

**NEW ZEALAND FEDERATION
OF BUSINESS AND PROFESSIONAL WOMEN
INCORPORATED**

**CONSTITUTION, STANDING ORDERS,
AND FINANCE POLICY**

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CONSTITUTION

1. Title

The name of this organisation shall be the New Zealand Federation of Business and Professional Women Incorporated (hereinafter referred to as “the Federation” or “BPW NZ”).

2. Type of Organisation

The Federation shall be non-partisan. It shall promote its aims and organise its operating structures and activities without distinction as to race, language, or religion.

3. Aims

Its aims shall be the formation of Clubs of business and professional women throughout New Zealand to use their combined abilities and strengths:

3.1 To work for

- (a) Equal opportunities and status for all women in the economic, civil, and political life in all countries,
- (b) The removal of discrimination;

3.2 To encourage women and girls to

- (a) Acquire education, occupational training, and continuing education,
- (b) Use their occupational capacities and intelligence for the advantage of others as well as themselves;

3.3 To improve the position of women in business, trade, and the professions, and in the economic life of their countries;

3.4 To stimulate and encourage in women a realisation and acceptance of their responsibilities to the community, locally, nationally, and internationally;

3.5 To work for high standards of service in business and the professions;

3.6 To promote world-wide friendship, co-operation, and understanding between business and professional women;

3.7 To collect and present the views of business and professional women to Parliament, national, and world organisations and agencies.

4. Affiliation

4.1 The Federation shall be affiliated to the International Federation of Business and Professional Women (hereinafter referred to as “the International Federation”) in accordance with Article IV, Section 2, International Federation Constitution, and shall pay the annual dues as agreed.

4.2 The Federation may join in membership with other nationally organised societies as decided by Conference.

5. Fees

- 5.1 The affiliation fee payable by Clubs on application for membership shall be twenty-five (25) times half the per capita levy or the number of Club members times half the per capita levy, whichever is the greater.
- 5.2 The per capita levy shall be determined each year by Conference.
- 5.3 The per capita levy for members admitted to Club membership during the last six (6) months of the financial year shall be one half of the prevailing amount set in Article 5.2.

6. Membership

- 6.1 Membership of the Federation shall be open to Clubs which subscribe to the aims of the Federation, and in which at least seventy-five percent (75%) of the members are actively and gainfully employed.
- 6.2 Application for membership shall be on the prescribed form accompanied by a copy of the Club's Constitution. Clubs shall be accepted into membership subject to approval by the Executive Committee and ratification by Conference.
- 6.3 On the recommendation of the Executive Committee, either on its own volition or after consideration of a recommendation for Honorary Life Membership (with supporting documentation) by any member, Honorary Life Membership of the Federation may be conferred by a resolution of a majority of three fourths (3/4ths) of those present at Conference on any member who has given outstanding service to the Federation. Outstanding service requires that the proposed Honorary Life Member:
 - (a) Has served at national level as an Officer of the Federation and continues to serve the Federation in another capacity; and
 - (b) May serve or has served the Federation through representation at international level.
- 6.4 Any such Honorary Life Member shall thereafter be entitled to all the privileges of membership without payment of annual dues or any special payment.
- 6.5 There shall be no more than four (4) Honorary Life Members of the Federation at any one time.
- 6.6 Any woman who, because she is located in an area where there is no Business and Professional Women's Club, shall be eligible to become an Individual Member of BPW NZ.
 - (a) She shall make an application in writing for Individual Membership. Such application may be accepted by the Executive Committee on payment of a membership fee.
 - (b) The fee shall be set by the Executive Committee and shall include the BPW NZ and International Federation per capita levies, together with such sums as are required to cover the cost of providing her with information and materials.
 - (c) Individual Members of BPW NZ may attend Conference, but shall not have voting rights at Conference and shall not be eligible for election.
- 6.7 Corporate membership may be granted in accordance with BPW NZ Policy

- (a) Corporate Membership may be proposed by BPW NZ or any BPW Club, and all applications must be submitted to the BPW NZ Executive for approval.
- (b) Corporate Members pay an annual fee to BPW NZ, which would cover the full Club and Federation membership fees for three employees at an amount set by current BPW NZ Budget. Additional employees may join for a fee per member.
- (c) The employee either becomes a full member of their local BPW Club with their subscription reimbursed to the Club by the Federation, or an Individual Member in accordance with BPW NZ Policy.

