

The Fiji Association of Women Graduates

Mailing Address: P.O. Box 5008, Raiwaqa, Fiji

Website: <http://www.fawg.org.fj>

Member, International Federation of University Women

& IFUW Regional Grouping - Pacific Graduate Women's Network



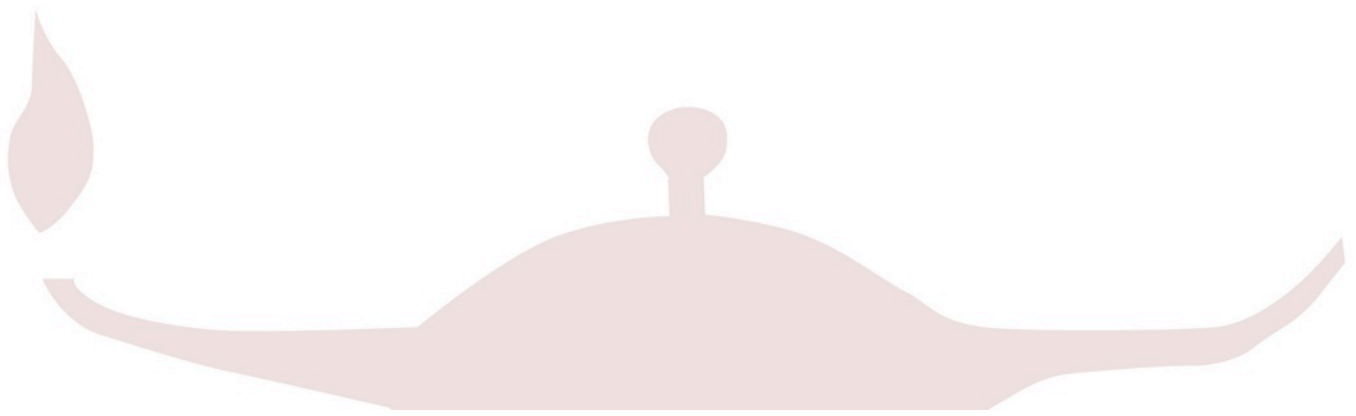
CONSTITUTION

Article I-Name and purpose

1. The name of the association hereby constituted is “The Fiji Association of Women Graduates” (hereinafter referred to as the “Association”)
2. The purpose of the Association shall be:
 - a. to unite women graduates in Fiji for the furtherance of their common interests and to promote understanding and friendship among the women of the world irrespective of their race, nationality, religion or political opinion;
 - b. to encourage international co-operation;
 - c. to further the development of education of women and girls through the support of libraries, information centres, projects and programmes;
 - d. to encourage the improvement of standards of living by education and advice;
 - e. to represent women graduates in international organizations;
 - f. to encourage the full application of the knowledge and skills of women graduates to problems which arise at all levels of public life, whether national, regional or world wide, and to encourage their participation in the solving of these problems.

Article II-Membership

1. Membership shall be open to women graduates in Fiji who:
 - a. have completed a course of study at a university or institution of comparable academic standing, and obtained the award of a degree or equivalent qualification as is required to enable the Association to maintain membership of the International Federation of University Women;
 - b. have fully paid their dues.



