



Bayside Women in Business Inc.

Governing Document

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Certificate of Incorporation

Bayside Women in Business Inc. was incorporated on the 19th day of December, 2017, registration number IA57441

Department of Justice and Attorney-General

QUEENSLAND
Associations Incorporation Act 1981
Section 15
Form 15

— Incorporation Number: **IA57441**

Certificate of Incorporation

This is to certify that

BAYSIDE WOMEN IN BUSINESS INC
is, on and from the nineteenth day of December 2017
incorporated under the Associations Incorporation Act 1981.

Dated this nineteenth day of December 2017


Delegate of Director-General



Model Rules Adoption

This document is also to be read in conjunction with the “Model Rules” of the Office of Fair Trading (OFT) adopted on incorporation. A full copy is contained at the end of this document.

Smart Business Guide

This document is also to be read in conjunction with the Office of Fair Trading-Queensland-Government: “Incorporated Associations Smart Business – A Guide to operating an incorporated association in Queensland. A quick summary of components that apply to the Bayside Women in Business Inc. are include here for quick reference.

The full document is available on the website.

Organisational Purpose and Values of the Organisation

As approved by the Office of Fair Trading on incorporation:

The objects for which the Bayside Women in Business Inc. Is established is:

Connect Educate Empower

When you're a member of BWIB you're part of a community of like-minded women who support each other, learn from each other and give back. It is our hope that each individual action within this community will create a ripple effect that enhances the lives of women on all levels – their success in business, their social and professional networks, their wellbeing and their ability to positively impact on their environments. And what we care most about - making the world a better place for women.

We do that by providing strong leadership and a real commitment to understanding small business issues for women, by organising events and creating platforms and opportunities so you can engage in conversations that you have never had before about your inspirations, your successes and challenges. This platform also gives our members an opportunity to promote their business through their business profile, or through the contribution of content such as articles, discussions, business offers or events.

We have found that the deepest relationships form when you invest time away from the stresses of your day to day business and family environment and get the opportunity to learn and reflect in the company of like-minded women. You will meet some people you may not have crossed paths with and consume content that challenges and inspires your thinking, and nurture you to feel valued, have fun and feel empowered to make a difference.

In BWIB there is no hard sell and no pressure to become clients or customers. We provide a nurturing environment, positive experiences and a platform for you to share about your business, and when you attend and contribute, you'll be top of mind when your customer is ready for your product or to refer you to someone who is.

We do that by providing connections within the membership and greater business community through networking, education, visibility, voice and empowerment events, forums and platforms using face to face and technology as it evolves.

Bayside Women in Business Inc. Structure

Bayside Women in Business Inc. (BWIB) is an incorporated association (IA57441) under the Associations Incorporation Act 1981 Section 15, being incorporated on 19th December, 2017.

BWIB operates as a not-for-profit group, and the objects for which BWIB was incorporated, are set out in the values of the organisation. These may not be amended unless there is 75% majority of members entitled to vote, voting in favour. BWIB has adopted the “model rules” of the Office of Fair Trading, available at www.qld.gov.au/fairtrading, with the following details:-

1. The objects of the incorporated association are also the values of the organisation;
2. The financial year of the incorporated association commences 1st July each year;
3. The three classes of membership offered are shown in the Association Rules below and the current fees that apply are:
4. Ordinary member For a membership fee as determined (currently \$120 PA)
5. Subscriber Not currently offered
6. Life Member (requires ordinary membership)
7. The ABN of BWIB is 28 766 492 998 and is not registered for GST.
8. The registered address of the association as required by the OFT is a physical address (currently our Treasurer), and the postal address is PO Box 5535, Manly, Qld 4179.

Management Committee

The Management Committee will consist of the president, treasurer and any number of elected members and must have at least three members, aged 18 years or older. The committee must include the offices of president and treasurer (one person cannot be both president and treasurer). All incorporated associations must have a secretary (who is a resident of Queensland), and many choose to include this position on the management committee. The Office of Fair Trading must be notified of any changes to the positions of president, secretary and treasurer within one month of the vacancy occurring on the relevant form. The management committee of the Bayside Women in Business Inc. consists of the 2 compulsory roles and 5 additional elected roles (enabling a successful vote on issues where needed). The elected roles can be changed from time to time as decided by the Management Committee:-

President	(compulsory)
Treasurer	(compulsory)
Administrator (Secretary)	(elected and chosen to be on Management Committee)
Vice President	(elected)
Event Manager	(elected)
Social Media Manager	(elected)
Website Manager	(elected)

Financial Year

The end date of the financial year is 30th June in each year. The Annual General Meeting is to be held within six months of the financial year end.

Annual General Meeting

The Committee must be elected at the Annual General Meeting (AGM) held in the first week of December each year. If a casual vacancy occurs on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next AGM. The AGM is attended by the management committee, members and invited guests, and includes a statement of financial position, activities and achievements of the previous year and to official elect office bearers and to present audited, or verified, financial statements to members. Notice must be given to each member specifying it is an AGM, the date, time, place, nature of business, and this notice must be given at least 14 days before the meeting. Minutes must be kept of all AGMs.

Management Committee Meeting

The Committee will hold monthly Management Committee Meetings, excluding the months of January, and also in December when the AGM is held. A written resolution of the management committee, without a meeting, that is signed off by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting.

Quorum

A quorum is more than half the total number of committee members at that time, and participation by technology that allows a member to hear and take part in discussions is acceptable. If a quorum is not met within 30 minutes of the start time, the meeting lapses needs to be rescheduled after the expiration of at least one day. Minutes must be kept of all management committee meetings.

Voting

The Chairperson of the meeting is responsible for supervising and administering the voting, which can be in person, by proxy, by attorney, or by technology that allows a member to hear and take part in discussions is acceptable.

Motions

A member who wishes to bring any business before a general meeting should give notice in sufficient time for it to be included in the agenda notice calling the next general meeting.

Public Liability Insurance

Bayside Women in Business Inc. ("BWIB") holds public liability insurance to the value of \$10,000,000.

Confidentiality

Whilst minutes of the meeting are for the public record, within all reasonable boundaries of the law, maintain confidences on what is shared within and with the team. This is a safe environment to be ourselves, share authentically and truthfully.

Volunteer Recruitment - Roles and Responsibilities

The Management Committee is ultimately responsible to the members for the operation of the incorporated association, which includes following, interpreting and enforcing the rules and making sure the incorporated association complies with the law. These roles are governed by (1) the OFT rules which are fixed, and also the (2) needs of BWIB which may change from time to time, depending on the skill set and capacity of the person undertaking the role. Each member should read the BWIB roles, the Model Rules of the association, and the OFT Smart Business Guide to understand their responsibilities.

ALL

- Become familiar with and act in accordance with the BWIB Governing Document
- Act in good faith, and ensure the integrity of the organisation
- Maintain the values of BWIB
- Actively promote and advance the interests of BWIB and its members
- Know, understand and be bound to membership terms, conditions and notices
- Ensuring independence of the organisation in all its subscriptions and operations and not owning these in individual names unless authorised in writing by the management committee prior to any subscription or undertaking on behalf of BWIB and ensure the incorporated association's full name appears on all official documents such as advertising, business letters, accounts, official notices, publications, cheques, receipts, subscriptions and supplier accounts
- Advise the committee of any conflict that may raise between their own interests and the interests of BWIB
- Not to submit events, posts, or blogs for networking, round table or events that are the same or similar to what BWIB offer or fall on the same days as BWIB event
- Make every effort to attend BWIB events and actively participate and contribute in the promotion and sharing of BWIB articles, event listings, newsletters and social media post
- Maintain and keep updated individual role email mailboxes
- Be contactable, respond in a timely manner and contribute positively
- Be accountable, complete tasks in a timely manner, nominate yourself for other tasks only if you have the capacity to do so. Say what you will do, do what you say. If at any time, you cannot complete tasks, share with the Committee as soon as you realise for review and/or reassignment
- Identify and put forward opportunities for engagement with government, industry and the community including events, raffles, collaboration, grants etc.
- Assist in the development of strategic partnerships with local businesses and associations in the area to strengthen and build awareness of BWIB and its members as agreed and outlined by the committee
- In conjunction with the entire Committee develop the activities for the year in advance including events and actively look out for suitable nominations for potential speakers
- Read, understand and action minutes
- Attend monthly committee meetings and the Annual General Meeting
- Maintain public liability insurance and assess the organisation's situation for additional insurances needed
- Ensure minutes of all committee and general meetings are kept
- Ensure a copy of the incorporate associations rules is available to all members
- Have a nominated address for documents (physical address, not PO Box)
- Maintain a financial institution account
- Do not incur any expense on behalf of BWIB without prior written consent and submit approved expenses for reimbursement at the meetings.

Hosts

We are all hosts at every event.

General

- Be The Best You
- Be authentic
- Have Fun
- Be respon-sible and response-able
- Be sincere – say what you do, and do what you say
- Be truthful and transparent
- Be prepared
- Be effective – participate in discussions and bring forward your views and voice
- If you make a mistake, or missed something, learn and move on. Do not dwell, gossip or complain, just improve.

- **Connect:**
 - Attend Management Meetings and if applicable Sub Committee Meetings
 - Invite your networks to attend events by personal invitation, sharing events onto social media platforms, groups and pages where possible, or using technology as it develops
 - Engage in the community platforms
- **Educate:**
 - Be a leader and model ‘above the line’ behaviour and influence others with knowledge and encouragement
 - Know the resources available on our website
 - Add value to the community by participate in round tables by hosting or presenting or organising a presenter
- **Empower:**
 - Be positive and uplift others
 - Be each other’s support system, use and promote each other when possible. Actively listen to the needs and wants of others and be seen as a connector by directing them to a Committee Member, other member or resource that can help them

- Be a team player, work collaboratively and actively acknowledge the team and others in activities and successes.

Absences and Substitutes

- If unable to perform the role, to notify the team immediately.
- If away or unable to perform one of the responsibilities assigned to the role, notify the team immediately, organise what is needed to hand over the role effectively, including a substitute to handle the role whilst unable, and inform the committee.
- Whilst we support and back each other, we don’t load up the team or another person or offload your responsibilities, without their prior consent.

We want each team member supported and response-able.

Debit Cards

Where a role holds a Visa or Mastercard debit card in the name of BWIB, the Committee Member will allow its use strictly in accordance with pre-approved management committee authorised use and spend limits, and immediately return such debit card when no longer a Committee Member to the bank for cancellation, giving authority to the Management Committee to contact the bank to verify it’s return.

