



ABN 19 092 974 880
DX7304 Wyong
14A Lonsdale Close
Lake Haven NSW 2263
Ph: (02) 4392 1185
Fax: (02) 4392 9410
executive@womenlawyersnsw.org.au
www.womenlawyersnsw.org.au

REGIONAL CHAPTERS GUIDELINES

**Guidelines for the formation and management of Regional Chapters of the
Women Lawyers' Association of New South Wales Inc.**

Major Sponsor:



BACKGROUND

The Women Lawyers' Association of New South Wales Inc. (WLANSW) welcomes and encourages the formation of Regional Chapters of WLA NSW in regional, rural and remote areas of New South Wales.

WLANSW recognises the benefits of supporting local members in the formation, management and administration of Regional Chapters. Regional Chapters allow WLANSW to:

- Support the advancement of women lawyers in regional, rural and remote areas of New South Wales;
- Monitor and respond to issues affecting women lawyers in regional, rural and remote areas of New South Wales;
- Maintain an effective local presence in regional, rural and remote areas of New South Wales; and
- Ensure that membership of WLANSW continues to be of benefit to Regional Members.

In recognition of such benefits, WLANSW will endeavour to ensure that reciprocal benefits continue to be maintained and developed for Regional Chapters and Regional Members.

Regional Chapters are to be formed and managed in accordance with clause 8 of the Constitution of the Women Lawyers' Association of New South Wales, and the requirements of these Guidelines.

GUIDELINES

1. All Regional Chapters remain the responsibility of the Executive Committee of WLANSW (the "Executive Committee"). Accordingly, prior written approval is required from the Executive Committee before the name or logo of WLANSW may be used in any way or any financial commitment is entered into on behalf of WLANSW.
2. All Regional Chapters are bound by:
 - (a) the Constitution of the Women Lawyers' Association of New South Wales Inc.;
 - (b) the Media and Public Relations Policy of the Women Lawyers' Association of New South Wales Inc.; and
 - (c) any other policy, guideline, or rule adopted by WLANSW.

Regional Chapters are to notify the Executive Committee immediately in writing in the event of any breach (inadvertent or otherwise) of the rules and/or policies contained within such documents.

3. The day to day business and management of a Regional Chapter may be dealt with by a local subcommittee consisting of local members of WLANSW. Any agenda and minutes of the meetings held by the local subcommittee are to be provided for the information of the Executive Committee care of the Executive Officer of WLANSW (the "Executive Officer") and filed in the Minutes records of WLANSW.
4. Any invitations and/or promotional materials containing the name or logo of WLANSW must be approved in writing (including by email) by the Executive Committee prior to publication.
5. Any communication between a Regional Chapter and the Executive Committee may be made in writing (sent by post, facsimile transmission or electronic mail) care of the Executive Officer.

Regional Branch Events

6. Event budgets for any Regional Chapter event (including events being held in conjunction with other organisations such as the Law Society or Regional Law Society) must be prepared and forwarded for approval to the Executive Committee no less than 14 days prior to any event being held. Only expenses approved by the Executive Committee in writing will be the responsibility of WLANSW.
7. Pre-approved expenses will only be paid by WLANSW upon the presentation of a valid tax invoice or receipt quoting an ABN.
8. Where the Executive Committee has agreed that WLANSW will be responsible for, or to contribute to, the expenses of an event conducted by a Regional Chapter, the Regional Chapter must:
 - (a) create and maintain a detailed profit and loss statement and reconciliation in relation to the event and to submit that document to the Executive Committee;
 - (b) cause all income receipts (arising from attendance/registration fees or otherwise) to be remitted to the Executive Committee in full unless some other arrangement is agreed to in writing in relation to the distribution of profits and expenses arising from the event;
 - (c) ensure that any necessary public liability insurance is held in relation to any venue(s) at which the event is to be conducted.
8. Where members of the Executive Committee or the Executive Officer are required to attend a Regional Chapter event all associated expenses (including travel and accommodation expenses) are to be included in the event budget.
9. WLANSW has the infrastructure and resources to assist with communication of Regional Chapter news and events and/or the promotion of Regional Chapter events via the established WLANSW website and WLANSW email broadcasts.

Administrative and other services available to Regional Branches

10. When the Executive Committee is given sufficient advance notice of a Regional Chapter event:
 - (a) the Executive Officer will ensure that event details are posted on the WLANSW website and included in electronic newsletters to WLANSW members and contacts. Local electronic newsletters/mail to Regional Chapter members can also be arranged as required where appropriate written notice is given to the Executive Committee;
 - (b) assistance can be provided where necessary in relation to:
 - (i) invitation production and distribution;
 - (ii) venue selection and booking;
 - (iii) liaison with speakers;
 - (iv) organisation of catering, entertainment, and/or speaker gifts;
 - (v) processing registrations and payments;
 - (vi) preparation of name badges and attendance lists;
 - (vii) attendance at the event and the manning of the registration desk; and/or
 - (viii) preparation of a profit and loss statement and reconciliation.