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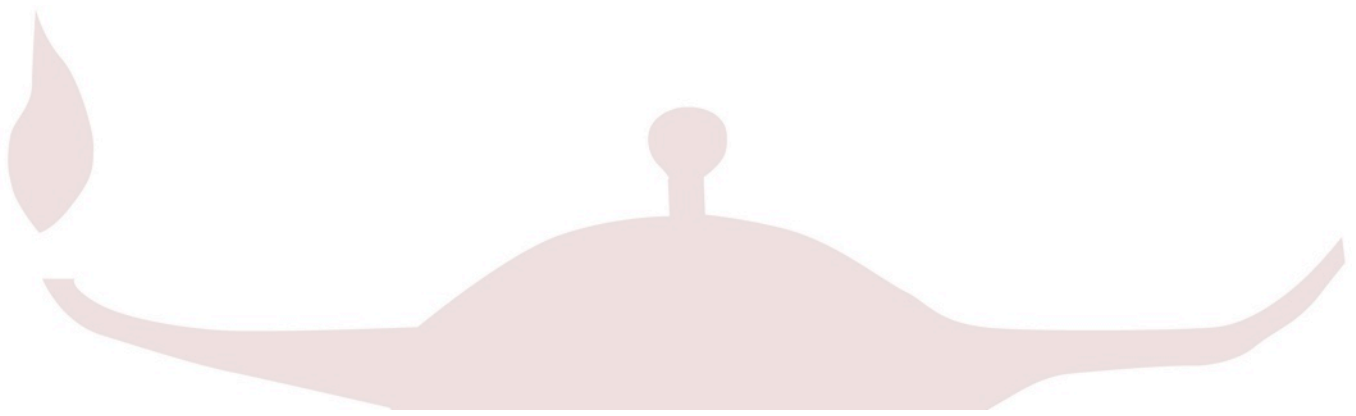
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2. Associate membership shall be open to women who
 - a. have gained a certificate or diploma at a university or any other tertiary institution of comparable academic standing.
 - b. have fully paid their dues.
3. Honorary members may be admitted by the Association.
4. Membership shall be lost if a member has allowed her annual dues to lapse over a period of one year except in circumstances where the Council determines in its absolute discretion that such failure to pay was beyond the control of that member and that the member is willing and able to bring her dues up to date and to continue her membership.

Article III-The Business Session and Conference

1. The supreme authority of the Association shall be vested in the Business Session which shall control the general policy of the Association and shall delegate to the Council the power to carry out such policy and to conduct the business of the Association in the intervals between the Business Session as the Business Session is held every two years.
2. To enable a Business Session to exercise this authority at least one-third of the members of the Association entitled to vote at the Business Session shall be represented at the Business Session or by proxy.
3. Each member including the officers of the Association shall have one vote which may be exercised either personally or by proxy. The President shall have the casting vote.
4. All proxies shall be submitted to the Secretary in writing in a form acceptable to the Association not less than 24 hours before the Business Session for which they are appointed.
5. A Conference shall be held every three years as a forum for discussion, workshops and formulation of resolutions.
6. The Council shall determine the date, venue and theme of the imminent Conference and will inform the Business Session immediately preceding a Conference.
7. The Council is empowered to postpone the Conference or change the venue by special resolutions.



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Article IV-Officers

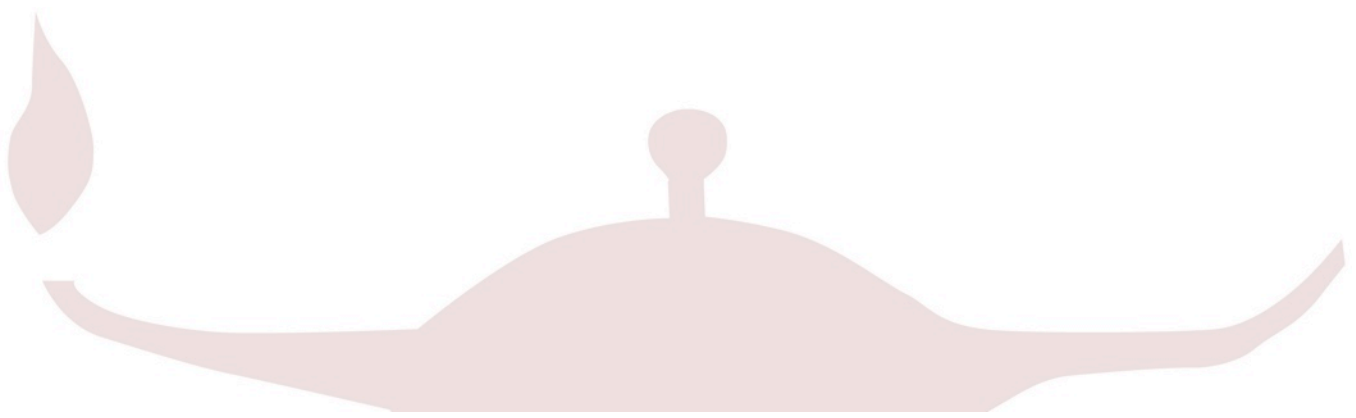
1. Officers:
 - a. The Officers of the Association shall be the President, Vice Presidents, Secretary and Treasurer who shall be elected at each Business Session. They shall take office on the first day of the biennium following the Business Session.
 - b. In the event that no nomination is received for one of the above positions, nominations may be called from members present at the Business Session.
2. No officer of the Association should serve in one position for more than two consecutive terms.