President

- Leads the organisation in accordance with the objectives set by the Management Committee
- Is the public voice and representative of the organisation, or nominates a delegate if needed
- Chairs the Management Committee meetings and plays a major role in the associations meetings. Under the model rules, the President is required to chair all meetings she attends. If unavailable, to nominate another member as chair.
- Maintain and hold a Visa or Mastercard debit card in the name of BWIB
- Provides a point of contact between meetings
- Managing all aspects of Incorporation, grant and funding opportunities
- Manages and overviews fundraising and community activities
- Establishing good relationships, networks and a vision of how BWIB will succeed
- Managing public relations
- Decide on key marketing logo and branding for BWIB
- Providing clarity on roles, rights and responsibilities
- Planning meetings in consultation with the Administrator (Secretary)
- Delegating tasks to other Committee Members
- Sharing and promoting events across like-minded groups, issuing invitations to events, engaging interest in events
- Establishing sub-committees as needed
- Signing important documentation such as major contracts, legal documents etc
- Communicate with Sponsors on behalf of the organisation including emailing or presentation of thank you's after support
- Communicate with Speakers on behalf of the organisation including emailing or presentation of thank you's after events
- Communicate with other community organisations, stakeholders, local representatives and community on behalf of the organisation including emailing or presentation of thank you's
- Monitoring, responding and welcoming online member join requests
- Adding online member contact information to the database
- Perform such 'workflows and duties' as determined from time to time for the role
- Host events as determined and share hosting duties and event setup
- Bank Signatory

Vice President

- Supports the President, by for example acting as President in their absence, chairing meetings on her behalf and sharing duties and responsibilities with the President
- Signing important documentation such as major contracts, legal documents etc
- Being the 'Accountability partner' to ensure tasks of the Committee are completed on time
- Sharing and promoting events across like-minded groups, issuing invitations to events, engaging interest in events
- Corporate outreach activities online (posting under the BWIB profile, not personally):
 - Seek and post profiles and visibility online for committee members and their business
 - Seek the same for our sponsors
 - Seeking local events to post online
 - Managing public relations in conjunction with the President
- Facebook Page and Community Group:
 - Monitoring and responding to community posts (under the BWIB profile)
 - Edit and/or delete posts that do not fit the rules or outcomes set by the Management Committee
- Member engagement:
 - Follow up to get New Member Profiles, post on FB page and share into the group;
 - Follow up with Event attendees and invitation to future events
 - Encouraging Member engagement (as decided by the Management Committee) currently:
 - Online - member only post opportunities, member offers, member articles, ask for engagement and conversation on posts and sharing of events
 - Lunch events – bring member materials for the registration desk
 - Evening events –trade tables and offer a 2 minute member spiel to the group
 - Lucky Door Prize offer –details and promote/post on FB one week before event
 - Maintain bookings for trade tables and lucky door prizes on Google docs
- Public Relations at Events:
 - Note and announce new members and their business who are at the event;
 - Photos and videos: Take and post event photographs and videos, or if not attending, organising a substitute to attend to this
- Seek articles, blog, social media, public relations articles of interest to our members for inclusion in posts and post under the BWIB profile
- Report on above at the monthly committee meetings
- Host events as determined and share hosting duties and event setup
- Perform such 'workflows and duties' as determined from time to time for the role
- Bank Signatory

Treasurer

- Manage the BWIB “accounts” email inbox
- Maintain and hold a Visa or Mastercard debit card in the name of BWIB and keep updated approved online platforms that require a creditcard, including maintaining a suitable balance in the bank account attached to the cards
- Keep and maintain the committee finances and financial reporting including an asset register, petty cash system, all documents for payments made including receipts, invoices and statements (or upload same to the organisations online accounting system), deposit and cheque books
- Ensure all payments are approved or ratified by the Management Committee and are recorded in the minutes, and pay all accounts on time, bank all monies received within seven (7) days of receipt and pay all reimbursements to committee members within seven (7) days of approval
- Ensure proper accounting records are kept in Queensland which correctly record and explain the transactions of the incorporated association and its financial position
- Ensure the association’s financial affairs are audited, or verified, annually in accordance with the OFT rules
- Ensure the audited, or verified, financial statements of the accounts of the incorporated association are submitted to members at the AGM
- Lodge an annual return, including a copy of the financial statement presented at the AGM, signed and dated by either the president or treasurer including (a) a profit and loss statement; (b) a balance sheet; (c) details of any mortgages, charges or securities of the organisation; (d) a copy of the signed audit report, or verification statement, using the form the association is sent by OFT
- Maintain financial records of the organisation and lodge all financial and annual returns as necessary
- Present financial reports to the Management Committee at each meeting and as requested
- Using the accounting program (‘membership sales account’) maintain the members register, generate and report on current paid memberships, upcoming renewals 3 months prior to due date for review by Management Committee, generate a renewal invoice as decided by the Management Committee one month prior to renewal and following up and report on unpaid renewals
- Maintain and report on current asset levels and revenues that may require an auditor to be engaged, and if an audit is required, report, respond and work with the appointed auditor as required to obtain the required audit report or certification statement
- Where the Treasurer is not a qualified bookkeeper, BAS Agent, Chartered Accountant or Certified practising accountant, to work with and under the direction of the nominated person outside of the organisation engaged in that role
- Sharing and promoting events across like-minded groups, issuing invitations to events, engaging interest in events
- Share hosting duties and event setup
- Perform such ‘workflows and duties’ as determined from time to time for the role
- Bank Signatory

Social Media Manager

- Manage the BWIB “social” email inbox
- Development and roll out social media and communication strategies
- Maintenance and regular review of strategies and opportunities to enhance social media engagement and membership
- Research proposed posts and submit to the Management Committee for approval
- Upload and organise scheduling of posts and communications
- Oversight and management of all social media platforms including, Facebook Business Page, Community Group, LinkedIn, Twitter and as determined, including the Business Management and paid advertising in each platform as determined
- Prepare newsletter templates and communications to various segments of the market or lists as determined in consultation with the Website Manager
- Sharing and promoting events across like-minded groups, issuing invitations to events, engaging interest in events
- Enrol appropriate internal and external authors, speakers and influencers that share our values and have relevance to our audience and members for content
- Organise appropriate internal and external authors, speakers and influencers that share our values and have relevance to our audience and members to share our events and content or cross platform promotion
- Track source of, and ensure we have copyright permission to use images used on our social media platforms and are used at no risk to the organisation
- Present social media, traffic, engagement and communication reports to the Management Committee at each meeting and as requested
- Share hosting duties and event setup
- Perform such ‘workflows and duties’ as determined from time to time for the role.

Events Manager

- Manage the BWIB “events” email inbox
- Organise celebrations and socials for the Management Committee
- Event Planning - Preparation:
 - In consultation with the Management Committee, at the commencement of the term for the Committee (September) check dates for the upcoming year including International Womens Day, Mothers Day, Small Business Week, public holidays, school holidays, conflicting events or periods, and update the perpetual event calendar. Consult with Management Committee on possible collaborations and speakers for the upcoming year, future networking and social event opportunities to enhance engagement with members/ community / fundraising opportunities for consideration
 - In October, commence booking speakers for upcoming calendar year and finalise before end of year, obtaining speaker photo, BIO, event title and topic spiel from the speaker
 - Forward these documents and information once all collated (one email) to Administrator to list events, update speaker folders in Google docs and add speaker to database, including the person responsible for creating hero images for events. Ideally complete these tasks by end of year, but no later than 3 months before an event. Once everything received, confirm booking with speaker.
 - Maintain the perpetual events calendar and speaker information in BWIB Google docs
 - Co-ordinate with the Administrator, supervise and check the event listings on social and booking platforms are listed and correct
- Event Management:
 - Touch base with speakers three months before events and contact two weeks prior to events to confirm their needs, and if requested by speaker, the event attendee numbers
 - Co-ordinate with venues on numbers for events and setup required and place orders with suppliers for event requirements
 - Actively share and promote events in social media platforms
 - Forward on communications regarding events as required, eg cancellations
 - Update the Committee regularly on event numbers and check who is attending
 - Pre-prepare the Certificate of Appreciation and BWIB gift to the Speaker for for President or nominee to present. If not attending, leave prepared items in event box at venue.
- On the day:
 - If not attending the event, send to the BWIB Committee, the attendees list, speaker photo, BIO, event title/topic and speaker requests so the speaker can be known and introduced
 - Co-ordinate and check setup according to the run sheet and liaise with venue
- After events:
 - On social media, post event photos, thank you to speaker and attendees and tag attendees where possible. Post under the BWIB profile, not personally.
 - Report at Management Committee meetings on event numbers and relevant information
- In coordination with the President update and maintain a run sheet for events and encourage and empower committee members to take opportunities for presentation roles
- Host events as determined and share hosting duties and event setup
- Perform such ‘workflows and duties’ as determined from time to time for the role.

Website Manager

- Manage the BWIB “website” email inbox
- Forward on Member Applications, and communications as needed
- Maintain and manage the BWIB website
- Review website and available updates and report on suggested improvements to the Management Committee
- Maintain Member profiles where included
- Maintain Member Discount codes month by month
- Sharing and promoting events across like-minded groups, issuing invitations to events, engaging interest in events
- Prepare newsletter templates and communications to various segments of the market or lists as determined in consultation with the Social Media Manager
- All matters pertaining to the BWIB website
- Keeping the banner, calendar and listings up to date
- Regularly reviewing and updating the website to align with other social campaigns or event platforms
- Track source of, and ensure we have copyright permission to use images used on the website and are used at no risk to the organisation
- Share hosting duties and event setup
- Perform such ‘workflows and duties’ as determined from time to time for the role.

Administrator (Secretary)

- Provide support to the President primarily and all other committee members where possible
- Maintain and hold a Visa or Mastercard debit card in the name of BWIB
- Manage the BWIB “admin” email inbox, respond to communications, assist enquiries, forward as needed and report on communications at committee meetings. Guide to handling enquiries:
 - Note “info” email redirects to “admin” email
 - If it is an account, report of money, banking, transactions or supplier enquiry send to accounts@baysidewomeninbusiness.org
 - If it is event related send it to events@baysidewomeninbusiness.org
 - If it belongs to one of the other committee members, forward it to them
 - If it is Eventbrite for administration – action it
 - If it is SPAM, unsubscribe and delete
 - If it is an update from some software program or other rubbish, move it to a folder to access later if needed, checking there are no renewals or important notifications or alerts in these type of emails
 - If it is a direct enquiry from a member, answer it (if you need help refer to President) –CC or BCC as needed
- Insurance: review and report on insurance renewals and annual statements as required by broker
- Current Committee: Maintain the register of committee members and passwords, and where committee members change, forward to the new committee member (1) passwords relevant to their role (2) discount code for events (3) Governing Document. Maintain, delete and grant only current Committee member access to all online platforms including Facebook Page, Community Group, Committee Group, Google Docs, or other platforms as used. In consultation with the President, update passwords as needed.
- Meetings: preparing notices/agendas in consultation with the president, organise and confirm venues, catering, ensure quorums, take and keep minutes and circulate.
- Annual General Meeting: Call and convene the Annual General Meeting, and take nominations for the management committee for the AGM held on the first week of September each year.
- Correspondence: Keep copies of, reporting on, and include in minutes all correspondence and other documents relating to the association and bring urgent matters to the attention of the President or Treasurer if necessary. Complete any actions arising from meetings that require correspondence and/or documentation in consultation with the President.
- Digital Records: Upload minutes, documents, digital assets and corporate documents, business documents and communications to BWIB Google docs or the nominated platform
- Event Scheduling:
 - In co-ordination with the Event Manager, pre-schedule events and reminders in booking and social media platforms at least three months in advance including speaker photo, BIO and event title, event topic provided by the speaker, and hero image created by BWIB, schedule thank you’s to attendees (with links to the next months upcoming events), according to the current procedures
 - Add speaker documents to Google docs and speaker contact info to database on receipt
 - Update events as changes occur in all platforms including any attendee cancellations
 - Sharing and promoting events across like-minded groups, issuing invitations to events, engaging interest in events
- After events:
 - Using the booking platform, send no-show emails, and check scheduled thank you went out
 - If a ticket buyer is a ‘no-show’ update booking to add ‘No Show’ after their last name
- Update database by adding new attendees from ticketing system at the end of each month
- Being flexible to committee needs
- Share hosting duties and event setup
- Perform such ‘workflows and duties’ as determined from time to time for the role.

BEHAVIOURS

ABOVE

- Truth
- Kindness
- Integrated Possibilities!
- Patience
- Openness
- Respect
- Choice
- Forgiveness
- Equality
- Commitment
- Compassity
- Humour
- Abundance
- Mentalty
- Tolerance
- Self-control
- Response-able



Ownership Accountability Responsibility

Speaking from the "I...."
Being the adult - taking control
See it, do it, own it.