6.8 Associate Status

- (a) Associate status may be granted in accordance with BPW NZ Policy to any woman who has achieved recognizable success and good standing in her business, profession or working life, who supports the Aims of BPW, and who provides financial sponsorship in accord with the Associate fee set by the National Executive.
- (b) Entry to Associate status shall be by invitation of the National President and all applications must be submitted to the BPW NZ Executive for approval.
- (c) Associates pay an annual fee to BPW NZ. The Associate is not a member but has the right to receive BPW NZ Circulars, Updates and BPW International newsletters, visit any BPW Club (with prior notice), and attend Conference as an Observer.

7. Registered Office

The Registered Office of the Federation shall be situated at the address of the President for the time being in office, or at such other place or places as the Executive Committee shall from time to time determine. Notice of every change of Registered Office shall forthwith be sent to the Registrar of Incorporated Societies.

8. Officers of the Federation

8.1 The Officers of the Federation shall be the:

President
 First Vice President
 Second Vice President
 Executive Secretary
 Treasurer
 Immediate Past President

8.2 The President shall be the Chief Executive of the Federation. She shall preside at the meetings of Conference, the Executive Committee, and any Special General Meetings called. The President shall have a deliberative and a casting vote at all such meetings.

8.3 In the absence of the President the First Vice President, and in her absence the Second Vice President, shall carry out the President's duties.

8.4 The President shall be an ex officio member of all Committees of the Executive Committee.

8.5 Duties of Officers shall be such as are generally prescribed by parliamentary usage.

9. Administration

The administration of the Federation shall be vested in:

9.1 Annual General Meeting

9.2 Executive Committee

10. Conference

10.1 An Annual General Meeting of the Federation shall be held and shall be referred to as Conference.

10.2 The following shall be entitled to vote:

- (a) Officers
- (b) Convenors
- (c) Each Club delegate present at Conference
- (d) Past Presidents of the Federation who retain their Club/Individual Membership
- (e) Honorary Federation Life Members

10.3 The number of elected delegates from each affiliated Club entitled to vote shall be dependent on the number of paid up members at 31 March and advised to the Federation, according to the following schedule:

Club Membership Number	Voting Strength
Up to 20 members	1 vote
21 to 30 members	2 votes
31 to 40 members	3 votes
41 to 50 members	4 votes
51 members and over	5 votes

10.4 Clubs not able to attend Conference may exercise one (1) postal vote (to be received by the Office of the Federation not less than one (1) week prior to Conference).

10.5 Ad Hoc Committee Chairpersons, may take part in the debate but shall not vote.

10.6 A quorum shall be one half of those eligible to be present and to vote, provided that at least one half of the number of Clubs within the Federation is represented.

10.7 At least sixteen (16) weeks notice of Conference shall be sent to each Club.

10.8 The Executive Committee may at any time seek a decision from those entitled to vote at Conference by postal vote.

10.9 The function of Conference shall be to:

- (a) Determine and administer Federation policy
- (b) Confirm the minutes of the previous year's Conference

- (c) Receive and consider the reports and the audited financial statement
- (d) Set the annual per capita levy and affiliation fee and adopt the budget
- (e) Elect the Officers and Convenors
- (f) Decide on any resolution consistent with the aims of the Federation
- (g) Appoint a Reviewer
- (h) Determine dates and venues for future Conferences
- (i) Ratify the acceptance into membership of new Clubs
- (j) Ratify the abrogation of any Club membership
- (k) Set special levies as required
- (l) Deal with any other matters arising.

11. Special General Meeting

11.1 A Special General Meeting of the Federation may be called at any time by the President and/or a Vice President and must be called upon the written request of not less than:

- (a) Three tenths (3/10ths) of Clubs; or
- (b) Two fifths (2/5ths) of those entitled to vote at Conference.

11.2 Six (6) weeks notice of such meetings shall be given.

11.3 No business shall be transacted other than that stated by the notice.

11.4 Voting shall be governed by the same rules as those pertaining to Conference.

12. Elections

12.1 The Officers and Convenors shall be elected for the ensuing year by secret ballot at the Conference and shall retire annually, being eligible for re-election in accordance with Article 12.4.

12.2 The ballot for President shall take place and the result shall be announced before the ballot for First Vice President takes place. The name(s) of unsuccessful candidate(s) may be incorporated in the list of nominations for First Vice President, providing such candidate(s) shall not be precluded under Article 12.4 of the Constitution.