Article V-The Council

1. The Council shall comprise the President, the immediate past President, two Vice Presidents, the Secretary, the Treasurer, the Coordinator International Relations [CIR], Conveners of Standing Committees and Presidents of Branches if any.
2. The Council shall have the power to appoint, as and when the need arises, Standing Committees which shall be chaired by Conveners and which may include the following:
 - a) Scholarship Committee for the nomination or award of National Scholarships and International Fellowships, Grants and Awards;
 - b) Finance and Fund-raising Committee;
 - c) The Status of Women and Cultural Relations Committee;
 - d) Membership Committee (Membership of this committee to include the Young Member's Convener)
 - e) Conference Committee
 - f) Special Projects Committee
 - g) Young Members Group

Standing Committees shall meet as necessary. The Convener of a standing committee shall submit a quarterly written report to the Council on the activities of the committee.

3. The Council shall carry out the policy and conduct the business of the Association in the interval between Business Sessions in accordance with the policy defined by the Business Session.
4. The Council shall have the power:



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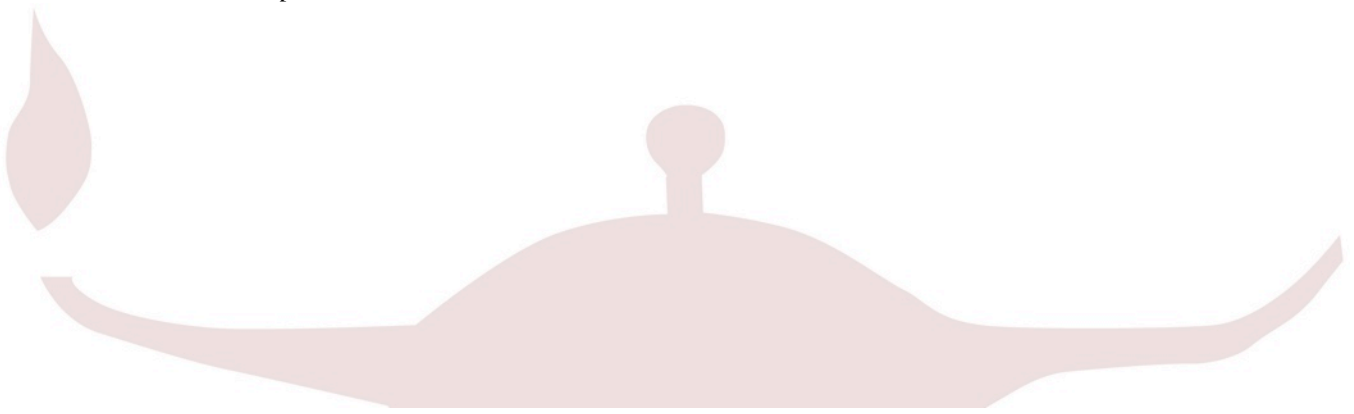
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- a. to make by-laws for that purpose provided that any such by-law and any amendment thereto shall be ratified by a majority of the Association;
- b. to open and operate bank accounts and to determine who shall sign cheques on the Association's behalf;
- c. to organize the Conference in accordance with the Constitution and by-laws;
- d. to adopt its own working rules;
- e. to examine applications for admission and to decide upon the admission of new members;
- f. to fill all vacancies among the Officers and Trustees of the Association;
- g. to select and appoint holders of fellowships, grants and awards;
- h. to supervise the expenditure of the Association and the use and investments of funds;
- i. to promote study and action on the legal, economic, social and other aspects of the status of women and on any other matters of interests to the Association;
- j. to study trends in higher education that may affect membership of the Association;
- k. to appeal for, collect, receive and administer all sums of money subscribed or given by any person or organization for the support, maintenance or benefit of the Association and in furtherance of the purposes of the Association;
- l. to acquire by purchase, lease, hire, gift or otherwise to dispose by way of sale, exchange, gift, lease, hire or otherwise such property real or personal as the Council may deem necessary for the furtherance of the purposes of the Association and to do all acts in relation thereto as may from time to time be required including the employment of all persons necessary for the prosecution of the activities of the Association;
- m. to invest and deal with moneys not immediately required in such manner as may from time to time be determined;
- n. to do all such other things as in the opinion of the Council may be incidental or conducive to the attainment of any of the Association's purposes or the exercise of any of the foregoing powers.



