



The Country Women's Association of Victoria Inc.

Members of Honour: Policy and Procedures

Version: 2.3	Approved by the Board on: 18/07/2023
Responsible Person: State President	Scheduled Review Date: June 2026

Members of Honour

1. Definition

To be elected as a Member of Honour of The Country Women's Association of Victoria Inc is a prestigious honour and is awarded to women who have provided outstanding, meritorious and extensive service over and above the ordinary service of members. It is the highest honour awarded to members of The Country Women's Association of Victoria Inc. Members of Honour have a responsibility to advise, mentor, support and assist the State President.

2. Criteria

Any Financial Member may be considered for nomination when they meet all the below criteria:

- a. Length of active membership: at least 15 years.
- b. Positions held and length of time: the member has carried out a range of roles in the leadership of the Association at Branch, Group, and State levels. The member has been an active member of at least six State Committees, has attended at least 80% of the Committee meetings, and has led/assisted in the activities of these committees. The member has held at least four Senior Office Bearer positions which may include CWA board membership over a period of at least ten years.
- c. Knowledge of the Association: the member has an extensive and diverse knowledge of the Association and has provided and demonstrated guidance and advice to less experienced members and can list how this criterion has been met.
- d. Describe the involvement: the member can list and provide references regarding major projects undertaken or key activities led which have assisted in the development of the Association.
- e. Outstanding service to the Association: the member can list achievements that have contributed to the ongoing operation and growth of the Association.

- f. Outstanding service to the community: the member has worked for the benefit of the community which may include other organisations and can provide an external referee to support this service.
- g. Mentoring: the member has mentored members for the continuing benefit of the Association, continues to do so and can provide a referee to support this claim.
- h. Willingness and ability to continue to support the Association: the member can travel to Association meetings and activities, can communicate using technology, and has the time to assist the Association while meeting other commitments.
- i. Members of the Board and State Council of The Country Women's Association of Victoria Inc are not eligible to be nominated as Members of Honour while they are in office.
- j. The nominee exemplifies the values and complies with the code of conduct as per the Country Women's Association of Victoria.

3. Nomination and Election Process

Please refer to the Flow Chart showing the process for Election of a Member of Honour.

a. Branch Stage

- (i) If a Branch wishes to propose a member for election as a Member of Honour, they must first obtain the member's consent to the nomination. The resolution to nominate a member to be a Member of Honour must be passed by a simple majority (50%) using a secret ballot of the Voting Members of the Branch present in person or by proxy. (Constitution Clause 3.3 (a)). It is not required that the Branch nominating the member be the member's own branch.
- (ii) The nominator prepares the supporting information within the required timeline.
- (iii) As soon as possible after passing a resolution to nominate a member to be a Member of Honour, the Branch is to submit a completed nomination form to the Member Services Administrator (See Appendix A). Nominations and supporting information must be received by October 1 in order to be considered for election at the Annual General Meeting of the Association in May of the following year. The nominator is responsible for submitting the supporting information to the Member Services Administrator, using the standard template (See Appendix B).

b. Review Stage

- (i) Each nomination received by the Member Services Administrator is reviewed for fulfilment of the criteria and accuracy against the data held by the Association. Each referee named by a nominator is contacted by the State President to ask if they can confirm the information given.
- (ii) If the supporting information does not meet the criteria, then the nominee and the nominating Branch are to be informed of this, without further details being given, and no further action on that nomination is taken. The same member may not be nominated again until three years after the date of branch nomination.
- (iii) If the supporting information does meet the criteria, then the State President is to take the nomination to the next meeting of State Council.

c. State Council Stage

- (i) The State Council at its next scheduled general meeting is to vote on whether the nomination is approved. (Constitution Clause 3.3 (b).) Voting is by secret ballot. Voting members of State Council are to receive a copy of the nominee's supporting information before the ballot.
- (ii) The votes are to be counted by two people who are not voting members of State Council. These vote counters are to be suggested by the Chairperson of the meeting and be agreed to by State Council.
- (iii) The provision of the supporting information for each nominee, and the process of voting, are to be determined by the Chairperson of the State Council meeting, taking into consideration the number of nominations and the mode of the meeting.
- (iv) For each approved nomination, all voting State Council Members will receive a ballot paper with the question, "Do you agree that the nomination of [name of nominee] as a Member of Honour should go forward to be voted on by the Association?" and boxes next to the words "YES" and "NO". Members are to vote Yes or No by placing one tick in one box next to their response. The votes for Yes and No are to be counted by the vote counters and the result of the ballot is to record in writing the number of Yes votes, number of No votes, and total number of valid votes. The result of the ballot is to be given to the Chairperson of the meeting. A separate ballot is to be held for each nominee.
- (v) If a nominee receives 85% or more valid Yes votes of the total number of valid votes, the Chairperson of the meeting shall declare that that member's nomination will go forward.
- (vi) After the ballot has been held and the result announced at State Council, the State President is to write to each nominee and each nominating Branch, informing them that a ballot has been held, and stating the name of the nominee/s to go forward, if any. A member whose nomination is not to go forward, but who was deemed to fit the criteria for a Member of Honour, may not be nominated again until three years have passed after the date of branch nomination.
- (vii) The State President is to take the successful nomination/s to the next Annual General Meeting of the Association.

d. Annual General Meeting Stage

- (i) All members are to be informed that an election for Member/s of Honour will take place at the next Annual General Meeting of the Association through the January posting to all Branches and through the Members section of the Association website. The nominee's information is to be included in the posting and in the Members section of the website.