12.3 The ballot for First Vice President shall take place and the result shall be announced before the ballot for the other Officers and Convenors takes place. The name(s) of the unsuccessful candidate(s) may be incorporated in the list of nominations for Second Vice President, providing such candidate(s) shall not be precluded under Article 12.4 of the Constitution.

12.4 The Officers and Convenors of the Federation shall be elected at the Conference, but may not hold the same office for more than three (3) consecutive terms of office. Thereafter they may not be elected to the same office until one full term has elapsed. This provision may in exceptional circumstances be suspended by a majority vote of those present at Conference.

12.5 The Officers and Convenors shall hold office from the close of Conference at which they are elected.

12.6 A term of office is the period between the end of one Conference and the end of the following Conference.

13. Nominations

13.1 Nominations for the election of Officers and Convenors shall be submitted by Clubs to the Office of the Federation ten (10) weeks before Conference on the prescribed form and signed by the nominee and the Secretary of the proposing Club.

13.2 In the event that no nominations in writing are received prior to Conference, for one or more of the elected positions then written nominations may be accepted on the first day of Conference by a two-thirds (2/3rds) majority of the votes cast provided that the nomination form is signed by:

- (a) The nominee over her Club's name
- (b) The proposer and seconder over their Clubs' names.

13.3 A candidate for office shall not accept nomination for more than one office except as otherwise provided in Articles 12.2 and 12.3.

13.4 A candidate must be an active member within a Club.

14. Executive Committee

14.1 The affairs and business of the Federation shall be controlled and managed by the Executive Committee consisting of the Officers of the Federation.

14.2 An Administration Assistant without voting power may be appointed.

14.3 Four members of the Executive Committee shall constitute a quorum.

14.4 The conduct of the meetings shall be in accordance with approved Standing Orders.

14.5 The Executive Committee may invite any person having specialised knowledge to attend any Committee meeting in an advisory capacity but without voting power.

14.6 The Executive Committee shall:

- (a) Meet no fewer than five (5) times a year (not necessarily in person) with a maximum interval of three (3) months between any two (2) consecutive meetings.
- (b) Manage the affairs of the Federation in accordance with the Constitution and with policy as decided at Conference.
- (c) Deal with any matters which may arise between Conferences.
- (d) Implement Conference decisions and encourage Clubs to do likewise.
- (e) Appoint an Honorary Solicitor at the first meeting of the Executive Committee after Conference.
- (f) Appoint Chairpersons and members of Ad Hoc Committees when required.
- (g) Receive recommendations from Convenors and Ad Hoc Committees.
- (h) Plan and promote the formation of new Clubs.
- (i) Administer the funds of the Federation pursuant to Article 20 of the Constitution.
- (j) Fill vacancies for Convenors occurring during the term of office. Executive Officers are covered under Article 14.9

- (k) Appoint a representative or representatives, as the need arises, to attend meetings of other organisations.
- (l) Appoint salaried staff as vacancies occur, on such terms and conditions as the Executive Committee determines from time to time.
- (m) Rent or purchase office accommodation and equipment.
- (n) Consider applications for affiliation to the Federation from newly formed Business and Professional Women's Clubs and, being satisfied as to the status and permanence of the Club applying and that the Federation's basic Club Constitution has been adopted, accept such Club for affiliation.
- (o) Determine registration fees payable by members of affiliated Clubs attending Conference and other Federation meetings.
- (p) Ensure that Federation policy is updated after Conference and recommend any deletions considered necessary.
- (q) Ensure that the manual is revised and updated as necessary.

14.7 The President and one (1) other Officer acting together shall have the power to act on matters of urgency with the proviso that any such action must be ratified at the next Executive Committee meeting. In the event of, and prior to the absence of the President from the country, she or the Executive Committee shall appoint two (2) Officers to act on matters of urgency. Any such action taken must be ratified at the next Executive Committee meeting.

14.8 An extraordinary meeting of the Executive Committee may be called at any time by the direction of the President and must be called upon receipt of a written request to the President or a Vice President by no fewer than one half (1/2) of the Executive Committee.

14.9 The Executive Committee may co-opt persons from member Clubs to fill vacancies occurring for any reason between Conferences provided that not more than two (2) vacancies be so filled during one (1) year. Any person so appointed shall hold office only for the unexpired period of her predecessor's term of office. Vacancies in excess of two (2) shall be filled by ballot at a Special General Meeting called for that purpose.