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Article VI – Branches

The Council may approve the establishment of Branches in such geographical groupings in Fiji as considered conducive to bringing together potential members and which have a minimum of 10 financial members.

1 Branch Council

- a The branches should elect a President, Vice President, Secretary, and Treasurer to form the Branch Council. The Branch Council will run the affairs of the branch and will be guided by this Constitution.
- b It will screen and accept membership and transmit copies of required forms as well as Membership fees to the National Membership Convenor.

2 Relationship with the National FAWG Council

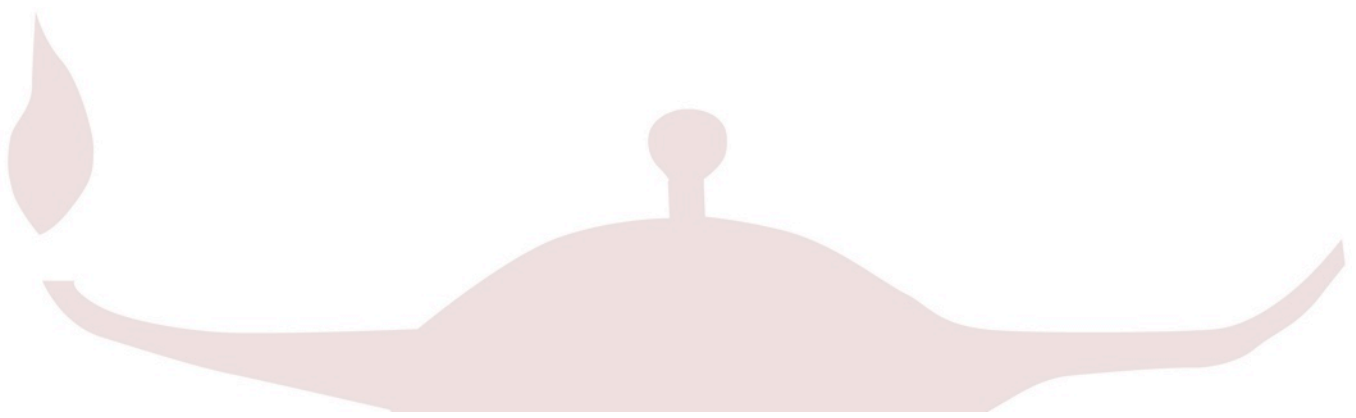
- a The Branch Council will set its own activities and raise its own funds in line with general directions set by the FAWG Council.
- b The Branch Council will be required to provide a written quarterly report to the FAWG Council.
- c The FAWG Council will normally meet in Suva but should endeavour to hold one or more meetings at the branch level as deemed appropriate to allow for the participation of branches.

Article VII-Board of the Trustees

There shall be a Board of Trustees of the Association which shall comprise three persons who are of good repute and standing within the community and otherwise legally competent to hold office as trustees and who shall be appointed as hereinafter provided.

1 Appointment of Trustees

- a The said trustees shall each of them be appointed by the Association at a duly convened Business Session by ordinary resolution and shall hold office for an initial term of two (2) years although the Association in the same manner may extend the appointment of any such trustee both beyond the initial term or any succeeding term for a further term of two (2) years.