Behaviours

- Being Truthful
- Being Authentic
- Being Kind
- Breath and good posture
- Get curious
- Listen consciously
- Feel emotions
- Speak unarguably
- Appreciate
- Take responsibility
- Question my beliefs
- Recognise unconscious beliefs
- Create win for all solutions
- Plan
- Make impeccable agreements

Beliefs

- It's more valuable to learn and grow than to be right
- There are more than two possibilities
- Approval, control and security are something I already have
- It is valuable to question my thoughts and beliefs
- From a distance, nothing is serious and most everything is funny
- All people and circumstances are my allies
- Revealing is more valuable than concealing

Statements

- What can I learn from this?
- How is the opposite as true?
- How is this familiar?
- I appreciate you for...
- I take responsibility for...
- I agree to...
- I choose to...
- I create...
- This isn't serious
- What I hear you saying....
- My body sensations are...
- I feel.... (sad, angry, scared, joyful)



BELOW

Blame Excuse Deny

- Sarcasm
- Denial
- Unforgiveness
- Retaliation
- Judgement
- Expectations
- Envy
- Hate
- I can't
- I won't
- Opinionated
- Greed
- Fear
- Confused
- Overwhelmed
- Worry
- Denigrating
- Out of/other-control
- Doubt
- Fragmented
- Greed
- Insignicity
- Poverty Mentality
- Grudges



Speaking from the "You...."
Being childlike, feeling out of control
Ignore or wait and see
"It's not my job". No initiative.

Behaviours

- Find fault/blame - polarised view of right/wrong, good/bad
- Blame or attack the messenger or the way a message was delivered
- Fight / Flee / Freeze / Faint
- Argue / Rationalise / Justify
- Lying / Denying / Falsifying
- Interrupting / Overtalking / Controlling the conversation or other
- Sarcasm / Disparage / Insult
- Snappy, edgy, frustrated, indignant
- Polite interest outwardly whilst inwardly preparing a rebuttal
- Blame shifting, projecting, positioning others below or above you
- Silence, gossip, withdrawing, or enrolling others to affirm your beliefs
- Get overwhelmed, feeling attacked, turning away, departing abruptly
- Avoid conflict or use distractions (food, sex, sleep, drugs, media, work)
- Committing to something, but not doing it

Beliefs

- Being right is the most important thing
- Proving you are wrong
- There is a threat to me occurring out there
- There is not "enough"
- I need another's approval
- Safety and security come from outside myself
- I need to be in 'control' (of things I can't control)
- One side of a polarity is better than the other
- There are only two options
- This is erotic (it's not funny)
- I am better than / less than
- There is a right / wrong way
- There is no choice
- My story is true

Statements

- I can't see a problem
- I should, you should
- I can't
- I'm right
- It's hard
- I'm busy
- I'm just.....
- I'm trying
- It's not my fault
- I'm confused
- I have to
- You made me....
- Always / Never
- "Why" questions
- You're not listening to me
- It's no use
- My way or the highway
- They don't get it



Sub-Committees

The Management Committee must make all the decisions affecting the organisation, however some roles and responsibilities can be delegated to members, office-bearers or to sub-committees. This can share the workload of a Management Committee and also give others the opportunity for those involved in a sub-committee to see how the organisation is run in readiness for taking on a role on the Management Committee at the next election.

The appointment of Sub-Committees is allowed, and set out under Rule 27 of the “Model Rules” of the organisation, which state:

- (1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations.
- (2) A member of the subcommittee who is not a member of the management committee is **not** entitled to vote at a management committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

The terms of reference and reporting back to the Management Committee is crucial to the success of a sub-committee. **A sub-committee does not make decisions.** It makes proposals or recommendations in alignment with the terms of reference to the Management Committee, who remains accountable for decisions.

The benefits of being on a sub-committee include:

- Having an opportunity both to learn and to teach others.
- Contributing to decisions that affect your local community.
- Building or strengthening networks of business and community associates.
- Developing professional and personal skills and experiences.
- Making new friends.

A sub-committee follows the below process:-

- A sub-committee is decided for a specific project, named and given the specific terms of reference;
- Casual vacancies for roles within the sub-committee can be filled from the management committee, members or outside volunteers. There is no sponsorship recognition for sub-committees. A management committee representative may be required at these meetings, or added at a later date if decided by the Management Committee.
- A schedule of meetings is determined, and a venue to meet and attendance is agreed on.
- A sub-committee works only within the terms of reference for that committee. Do not work outside the intended purpose of the sub-committee. If clarification on the objections or terms of reference is needed, refer that back for clarification to the President.
- Minutes of the meetings are kept and reported within seven days (7) of each meeting to both the sub-committee and Management Committee.
- A representative of the sub-committee reports to the Management Committee at the monthly Management Committee Meeting. Voting on decisions is reserved for the Management Committee who can either accept or reject the recommendations. The Management Committee holds accountability for all decisions.
- The workload is shared with the volunteers. Remember these are volunteer roles and people are giving up their spare time to serve the organisation. Be mindful of an equality in workload, the skill of the volunteers needed and if necessary, expand or refine the sub-committee as needed.
- If a volunteer is not attending as agreed, nor completing tasks in a timely fashion, seek first to understand and support. Ask whether they have the current capacity to complete the tasks, have a clear reference of what they need to do by when. However, if they cannot meet the current needs, a replacement volunteer needs to be sought, and that existing volunteer can take up a role at another time when they have capacity.

Workplace Discrimination and Harassment

Bayside Women In Business Inc.

Workplace anti-discrimination, anti-harassment and equal opportunity policy

1. Statement of Policy

Discrimination, bullying and sexual harassment is unlawful. This organisation does not tolerate any of these behaviours in any form. Every Committee Member and volunteer has a responsibility to ensure that does not occur.

Anyone found to have discriminated, bullied or sexually harassed another person will be subject to disciplinary action that may include an apology, counselling, transfer of duties or dismissal.

Reports of any of these behaviours will be treated promptly, seriously and confidentially. Complainants have the right to determine how a complaint will be treated. They also have the right to have a supporter or representative chosen by them involved in the process and the option to stop the process at any time.

The alleged harasser also has the right to have a supporter or representative chosen by them present when he/she responds to the allegations made.

No Committee Member or volunteer will be treated unfairly as a result of making a complaint of this nature. Immediate disciplinary action will be taken against anyone who victimises or retaliates against someone who has made a complaint of this nature.

The organisation will afford natural justice to any person involved in a dispute.

2. Scope

This policy applies to:

- Management Committee members, sub-committee volunteers and all other volunteers ("volunteers")
- How Bayside Women In Business Inc. ("BWIB") provides services to subscribers and members ("clients") and how it interacts with other members of the public
- All aspects of appointment, engagement, contracts, employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport
- on-site, off-site or after functions and activities; organisation related social functions; conferences – wherever and whenever volunteers may be as a result of their BWIB duties
- volunteers treatment of other volunteers, of clients, and of other members of the public encountered in the course of their BWIB duties.

3. Aims

BWIB is committed to providing a safe, flexible and respectful environment for volunteers and clients free from all forms of discrimination, bullying and sexual harassment.

All BWIB volunteers are required to treat others with dignity, courtesy and respect.

By effectively implementing our *Workplace anti-discrimination anti-harassment and equal opportunity policy* we will attract and retain talented volunteers and create a positive environment for volunteers.

4. Volunteers Rights and Responsibilities

All volunteers are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics
- work free from discrimination, bullying and sexual harassment
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised

- reasonably flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

All volunteers must:

- follow the standards of behaviour outlined in this policy
 - offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint
 - avoid gossip and respect the confidentiality of complaint resolution procedures
 - treat everyone with dignity, courtesy and respect.
-

5. Responsibilities of the Management Committee

The Management Committee must also:

- model appropriate standards of behaviour
 - take steps to educate and make volunteers aware of their obligations under this policy and the law
 - intervene quickly and appropriately when they become aware of inappropriate behaviour in accordance with this policy
 - investigate and address any complaints about breaches of this policy
 - ensure volunteers who raise an issue or make a complaint are not victimised
 - ensure that recruitment decisions are based on merit.
 - all incidents set out hereunder – no matter how large or small or who is involved – require the Management Committee to respond quickly and appropriately.
-

6. Unacceptable Conduct

BWIB recognises that comments and behaviour that do not offend one person can offend another. This policy requires all volunteers to respect other people's limits.

6.1 Codes of Practice:

Discrimination, bullying and sexual harassment are unacceptable at BWIB and are unlawful under the following legislation:

- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth).

Volunteers found to have engaged in such conduct including conduct shown below might be counselled, warned or disciplined. Severe or repeated breaches can lead to dismissal.

6.2 Discrimination Definition

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below).

For example, a volunteer is harassed and humiliated because of their race; or A volunteer is refused promotion because they are 'too old'

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

Protected personal characteristics under federal discrimination law include:

- a disability, disease or injury, including work-related injury
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members
- race, colour, descent, national origin, or ethnic background
- age, whether young or old, or because of age in general
- sex
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- religion
- pregnancy and breastfeeding
- sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer and heterosexual
- marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship
- political opinion
- social origin
- medical record
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

6.3 Bullying Definition

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

6.4 Sexual Harassment Definition

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be reasonably expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects

- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work. All volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

6.5 Victimization Definition

Victimization is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimization. Victimization is against the law.

It is also victimization to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimization is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

BWIB has a zero tolerance approach to victimization.

6.6 Confidentiality

It is unacceptable for volunteers at BWIB to talk with other volunteers members, clients or suppliers about any complaint of discrimination or harassment.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline or dismissal.

7. Equal Opportunity

BWIB is an equal opportunity association that will provide equality in selection of all volunteers and Committee Members.

Every person will be given a fair and equitable chance to compete for appointment and roles, and to pursue their career as effectively as others.

Decisions relating to appointment, roles and career development will be determined according to individual merit and competence. All recruitment and job selection decisions at BWIB will be based on the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

8. Complaints Process

BWIB strongly encourages any volunteer member who believes they have been discriminated against, bullied, sexually harassed or victimised to take appropriate action by raising this with the President and/or Vice President, who will follow the complaints process as set out hereunder.

Volunteers who do not feel safe or confident to take such action may seek assistance from a Management Committee appointee for advice and support or action their behalf.

8.1 Internal complaint

A volunteer or paid staff member who believes they have been harassed (the complainant) should:

- if comfortable to do so, inform the alleged harasser the behaviour is offensive, unwelcome, against the organisation's policy and should stop
- make a note of the date, time and location of the incident/s
- if not comfortable to confront the alleged harasser or if unwelcome behaviour continues, report to the nominated sexual harassment contact
- if this is inappropriate, speak to another senior member of the organisation, such as a senior manager, the head of the organisation or a member of the board.

The sexual harassment contact will follow the procedures set out below. At any time the complainant has the right to discontinue this process.

8.2 Complaints process

When a complaint is received, the sexual harassment contact will:

- obtain and record a full, step-by-step account of the incident/s
- ensure the organisation's process for handling the complaint is understood
- ascertain the complainant's preferred outcome, e.g. an apology, the behaviour to cease, a change in working arrangements
- agree on the next step: informal resolution or formal investigation
- keep a confidential record of all details of this discussion and subsequent steps in the process.

8.3 Informal resolution

Where a complainant has chosen informal resolution, following an informal process the sexual harassment contact will:

- inform the alleged harasser of the complaint and provide an opportunity to respond
- ensure both parties understand their rights and responsibilities under the organisation's policy
- if possible, mediate an outcome that is satisfactory for the complainant
- ensure that confidentiality is maintained
- follow up to ensure the behaviour does not re-occur.

8.4 Formal investigation

If a formal investigation is requested by the complainant, or if an informal resolution fails, the sexual harassment contact will escalate the matter to the President of the organisation.

That person will:

- afford natural justice to all involved
- interview all directly concerned, separately
- interview witnesses, separately
- keep records of the interviews and investigation
- ensure confidentiality and minimise disclosure
- make a determination as to whether there is sufficient evidence that a reasonable person could conclude, on the balance of probabilities (i.e. it's more likely than not), that an incident/incidents of sexual harassment as defined by the legislation has occurred

- in such a case, determine appropriate action, which may include a change of duties for the harasser, change to working arrangements or, where the incidents were frequent and/or severe, dismissal
- where it cannot be determined by the required test, that an incident/incidents of sexual harassment as defined by the legislation has occurred, may still take action to ensure the proper functioning of the workplace; but these actions should not prejudice any party. They will also continue to closely monitor the situation and provide retraining where required
- check to ensure the action meets the needs of the complainant and organisation.

