

**Federation of HomeWorkers World Wide  
(HWW)  
Rules of Association**

<b>1</b>	<b>NAME</b> .....	<b>4</b>
<b>2</b>	<b>AIMS AND OBJECTIVES</b> .....	<b>4</b>
<b>3</b>	<b>INTERNATIONAL OFFICE</b> .....	<b>5</b>
<b>4</b>	<b>REPRESENTATION OF WOMEN IN HWW</b> .....	<b>5</b>
<b>5</b>	<b>SCOPE AND MEMBERSHIP</b> .....	<b>5</b>
<b>6.</b>	<b>MEMBERSHIP</b> .....	<b>6</b>
<b>7</b>	<b>REGISTER OF MEMBERS</b> .....	<b>7</b>
<b>8</b>	<b>NOTIFICATION OF MEMBER CONTACT AND ADDRESS</b> .....	<b>7</b>
<b>9</b>	<b>NOTICES</b> .....	<b>8</b>
<b>10</b>	<b>TERMINATION OF MEMBERSHIP</b> .....	<b>8</b>
<b>11</b>	<b>ADMISSION OR RE-ADMISSION OF MEMBERSHIP</b> .....	<b>8</b>
<b>12</b>	<b>MEMBERSHIP FEES</b> .....	<b>9</b>
<b>13</b>	<b>ORGANISATIONAL STRUCTURES</b> .....	<b>9</b>
13.1	INTERNATIONAL LEVEL .....	9
13.2	REGIONAL LEVEL .....	10
13.3	NATIONAL LEVEL .....	10
13.4	HWW INTERNATIONAL ASSOCIATE MEMBERS .....	10
13.5	HWW FORUMS, SECTORAL, TRADES OR SPECIAL INTEREST GROUPS.....	10
<b>14.</b>	<b>INTERNATIONAL MEMBERS</b> .....	<b>10</b>
14.2	COMPOSITION OF THE INTERNATIONAL MEMBERS' MEETING .....	10
14.3	VOTING.....	11
14.4	ABSENTEE VOTES .....	11
14.5	ENCOURAGING PARTICIPATION .....	11
14.6	SELECTION OF VOTING DELEGATES.....	11
14.8	BUSINESS OF THE INTERNATIONAL MEMBERS.....	12
14.9	SPECIAL MEETINGS .....	14
14.10	RESOLUTIONS.....	14
14.11	QUORUM .....	14
14.12	REPRESENTATION .....	14
14.13	MEETING PROCEDURES .....	14
14.14	REGULATIONS .....	15
<b>15</b>	<b>INTERNATIONAL COUNCIL</b> .....	<b>15</b>
15.1	COMPOSITION.....	15
15.2	ELECTION OF THE INTERNATIONAL COUNCIL MEMBERS.....	16
15.3	TEMPORARY LEAVE OF INTERNATIONAL COUNCIL MEMBERS .....	16
15.4	RECOGNITION OF HWW REGIONAL & NATIONAL NETWORKS.....	16
15.5	OFFICE-BEARERS .....	17
15.6	MAKE UP OF THE INTERNATIONAL COUNCIL MEMBERS .....	17
15.8	CASUAL VACANCIES ON INTERNATIONAL COUNCIL .....	18
15.9	FILLING OF CASUAL VACANICES.....	18
15.10	MEETINGS OF THE INTERNATIONAL COUNCIL .....	18
15.11	THE INTERNATIONAL COUNCIL ROLE AND RESPONSIBILITIES.....	19

15.12	MEETING PROCEDURES .....	21
15.13	QUORUM .....	21
15.4	MINUTES .....	21
15.15	RESOLUTIONS WITHOUT MEETINGS .....	21
15.16	ANNUAL GENERAL MEETINGS .....	22
<b>16</b>	<b>USE OF INTERPRETERS AND TRANSLATORS .....</b>	<b>22</b>
<b>17</b>	<b>USE OF TECHNOLOGY .....</b>	<b>22</b>
<b>18</b>	<b>FINANCE .....</b>	<b>22</b>
<b>19</b>	<b>HWW MEMBER ORGANANISATIONS FINANCES .....</b>	<b>23</b>
<b>20</b>	<b>MEMBERS CONTRIBUTION AND UPKEEP OF HWW .....</b>	<b>24</b>
<b>21</b>	<b>AUDITS .....</b>	<b>24</b>
<b>22</b>	<b>INTERPRETATION OF CONSTITUTION .....</b>	<b>24</b>
23	AMENDMENTS TO THIS CONSTITUTION .....	25
24	REGULATIONS .....	25
25	DUTIES .....	26
<b>26</b>	<b>INDEMNIFICATION OF OFFICIALS .....</b>	<b>26</b>
<b>27</b>	<b>DISSOLUTION OF HWW .....</b>	<b>26</b>
<b>28</b>	<b>GRIEVANCE PROCEDURE .....</b>	<b>27</b>
29	PUBLIC OFFICER .....	28
30	SEAL .....	28
<b>HWW INTERNATIONAL REGULATIONS .....</b>		<b>29</b>
1	HWW RECOGNITION OF REGIONAL AND NATIONAL NETWORKS REGULATION .....	29
2.	HWW REGIONAL NETWORK STRUCTURE REGULATION .....	29
3.	HWW NATIONAL NETWORK STRUCTURE REGULATION .....	30
4.	HWW ELECTION AND VOTING REGULATION .....	30