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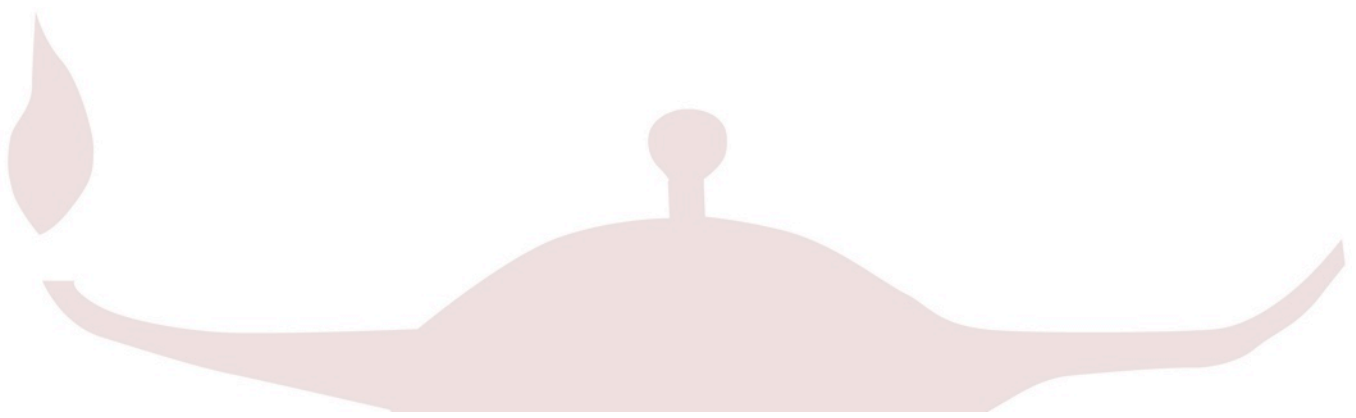
- b. The said trustees or any of them may be removed from office by the Association at a duly convened Business Session by a resolution passed by a majority of no less than two thirds of those present and entitled to vote at such Session and shall be deemed to have vacated office on any of the grounds referred to in clause 4(1) of the Trustee Act Cap. 65 of Fiji Islands or similar legislative provision.
- c. A trustee may resign from office at any time on giving one month's notice in writing to that effect to the Association.
- d. Without derogating from the power of the Court to appoint a new trustee under section 73 of the Trustee Act Cap. 65 or similar legislative provision, should any vacancy arise in the office of one or more trustees by reason of the resignation of a trustee or trustees pursuant to clause 2.3 hereof or if the said office become vacant under any of the grounds referred to in section 4(1) of the said Act, the Council of the Association may appoint another person to hold office as interim trustee pending the appointment of a new trustee in replacement by the Business Section in the same manner as specified for the appointment of trustees in clause (a.)

2 Fundamental Obligations of the Trustee

- a. The Trustees shall jointly and severally hold all of the property of the Association on trust exclusively for purposes of the Association as set out in clause 2 of this Constitution and shall perform their functions and exercise their powers as required expressly or impliedly of trustees of a charitable trust.
- b. The trustee obligations shall be and remain custodial in nature and all administrative and other powers and functions shall be undertaken by the Business Section of the Association and the Council as provided in this Constitution.
- c. The trustees shall join in any application as required for registration of the Association under the provisions of the Charitable Trusts Act Cap 67 of Fiji Islands.

Article VIII-Finance

1. The financial period of the Association shall be 1st January in any one year to 31st December in the following year.
2. Each member of the Association shall pay an annual membership fee which includes:



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- a. affiliation fees as shall be determined from time to time by the Conference of the International Federation of University Women;
and
 - b. such per capita levy as shall be determined from time to time by the Business Session of the Association.
3. All cheques shall be signed by the Treasurer and at least one other authorized member of the Council.