14.10 Any Officer absenting herself from three (3) consecutive meetings without satisfactory reason shall be deemed to have vacated her position and such vacancy shall be filled as already provided. The Executive Committee shall decide whether any reason given for absence from a meeting shall be deemed as satisfactory.

15. Common Seal

The Common Seal of the Federation shall take the form of the encircled words - "The New Zealand Federation of Business and Professional Women (Incorporated)". The President shall be responsible for the safe custody of the Common Seal and whenever it requires to be impressed upon any instrument the same shall be affixed pursuant to a resolution of the Executive Committee and in the presence of and shall be attested by no fewer than three (3) members of the Executive Committee, one (1) of whom shall be the President or a Vice President.

16. Convenors

16.1 The Convenors of the Federation shall be:

- (a) Legislation

- (b) Technology
- (c) Projects
- (d) Marketing
- (e) Young BPW (A "Young BPW" is defined as a BPW member who is aged 35 or under in the year in question.)
- (f) Programmes
- (g) Funding

16.2 Convenors shall be elected annually at Conference in accordance with Articles 12 and 13 above.

16.3 A Convenor shall:

- (a) Not serve as the same Convenor for more than three (3) consecutive terms. Thereafter they may not be elected to the same office until one (1) term has elapsed.
- (b) Submit within one (1) month of her election an outline of her proposed activities as Convenor for that term to the President.
- (c) Select members of any Club and individual members to assist in her activities.
- (d) Report to Conference and to each of the Executive Committee meetings.
- (e) Be responsible to the Executive Committee and act in accordance with her job description.

16.4 Within thirty (30) days of the expiration of her term of office, each Convenor shall deliver to the Office of the Federation the books and records belonging to her office.

17. Correspondence

17.1 No communication with any media in the name of the Federation or the International Federation shall be made by any member or Club member, except with the authority of the President.

17.2 The Officers and Convenors shall send copies of all their official correspondence to the Executive Secretary.

18. Club Constitutions

Each Club shall submit through the President its Constitution and any proposed amendments for consideration by the Executive Committee before being submitted to the Club for adoption.

19. Financial Year

The financial year of the Federation shall be from 1 January to 31 December in each year.

20. Funds of the Federation

20.1 An Affiliation Fee shall be payable to the Treasurer on application by newly formed Clubs applying for affiliation to the Federation. There will be no further levies payable by the new Club for that financial year.

- 20.2 Per capita levies shall be paid to the Treasurer by 31 March and the balance on the new Club members joining during the year by 30 November in that same year at the rate determined by the previous Conference.
- 20.3 The Federation shall be empowered to receive other funds, grants, legacies, monies or securities for monies as may be raised on its behalf.
- 20.4 The funds and property of the Federation shall be administered by the Executive Committee who may invest, disburse, and deal with the same in such manner and for such purpose (not being inconsistent with the objectives of the Federation and these Rules) as it shall think fit provided however that no assets of a capital nature or special finds shall be invested, disbursed, or dealt with otherwise than pursuant to authority granted by the Federation in General Meeting. The funds of the Federation not required by the Executive Committee to be invested shall be deposited with such bank or banks as the Executive Committee shall determine and all cheques of the Federation's bank accounts shall be signed by the Treasurer and one (1) other of the President or a Vice President.

21. Borrowing

If at any time the Federation in Conference shall pass a resolution authorising the Executive Committee to borrow money the Executive Committee shall thereupon be empowered to borrow for the purposes of the Federation such amount of money either at one time or from time to time, and at such rate of interest, and in such form and manner, and upon such security, as shall be specified in the resolution. The Executive Committee shall take all steps necessary to give effect to such resolution and for the execution by the Executive Committee of such agreements, mortgages, or debentures as may be required for giving security for such loans and interest. All members of the Federation, whether voting on such resolution or not, and all Clubs becoming members of the Federation after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

22. Cessation of Membership

- 22.1 A Club shall cease to be a member of the Federation upon resignation. Notice of resignation shall be sent to the Executive Committee in writing and shall become effective on acceptance by the Executive Committee. The gavel and Club records shall be returned to the Federation within three (3) months of the resignation becoming effective.
- 22.2 (a) A non Incorporated Club having decided to go into recess shall advise the Executive Committee in writing and shall transfer its funds, Club records, and gavel to the Federation. Any such funds shall be held in a special account during the period of recess, but not exceeding a term of five (5) years after which the funds, or the account representing the same, shall be transferred to the general funds of the Federation.
- (b) An Incorporated Club shall not go into recess. Sections 24, 25 and 26 of the Incorporated Societies Act 1908 take precedence. A Club having to go into liquidation shall advise the Executive Committee in writing and when the Liquidator consents shall transfer its Club records and gavel to the Federation. If there are any remaining Club funds after liquidation is complete, Club members will vote to determine the disposition of funds.