## **1 NAME**

- 1.1 The name of the organisation shall be Federation of Homeworkers Worldwide. Federation of Homeworkers Worldwide from hereon shall be known as HWW.
- 1.2 HWW shall be an incorporated association.

## **2 AIMS AND OBJECTIVES**

### **2.1 The aims of HWW shall be:**

- 2.1.1 To support and strengthen the visibility and organisation of homebased workers throughout the world;
- 2.1.2 To develop and expand the solidarity network for homebased workers throughout the world.
- 2.1.3 To build an international organisation of homebased worker organisations and their supporters;
- 2.1.4 To improve the living and working conditions of homebased workers;
- 2.1.5 To establish alliances with a wide range of bodies supporting these aims;
- 2.1.6 To maintain an organisation committed to a democratic and transparent structure that encourages and values participation, diversity and consensus building.

### **2.2 The objectives to achieve the Aims shall be:**

- 2.2.1 To development and support new and existing organisations of home based workers;
- 2.2.2 To lobby on behalf of home based workers to be visible, recognised, protected and organised;
- 2.2.3 To empower homebased workers and in particular the poorest women homebased workers who constitute a large proportion of workers in the informal sector;
- 2.2.4 To promote and support grassroots organising of homebased workers;
- 2.2.5 To represent homebased workers in national, regional and international forums;
- 2.2.6 To facilitate grassroots workshops and exchanges;

- 2.2.7 To promote the HWW network and member organisations;
- 2.2.8 To conduct research, and provide advice to governments and industry;
- 2.2.9 To develop and participate in strategic alliances on issues of relevance to homebased workers and workers in the informal sector;
- 2.2.10 To campaign and promote labour rights for homebased workers;
- 2.2.11 To coordinate documentation, research and information dissemination around homeworker and informal employment worker issues;
- 2.2.12 To publish newsletters, reports and general information in print and electronic mediums about the work of HWW and homebased workers;
- 2.2.13 To develop effective and relevant communication methods inclusive to HWW members;
- 2.2.14 To conduct any other activities consistent with the aims of HWW.

### **3 INTERNATIONAL OFFICE**

- 3.1 The International Office of HWW shall be located in Leeds, United Kingdom, or at such place/s as the International Members Meeting (IMM) or International Council (IC) may determine from time to time.
- 3.2 For the purpose of incorporation of this association, the registered address of HWW shall be as the Public Officer a resident of Victoria, Australia.

### **4 REPRESENTATION OF WOMEN IN HWW**

- 4.1 In recognition of the fact that women constitute over 90% of all home-based workers world-wide, women will be entitled to fill at least 90% of all elected and nominated positions in HWW. This will include the International Members Meeting, and International Council and any other committees formed by HWW from time to time.
- 4.2 HWW representatives and members will be encouraged to promote women delegates to meet this representation level.

### **5 SCOPE AND MEMBERSHIP**

HWW membership shall be open to all organisations/individuals that fall into the following categories:

- 5.1 Full Membership:**  
HWW Full Members shall be those described in sub - clauses 5.1.1 & 5.1.2.

- 5.1.1 Membership-based organisations made up of home-based workers.  
For example: unions, co-operatives, homeworker groups or associations etc.
- 5.1.2 Support organisations working directly, actively and continuously with home-based workers.  
For example: service organisations, advocacy organisations, training organisations, unions etc.

## **5.2 Associate Membership:**

Associate membership applies to any organisations or individuals that are do not fit the definition in clause 5.1.

### 5.2.1 General Organisations.

These may include organisations that do not work directly or continuously with home-based workers, including service organisations, formal sector trade unions, national and international trade union federations, advocacy organisations, research and/or training organisations, campaign groups, development agencies, etc, that nevertheless work towards the aims and objectives of HWW.

### 5.2.2 Individuals.

These may include academics, researchers, activists, artists and workers etc.

## **6. MEMBERSHIP**

### **6.1 Membership categories**

- 6.1.1 All organisations that fall into categories 5.1.1 and 5.1.2 above shall be eligible for membership of HWW, and shall be entitled to be voting members of HWW. Members in this category will be known as Full members.
- 6.1.2 The number of votes of a full member organisation will be determined by the principle of one vote per organisation registered as a financial member of HWW.
- 6.1.3 All organisations in category 5.2.1 shall be eligible for Associate membership, but shall have no voting rights as members of HWW.
- 6.1.4 All individuals in category 5.2.2 shall be eligible for Associate membership of HWW, but shall have no voting rights as members of HWW.