Outcomes as they affect the complainant will be discussed with the complainant to ensure that needs are met, where appropriate.

8.5 External Complaint

A volunteer or paid staff member who has been harassed may choose to take their complaint to the Victorian Equal Opportunity and Human Rights Commission.

Contact for the Victorian Equal Opportunity and Human Rights Commission: 1300 292 153

9. More information

If you have a query about this policy or need more information please contact the President.

Volunteers Grievance Report Form

Volunteers have the right to express grievances, concerns or dissatisfaction and to have grievances dealt with in an efficient, equitable and fair manner. These can either be presented for open discussion at the monthly Management Committee meeting, or alternatively submitted in writing for formal consideration. Grievances should be submitted to admin@baysidewomeninbusiness.org

Date: / /

Person/s making report: _____

Person/s Involved: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

Please attach extra pages if necessary

Name (please print)

Signature

Date

Volunteer Coordinator Use (Tick , Initial and Date)

Grievance Recorded	Action	Notification
Follow-up		
Comments		

Social Media Rules and Etiquette

For those businesses that support the values of BWIB and want to be connected on Facebook, you are welcome to join and enjoy free access to our [BWIB Facebook Community Group](#) where you are allowed to post as directed on that site from time to time. If you need some advice on your business please don't hesitate to ask as there is always someone willing to give you a hand. These rules are subject to change as platforms and awareness evolves, so check in from time to time to see the latest version.

Social Media Rules and Etiquette:

BE AN INFORMED AND INVOLVED CONTRIBUTOR: The group has been created for BWIB to help, share and collaborate and discuss issues related to your businesses in a friendly, positive and supportive environment. This group is for people who are active and committed to empower and encourage each other. We want your contribution – check in regularly and be an active voice in the community. Understand the values of BWIB and post in alignment to those.

BE GUIDED: Themes, invitations, and days to post will change from time to time. Be guided and follow the outlines and invitations of what to post from BWIB. Just remember in BWIB there is no hard sell and all promotional posts will be deleted unless specifically invited on a set day. Serial offenders will be removed from the group.

BE INCLUSIVE: Show proper consideration for another person's experience, background and journey. Everyone is at different stages. Help and offer support where you have experience and do your best to add value by providing worthwhile information and perspective from experience, rather than mere opinion or argument.

ADD VALUE: Don't be a "serial liker" to give yourself visibility or pretend you are engaging (yes, we know how you are). Read the content of the post and make a comment – that adds value and builds community (then you will genuinely be liked). If someone replies to your post, say thanks or start a conversation. Social media, like the name suggests, is a social activity and no one likes to be ignored.

BE RESPECTFUL: Don't use ethnic references, personal insults or obscenity and show proper consideration for others' privacy, intellectual property, proprietary information and copyright. Remember your business brand is represented by its people and what you publish will inevitably reflect on that brand.

BE CAREFUL: Don't share confidential or other proprietary information. If there's any question in your mind, err on the side of keeping silent.

BE TRANSPARENT: Do identify yourself by name and, only when relevant, your role, when you discuss your company or matters relating to it or make comments. Write in the first person and avoid using "we", "us", "our". Make it clear you speak for yourself. Take personal responsibility for the content that you publish on any public forum.

BE MINDFUL: Whatever you publish will be public for a long time, possibly for your entire career. Make certain that your online profiles and related content are consistent with how you wish to present yourself to colleagues, clients and prospects.

GIVE CREDIT: When you quote somebody, link back to the source if possible. If you share a post or article, give credit to the source. Post a photo/video/article with a link to the site or

person you got it from (e.g. via the 'share' option on Facebook) and comment on the post for what you got out of it, or how it will be helpful to the group.

BE RELEVANT: Ensure posts are related to business and the values of BWIB. As much as you might love your grandchildren or new dog, some people treat their Facebook as diaries. But please, for the love of god, don't share EVERYTHING with the group. Some things are meant to be kept private and let's keep it that way.

BE IN BUSINESS: There is only once chance to make a first impression and we get new people joining regularly. Nothing undermines your credibility more than grammatical errors, and although nobody's perfect, everybody can use Google and a spell check.

HAVE FUN: Last but not least, social media is supposed to be fun. Leave whining, crying and complaining elsewhere and instead meet new people, share interesting stuff, broaden your horizons and enjoy it to the fullest!

Your Disclosures on the BWIB Community Facebook Page, Blogs And Other Social Media:

Use of social media sites is at your own risk. You should be aware that personally identifiable information which you voluntarily include and transmit online on the Service or in a publicly accessible blog, chat room, social media platform or otherwise online, or that you share in an open forum such as an in-person panel or survey, may be viewed and used by others without any restrictions. We are unable to control such uses of your personally identifiable information, and by using the Service or any other online services you assume the risk that the personally identifiable information provided by you may be viewed and used by third parties for any number of purposes. Please also refer our [Privacy Policy](#) for further information on Social Media and online platforms.

Products and Refund Policy

Bayside Women in Business Inc. (BWIB) offer two items for sale, Memberships and Event Tickets. All prices stated are Australian Dollars and are exclusive of GST as BWIB is not registered for GST. There is no postage involved and no returns, nor warranties are offered for these items. BWIB is a not-for-profit organisation who fund-raises and is backed by very generous sponsors and a team of volunteers that enables these products to be offered at discounts. Depending on resource availability, BWIB reserves the right to alter or remove products or content and the website will publish the details of current offers/products and pricing.

Refund Policy - Memberships:

As disclosed in the Membership Application form, other than your statutory rights as set out by Australian Consumer and Corporate Law, BWIB does not normally offer refunds for memberships. Where an initial application is made and paid online, and is subsequently declined, a refund in that instance will be offered. By submitting your application form, you agree to be bound by these terms. You may resign your membership at any time by offering notice in writing, and no refunds will be issued.

Refund Policy - Events:

As disclosed on Event Tickets, unfortunately, being a not for profit incorporated association, solely supported by volunteers and members contributions, the cost of refunding a ticket significantly outweighs the ticketed price. All proceeds from this event are fed back into BWIB events and services to connect, engage and empower local business. For this reason no refunds are provided, nor can tickets be transferred. We appreciate your understanding.

BWIB Substitution Policy for Presenters/Speakers at Events:

As disclosed on Event Tickets, any presenters /speakers details are correct at the time of publishing. BWIB reserves the right to alter speakers without notice and attendees acknowledge that circumstances outside of BWIB control may impact on the ability for speakers to be available at scheduled events. BWIB regrets any inconvenience this may cause and will endeavour to find alternative speakers, but assumes no liability under these circumstances.

Privacy Policy

Bayside Women in Business Inc. (BWIB), is committed to protecting your personal information and managing this in an open and transparent way. The *Privacy Act 1988* (Privacy Act), regulates how we may collect, use, disclose and store personal information, and how you may access and correct personal information held about you. The purpose of this privacy policy is to:

- clearly communicate to you how we manage personal information;
- enhance the transparency of BWIB operations;
- give you a better and more complete understanding of the sort of personal information that we hold, and the way we manage that information;

This policy may be amended from time-to-time. The most current version of this policy will be posted on our website, with the date of update shown.

1. The kind of personal information we collect and hold about you

We collect and hold information about you that is reasonably needed for our operations and activities and as is required by law. Our association functions and activities include:

- updating and maintaining your membership records
- publishing your business details in our various communiqués, publications and materials in order to promote your business across the BWIB subscriber network and more broadly
- providing you with important information about BWIB, its services and matters affecting your membership
- providing you with promotional material as part of your membership (and on occasion providing that information to third parties in order to distribute those materials to you).
- conducting research to identify the ongoing needs of our members
- providing details of businesses to members and the public through website, social media and other forums
- all activities associated with administration of the above activities.

Generally we collect the following personal information about you:

(a) Competition entrants:-

- your name
- your contact details including residential/business address, telephone number and email address

(b) Subscribers and members:-

- your name
- your contact details including residential/business address, telephone number and email address
- financial information such as bank account and credit card details for subscription or membership
- for businesses, ABN and other details.

(d) Other information:-

We may combine your contact details above with other information about you, for example:

- if you enter a promotion or competition, visit us at an event or enquire about BWIB, we may collect your contact details so that we can follow up on your enquiry or interest by sending you marketing material, invitations, specials and promotions or request collect specific information relevant to a particular promotion which is optional for you to provide;
- we collect details related to your BWIB transactions, ABN details, payment details and other details;
- if your business or employer supplies us with products or services, we collect information about your trading with us (for example the services or products you buy or sell or the services you provide), your trading history and account history;
- if you request information from us (for example about a service or event) or register a complaint, we collect information about your request or complaint.

We record this information (personal information) in our database whilst we deal with you. We will remove this information from our database when we have no further need to keep a record of it, except if we are required to keep it by law.

2. Easy Opt Out and Marketing

We may use your personal information, including your contact details, to provide you with information about events and services, including those of other members and third parties, which we consider may be of interest to you. We may provide your details to other organisations for specific marketing purposes. You may opt out at any time if you no longer wish to receive event and marketing information. In order to do so, you will need to request that we no longer send marketing materials to you, or disclose your information to other organisations for marketing purposes. You can make this request simply by unsubscribing to emails circulated to you or by contacting BWIB directly advising that you no longer wish to receive direct marketing communications.

3. Access to your personal information

You may request access to the personal information that we hold about you by contacting BWIB directly. BWIB will deal with your request for such access within a reasonable time after the request is made. If access is refused, BWIB will set out the reasons for the refusal under the relevant provisions of the Privacy Act and the mechanism to complain about the refusal. Where the Act provides, reasonable charges in relation to a request may be made for giving access to the personal information.

4. How we collect information about you

We collect personal information directly from you. We may record your contact details when you call us, when you fill out an application form, when you complete a competition entry, when you participate in a transaction, when you provide your contact details via web, mobile or email or when you ask us for information or request something from us. Sometimes we collect personal information about you from another person or business, or from a publicly available source. For example:

- a member or subscriber may give us your details in relation to a product or service;
- if you enter/attend a networking event, promotion or competition, we may collect your details directly from you or obtain your name and contact details as promoter of the event;
- our service providers may provide us with your personal information from public information available on websites, social media sites, mobile, and other technology based sources;

We use lawful and fair means to collect your information. We will collect personal information about you from another person or from a publicly available source only if it is unreasonable or impracticable to collect it directly from you, and we will take reasonable steps to inform you that we have collected your personal information. Those reasonable steps may include informing you through this statement. If we receive personal information about you that we have not requested, and if we determine that we could not have lawfully collected that information under privacy law if we had requested it, we will destroy or de-identify the information, if it is lawful and reasonable to do so.

5. Do you have to provide BWIB your personal information?

You have the option of not identifying yourself, or of using a pseudonym when dealing with us. If you choose to deal with us anonymously or using a pseudonym, we can give you general information about our events and services, and you may be able to participate in those, however there are some things we cannot do, for example, if you do not give us your personal information, we cannot:

- give you information about transactions you may have made for BWIB membership or events, the status of your membership;
- deal with a complaint you may have;
- provide you with certain information or details for subscribers and members to you at an address;
- give you admittance to our networking events;
- give you entry into our promotions or competitions;
- provide information to you where it is impracticable to deal with an individual who has not identified themselves or has used a pseudonym.