- 22.3 A Club whose membership comprises more than twenty-five percent (25%) not actively or gainfully employed and which remains so for a period of two (2) consecutive years may have its membership abrogated by the Executive Committee.
- 22.4 A Club whose membership has declined below twenty (20) members and has remained below twenty (20) members for a period of two (2) consecutive financial years may have its membership abrogated by the Executive Committee.
- 22.5 The Executive Committee may upon giving not less than six (6) weeks notice in writing to the last known address of a Club abrogate the membership of a Club that is in arrears of per capita levy for a period of two (2) years.
- 22.6 Any such abrogation shall be ratified by Conference.

23. Expulsion of Members

The Executive Committee shall be entitled to suspend a member if a complaint has been made to the Executive Committee of misconduct relating to the affairs of the Federation on the part of that member. The Executive Secretary shall, within ninety (90) days of such suspension, arrange a Special General Meeting of the Federation as herein provided. The members at such meetings shall, on a two-thirds (2/3rds) majority vote, be entitled to further suspend that member for any period, or expel that member if the complaint is upheld.

24. Winding Up and Disposal of Federation Property

- 24.1 If at any Conference a resolution for the winding up of the Federation shall be passed by a majority of members present and such resolution shall at a subsequent Special General Meeting called for that purpose, and held not earlier than thirty (30) days thereafter, be confirmed by a majority of members voting thereon, the Federation shall thereafter proceed to wind up.
- 24.2 In the event of the Federation being wound up surplus assets, after payment of all debts due by the Federation, shall not be transferred or distributed to members of the Federation, but shall be used for the establishment of an educational grant or scholarship, or given or transferred to an organisation or charitable institution having aims or objectives similar to the Federation, as shall be determined by members at a Special General Meeting called for the purpose of passing the resolution to wind up the Federation, and in default of nomination or appointment as aforesaid, then as the Registrar of Incorporated Societies shall appoint. Notice of such resolution shall be sent to the Registrar of Incorporated Societies.

25. Interpretation

The interpretation of the Executive Committee on:

- (a) The interpretation of these Rules; or
- (b) On any matter or thing not contained in these Rules, but pertaining to the Federation, its interest, and property -

shall be conclusive and binding on members unless revoked at an Annual or Special General Meeting.

26. Alterations to the Constitution

- 26.1 These Rules may be altered, added to, rescinded or otherwise varied or amended by resolution passed by a two thirds (2/3rds) majority of those members present at a Conference.
- 26.2 All motions and amendments to the Constitution shall be submitted in accordance with the Standing Orders of the Federation.
- 26.3 A two thirds (2/3rds) majority of the votes cast at Conference or Special General Meeting called for the purpose is required to change the Constitution.
- 26.4 Changes to the Constitution must be forwarded to the International Federation for approval within one (1) month after adoption.
- 26.5 Duplicate copies of every such alteration, addition, rescission, variation or amendment shall be delivered to the Registrar in accordance with the Incorporated Societies Act, 1908.

STANDING ORDERS

General

- G1 Motions and amendments may be submitted by the Executive Committee, Individual Officers of the Federation, a Convenor, or a member Club.
- G2 All such motions and amendments shall be in writing, dated, and signed by the proposer. In the case of a Club the President or Secretary of that Club shall sign. An explanatory note must be appended.
- G3 Motions recommending changes in Federation per capita levies and affiliation fees must be accompanied by a memorandum stating in figures the effect the motion would have on:
 - (a) the Federation income; and
 - (b) the Federation budget.
- G4 Motions designed to alter the Constitution, Standing Orders, and Finance Policy shall be passed by no fewer than two thirds (2/3rds) of the votes cast at Conference. All other motions shall be passed by a simple majority.