### **6.2 Application for Membership**

- 6.2.1 Any organisation or individual who wishes to be considered for membership to HWW must complete a membership registration form.

6.2.2 On receipt of a membership registration form HWW International Office and/or the responsible office bearer will notify the organisation or individual that the membership registration form has been received.

### **6.3 Membership Nomination**

6.3.1 An organisation applying for Full Membership may provide a written recommendation from another HWW full member.

### **6.4 Membership consideration and approval**

6.4.1 The HWW International Council must consider all membership applications and notify all HWW members of any organisation that has applied to become a member of HWW.

6.4.2 Any HWW member has a right to comment in support or against an organisation becoming a member.

6.4.3 The HWW International Council or International Members Meeting may develop guidelines in consultation with HWW members about membership eligibility.

6.4.4 The HWW International Council will determine and rule on the appropriate membership category of any organisation.

### **6.5 Rules of association**

6.5.1 The HWW International Council will ensure that all members receive the HWW rules of association.

## **7 REGISTER OF MEMBERS**

7.1 The International Council (or the Office Bearer responsible) must ensure that a register is kept containing:

7.1.1 The name of each member;

7.1.2 The address for notices last given by the member,

7.1.3 The date of becoming a member, and

7.1.4 In the case of former members – the date of ceasing to be a member.

7.2 The Register of Members must be made publicly available for inspection to any member that asks to inspect it.

## **8 NOTIFICATION OF MEMBER CONTACT AND ADDRESS**

8.1 Every organisation/individual shall notify the International Office and/or the responsible Office Bearer of its address and contact details and changes thereto, within twenty-eight days of any change taking place.

## **9 NOTICES**

- 9.1 Members must give the International Office and/or the responsible Office Bearer their address for notices, and any change in that address.
- 9.2 HWW and/or the responsible Office Bearer must enter any change in the address of a member in the register of members.
- 9.3 Notice may be given to a member by sending it to the address last given by the member. The address for notices may include a fax number and an e-mail address.

## **10 TERMINATION OF MEMBERSHIP**

- 10.1 The HWW Members and / or International Council may terminate the membership of an organisation in category 5.1.1 or 5.1.2 if:
  - 10.1.1 An organisation that ceases to exist and advises HWW of this fact by written notice.
  - 10.1.2 The organisation provides written notice that they are no longer working with home-based workers.
  - 10.1.3 A member organisation fails to be a financial member of HWW, not having paid their membership fee for 18 months; their membership will be considered having lapsed.
  - 10.1.4 A member organisation fails to abide by the aims and objectives of HWW by way of acting in public contrary to the aims and objectives or by making public statements in opposition to the aims, objectives and intentions of HWW.
- 10.2 HWW Members and / or International Council may terminate the associate membership of an organisation or individual in category 5.2 if:
  - 10.2.1 An organisation or individual fails to be a financial member of HWW, not having paid their membership fee for 18 months, their membership will be considered having lapsed and terminated.
  - 10.2.2 A member organisation or individual fails to abide by the aims and objectives of HWW by way of acting contrary to the aims and objectives or by making public statements in opposition to the aims, objectives and intentions of HWW.

## **11 ADMISSION OR RE-ADMISSION OF MEMBERSHIP**

- 11.1 Application for admission or re-admission to membership shall be lodged in writing with the International Council, which shall have authority to accept or refuse any application for any reason deemed to be necessary.



- 11.2 A member organisation, which has disaffiliated or been expelled from HWW, but which is still engaged in the interests set forth in Clause 2, may be re-admitted to membership on such conditions as the International Council may determine.
- 11.3 A member organisation to which admission to membership is refused shall be entitled to a refund of any monies paid by the organisation on application.
- 11.4 A member organisation, not having paid their membership fee and as a result their membership has lapsed may apply for readmission as a HWW member by paying the appropriate fees. Readmission will be subject to the discretion of the International Council.
- 11.5 If a new member, lapsed member or expelled member seeks readmission and is refused by the International Council, they may apply in writing to the International Members Meeting to appeal their case for re-admission.

## **12 MEMBERSHIP FEES**

- 12.1 All members shall pay on joining HWW a yearly fee as set by the International Members, as set out in the Regulations, and fees will be paid annually thereafter. The amounts of this annual fee to be determined from time to time by two-thirds majority ballot by two-thirds majority of the International Members and set out in the Regulations.
- 12.2 Any member who falls behind in respect of a period of 18 months or more of annual fees shall be considered to no longer being a financial member of HWW, and their membership will be regarded as having lapsed.