6. What is the purpose of collecting personal information about you

We collect and record personal information about you so that we can carry out our functions and activities described above. The primary purposes for which we collect your personal information include so that we can:

- provide our services to you, our franchisees, our advertisers and suppliers;
- administer our dealings with you, to provide you with information and to respond to any requests that you may have (for example, so that we can manage your account, or recommend or introduce you to other advertisers, suppliers or associates);
- function as a business, for example, we may collect your personal information for research, marketing or so that we can offer new services, events and provide you with marketing and networking/sales opportunities;
- record your dealings with us and facilitate financial transactions where applicable.

We also collect your personal information for certain secondary purposes that are related to those outlined above. Secondary purposes may include so that we can run our business efficiently, for example, our advisors can provide us with customer research, or so that we can use technology to automate our processes and systems and to understand how our association is performing, to allow us to operate efficiently and to lower costs by outsourcing services (such as collecting or paying money).

7. Disclosure

We do not use or disclose your personal information for a purpose other than a purpose set out in this privacy policy (primary or secondary purpose above); for association functions and activities (item 1); a purpose you would reasonably expect; a purpose required or permitted by law; a purpose otherwise disclosed to you to which you have consented. Depending on the circumstances, we may disclose your personal information to other people including one or more of the following:

- service providers, including management, repairers, contractors, IT, security, legal, accounting, research, credit, credit reporting bodies, marketing, insurers, financial institutions and others;
- our sponsors;
- government, regulatory and law enforcement authorities, where we are required to or permitted to by law;
- to prevent or investigate any fraud or crime (or a suspected fraud or crime).

8. Accuracy and correction

We take reasonable steps to make sure that the personal information we collect, use and disclose (where relevant), is accurate, up-to-date and complete. Where we believe that the personal information we hold is inaccurate, out-of-date, incomplete, irrelevant or misleading, we will take reasonable steps to correct that information.

You may request that we correct your personal information that we hold by contacting BWIB on the contact details provided below. BWIB will take reasonable steps to correct the information to ensure that it is accurate, up-to-date, complete, relevant and not misleading within a reasonable time. If we do not agree with the corrections you have requested, we are not obliged to alter your personal information accordingly. However, where we refuse to correct any personal information as requested by you, a written notice which sets out the reasons for our refusal will be provided.

9. Security

We make reasonable efforts to ensure that the most up-to-date security measures are used on our website and emails and that at our physical locations for the protection of your personal information. We hold your personal information in electronic files, and take reasonable steps to ensure that any personal information kept in our files is protected from misuse, interference, loss, unauthorised access, modification or disclosure. This means that, in respect of electronic files, we (or our service providers) maintain secure electronic network systems. When we receive emails, we will retain the content of the email and our response to you where we consider it necessary to do so. Your email address will only be used or disclosed for the purpose for which it was provided. It will not be added to any mailing lists or used for any other purpose without your consent. However, we cannot guarantee that any information transmitted via the internet by us, or yourself, is entirely secure.

Use of websites and social media sites is at your own risk. When we no longer require your personal information (including when we are no longer required by law to keep records relating to you), we ensure that it is destroyed or de-identified.

Information collected from our websites (including social media site and mobile site if relevant) via an unsecured part of our website, that is, a public page that does not require you to log on, we (or our service providers) may collect information about your visit. When you visit the unsecured pages of our website (i.e. public pages that you can access without providing login details) we use cookies to obtain information about how our website is being used. A "cookie" is a small text file which is placed on your internet browser and which we access each time you visit our website and may include the time and date of the visit, pages that you visit, any information or documentation that you download, your browser type and your IP address. When you visit the secured pages of our website (i.e. pages that you have to provide login details to access) we use cookies for security and personalisation purposes. You may change the settings on your browser to reject cookies, however doing so will prevent you from access to the secured pages of our website. Our website may also contain links to third party websites. We advise that the terms of this privacy policy do not apply to external websites. If you wish to find out how any third parties handle your personal information, you will need to obtain a copy of their privacy policy.

10. Your Disclosures on the BWIB Community Facebook Page, Blogs And Other Social Media:

You should be aware that personally identifiable information which you voluntarily include and transmit online on the Service or in a publicly accessible blog, chat room, social media platform or otherwise online, or that you share in an open forum such as an in-person panel or survey, may be viewed and used by others without any restrictions. We are unable to control such uses of your personally identifiable information, and by using the Service or any other online services you assume the risk that the personally identifiable information provided by you may be viewed and used by third parties for any number of purposes.

If you login to the Websites and/or Service through your Facebook account, connect to a third party service such as Facebook or Twitter through an icon or link on the Service or otherwise link your [Name of Site] account with a third party service, we may share the contents of your post and associated information (such as your user name, the fact that your connection originated from the Service, and other relevant usage and diagnostic information) with such third party. With your one-time consent, we may also send information about the content you watch and your activities on the Service to such third parties. Once such information is shared, the use of your information will be subject to that service's privacy policy and this Privacy Policy will not apply.

11. Who to contact

If you have any questions, concerns or complaints about this privacy policy, or our use of your personal information, please contact BWIB at info@baysidewomeninbusiness.org with ATTN Privacy request in the title. You may also contact BWIB in writing at PO Box 5535, Manly QLD 4179.

You may also lodge a complaint with The Office of the Australian Information Commissioner via Telephone: 1300 363 992 or email.

Membership Application

Bayside Women in Business Inc. (BWIB) Membership Application

Applicant Information Please note that membership is not accepted until written notification is provided to you from BWIB

Title: Miss / Mrs / Ms	Full Name:		
Date of birth:	Gender:	Mobile Phone:	
Current address:			
City:	State:	Post Code:	
Which industry do you work/operate in:			For how long:
Where did you hear about us: <input type="checkbox"/> Internet <input type="checkbox"/> Facebook <input type="checkbox"/> LinkedIn <input type="checkbox"/> Colleague or Friend <input type="checkbox"/> Existing Member <input type="checkbox"/> other (please specify):			
Applicant signature: <i>I acknowledge receipt of, have read, understood and agree to the terms, conditions and notices listed on page 2 hereof.</i>			
_____		Date of application: ___/___/___	

Business Information

Please tick if relevant: I do not currently own a business

Business Name:	
Business Address:	ABN:
Website details:	Fax:
Phone:	E-mail:
Position Held:	

Suitability matters

Please provide the name of two existing BWIB members who recommend you as a member:

Full Name:	Phone:	Signature:
Full Name:	Phone:	Signature:
Comments:		

Spouse OR BUSINESS PARTNER Information if Business is jointly run/owned

Name:		
Date of birth:	Email:	Phone:

Membership and fees (PAYMENT OF FEES IS AS CURRENTLY PRESCRIBED ON THE WEBSITE)

Membership type	Annual Membership fee	EXCLUDING GST
Ordinary Member (voting rights)	\$120	Bayside Women in Business is not registered for GST. No input tax credit can be made on this payment.

TERMS, CONDITIONS AND NOTICES

INSURANCE

Bayside Women in Business Inc. ('BWIB") holds public liability insurance to the value of \$10,000,000.

APPLICATION

On submission of a fully completed and signed application form and confirmation of payment of the application fee, the application will be considered by the Management Committee of the BWIB ('the Management Committee") at the next available Management Committee meeting. Successful applications will be notified by the Administrator/Secretary of BWIB. A renewal invoice for the then current membership fee will issue two months prior to your anniversary date, at which time you will have 14 days to pay the fee to continue your membership and directory subscriber listing into a new term. The Management Committee reserves the right to decline member applications. If your application is rejected you have the right to appeal the decision within one month of the notice. Other than your statutory rights as set out by Australian Consumer and Corporate Law, BWIB does not normally offer refunds for memberships. Where an initial application is made and paid online, and is subsequently declined, a refund in that instance will be offered. By submitting your application form, you agree to be bound by these terms. You may resign your membership at any time by offering notice in writing, and no refunds will be issued.

VALUES

As a member of BWIB you agree to adhere to, emulate and promote the values of the association publicly displayed here (on the website this is a link to 'About BWIB – Values', which is an extract of the values from the Model Rules).

INCLUSIONS

As a member you will receive the benefits and inclusions as publicly listed on the BWIB website which may change from time to time at the discretion of the Management Committee.

CONTRIBUTIONS AND CONDUCT

As a Member of BWIB, you agree to:

1. Act in accordance with the rules of incorporation of BWIB and any decision made by the Management Committee;
2. Make every effort to attend BWIB events and actively participate and contribute in the promotion and sharing of BWIB articles, event listings, newsletters and social media posts;
3. Conduct and present yourself in a professional, courteous and respectful manner at all BWIB events and when representing BWIB as a member;
4. Respect the reputation of any person providing a referral to you and respond in a ethical, professional and timely manner;
5. Make no public statements concerning BWIB to or for media or promotional purposes without the prior approval of the Committee;
6. Treat all information and materials obtained as a member of BWIB as confidential, which obligation continues when no longer a member;
7. Not to use or disclose information obtained from online directory subscribers, register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes;
8. Not to submit events, posts, or blogs for networking, round table or events that are the same or similar to what BWIB offer or fall on the same days as BWIB events.

VOTING RIGHTS AND NOTICE OF ANNUAL/GENERAL MEETINGS:

Financial members are welcome to attend and eligible to vote on questions, matters and resolutions put forward at the Annual General Meeting, any general meeting or special general meetings called throughout the year. Dates for the Annual General Meeting and any general meetings scheduled will be publicly posted on event listings and notified by email to members.

PRIVACY

BWIB is authorised to collect your personal information under the Associations Incorporation Act 1981 (Qld) for the purpose of carrying out the Association's statutory obligations and duties. BWIB intends to use your personal information for these activities which are not limited to but include:

1. update and maintain your membership records;
 2. publish any business details in any of its publications;
 3. provide you with important information about BWIB, its services and matters affecting your membership;
 4. provide you with promotional material as part of your membership (and on occasion providing that information to third parties in order to distribute those materials to you).
 5. conduct research to identify the ongoing needs of members;
 6. provide details of businesses to members and the public through website, social media and other forums;
- BWIB may provide, in accordance with the Electronic Transactions (Queensland) Act 2001, BWIB will circulate materials such as notices or membership renewals to you by electronic communication. By completing this membership application form your consent to this form of contact is taken to be given. In order to provide members with communications and services such as newsletters, weekly updates, event notifications or online benefits, BWIB may use third parties to administer and deliver these on its behalf (e.g., Eventbrite, Mailchimp etc). By completing this application, you agree to this transfer. Full details of our privacy policy can be accessed here (on the website this is a link to 'Privacy Policy' Page which is a copy of the Privacy Policy contained in this document).

Our Sponsors

Look out for, and please support our sponsors. Without these leaders in our local community giving generously of their time and resources, BWIB could not operate at the level it does. In deepest gratitude to you all!

Want to become a sponsor?

If you are local and align with our values and would like to sponsor BWIB, we would love to hear from you, and where accepted, to include your business logo in our promotional material. Please [email](mailto:info@baysidewomeninbusiness.org) us today ([insert link to info@baysidewomeninbusiness.org](mailto:info@baysidewomeninbusiness.org)) and include all compulsory fields below:-

Contact Name:

Business Name:

Registered address:

Phone (mobile):

ABN:

Why you believe you are aligned with the values of BWIB:

How you can help BWIB:

What level of financial contribution you can make: \$

What specific type of promotion you can give to BWIB

Is there any additional type of support you can offer:

Herstory

On the 19th December, 2017 the Bayside Women in Business was incorporated and a new entity was formed. It was a new beginning, with a new management team of amazing women. A set of [values](#) was written and presented to the team by Sue Mazur which was wholeheartedly adopted. On this new incorporated entity, the first management team consisted of Sue Mazur, Janette Colleen, Marthie Talu, Samantha Rosewarne, Helen Wood, Nicole Watson. Together, the team created a solid business foundation for BWIB a wider vision, structure, plan, a comprehensive brand identity, ABN, incorporation, financial gateways, business planning templates for future teams, resource centres and a new website, building on the best bits of the past, the brainstormed visions we shared and compliance requirements. It is incredibly fortunate to be working with a team who are so aligned in values and commitment, and that is the hope for future management teams. True to our values, the shared expertise and effort has rewarded each member on the team with growth, learnings and strong friendships. A listing of the current management team is displayed on the website.