1. Motions and Amendments

- 1.1 All motions for the Conference, including Resolutions and changes to the Constitution, Finance Policy, or Standing Orders, but excluding emergency motions, shall be sent in writing to reach the Immediate Past President not later than fourteen (14) weeks before the Conference.
- 1.2 The Immediate Past President shall consider, edit, and co-ordinate, ensuring that the:
 - (a) Proposers have made sufficient research to avoid errors of fact or timing
 - (b) Motions do not overlap in subject matter
 - (c) Motions conform to the aims of the Federation.
- 1.3 These motions shall then be circulated to Clubs to reach them not later than ten (10) weeks before Conference.
- 1.4 Any proposed amendments to these motions shall be sent in writing to reach the Immediate Past President not later than six (6) weeks before the Conference, who shall consider, advise on, and co-ordinate if necessary.
- 1.5 Amendments shall be circulated to all Clubs to reach them not later than four (4) weeks before the Conference.
- 1.6 No further motions or amendments designed to alter the per capita levy or budget will be accepted before or during Conference.
- 1.7 Any further proposed amendments to motions not designed to alter the per capita levy or budget shall be handled in writing to the Immediate Past President on the prescribed form (available at Conference) before being formally moved and seconded. These amendments shall be circulated to members at Conference before the sessions considering the motions, where practicable.
- 1.8 Emergency motions must be lodged with the Immediate Past President not later than 0830 hours on the first day of Conference and accepted for discussion by two thirds (2/3rds) of the votes cast. The proposer may speak for up to two (2) minutes to justify

the need for the acceptance of the Emergency Motion prior to the vote. There will be no further discussion.

2. Conduct of Meetings

- 2.1 (a) When a motion is formulated, proposed, and seconded, any further discussion must proceed on that proposition and be governed by Standing Orders.
- (b) Only voting members may propose and second motions.
- (c) Parts of a proposed motion may be voted on separately at the request of any voting member unless the mover of the motion objects.
- (d) When an amendment revises, adds to, or deletes from a proposal, the amendment shall be put to the vote first, and if it is adopted, the amended proposal shall then become the substantive motion and be put to the vote.
- 2.2 Observers shall speak only on the Conference Chairperson's stating that the meeting is open for discussion after she has ascertained that no more voting members with speaking rights at Conference wish to speak.
- 2.3 The proposer of the motion may speak for three (3) minutes, the seconder for two (2) minutes, and each subsequent speaker and the right of reply be for two (2) minutes.
- 2.4 The mover of the motion, but not the mover of an amendment thereto, shall have the right of reply to the discussion, but may introduce no new matter.
- (a) If an amendment is moved she may exercise this right either before the amendment is put, or before the vote on the original motion.
- (b) In all other cases no one may speak more than once to any motion or amendment except to raise a point of order or to ask a question.
- 2.5 (a) During discussion of any matter a voting member may raise a point of order. In this case the Conference Chairperson shall immediately state her ruling. If it is challenged, the Conference Chairperson shall forthwith submit her ruling to the Conference for decision, and it shall stand unless overruled.
- (b) At the conclusion of any speech it may be moved by any voting member who has not previously spoken in the debate that the question be now put; on this being seconded it shall immediately be put to the vote and, if carried, the motion or amendment under discussion shall be voted upon at once.
- (c) At the conclusion of any speech it may be moved by any voting member who has not previously spoken in the debate that the next business be now proceeded with; on this being seconded, it shall be immediately be put to the vote and, if carried, the next business shall be taken forthwith.
- (d) The decision of the Conference Chairperson shall be final on all points except as provided in Article 2.5 (a) above.
- 2.6 (a) Voting shall be in accordance with Article 10 of the Constitution. Each motion shall be voted upon by a show of voting cards. No count shall be taken unless the Conference Chairperson considers it to be desirable or the decision is challenged.
- (b) A simple majority shall be a majority of those voting. Where a two thirds (2/3rds) majority is required it shall be two thirds (2/3rds) of the votes cast.
- (c) Such number of stewards as may be required shall be appointed by Conference at the first business session.

3. Open discussion

- 3.1 After reports have been presented and seconded, discussion is open to voting members and members with speaking rights.
- 3.2 Observers shall speak only on the Conference Chairperson's stating that the meeting is open after she has ascertained that no more voting members or members with speaking rights wish to speak.
- 3.3 No speaker may speak to the same discussion more than twice.
- 3.4 No one may speak for more than three (3) minutes.

4. Suspension of Standing Orders

In matter of urgency the Conference Chairperson may accept notice in writing of a motion for suspension of one (1) or more Standing Orders, provided that:

- (a) The voting member at the Conference states her reason for requesting suspension.
- (b) No fewer than two thirds (2/3rds) of the eligible members present at Conference vote for such suspension.

FINANCE POLICY

1. Policy

The Finance Policy of the Federation shall be as determined at Conference.