## **13 ORGANISATIONAL STRUCTURES**

HWW consists of the following structures:

### **13.1 INTERNATIONAL LEVEL**

- 13.1.1 HWW Members
- 13.1.2 HWW International Members shall meet at least once every 4 years, consisting of representation by delegate from full member organisations, national and Regional HWW networks or any other HWW body eligible to attend. This meeting shall be known as the HWW International Members' Meeting (IMM).
- 13.1.3 The HWW International Council (IC) shall meet at least annually, consisting of representation by up to 10 elected members. Individuals from membership based organisations of homebased workers will be encouraged to nominate for International Council positions.

## **13.2 REGIONAL LEVEL**

- 13.2.1 HWW International may form Regional HWW organisations and such Regional HWW organisations may be recognised by HWW International if they meet the HWW guidelines for establishing a Regional HWW, as set out in the Regulations.
- 13.2.2 On being formally recognised by HWW a regional HWW may be represented at the International Members Meeting or other forums.

## **13.3 NATIONAL LEVEL**

- 13.3.1 National HWW organisations.
- 13.3.2 National HWW organisations may be formed and recognised by HWW International if they meet the guidelines for forming National HWW's, as set out in the Regulations
- 13.3.3 On being formally recognised by HWW a national HWW may be represented at the International Members Meeting or other forums.

## **13.4 HWW INTERNATIONAL ASSOCIATE MEMBERS**

- 13.4.1 HWW International Associate members may be invited to attend all or some of any HWW meeting or forum, receive publications and information. An invitation to attend or participate in HWW meetings or forums will be subject to International Members Meeting or International Council members' decisions.

## **13.5 HWW FORUMS, SECTORAL, TRADES OR SPECIAL INTEREST GROUPS**

- 13.5.1 HWW International may seek to formally recognise an international forum, sectoral, trades or special interest group constituted by HWW to be represented at the International Members Meeting or other forums.

## **14. INTERNATIONAL MEMBERS**

- 14.1 The final authority of HWW shall be the full members of HWW International.

## **14.2 COMPOSITION OF THE INTERNATIONAL MEMBERS' MEETING**

- 14.2.1 The International Members' Meeting shall consist of the following delegates:

- 14.2.1.1 One delegate nominated by each member organisation in membership categories 5.1.1 and 5.1.2 Full Members.
- 14.2.1.2 One delegate representing each HWW Regional HWW formally recognised by HWW.
- 14.2.1.3 One delegate representing each National HWW formally recognised by HWW.
- 14.2.1.4 The members of the International Council.

### **14.3 VOTING**

- 14.3.1 Only those delegates present at the International Members Meeting will have a vote, on the basis of one vote per member delegate present there will be no proxy votes.

### **14.4 ABSENTEE VOTES**

- 14.4.1 Delegates may send by mail or fax in paper or by an electronic medium views and votes on matters to be deliberated at meetings at which they are not able to attend, but there will be no proxy votes.

### **14.5 ENCOURAGING PARTICIPATION**

- 14.5.1 HWW International seeks to encourage broad participation of all Members of HWW. Although there will be no proxy votes, member organisations and individuals that cannot attend meetings are encouraged to participate in the formation of the views and policy of HWW International.
- 14.5.2 Member organisations or their appointed delegates may send in by phone, fax, mail or via electronic means, views and votes on matters to be deliberated at meetings at which they are not able to attend. The views submitted by a member organisation in this way must be made available to the member organisations within a reasonable period before or at a Meeting but before the matters are considered.

### **14.6 SELECTION OF VOTING DELEGATES**

- 14.6.1 Selection of delegates entitled to vote at the International Members' Meeting shall be selected by the member organisations in Category 5.1.1 and 5.1.2, and in accordance with Clause 14.3 above. Upon their selection by the member organisation, the proposed delegate shall be presented to the International Council and their credentials approved prior to an International Members' Meeting. Only delegates whose credentials have been so approved shall be entitled to vote at an International Members' Meeting.
- 14.6.2 The International Co-ordinator (who is an ex-officio member of the IM and IC) shall attend the IM where at she shall have the right to speak but not to vote. Other staff may be attributed with a similar status.

- 14.6.3 The International Council will determine guidelines for attendance at International Members Meetings in regard to HWW staff, regional coordinators and such other staff, other HWW associate members or any other persons. The guidelines may address observer status, attendance and speaking rights at all or specific parts of the meeting.
- 14.6.4 The International Council may decide to invite individual associate members in category 5.2.1 and representatives or individuals of associate member organisations in category 5.2.2, or any other supporters or member organisation members whom it is decided to invite, to attend defined parts of the International Members Meeting as observers with no right to vote. The International Council shall determine beforehand on any attendance and speaking rights at all or specific parts of the meeting.