Acknowledgement:

Many people over the years have contributed to Bayside Women in Business and passionately wanted to make a difference as best they could. Like the women that have come before us that have shared their voice and vision for equal rights and equal opportunity, the current management team builds on those efforts. We acknowledge those that worked, influenced and supported the Bayside Women in Business. We mention only a few names here, and if your name has been missed, we apologise and offer our thanks to you. Of course, history is still being made with the women who are currently working to make BWIB a success, and the future women who will contribute. We want to acknowledge you, our current and future community, subscribers and members who help make this business a blessing for our local community. The new incorporated association has created a category for Life Members ([see below](#)) so contributions by those leaders are acknowledged and not lost.

The early days:

The original Bayside Women in Business was initially started by Di Hill in the early 2000's. Di had a business called The Networking Advantage that conducted networking breakfast events around SE QLD. Many locals attended these events and it wasn't long before a local group began meeting regularly. Around 2001, the Wynnum Manly Regional Development Partnership Inc. (WMRDP) began (now Bayside South Development Forum – BSDF), and the networking events became known as BWIB, giving women in business a great opportunity to network locally, under the umbrella of BSDF. After these early years the women's group slowly lost momentum and the group ceased.

Robyn Howard and Jose Toussaint were on the BSDF committee in late 2012, and revived the group for women's networking events with the backing of a group of passionate women. Back then, the first revived BWIB Network Event was held at Jose Toussaint's store in Wynnum in Feb 2013. During these times the events were held in the evenings along with other special events such as Mother's Day and Melbourne Cup, evolving to monthly coffee morning network events including two business expos in 2015 and 2016. The BWIB left the umbrella of BSDF in December, 2016 and operated as an unincorporated association, continuing to run coffee morning networking events once a month up until the new committee and incorporation in December, 2017.

There is tremendous work involved in organising the management of any organisation, especially one running events, all run by volunteers and fund-raising. We acknowledge other women of influence that have been a part of the BWIB committee on the unincorporated association: Di Hill, Karen Singery, Celia Newlands, Jose Toussaint, Robyn Howard, Lauren Micale, Kaitlin Hague, Jasmine Hosea-Heather, Rebecca Ford, Zsofi Nemeth, and many, many more.

BWIB Life Members:

The new constitution of the Bayside Women in Business Inc. allows for Life Members, who are members that have served on the management team for two years and who remain a financial member. As we incorporated on 19.12.2017, this will be an evolving project where we list those women that have been of service to us, BWIB and the community. Watch this space!

BWIB Roundtable Procedures:

What do we mean by a roundtable?

It is about bringing together 10 passionate women around a table that want to share in a more personal way on the topic of discussion for the day. At BWIB we have an amazing and diverse range of women with invaluable experience that want to support, network and share on topics that others may have successes or challenges with. Meeting in an intimate environment allows a deeper level of sharing, and a confidential forum where you can ask that question that's been bugging you! Get and share ideas, widen your awareness and horizons - and do what women love to do - support and encourage each other.

Who can attend?

A decision on this will be made by the Management Committee and may change from time to time. The BWIB Ps are designed for our active members free of charge, and for other participants at a fee. The roundtables follow the theme of our networking events each month.

Intention and the “5 Point Introduction”*:

BWIB bring together people. A statement regarding the below must be included in each agenda and a statement made to this effect at the beginning of each meeting by the BWIB representative, or if only the facilitator in attendance, by the facilitator:-

1. The opinions offered at the roundtables are expressly the personal opinions of the people involved based on their own level of expertise and experiences. The roundtables are not to be taken as BWIB giving advice, or endorsing any person involved in these sharing opportunities;
2. Each roundtable meeting is conversational in nature and where personal stories or challenges are shared at the round table, these are kept confidential; and
3. The intention is to share information and not sell products or services, be treated as a lead program or solicit business directly. If a participant chooses to book an appointment outside of the roundtable, that is between those parties.
4. The facilitator will set and explain the format for the meeting, and for other attendees each person is given an equal right to participate, depending on their willingness to share or ask questions. No pressure is put on any person.
5. Interactions are to be positive and respect given to different views, backgrounds, cultures and experiences. The ability to share without fear of judgment or criticism is conducive to expansion.

**A consensus of all parties to all five points must be made by a show of hands prior to the meeting proceeding.*

Bookings – Participants and Venue:

Round tables are a pre-booked event, and are currently offered free of charge due to the sponsorship of R.Q.Y.S. They are held in the Commodore's Room and R.Q.Y.S. will cover a light lunch, with the participants paying for their own drinks.

Event Management:

- Refer also to procedures for events
- Roundtable events are promoted at each networking event and also throughout newsletter, online communications and on the public and community pages;
- BWIB Roundtable Host on the day will alert the speaker (even if it is a fellow committee member) on the Monday preceding the Wednesday of the round table of numbers booked for preparation of handouts etc. needed. Check if facilitator needs the audio-visual equipment and if yes, alert the venue and organise speaker to be there 30 minutes beforehand to set up equipment.
- BWIB Roundtable Host on the day to contact venue and confirm (1) numbers (including hosts/facilitators) (2) timing to deliver lunches and take drink orders (3) request whiteboard and markers be made available (4) and if audio-visual is needed, organise venue. to set up beforehand.
- BWIB Roundtable Host for the event to prepared and produce name tags (on the backs of business cards) with the name of each attendee, themselves and the Speaker, and insert them into the plastic holders, placed at the entrance. Check in attendees (either on paper or online) and notify the BWIB Committee Page after the event of non-attendees name/s.

Administrator – Attendees

- Review attendees of Round Tables monthly (before the committee meeting) and report to the meeting. Do we have any serial no-show/s. Are they members or visitors. Do they join after the round table. Get facts to discuss at the meetings;
- If someone is booked in and they indicate before the event they cannot attend, it is essential that Eventbrite is updated to open the space for someone else and the committee is kept informed on the FB Committee page. If any of the committee are advised independently of this, alert the administrator immediately.
- After the event the Roundtable Host of the event will update Event Administration and list non-attendees (no-shows. Event Administration will go into Eventbrite and update that person's to include 'No-Show' in their name. This helps us track who does not attend and if someone is a serial offender;
- After the event send an email from Eventbrite to the registrants who were a no-show to say:
*Hi [name]
Hope you are ok.
You booked a seat today at the BWIB Round Table – [include event title], and we noticed that you did not attend.
As there are only 12 seats offered for these events, they are catered and seats are both strictly limited and popular, if we get a no-show, it means we cannot give this valuable opportunity to someone else. It leaves us disappointed as we have prepared for you and catered for you, and it means someone else misses out.
In the future, if you cannot attend, can you please let us know at least 48 hours in advance. We have a wait list and will then be able to offer the seats to another person.
Best wishes,
Bayside Women in Business Inc.*
- After the event send an email from Eventbrite to the attendee/s to say:
*Hi [name]
Thank you for coming along to the Bayside Women in Business Inc. Round Table today. We hope you enjoyed the day and received value from the event.
If you are a BWIB member, we truly thank you for your support and participation. As a not-for-profit volunteer organisation, we can deliver these events with your support through memberships and participating in active networking events.
If you are currently not a member, we encourage you to join as a member (click on the link below), and enjoy the many benefits and discounts membership offers.
We look forward to seeing you at the next networking event. Your participation makes a difference, not only to your own visibility and business growth, but also so that we can continue to Connect, Educate and Empower women in business.
<https://www.baysidewomeninbusiness.org/member-pricing/>
Best wishes,
Bayside Women in Business Inc.*

Suggested Format and Timetable:

Time	Agenda Item	Responsibility
Setup	<p>The BWIB Roundtable Host arrives 15/30^ minutes before the meeting, connects with venue, sets up the room with the general pullup banner, BWIB current promotional material and name tags. When Facilitator arrives, help facilitator set up (promotional, books, cards etc. permitted).</p> <p>^If audio-visual needed, change arrival time to 30 minutes beforehand for both Roundtable Host and ensure equipment working beforehand. Make sure venue know this is needed and setup by them beforehand, and someone available if needed to assist.</p>	BWIB Roundtable Host
10 min	<p>Welcome and Introductions –</p> <p>The BWIB representative introduces BWIB, it's values, themselves and the facilitator.</p> <p>Welcomes attendees, and acknowledges the sponsorship of our current sponsors who enable this free event (make sure you know the current list, in particular venue).</p> <ul style="list-style-type: none"> • Allow a 30 second introduction for each participant (longer if a small group). Ask them to say who they are, what business they are in, why they are here today, and what they are hoping to get out of the meeting • If it is a small group, extend this time a little, but give clear direction on how long <p>Before proceeding, share:</p> <ul style="list-style-type: none"> • The logistics (time/exits/toilets/ lunch/ drinks). • The intentions and "5 Point Introduction"* below and get agreement from all in the group (do not miss this step); 	BWIB Roundtable Host
	<p><i>BWIB bring together people. A statement regarding the below must be included in each agenda and a statement made to this effect at the beginning of each meeting by the BWIB representative, or if only the facilitator in attendance, by the facilitator:-</i></p> <ol style="list-style-type: none"> <i>1. The opinions offered at the roundtables are expressly the personal opinions of the people involved based on their own level of expertise and experiences. The roundtables are not to be taken as BWIB giving advice, or endorsing any person involved in these sharing opportunities;</i> <i>2. Each roundtable meeting is conversational in nature and where personal stories or challenges are shared at the round table, these are kept confidential; and</i> <i>3. The intention is to share information and not sell products or services, be treated as a lead program or solicit business directly. If a participant chooses to book an appointment outside of the roundtable, that is between those parties.</i> <i>4. The facilitator will set and explain the format for the meeting, and for other attendees each person is given an equal right to participate, depending on their willingness to share or ask questions. No pressure is put on any person.</i> <i>5. Interactions are to be positive and respect given to different views, backgrounds, cultures and experiences. The ability to share without fear of judgment or criticism is conducive to expansion.</i> 	
20 min	<p>The facilitator introduces themselves or hands out their BIO and sets out the format of the meeting, explaining the type of session it is (facilitated discussion, presentation, Q&A, break-away groups, brainstorming), introduces the topic, what will be covered, what the participant will receive by way of handouts, and sets out when the discussion will open.</p>	Speaker/ Facilitator
30 min	<p>Group discussion time. This can involve feedback and/or brainstorming and/or questions for the participants and/or checklists/questions on handouts for the participants to consider. Ask the group if they have questions they would like covered. Capture ideas or questions on the whiteboard. Encourage sharing by who has had the challenge or success on this topic. Consider using break-away smaller groups if using brainstorming style and bring them back with their ideas to share. Allow the group as a whole to share ideas.</p>	Group

8 min	Allow time for wrap up. Meeting summary and close. Ask the group for a 'last word' on the top or their next step. Give out any additional handouts or checklists for them to consider their next steps. Leave the group with hope and inspiration.	Speaker/ Facilitator
2 min	Thank the facilitator and participants for coming. Take group photo for the community page, and post. Ask participants to Like the FB general page and join the community page. Ask for testimonials to be posted under the post on Facebook. Advise next round table date and topic, and also the next month's networking dates. Ask for the nametags to be left to be used at the next event.	BWIB Roundtable Host
Wrap UP	Tidy room. Pack up materials. Thank venue in person. Post photo onto Facebook with spiel about the Facilitator, their business, and snapshot spiel about the meeting. Include a note about the participants (including their business name) and venue for sponsoring the event. Where participants are in the community, tag them where possible. Give feedback on the BWIB FB Committee Page, including who did not attend. Make notes to bring to the BWIB Committee meeting about feedback and improvements.	BWIB Roundtable Host

TO ASSIST A SPEAKER/FACILITATOR WITH IDEAS OR AN OUTLINE OF THE FORUM, EXTRACT PAGE 5 AND SEND TO THEM – DO NOT SEND OUR PROCEDURES OR AGENDA



TO ASSIST A SPEAKER/FACILITATOR, EXTRACT THIS PAGE (PAGE 5) AND SEND TO THEM

Goal and Objectives:

To facilitate a meaningful group discussion that is engaging and helpful:

- By identifying areas of common interest
- By keeping a fast pace
- By drawing as many people into the discussion as possible
- By wearing name tags or using name plates
- By being as inclusive as possible to match the participant's willingness to share or ask questions

Do's of Effective Roundtables:

- It is ideal if you can give participants time to introduce themselves so you can identify connections. Ask them to say who they are, what business they are in, why they are here today, and what they are hoping to get out of the meeting
- If it is a small group, extend this time a little, but give clear direction on how long
- Keep the discussion moving use time limits and a clear agenda
- But giving plenty of time for discussion and involve multiple people
- Each topic is clear and solicits specific feedback
- End at the high point of the discussion
- Have one or two questions prepared to stimulate questions from participants if needed
- Questions can also be set for participants to answer (to themselves or the group) to stimulate awareness
- Where appropriate, ask for clarification. Not all comments will be crystal clear the first time they are offered. Offer suggestions and expand on others' ideas and encourage the same from other attendees.
- Complete the session by highlighting topics that were covered along with any revelations that were made during the discussion. Refer attendees to your handout (where offered) for more information.
- Ask for additional ideas or a "last word" from the participants. Ideally you will learn something new about your own topic before the Roundtable ends.