2. Administration

- 2.1 It shall be the function of Conference to set and adopt the Federation budget, affiliation fee, per capita levy, and such other matters as provided for herein.
- 2.2 It shall be the function of the Executive Committee to handle other matters as provided for herein associated with the administration of the Federation Finance Policy.
- 2.3 The per capita levy payable by Clubs shall be the equivalent in New Zealand currency of the dues payable to the International Federation plus an amount to be determined by Conference.

3. Funds

3.1 Income

The income of the Federation shall be from:

- (a) Per capita levies and affiliation fees
- (b) Interest from Capital Funds
- (c) Special levies that may be imposed by Conference from time to time
- (d) Conference registration fees
- (e) Any excess income over expenditure from Conference which may be transferred to any Federation Fund, at the discretion of the Executive Committee.

3.2 Expenditure

The following expenses shall, at the discretion of Conference, be met out of the appropriate Federation funds, providing such funds are available.

3.2.1 International Federation

Annual dues as determined by Congress. After payment of any current and contracted debts, these dues have first call upon the funds of the Federation.

3.2.2 Overseas Travel Fund

- (a) Registration fees of accredited representatives to the International Federation Congresses and Board Meetings and Regional Meetings.
- (b) The leader of the New Zealand delegation shall be reimbursed for:
 - (i) The cheapest available return airfare from New Zealand (which has no limit regarding length of stay) to the venue of:
 - International Federation Meetings
 - Regional Meetings in the Asia and Pacific region
 - (ii) Such other costs as determined by Conference.
- (c) Reimbursement of costs to the second delegate (who shall be deputy leader and second Board member) shall be as determined by Conference.

(d) BPW Australia Federal Conference

- Registration fees for the President of BPW NZ (or a deputy appointed by the Executive Committee) and one delegate (appointed by the Executive Committee) to the Federal Conference of BPW Australia.
- The cheapest available return airfare from NZ (which has no limit regarding the length of stay) for the President of BPW NZ (or a deputy appointed by the Executive Committee) to the venue of the Federal Conference of BPW Australia.

3.2.3 Young BPW Fund

The Young BPW shall be reimbursed for:

- (a) Her registration fee to the International Federation Congress
- (b) The cheapest available return airfare to the venue of the International Federation Congress (which has no limit regarding length of stay)
- (c) Such other costs as determined by Conference.

3.2.4 United Nations World Conferences on Women

- (a) Registration fees of accredited representatives to the United Nations Decade of Women World Conferences and Associated Regional Conferences.
- (b) The leader of the New Zealand delegation shall be reimbursed for the cheapest available return airfare from New Zealand (which has no limit regarding length of stay) to the venue of:
 - The United Nations World Conferences on Women held once every ten years
 - Associated Regional Meetings in the Asia and Pacific region.
- (c) Reimbursement of costs to the second delegate (who shall be deputy leader) shall be as determined by Conference.
- (d) Such costs shall be met from the general funds of the Federation, but not exceeding such sums as shall be determined by Conference.

3.2.5 New Zealand Travel Fund

- (a) The travelling expenses or part thereof to attend Conference for one (1) delegate from any Club which makes application to the Executive Committee on grounds of distance and/or hardship - the amount to be decided by the Executive Committee, acting on advice from Treasurer.
- (b) The travelling expenses or part thereof to attend Conference for Officers and Convenors - the amount to be decided by the Executive Committee, acting on advice from the Treasurer.

3.2.6 Conference Fund

- (a) A Registration Fee as determined by the Executive Committee prior to Conference shall be paid by all members attending except Federation Officers, Convenors, the Honorary Solicitor, and if agreed by the Executive Committee, any Ad Hoc Committee Chairpersons.
- (b) The waived fee for Executive Officers, Convenors, the Honorary Solicitor and any Ad Hoc Committee Chairpersons to be met out of Federation funds.
- (c) The full Conference costs of the President, Executive Secretary and Treasurer to be paid by the Federation.

- (d) The cost of Conference papers to Clubs, Officers and Convenors to be met by the Federation.
- (e) The Club organising the National Conference receive one third of any profit made.
- (f) The Club organising the National Conference may not use the Registration Fee to achieve a profit.

3.2.7 Project Fund

Appropriate contributions to national and international projects adopted by Conference shall be part of the Federation's annual per capita levies.