#### **14.7 MEETINGS OF THE INTERNATIONAL MEMBER'S MEETING**

- 14.7.1 The International Members Meeting shall ordinarily meet at least once every four (4) years on a date fixed by the International Council.
- 14.7.2 Members shall be invited in writing of the time and place of the International Members Meeting by the International Office at least ninety (90) days before the date of the International Members Meeting provided that shorter notice may in the discretion of the International Council be given in respect of Special International Members Meeting in accordance with Clause 14.9.
- 14.7.3 The Members may consider where the number of members from one country is either disproportionate or becomes impractical to allow participation of each member organisation to an International Members Meeting. In such a case the International Members may consider but not be limited to ways of dealing with such circumstances including: a representative structure, limiting the number of member organisations per country to attend an International Members Meeting or by other methods.

#### **14.8 BUSINESS OF THE INTERNATIONAL MEMBERS**

The business of the International Members shall be:

- 14.8.1 To make decisions arising from reports presented to the International Members Meeting;
- 14.8.2 To formulate policy for HWW and decide on resolutions submitted to the International Members by members and by the International Council;
- 14.8.3 To discuss, recommend and endorse priority work areas for the International office, the International Council and or any other committee or working group of HWW.

- 14.8.4 To consider and approve amendments to HWW's Constitution;
- 14.8.5 To review and decide on the financial position and progress of HWW;
- 14.8.6 To deal with any matter, which in the opinion of the International Members is in HWW'S interest and merits the consideration of the International Members, including establishing permanent and temporary working groups and sub- committees;
- 14.8.7 To establish working groups and sub-committees and terms of reference that would report to the International Members via the International Council and International Coordinator and would work on particular issues of relevance and interest to HWW members.
- 14.8.8 To facilitate forums, specific sectoral, trades or interest groups as required.
- 14.8.9 To elect the International Council members.
- 14.8.10 To facilitate HWW members to actively participate in all aspects of HWW work. The purpose being to encourage broad representation, discussion and accountability in regard to HWW policy and program implementation.
- 14.8.11 To evaluate and review the role and purpose of HWW;
- 14.8.12 To evaluate and review the role of the International Council or any other working group, committee established to work on behalf of HWW.
- 14.8.13 To review and ratify any decisions of the International Council or committee of HWW as required.
- 14.8.14 To formally recognise any HWW regional or National network subject to any such a network meeting the HWW guidelines.
- 14.8.15 To establish or close down recognised HWW regional or national networks in any area and to define the areas of jurisdiction of HWW regions.
- 14.8.16 To interpret the Constitution or any matter arising in connection with these rules;
- 14.8.17 To do such things as may in the opinion of the International Members appear to be in HWW's interests and which are not inconsistent with the aims and objectives or any matter specifically provided for in this Constitution and its Regulations.
- 14.8.18 The roles of the International Members' Meeting outlined above shall in no way limit International Members' involvement in HWW activities to the

International Members Meetings, but encourage International Members to participate at all levels of HWW's work.

#### **14.9 SPECIAL MEETINGS**

14.9.1 Special meetings of the International Members may be called:

14.9.1.1 By decision of the International Council;

14.9.1.2 By one third of the membership of HWW full member organisations making a written request to the International Council for a special meeting.

#### **14.10 RESOLUTIONS**

14.10.1 Resolutions to be moved at an International Members' Meeting shall be submitted to the International Co-ordinator and committed to writing not later than a date to be determined by the International Council and informed to members at the time of notice for that meeting. Thereafter the International Coordinator shall circulate such resolutions to members not less than thirty (30) days before the International Members Meeting is held or such shorter period as the International Council may in its discretion determine.

14.10.2 Resolutions may also be moved from the floor if there is a mover and a seconder to the motion.

14.10.3 All matters for consideration by the International Members' Meeting shall be decided upon by resolution or motion put to the meeting, duly seconded and supported by fifty percent plus one of the delegates present.

#### **14.11 QUORUM**

14.11.1 The quorum for the International Members' Meeting shall be at least half of the total number of delegates entitled to attend.

14.11.2 If within two (2) hours of the time fixed for an International Members' Meeting, a quorum is not present, the International Members' Meeting shall stand adjourned to such place and time as the International Council shall decide.

#### **14.12 REPRESENTATION**

14.12.1 Women representatives will be entitled to fill 90% of positions in all forums in accordance with Clause 4.

#### **14.13 MEETING PROCEDURES**

14.13.1 The International Members Meeting may at the beginning of each meeting or part of the meeting elect a member to chair the meeting.

- 14.13.2 The chair of the meeting has a deliberative vote, but does not have a casting vote.
- 14.13.3 The meeting shall attempt to reach consensus before voting.
- 14.13.4 If an equal number of votes are cast for and against a motion or amendment, the chair of the meeting must declare the motion or amendment lost.

#### **14.4 Manner of determining whether resolution carried**

- 14.4.1 If a question arising at a general meeting of the Association is determined on a show of hands and in addition include any absentee votes:
  - (a) a declaration by the Chairperson that a resolution has been—
    - (i) carried; or
    - (ii) carried unanimously; or
    - (iii) carried by a particular majority; or
    - (iv) lost; and
  - (b) an entry to that effect in the minutes is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

#### **14.14 REGULATIONS**

- 14.14.1 The International Members Meeting may by resolution passed by an absolute majority make Regulations to give effect to these rules.
- 14.14.2 HWW members, staff, office holders, representatives at the International Members Meeting, International Council members, office holders and any person or organisation that may work for or on behalf of HWW must at all times comply with the Regulations as if they formed part of these rules.

