA) bank account.

### **INCOME AND PROPERTY**

11. The income and property of WEN (SA) should be managed as follows:
  - a) The income and property of the WEN (SA), however derived, shall be applied solely towards the promotion of the objects and purposes of WEN (SA) and no portion thereof shall be transferred, directly or indirectly, to any member of the WEN (SA).
  - b) The services of members of the WEN (SA) Committee are not payable by any remuneration.
  - c) A member of the WEN (SA) may be paid remuneration for a reasonable and proper sum in return for goods or services actually rendered to the WEN (SA) by the member in the ordinary course of business.

### **DISCLOSURE OF INTEREST**

12. Disclosure of interest shall be dealt with as follows:
  - a) Any member of the WEN (SA) Committee who is interested in any contract or arrangement made, or proposed to be made, with WEN (SA) shall disclose their interest at the first meeting of the WEN (SA) Committee at which the contract or arrangement is first taken into consideration.
  - b) No member of the Committee shall vote in relation to any contract or arrangement in which they have an interest, and if they do vote, that vote shall not be counted.

### **SUBORDINATE BODIES**

13. Subordinate bodies of the WEN (SA) Committee shall be managed as follows:

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- a) Subject to there being sufficient members, interest and resources to facilitate its organisation, the WEN (SA) Committee may approve the establishment of a subordinated body (sub-committee) of WEN (SA) as it deems necessary to carry out specified activities connected directly with the pursuit of the objectives of WEN (SA).
- b) Subordinate bodies may appoint Office Bearers to act within the subordinate body.
- c) Subordinate bodies may draw up a governing document for its purposes, which should be submitted to the WEN (SA) Committee for approval.
- d) Subordinate bodies shall not adopt any rule, policy or procedure that is inconsistent with the Governance Arrangements of WEN (SA) or with the Constitution of the Economic Society of Australia (South Australian Branch) Incorporated.
- e) The WEN (SA) Committee may withdraw a subordinate body, in whole or part, at any time.
- f) The Chair or a representative of any subordinate bodies will keep the WEN (SA) Committee informed of its activities at each WEN (SA) Committee meeting.

### **AMENDMENT OF GOVERNANCE ARRANGEMENTS**

14. These Governance Arrangements may be altered, amended or repealed at any properly constituted Annual General Meeting or Special General Meeting of WEN (SA), on the condition that that 14 days' notice setting out the proposed alteration amendment or repeal to the Constitution has been forwarded to all members of the WEN (SA).

### **DISSOLUTION**

15. The procedure for dissolution is as follows:
  - a) The WEN (SA) shall not be dissolved unless so determined at any properly constituted Annual General Meeting or Special General Meeting, on the condition that 21 days' notice of the intended dissolution has been forwarded in writing to all members of the WEN (SA).
  - b) On dissolution, all property of the WEN (SA) shall be transferred to the ESA (SA), or if that body ceases to exist, another body formed for promoting objects similar to the objects of the WEN (SA) as approved by the meeting at which the motion of dissolution was carried.