Article IX-Liability of Members

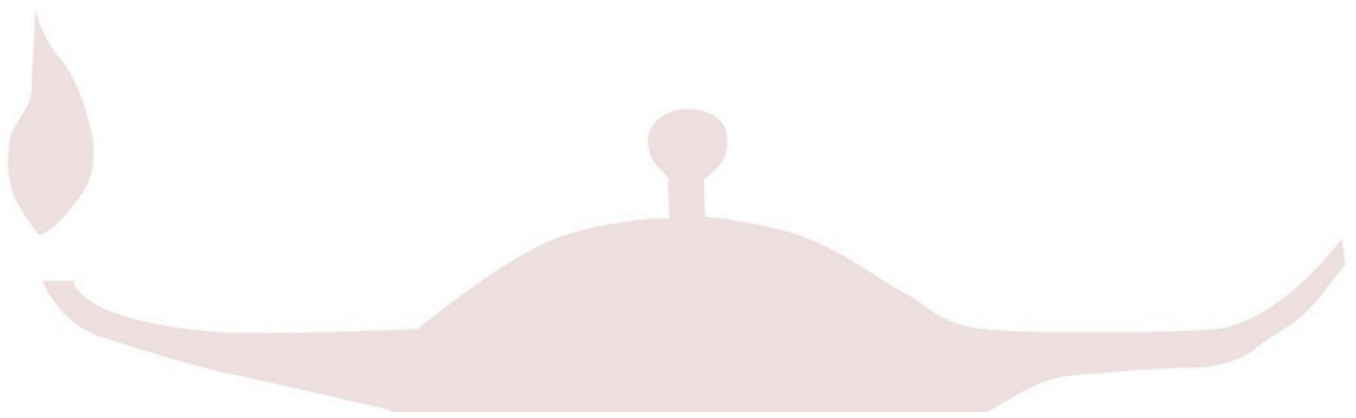
Individual members shall not be liable for contracts, debts or other obligations incurred by the Association unless any such liability or loss has been incurred through the unauthorised act of such member or through willful negligence or fraud.

Article X-Amendment of Constitution

This Constitution may be amended by a Business Session by a two thirds majority of recorded votes, provided that notice of the proposed amendment shall have been sent at least one month in advance to the Secretary who shall circulate it to each member at least two weeks before the meeting.

Article XI-Dissolution

1. The Association shall be dissolved if:
 - a. notice of proposed dissolution of the Association supported by the signatures of twelve (12) members have been given to the Council not less than nine months before the date of a Business Session and a copy therefore has been circulated to the members not less than six months before the said Business Session;
 - b. at a Business Session at which at least one-third of the membership is represented and three-fourths of those present vote to dissolve the Association;
and



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- b. the Business Session resolution is later ratified by two-thirds of the members. Immediately after the Business Session each member shall be notified of the decision to dissolve. Unless more than one-third of the members formally oppose the decision within six months after notification, the vote to dissolve shall be confirmed.
2. In case of dissolution, individual members shall have no right to the assets of the Association. Assets shall be dealt with by the Board of Trustees in accordance with the Charitable Trusts Act for purposes similar to those of the Association.

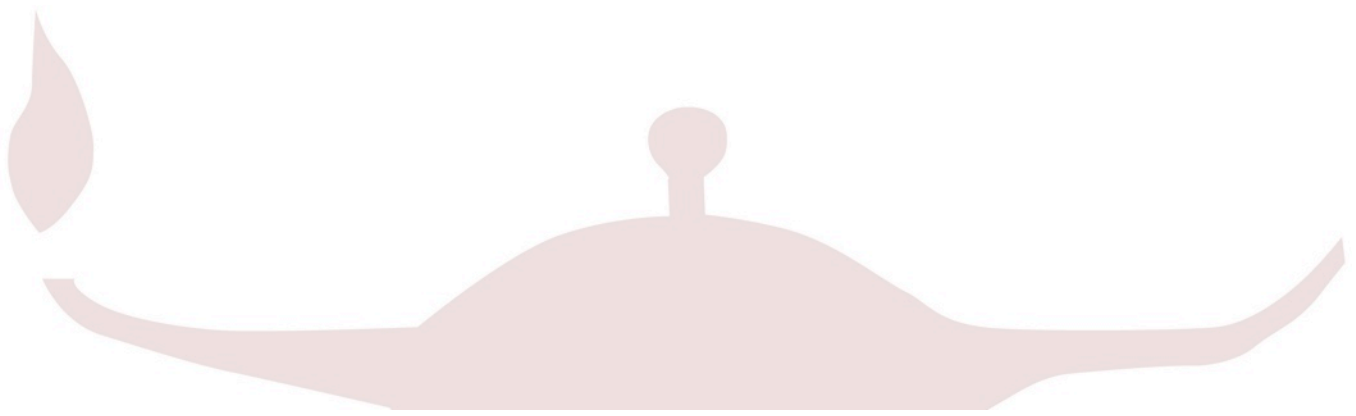
BY-LAWS

COUNCIL

1. The Council shall meet at least four times a year. Four members of the Council shall constitute a quorum. Any member of the Association may attend Council meetings. The Council shall not be obliged to notify members in writing of the time and place of such meetings but from inquiry from any member of the Council shall advise the time and place of such meetings.
2. The President or any Council member may call a special meeting of the Council at any time for consideration of any business.
3. The Council shall prepare the Programme for the Conference which shall be forwarded to the members at least one month before the Conference.