### **15 INTERNATIONAL COUNCIL**

Management of HWW as a whole shall be vested in an International Council between meetings of the International Members' Meeting.

#### **15.1 COMPOSITION**

- 15.1.1 The International Council shall consist of delegate members elected by the International Members.
- 15.1.2 Ten (10) representatives will be elected from among HWW member organisations as defined as full member organisations.

15.1.3 The HWW International Co-ordinator shall be appointed to the International Council in ex-officio capacity with no voting rights.

## **15.2 ELECTION OF THE INTERNATIONAL COUNCIL MEMBERS**

15.2.1 Representation on the International Council shall be decided at an International Members Meeting or by International Members through an election. International Members may determine the HWW election regulations.

## **15.3 TEMPORARY LEAVE OF INTERNATIONAL COUNCIL MEMBERS**

15.3.1 In the event of a member of the elected International Council member being temporarily unavailable to attend meetings of the International Council; the International Council member will be required to provide in writing to the International Council details specifying the period that they are unavailable.

15.3.2 Any International Council member must be given the opportunity to input views and participate in discussion and the decision making of the International Council by a suitable medium including electronic, phone, mail, fax or e-mail to the discussion and decision making of the International Council.

15.3.3 International council members may seek leave for up to 6 months without affecting their right to continue being an elected member of the International Council.

## **15.4 RECOGNITION OF HWW REGIONAL & NATIONAL NETWORKS**

15.4.1 The International Council shall formally recognise HWW Regional & National Networks according to the guidelines determined by the HWW Regulations.

15.4.2 The International Council must by an absolute majority accept the nomination of representative to the International Members Meeting from each Regional & National HWW.

15.4.3 The International Council must circulate to all HWW members' details of the nomination from the region and national networks. The International Council must provide the information to each HWW member no less than 30 days prior to a resolution or meeting accepting the nomination taking place. Any HWW may make an objection in writing in regard to the nomination being considered.

15.4.4 If the International Council receives any objections they must take this into consideration and inform members of a process to resolve the matter.



15.4.5 The International Members must accept additional representatives subject to the process in the above sub clauses of 15.4 having taken place.

15.4.5 The International Members must determine the total number of Regions and regional representatives to be included in HWW.

## **15.5 OFFICE-BEARERS**

15.5.1 The International Council may decide to elect office bearers to conduct work for HWW between International Council meetings. The role of the office bearers will be to work with the International Coordinator and HWW staff to further the aims and objectives of HWW. The International Council will determine the terms of the positions. Voting procedures for the nomination and election of office bearers shall also be agreed upon by International Council and publicised at least three months prior to the election of office bearers.

15.5.2 The duties of office bearers to be carried out between International Council meetings will be determined at International Council meetings, and office bearers will make reports of their activities to both the International Council meetings and members entitled to vote and consider any matters.

15.5.3 If the International Council decides to elect office bearers, the positions may include at least, but not be limited to, the following: minutes, finance, meetings, staff, membership and communications.

15.5.4 The structure of the International Council will reflect a horizontal structure with office bearers taking on the responsibilities and tasks clearly specified. The principle embedded in the workings of the International Council will be one of skills and responsibility sharing by all members.

## **15.6 MAKE UP OF THE INTERNATIONAL COUNCIL MEMBERS**

15.6.1 Membership of the International Council shall be elected by the Members eligible to vote;

15.6.2 Delegates shall hold office for four (4) years and thereafter until the next election, which shall be as soon as possible thereafter, and they shall be eligible for re-election on termination of their period of office.

15.6.3 The HWW International Co-ordinator in addition to the 10 elected members is by her position appointed to be a member of the International Council on an ex-officio basis and has no vote.

## **15.7 CONFLICT OF INTEREST**

15.7.1 International Council members must declare any conflict of interest in regard to being a funding recipient, on a salary or payment, or having a

relationship with a national government or any corporation that may cause them to influence or have a negative effect on another HWW member or an organisational decision. Failure to declare a conflict of interest may result in suspension of membership, right to attend meetings and/or vote on issues.

## **15.8 CASUAL VACANCIES ON INTERNATIONAL COUNCIL**

15.8.1 In the event of a member of the International Council elected member being permanently unavailable to attend meetings of the International Council a vacancy will be declared and a notice of nomination for the vacant position be distributed to all HWW members within 30 days.