Time: 60 minutes

Equipment: See notes above. Venue will provide equipment.

Ideas for Roundtable Formats:

Break Away Groupwork:

The poses a question having multiple answers, or gives each group a worksheet. The group has only one piece of paper or worksheet, and perhaps only one pen. A participant writes down one response, says it aloud, and then passes the paper or worksheet to the person on the left. The process continues in this way.

Generating truth statements:

Groups of about four participants create three endings to open-ended statements (e.g., "It is true of Facebook advertising that . . ."), then choose one or more to share with the group.

Brainstorming:

Participants offer responses to a posed question or issue within a given amount of time. The keeps track of all responses, preferably on the whiteboard. No elaboration is allowed until the brainstorming period concludes.

Workshop:

During a workshop, time is allotted for participants to work on and/or prepare for a specific task. This can be questions about challenges or successes around the topic. The facilitator is present to answer questions and to work with participants as necessary, and the group shares about what they discovered in the process.

Circle of voices:

Participants form groups of about 5 members. Groups have 3 minutes of silent time to consider the topic. Each group member has 3 minutes of uninterrupted time to discuss the topic. Then, members may react to the comments that have been expressed.

Think-pair-share:

The facilitator poses questions to the group, where participants are sitting in pairs. Participants silently think of a response individually for a given period of time, then pair with their partners to discuss the question and reach consensus. The facilitator then asks participants to share their agreed-upon answers with the rest of the group.

Three-step interview: Divide four-member groups into two pairs: A and B, C and D. In step 1, A interviews B while C interviews D. In step 2, reverse roles: B interviews A while D interviews C. In step 3, share-around: each person shares information about his/her partners in the group of 4.

Numbered heads together: Each participant in the group is given a number from one to four. The facilitator poses a question, issue, or problem. Participants talk this over within the group and prepare to respond. The facilitator then calls upon participants by number to represent the group.

Criteria for Member Submissions of Articles or Blogs

Internal BWIB Process (not for publication):

- **Guest Blogs – Social Media Guru’s (SMG) and Website Manager’s (WM) Domain**
 - BWIB Committee set a theme for the guest blog throughout the year
 - Target is one blog per month
 - SMG rosters blogs and keeps Committee informed
 - For Guest Blog submissions*, SMG will check the idea has new and relevant content
 - Where accepted, the SMG will notify the submitter they have 10 days to submit the blog
 - Once article is received, SMG check content meets criteria and is of high quality
 - When confirmed, send to WM to publish on the website
 - WM confirms to SMM ready to promote on Social Media
 - SMM will publish on Facebook page, share to community page and tag the business in the post and send a personal message asking them to share on their networks

- **Submissions Management**
 - On receipt of the email, Admin Manager (AM) will check and confirm person is a paid member (if not give them the option)
 - If financial, AM will confirm to the submitter we have received the article which will be presented to the committee and advise that where accepted, an email will follow to advise the scheduled publication date
 - Article is then forwarded to Committee to review, and where approved:
 - If it is a Guest Blog, SMM will advise as above
 - If it is an Article, WM will post to resource centre and SM will publish a post showing that the article or resource is available on the website
 - AM will add it to the next newsletter to go out in Mailchimp.



Want to Submit a Guest Post or Article to the Bayside Women in Business?

To further benefit and support our values of **Connect, Educate and Empower**, we are giving our *paid members* the opportunity to submit an Expression of Interest to submit an Article or Blog to be published throughout the Bayside Women In Business (BWIB) community platforms (either newsletter, social media, resource centre) as decided by BWIB.

BWIB is a place of community, where members come together to share what they have learnt and experienced for the benefit of others with insights and practical tips. If you have expertise and an Article or Blog you want published, you're most welcome to make a submission.

Your Article will provide you an opportunity to share your expertise, portray your business through free publicity while supporting Bayside Women in Business. Articles are welcome for submission anytime.

Monthly Blog: Expressions of Interest to be a feature writer on the BWIB platform/s are invited. Simply send through an email giving us an outline of the content and we will come back to you after the next committee meeting. You will be notified via email where your content is accepted and a date set for publishing. Where we do publish your article or blog, you agree to also cross-promote the post through your social media platforms and networks.

What We Are Interested In and Would Love to Promote

Short or long, inspirational or educational are all welcome including:

Guest Blogs | Member Success Stories | Small Business Expertise | Industry Specific Education

We are after both 'timely' and 'timeless' content that is relevant and appealing to our target market: women in business and professional women (a majority of whom are running their own business), building a business, managing ourselves in and out of business, financial management, identifying and overcoming challenges, success within ourselves and within our business. **'Timely content'** that is current and responding to what is currently happening in the world; and **'Timeless content'** that educates, guides and gives insights and inspirations to be successful.

How to Submit An Article or Guest Blog:

Send an email to admin@baysidewomeninbusiness.org with the following:

- In the subject line include: Article Submission: [name of article]. Please send only one submission per email.
- Your content in Word Document.
- Include and attach one image only that tells the story of the article and that you have permission to use.
- Follow the guidelines of word count for each type of article.
- Good grammar is a must! Have someone proof your work before submitting.
- Include a short author bio including your contact details and link to your website or social media page.

General Notes on Publishing:

- Articles are welcome to be submitted at any time. You may also be invited to submit an article or blog to be themed along BWIB objectives.
- There are some things we simply can't accept:
 - Anything that's been covered on a blog before that does not have new or updated content;
 - Anything that's a blatant attempt to sell, is too promotional for your company or organisation or cross-promotes another;
 - Anything that's offensive, inaccurate, political, religious, agitating in nature, or overly critical -- this is not a site to air grievances.
- Your Permission to Publish: all submissions to BWIB are deemed permissible to publish, share, print or store in full or in part and submission of the content requires and assumes that all writers agree with these guidelines.
- Technology, platforms and resources change. The method of delivery is subject to change.
- Your title, content or image may be edited or changed for clarity, grammar and overall style. If there are any major changes made, you will be asked to review it and approve it first.
- Images submitted are on the basis that you own the copyright to, or have licence to, authorise BWIB to include and use the image.
- There is no guarantee that all submissions will be successful.
- BWIB is a highly motivated organisation and whilst we are a dynamic, efficient and effective group we are run by a team of volunteers. Respect and understanding on this is requested in managing expectations on responses and publishing.
- We accept no liability whatsoever for the content of any articles. The opinions, views and content shared and expressed in articles are the author's and do not represent those of BWIB.

*****This is available to PAID members only*****

Guest Blogs:

Specifics:

- Headline 6-10 words (make it dynamic and different that grabs attention)
- Word count 500 words (assume the reader is busy and has a short attention span)
- Use short paragraphs and headings (makes it easier to read)
- Must be informative, newsworthy and share your unique expertise
- Supply one graphic or photo that matches the feeling of the story

Tips and Notes:

Writing for the web is different from writing for print. The best way to organise the piece is to start with a brief set-up that hooks the reader. Come up with a great idea - it should be within your area of interest or expertise and appealing to our audience. Write something that you would want to read yourself. These are some possibilities:

- *Craft a post based on a recent experience or an article you have written;*
- *Use your expertise to interpret a recent trend or news event;*
- *Offer a solution to a common concern or problem;*
- *Share a personal experience that is likely to interest many other people.*

Member Success Articles:

Specifics:

- Headline 6-10 words (make it dynamic and different that grabs attention)
- Word count 500-1000 words
- Articles can be written in paragraph or point format or a combination of the two. ‡
- Supply one graphic or photo that matches the feeling of the story (ideally a visually interesting photo of you and your business)

Tips and Notes:

Write to inspire, motivate and give the benefit of your experience in being in business and cover some these points to the best of your ability:

- What inspired you to start your business and briefly describe your business?
- What did you do prior to starting the business?
- How did you start up and finance your business?
- What challenges did you have to overcome - either to start or grow your business?
- Do you have any unique experiences the readers would be interested in?
- How has change affected your business (your family environment, technology, legislation, industry specific challenges)?
- Who and what helped you along the way?
- What mistakes did you make that you would like other women to learn from?
- What do you consider your best business achievement?
- What are the primary advantages of working in the business you selected?
- Where do you see yourself with your business in 3 years?

Small Business Expertise:

Specifics:

- Headline 6-10 words (make it dynamic and different that grabs attention)
- Variable: Page Length Word Counts (approximate): Articles are usually either one page (700 words), two pages (1200-1400 words) or three pages (2100-2300 words) in length.
- Provide good, quality, "how-to" content.
- Supply graphics, infographics or photos throughout the article
- Include tips, strategies, techniques, case-studies, analysis, opinions, quotes and commentary.
- Use smooth-flowing syntax, parallel structure, and good sentence structure.
- Try to keep paragraphs short, with headings for multiple paragraph(s).

Tips and Notes:

Longer articles are typically well-researched with plenty of data to back them up. They serve as credible sources to journalists and bloggers that link back to the article as a source. Rather than a quick summary with one statistic, a long article takes the time to

explain why and flesh out ideas. The credibility of the website that publishes the article mixed with the link juice given from other sites referencing it brings the post to the top of search engines.

- Minimize promotions of products, services or other people/figures in the industry. This degrades the perceived value of an article.
- Recommend key phrases/sentences to put in pull quote boxes within the article.

Industry Specific Education:

Specifics:

- This can be articles or information from external sources, ie the ATO, Financial Planning Checklist, etc that is sourced from external government bodies, industry specific organisations or other credible organisations
- Please don't use this as a forum to cross-promote someone in your industry
- This can be either a stand-alone article, or you could include the information in an article that you write.

Model rules

Bayside Women in Business Inc. Association Rules IA57441 19.12.2017

1 Interpretation

(1) In these rules—

Act means the Associations Incorporation Act 1981.

present—

(a) at a management committee meeting, see rule 23(6); or

(b) at a general meeting, see rule 37(2).

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the incorporated association is Bayside Women in Business Inc. (**the association**).

3 Objects

The objects of the association are—

Connect Educate Empower

When you're a member of BWIB you're part of a community of like-minded women who support each other, learn from each other and give back. It is our hope that each individual action within this community will create a ripple effect that enhances the lives of women on all levels – their success in business, their social and professional networks, their wellbeing and their ability to positively impact on their environments. And what we care most about - making the world a better place for women.