- (ii) Voting is by secret ballot. The Chairperson is to appoint a returning officer to conduct the ballot. The returning officer is to be assisted by a suitable number of vote counters. The returning officer and the vote counters must not be members nominated for any position for which a ballot is to be held.
- (iii) The election of Member/s of Honour may take place by Direct Voting (as per Section 9.11 of the Constitution) and/or in person as determined by the Board.
- (iv) At the Annual General Meeting of the Association, in a separate ballot for each nominee, financial members of the Association may vote on the question, "Are you in favour of [name of candidate/s] being elected as a Member of Honour of The Country Women's Association of Victoria Inc?". If a nominee receives 85% or more valid Yes votes the Chairperson of the meeting shall declare that the nominee is elected as a Member of Honour of The Country Women's Association of Victoria Inc. If a nominee receives less than 85% valid Yes votes, then the Chairperson of the meeting shall declare that the nominee has not been elected.
- (v) After the ballot has been held and the result announced at the Annual General Meeting of the Association, the State President is to write to the nominee/s and the nominating Branch/es, informing them of the result of the ballot. A member who is not elected as a Member of Honour may not be nominated again until three years have passed after the date of branch nomination.

4. Entitlements and Responsibilities of Members of Honour

- a. Members of Honour have the same rights under the Constitution, Policies and Procedures of the Association as other members unless otherwise provided.
- b. Members of Honour hold their position for life, provided that their membership of The Country Women's Association of Victoria Inc. has not ceased under the terms of Constitution Clause 3.20. At any time, a Member of Honour may request to be relieved of some or all responsibilities if she is unable to carry out the responsibilities and would then be known as Member of Honour (Emeritus) so that other Members are aware of the inactive status of the Member of Honour.
- c. Members of Honour are voting members of State Council.
- d. Members of Honour may serve on State Committees by invitation of the State President.
- e. To advise, mentor and support the State President.

5. Relevant Clauses of the Constitution:

The following clauses of the Constitution are relevant to this Members of Honour Policy and Procedures:

3.3 Members of Honour

(a) A Branch may, by a simple majority vote, nominate a member to be a Member of Honour. If a Branch so resolves to nominate a member to be a Member of Honour it must advise the State President in writing as soon as possible thereafter.

(b) Each nomination must then be approved by not less than 85% of the Voting Members present (whether in person or by proxy) at the next scheduled general meeting of State Council.

(c) Each nomination approved by State Council will then be voted on by all the Voting Members of the Association at the next scheduled general meeting of the Association.

(d) Each nomination must then be approved by not less than 85% of the Voting Members present at the general meeting of the Association (whether in person or by proxy).

3.5 Criteria for Life Members or Members of Honour

The State Council may by resolution approve the criteria, and nomination requirement, for Life Membership or Members of Honour from time to time. Life Members and Members of Honour have the same rights under these Rules as members unless otherwise provided.

6. Appendices

- A. Nomination Form for Member of Honour
- B. Standard Template: Supporting Information for a Member of Honour Nomination
- C. Flow Chart showing process for Election of Members of Honour



The Country Women's Association of Victoria Inc.
Nomination Form
Member of Honour

We, _____ and _____,
being two Branch Officers of the _____ Branch
of The Country Women's Association of Victoria Inc. declare that a resolution was passed at
our Branch meeting on _____ [date] that
_____ be nominated for election as a Member
of Honour of The Country Women's Association of Victoria Inc.

Signatures of Branch Officers:

_____ Position held: _____.
_____ Position held: _____

I consent to this nomination, and I will prepare and supply the required supporting information:

Signature of nominee: _____ Date: _____

Nominations should be marked "Confidential" and addressed to the Member Services Administrator, The Country Women's Association of Victoria Inc, 3 Lansell Road, Toorak 3142, or emailed to cwaadmin@cwaofvic.org.au and must be received by 5.00 pm on October 1 in order to be considered for election at the Annual General Meeting of the Association in May of the following year. Nominations received will be acknowledged.

All nominations must be accompanied by Supporting Information for a Member of Honour Nomination on the Standard Template available from the Member Services Administrator. No clarifying information will be sought from the nominee.

THE COUNTRY WOMEN'S ASSOCIATION OF VICTORIA INC.

Supporting Information for a Member of Honour Nomination

Photo: please attach a photo in .jpg file format to your email.

.....
[Name of Nominee]

Date of Application: _____

CWA Member for years

..... Branch

[Insert Summary Bio here: 150-200 words] [Spacing may be adjusted as required.]

OFFICES/ROLES HELD AT BRANCH, GROUP & STATE LEVEL

Branch/Group/State	Role/Office	Years

[Add further rows if required]

STATE COMMITTEES

Name of Committee	Years	% of Meetings attended	Activities completed

[Add further rows if required]

KNOWLEDGE OF THE ASSOCIATION

Supporting Information for a Member of Honour Nomination: maximum length 4 A4 pages

SERVICE TO THE COMMUNITY (may be at local, regional and/or state level)

Provide as referee a non-CWA member who has worked with the nominee in other organisations/community service.

Name: **Phone:**

MENTORING

Provide as referee a member who has been mentored/assisted by the nominee.

Name: **Phone:**

CONTRIBUTION TO THE WORK OF THE ASSOCIATION

WILLINGNESS AND ABILITY TO CONTINUE TO SUPPORT THE ASSOCIATION

Supporting Information for a Member of Honour Nomination: maximum length 4 A4 pages

Appendix C: Flow Chart showing process for Election of Member of Honour