CO-ORDINATOR FOR INTERNATIONAL RELATIONS

4. The Council shall appoint or elect a member to be Coordinator for International Relations (CIR) for a term of two years at a time but not exceeding four years. She shall have responsibility for promoting the aims of the International Federation of University Women, for stimulating interest in international relations and for co-operating with the other national federations and associations and shall be the liaison officer between her national association and the IFUW Headquarters.



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TEMPORARY VISITING MEMBERS

5. Temporary visiting members from national federations and associations of other member countries of the International Federation of University Women shall be invited to attend the Conference, Business Sessions and such meetings of the Council as the Council shall decide and shall be extended such hospitality and privileges as the Council may determine.

ELECTIONS

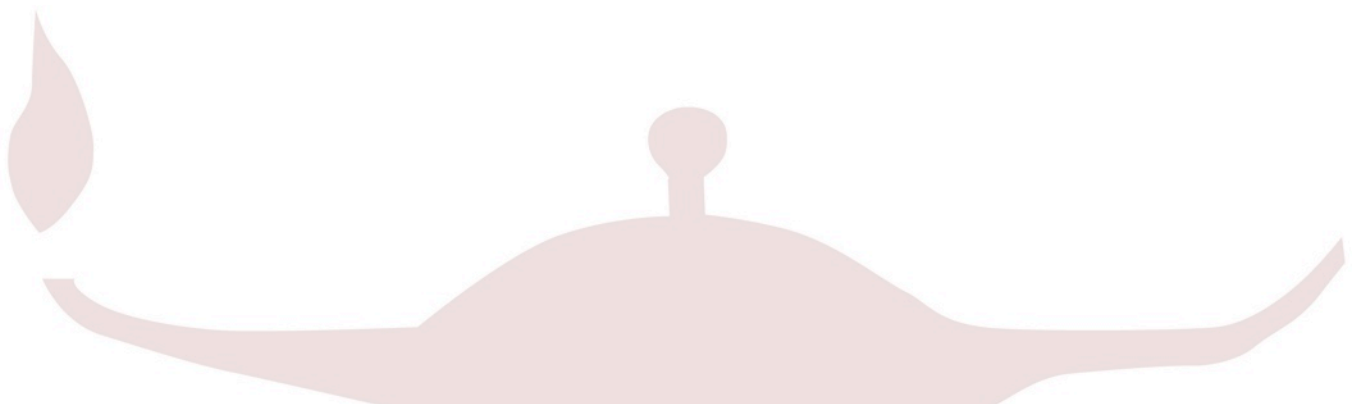
6. At least two months before the Business Session the Secretary shall notify each member that nominations for the office of President, two Vice-Presidents, Secretary, Treasurer and CIR must reach her one month before the date of the Business Session and that such nominations are to be signed by the proposer and the nominee. The Secretary shall inform members of the list of the nominees for the election.

CONFERENCE

7. Every member of the Association shall be informed of the Date, Place, Theme and Draft Programme of the Conference by the Council at least two months before the date of the Conference.
8. All members shall be eligible to attend the Conference. Potential members and interested persons may attend at the discretion of the Council.
9. All participants at the Conference shall pay a registration fee of such amount as shall be determined by the Council.

USER NAME

10. Publications, press releases and any use of the Association's name shall be made only with the authorization of the Council.



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AMENDMENT OF BY-LAWS

11. Subject to Article V, clause 4 a., no existing by-law shall be amended or repealed at a meeting of the Council unless particulars of the proposed amendment or repeal shall have been given in the notice calling the meeting. Subject as aforesaid the Council may amend or repeal these by-laws.

*As amended at the FAWG Biennial General Meeting
20 September 2007*