We do that by providing strong leadership and a real commitment to understanding small business issues for women, by organising events and creating platforms and opportunities so you can engage in conversations that you have never had before about your inspirations, your successes and challenges. This platform also gives our members an opportunity to promote their business through their business profile, or through the contribution of content such as articles, discussions, business offers or events.

We have found that the deepest relationships form when you invest time away from the stresses of your day to day business and family environment and get the opportunity to learn and reflect in the company of like-minded women. You will meet some people you may not have crossed paths with and consume content that challenges and inspires your thinking, and nurture you to feel valued, have fun and feel empowered to make a difference.

In BWIB there is no hard sell and no pressure to become clients or customers. We provide a nurturing environment, positive experiences and a platform for you to share about your business, and when you attend and contribute, you'll be top of mind when your customer is ready for your product or to refer you to someone who is.

We do that by providing connections within the membership and greater business community through networking, education, visibility, voice and empowerment events, forums and platforms using face to face and technology as it evolves.

4 Powers

(1) The association has the powers of an individual.

(2) The association may, for example—

(a) enter into contracts; and

(b) acquire, hold, deal with and dispose of property; and

(c) make charges for services and facilities it supplies; and

(d) do other things necessary or convenient to be done in carrying out its affairs.

(3) The association may take over the funds and other assets and liabilities of the present unincorporated association known as the [to be completed] (the **unincorporated association**).

(4) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5 Classes of members

The membership of the association consists of ordinary members, and any of the following classes of members:

Type	Number of members in class	Membership eligibility	Membership limitations
Ordinary	Unlimited	Must be over 18 years of age Must be a financial member Must support the objects of the association	May vote Eligible for election to the management committee
Subscriber		Must be over 18 years of age Must be a financial subscriber Must support the objects of the association	May not vote Not eligible for election to the management committee
Life Member		Must be over 18 years of age Must have served a minimum of two full terms/years on the management committee Must be an ordinary member	May vote Eligible for election to the management committee

(2) The number of ordinary members is unlimited.

6 Automatic membership

A person who, on the day the association is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated association, must be admitted by the management committee—

- (a) to the equivalent class of membership of the association as the member held in the unincorporated association; or
- (b) if there is no equivalent class of membership—as an ordinary member.

7 New membership

(1) An applicant for membership of the association must be proposed by 1 member of the association (the **proposer**) and seconded by another member (the **seconder**).

(2) An application for membership must be—

- (a) in writing; and
- (b) signed by the applicant and the applicants proposer and seconder; and
- (c) in the form decided by the management committee.

8 Membership fees

(1) The membership fee for each ordinary membership and for each other class of membership (if any)—

- (a) is the amount decided by the members from time to time at a general meeting; and
- (b) is payable when, and in the way, the management committee decides.

(2) A member of the incorporated association who, before becoming a member, has paid the members annual subscription for membership of the unincorporated association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.

9 Admission and rejection of new members

(1) The management committee must consider an application for membership at the next committee meeting held after it receives—

- (a) the application for membership; and
- (b) the appropriate membership fee for the application.

- (2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the persons application, the person is advised—
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.
- (3) The management committee must decide at the meeting whether to accept or reject the application.
- (4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The administrator (administrator (secretary)) of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

10 When membership ends

- (1) A member may resign from the association by giving a written notice of resignation to the administrator (secretary).
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the administrator (secretary); or
 - (b) if a later time is stated in the notice—the later time.
- (3) The management committee may terminate a members membership if the member—
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) has membership fees in arrears for at least 2 months; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
- (4) Before the management committee terminates a members membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the administrator (secretary) of the committee must give the member a written notice of the decision.

11 Appeal against rejection or termination of membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the administrator (secretary) written notice of the persons intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the administrator (secretary) within 1 month after the person receives written notice of the decision.
- (3) If the administrator (secretary) receives a notice of intention to appeal, the administrator (secretary) must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within 3 months after the administrator (secretary) receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the administrator (secretary) must, as soon as practicable, refund the membership fee paid by the person.

13 Register of members

- (1) The management committee must keep a register of members of the association.
- (2) The register must include the following particulars for each member—

- (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the association at all reasonable times.
- (4) A member must contact the administrator (secretary) to arrange an inspection of the register.
- (5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14 Prohibition on use of information on register of members

- (1) A member of the association must not—
- (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

15 Appointment or election of administrator (secretary) (called “Administrator”)

- (1) The administrator (secretary) must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
- (a) a member of the association elected by the association as administrator (secretary); or
 - (b) any of the following persons appointed by the management committee as administrator (secretary)—
 - (i) a member of the associations management committee;
 - (ii) another member of the association;
 - (iii) another person.
- (2) If the association has not elected an interim officer as administrator (secretary) for the association before its incorporation, the members of the management committee must ensure a administrator (secretary) is appointed or elected for the association within 1 month after incorporation.
- (3) If a vacancy happens in the office of administrator (secretary), the members of the management committee must ensure a administrator (secretary) is appointed or elected for the association within 1 month after the vacancy happens.
- (4) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as administrator (secretary), other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (5) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as administrator (secretary) to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (6) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as administrator (secretary), the person does not become a member of the management committee.
- (7) In this rule— **casual vacancy**, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

16 Removal of administrator (secretary)

- (1) The management committee of the association may at any time remove a person appointed by the committee as the administrator (secretary).
- (2) If the management committee removes a administrator (secretary) who is a person mentioned in rule 15(1)(b)(i), the person remains a member of the management committee.

(3) If the management committee removes a administrator (secretary) who is a person mentioned in rule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

17 Functions of administrator (secretary)

The administrator (secretary)'s functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) maintaining the register of members of the association.

18 Membership of management committee

- (1) The management committee of the association consists of a president, treasurer, and any other members the association members elect at a general meeting.
- (2) A member of the management committee, other than a administrator (secretary) appointed by the management committee under rule 15(1)(b)(iii), must be a member of the association.
- (3) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- (4) A member of the association may be appointed to a casual vacancy on the management committee under rule 21.

19 Electing the management committee

- (1) A member of the management committee may only be elected as follows—
 - (a) any 2 members of the association may nominate another member (the **candidate**) to serve as a member of the management committee;
 - (b) the nomination must be—
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the administrator (secretary) at least 14 days before the annual general meeting at which the election is to be held;
 - (c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person—
 - (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- (3) A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.
- (4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.

20 Resignation, removal or vacation of office of management committee member

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the administrator (secretary).

- (2) The resignation takes effect at—
- (a) the time the notice is received by the administrator (secretary); or
 - (b) if a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the members removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

21 Vacancies on management committee

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the management committee, the continuing members may act only to—
- (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the association.

22 Functions of management committee

- (1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.
- (2) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note—

The Act prevails if the associations rules are inconsistent with the Act—see section 1B of the Act.

- (3) The management committee may exercise the powers of the association—
- (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the association may from time to time decide.
- (4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
- (a) the financial institution for the association; or
 - (b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

23 Meetings of management committee

- (1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every 4 months to exercise its functions.
- (3) The management committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the management committee.

- (5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (9) The president is to preside as chairperson at a management committee meeting.
- (10) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

24 Quorum for, and adjournment of, management committee meeting

- (1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 Special meeting of management committee

- (1) If the administrator (secretary) receives a written request signed by at least 33% of the members of the management committee, the administrator (secretary) must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the administrator (secretary) receives the request.
- (2) If the administrator (secretary) is unable or unwilling to call the special meeting, the president must call the meeting.
- (3) A request for a special meeting must state—
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state—
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

26 Minutes of management committee meetings

- (1) The administrator (secretary) must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

27 Appointment of subcommittees

- (1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations.
- (2) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.

(4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.

(5) A subcommittee may meet and adjourn as it considers appropriate.

(6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

28 Acts not affected by defects or disqualifications

(1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.

(2) Subrule (1) applies even if the act was performed when—

(a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or

(b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

29 Resolutions of management committee without meeting

(1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

(2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

30 First annual general meeting

The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

31 Subsequent annual general meetings

Each subsequent annual general meeting must be held—

(a) at least once each year; and

(b) within 6 months after the end date of the association's reportable financial year.

32 Business to be conducted at annual general meeting of level 1 incorporated associations and particular level 2 and 3 incorporated associations

(1) This rule applies only if the association is—

(a) a level 1 incorporated association; or

(b) a level 2 incorporated association to which section 59 of the Act applies; or

(c) a level 3 incorporated association to which section 59 of the Act applies.

(2) The following business must be conducted at each annual general meeting of the association—

(a) receiving the association's financial statement, and audit report, for the last reportable financial year;

(b) presenting the financial statement and audit report to the meeting for adoption;

(c) electing members of the management committee;

(d) for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;

(e) for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

33 Business to be conducted at annual general meeting of other level 2 incorporated associations

(1) This rule applies only if the association is a level 2 incorporated association to which section 59A of the Act applies.

- (2) The following business must be conducted at each annual general meeting of the association—
- (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;
 - (c) electing members of the management committee;
 - (d) appointing an auditor, an accountant or an approved person for the present financial year.

34 Business to be conducted at annual general meeting of other level 3 incorporated associations

- (1) This rule applies only if the association is a level 3 incorporated association to which section 59B of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the association—
- (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;
 - (c) electing members of the management committee.

35 Notice of general meeting

- (1) The administrator (secretary) may call a general meeting of the association.
- (2) The administrator (secretary) must give at least 14 days notice of the meeting to each member of the association.
- (3) If the administrator (secretary) is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
- (a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association;
 - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

36 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association—
- (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The administrator (secretary) is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

37 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each general meeting—
 - (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

38 Voting at general meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the management committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- (7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

39 Special general meeting

- (1) The administrator (secretary) must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—
 - (a) being directed to call the meeting by the management committee; or
 - (b) being given a written request signed by—
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in subrule (1)(b) must state—
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the administrator (secretary)—
 - (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in subrule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).
- (4) If the administrator (secretary) is unable or unwilling to call the special meeting, the president must call the meeting.

40 Proxies

- (1) An instrument appointing a proxy must be in writing and be in the following or similar form—

[Name of association]:

I, of , being a member of the association, appoint _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____ day of 20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____ .

Signature

(2) The instrument appointing a proxy must—

(a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or

(b) if the appointor is a corporation—

(i) be under seal; or

(ii) be signed by a properly authorised officer or attorney of the corporation.

(3) A proxy may be a member of the association or another person.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument appointing a proxy must be given to the administrator (secretary) before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

[Name of association]:

I, of , being _____ a member of the association, appoint _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____ day of 20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____ .

Signature

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—

[List relevant resolutions]

41 Minutes of general meetings

(1) The administrator (secretary) must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes—

(a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and

(b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.

(3) If asked by a member of the association, the administrator (secretary) must, within 28 days after the request is made—

(a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and

(b) give the member copies of the minutes of the meeting.

(4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

42 By-laws

(1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.

(2) A by-law may be set aside by a vote of members at a general meeting of the association.

43 Alteration of rules

(1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

(2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

44 Common seal

(1) The management committee must ensure the association has a common seal.

(2) The common seal must be—

(a) kept securely by the management committee; and

(b) used only under the authority of the management committee.

(3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—

(a) the administrator (secretary); or

(b) another member of the management committee; or

(c) someone authorised by the management committee.

45 Funds and accounts

(1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.

(3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

(4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.

(5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—

(a) the president;

(b) the administrator (secretary);

(c) the treasurer;

(d) any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.

(6) However, 1 of the persons who signs the cheque must be the president, the administrator (secretary) or the treasurer.

(7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

(8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

(9) All expenditure must be approved or ratified at a management committee meeting.

46 General financial matters

(1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

(2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

47 Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

48 Financial year

The end date of the association's financial year is *[insert date]* in each year.

49 Distribution of surplus assets to another entity

- (1) This rule applies if the association—
 - (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the association.
- (3) The surplus assets must be given to another entity—
 - (a) having objects similar to the association's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule— **surplus assets** see section 92(3) of the Act..