3.2.8 General Funds

A. BPW Promotion Fund

- (a) Expenses of preparing special Club promotion programmes or of developing Clubs through programmes, as authorised by the Executive Committee.
- (b) Travelling and accommodation expenses of special speakers, or Federation Officers - excluding the President - who are invited by affiliated Clubs, as authorised by the Executive Committee.
- (c) Preliminary expenses, e.g., advertising, stationery, postage, rent, travelling expenses, incurred in promoting and forming new Clubs, as authorised by the Executive Committee.
- (d) Making loans or donations to new Clubs after formation, for initial running expenses, as authorised by the Executive Committee.
- (e) Travelling and accommodation expenses of the Vice President responsible for membership or her nominee on Federation business, as authorised by the Executive Committee.

B. President's Travel

Travelling and related expenses of the President or her appointed deputy when visiting affiliated Clubs and on other Federation business in New Zealand shall be reimbursed on an accounts presented basis. The total annual amount of such reimbursement shall be determined by Conference.

C. Other Travel

- (a) Travelling expenses of an official representative to attend meetings, at national level, of organisations of which the Federation is a member shall be reimbursed as authorised by the Executive Committee.
- (b) Travelling expenses of other persons on Federation business, as authorised by the Executive Committee, shall be reimbursed as authorised by the Executive Committee.
- (c) Such travelling and accommodation expenses within New Zealand of the International President, or any other invited guest, if not already covered by the International Federation.
- (d) The travelling expenses of Federation Officers to assist them to attend meetings of the Executive Committee as long as such expenses do not, in any one (1) year, exceed the amount stipulated by Conference for that year. The location of Executive Committee meetings is to be determined by

the Executive Committee at its discretion on the basis of maximum utilisation of the Executive Travel Fund by ensuring minimum travel expenses for each individual members are incurred. At the discretion of the Executive Committee the expenses of Convenors may be reimbursed to enable them to attend a minimum of one meeting of the Executive Committee annually.

- (e) Airfare and other travel bookings are to be made a minimum of 21 days prior to travel to benefit from lower costs associated with early booking. Any bookings made after 21 days will be fully reimbursed only in extraordinary circumstances and at the discretion of a majority of the Executive Committee. Otherwise, the costs of the cheapest available fare at 21 days prior to the meeting will be reimbursed.

D. Administration

- (a) The payment of services and reimbursement of disbursements of a typing or secretarial agency or individual as authorised by the Executive Committee.
- (b) Reimbursement of reasonable expenses, including out-of-pocket expenses incurred by any secretarial employee or Administration Assistant to the Federation when attending Conference or Executive Committee meetings or on Federation business. All claims to be substantiated by receipts or vouchers.
- (c) Reimbursement of telephone, telegrams, tolls, postage, fax, stationery, travelling and other expenses incurred by Officers and Convenors carrying out Federation business and as authorised by the Executive Committee shall be paid. All claims to be substantiated by receipts or vouchers.
- (d) An amount as authorised by the Executive Committee for printing, publishing, and distribution of Federation publications.
- (e) The expense of a gift to the current International President and the President of the Hostess Federation at Congress. The amount to be authorised by the Executive Committee.
- (f) Affiliation fees to international organisations that have been approved by the International Federation and accepted by Conference.
- (g) Subscription fees to national organisations as determined by Conference.
- (h) Registration fees of Federation delegate attending meetings of organisations of which the Federation is a member at national level.
- (i) Donations to approved organisations as authorised by the Executive Committee.
- (j) Photocopying, stationery, postage, and general office expenses as approved by the Executive Committee.
- (k) Maintenance of Federation equipment, and the rental or purchase of replacement equipment as deemed necessary as approved by the Executive Committee.
- (l) Audit fee as approved by the Executive Committee.
- (m) Rent for a venue for Executive Committee meetings, if required, as approved by the Executive Committee.
- (n) All other administration expenses of Federation subject to approval by the Executive Committee.

3.2.9 Conference

The following expenses shall be paid from Conference registration fees:

- (a) General expenses including printing of documents and minutes, hire of venue, as authorised by the Executive Committee.
- (b) Special expenses as authorised by the Executive Committee.
- (c) Fees, gifts, accommodation, and travelling expenses for speakers as authorised by the Executive Committee.

4. Alterations to Finance Policy

- 4.1 Motions and amendments to the Finance Policy shall be submitted to Conference in accordance with the Standing Orders of the Federation.
- 4.2 A two thirds (2/3rds) majority of votes cast at Conference is required to change the Finance Policy.