15.8.2 Further, a member of the International Council shall vacate her seat in any of the following circumstances;

15.8.2.1 On resignation, suspension or expulsion of herself or her member organisation from membership of HWW;

15.8.2.2 On absenting herself without the permission of the International Council from three (3) consecutive meetings of the International Council;

15.8.2.3 On resignation from the International Council by giving one (1) month's notice to the International Co-ordinator, which notice shall be in writing;

## **15.9 FILLING OF CASUAL VACANICES**

15.9.1 If a casual vacancy on the International Council occurs with less than one year remaining of the term, the position may be filled by an appointment the International Council.

15.9.2 If the casual vacancy on the International Council occurs within the first three years of the term, the International Members Meeting is required to conduct a ballot to elect a replacement.

15.9.3 Nominations will be called for through notice to all member organisations.

15.9.4 If no more nominations than the number of vacancies available are received than the position will be considered filled.

15.9.5 If more nominations than positions vacant are submitted then the International Council will nominate a returning officer to conduct the ballot.

15.9.6 Procedures for conducting HWW ballots will be followed according to the HWW election guidelines in the Regulations.

## **15.10 MEETINGS OF THE INTERNATIONAL COUNCIL**

- 15.10.1 The International Council shall ordinarily meet at least once per year on a date to be fixed by the International Council in conjunction with the International Co-ordinator.
- 15.10.2 Special meetings of the International Council shall be called whenever the International Coordinator deems it advisable in consultation with International Council members or office bearers or by a written request signed by not less than six (6) members of the International Council in which event the meeting shall be called within three (3) months of the receipt of the requisition by the International Coordinator or an office-bearer.
- 15.10.3 The International Co-ordinator shall notify members of the International Council in writing of the time and place of the meetings at least three (3) months before the dates of such meetings. Shorter notice being not less than three (3) days notice may at the discretion of the International Coordinator or an office-bearer be given in respect of extraordinary meetings.
- 15.10.4 The Agenda of the meeting shall be attached to the notice of the meeting, failing which it shall be circulated to International Council members in writing not less than two (2) weeks before the meeting.
- 15.10.5 Delegates may send in paper or electronic views and votes on matters to be deliberated at meetings at which they are not able to attend, but there will be no proxy votes

**15.11 THE INTERNATIONAL COUNCIL ROLE AND RESPONSIBILITIES**

- 15.11.1 Subject to the provisions of this Constitution, the International Council shall have the following role and responsibilities;
- 15.11.2 To engage and dismiss, except where otherwise provided for in this Constitution, the employees of HWW, including the International Co-ordinator, to fix their remuneration and to define their duties;
- 15.11.3 To appoint from time to time such sub-committees as it may deem necessary or for the purpose of investigating and reporting on any matter referred to such sub-committee by the International Council or International Members Meeting;
- 15.11.4 To institute or defend legal proceedings by or on behalf of or against HWW or individual member organisations in relation to their work or in furtherance of any of the objects set out in Clause 4 provided same is not inconsistent with any matter specifically provided for in this Constitution.
- 15.11.5 To invest assets of HWW and to acquire by purchase, lease or otherwise, any movable or immovable property and to hold same on behalf of HWW and to sell, let, mortgage or otherwise deal with or dispose of any

movable or immovable belongings of HWW, provided that no immovable property shall be acquired or sold, nor shall it be mortgaged, let or leased for a period of longer than five (5) years unless four (4) weeks of notice of intention to do this has been given to each member organisation and recognised region of HWW. If during this period any member or region objects, the matter has to be determined by a meeting of the International Council, where a two-thirds (2/3) majority vote will be required to ratify the proposed action;

- 15.11.6 To open and operate banking accounts in the name of HWW;
- 15.11.7 To establish or wind up recognised HWW Regional and National Networks in any area and to define the areas of jurisdiction of HWW Regions;
- 15.11.8 To convene when the International Council may refer deemed necessary, a Special International Members Meeting of HWW, which shall perform such functions and duties as to it;
- 15.11.9 To consult HWW members as broadly as possible when considering any issue that may impact in any way that could significantly impact on the staffing allocations, services and assistance provided to member organisations or any policy decisions that member organisations may consider as core issues of concern to HWW;
- 15.11.10 To consult broadly with member organisations and to uphold the aims of HWW and the principles of participation as expressed in this constitution;
- 15.11.11 To appoint from among HWW's members and staff those authorised to sign agreements and or seek funds on behalf of HWW. Such authority shall be restricted to those aforementioned persons and the International Co-ordinator;
- 15.11.12 To appoint from among HWW members and staff those authorised to speak on behalf of HWW. Such authority shall be restricted to those aforementioned persons and the International Coordinator;
- 15.11.13 To establish and seek funds for projects and activities in accordance with the aims and objects of HWW;
- 15.11.14 To approve the annual audited financial statement and balance sheets of HWW;
- 15.11.15 To decide on matters of procedure on which this Constitution is silent;
- 15.11.16 To inform HWW members of the decisions made by the International Council;
- 15.11.17 To establish and oversee any work groups or subcommittees on issues of relevance to HWW.

- 15.11.18 To encourage and facilitate HWW members' participation in appropriate forums to represent HWW.
- 15.11.19 To do such things as may in the opinion of the International Council appear to be in HWW's interests and which are not inconsistent with the aims and objectives or any matter specifically provided for in this Constitution and its Regulations.
- 15.11.20 To keep and maintain any documents and securities of the association and that access to relevant documentation at the international office be available to any member.

## **15.12 MEETING PROCEDURES**

- 15.12.1 The International Council may at the beginning of each meeting or part of the meeting nominate a member to chair the meeting.
- 15.12.2 The chair of the meeting has a deliberative vote, but does not have a casting vote.
- 15.12.3 The meeting shall attempt to reach consensus before voting.
- 15.12.4 If an equal number of votes are cast for and against a motion or amendment, the chair of the meeting must declare the motion or amendment lost.

## **15.13 QUORUM**

- 15.13.1 The quorum for meetings of the International Council shall be five (5) of the ten elected members.
- 15.13.2 If within two (2) hours of the time fixed for any meeting a quorum is not present, the meeting shall stand adjourned indefinitely and may be resumed only after due notice has been given to all members of the International Council.

## **15.4 MINUTES**

- 15.14.1 The International Council must ensure that minutes are taken and kept of all IC meetings, office holder meetings and meetings of any HWW established sub-committees or working groups.
- 15.14.2 Minutes of International Council meetings shall be distributed to all members of the International Members Meeting within 60 days of meeting.

## **15.15 RESOLUTIONS WITHOUT MEETINGS**

- 15.15.1 A resolution set out in a document (or documents) signed by all members of the International Council at the time stating that they are in favour has the same effect as a resolution passed at a meeting of the Committee.

## **15.16 ANNUAL GENERAL MEETINGS**

- 15.16.1 For the purpose of incorporation as an Association HWW will conduct an annual general meeting.
- 15.16.2 The annual general meeting will be conducted at the end of the International Council meeting.
- 15.16.3 If no International Council meeting takes place the general meeting will be held on a date decided by the International Council.
- 15.16.4 At least 28 Days notice of the meeting, date and location and agenda, including the nature of the meeting; will be provided to all members eligible to vote.
- 15.16.5 Any member may circulate issues for general business or comments on agenda items up to 14 days before the meeting takes place.
- 15.16.6 The Agenda will be as follows:
  - 15.16.6.1 Confirm previous Minutes
  - 15.16.6.2 Confirm finance report
  - 15.16.6.3 General business
- 15.16.7 All rules as set out in this constitution will apply to the annual general meeting.
- 15.16.8 An annual financial report will be provided to all members  
Quorum will be three members

## **16 USE OF INTERPRETERS AND TRANSLATORS**

- 16.1 For the purpose of encouraging participation and diversity within HWW all endeavours will be made to provide interpreters and translated materials at HWW meetings.

## **17 USE OF TECHNOLOGY**

- 17.1 Meetings of the International Members Meeting, International Council or any subcommittee, working group or other HWW event may be held in more than one place, provided that the technology that is used enables each member of the meeting present at all places that the meeting is held to clearly communicate with every other member of the meeting.
- 17.2 Without limiting any subclause, HWW meetings may be convened and held, and decisions may be made by telephone, Internet, email, fax, mail or audiovisual conference.

## **18 FINANCE**

- 18.1 The funds of HWW may be derived from membership monies, contributions, donations, grants, fund-raising activities, interest and any other sources approved by the IMM.
- 18.2 All fees from members shall be remitted to the HWW International Office and shall be deposited within fourteen (14) days of receipt at a bank decided on by the International Council.
- 18.3 All donations to HWW shall be remitted to the International Office as determined by the IMM and shall be deposited within fourteen (14) days of receipt at a bank decided on by the International Council.
- 18.4 Funds allocated from the above account(s) for the purpose of administering any office of HWW shall be deposited to its credit at a bank decided upon by the International Council.
- 18.5 The signatories of HWW's accounts shall be at least two people to be duly appointed for the purpose by the international Council of which one person will be the International Coordinator whom shall jointly sign each transaction.
- 18.6 The funds of all accounts of HWW shall be applied to the payment of expenses connected with the administration of HWW's affairs, the acquisition of property and/or towards the attainment of the objects specified in Clause 4 of this Constitution and such other lawful purposes as may be decided upon by the International Council or by the general membership of HWW voting by ballot.
- 18.7 Statements of income and expenditure and the financial position of HWW are to be prepared quarterly by the International Co-ordinator and submitted to the International Council.
- 18.8 All accounts of HWW shall be audited annually by a person/company registered as an accountant and Auditor, in accordance with the applicable local or international regulations and legislation, appointed by the International Council. True copies of the consolidated audited accounts of HWW together with the auditor's report shall be made available to members of HWW at the international office.
- 18.9 The consolidated audited financial statements; balance sheets and auditor's reports of HWW shall be confirmed by the International Council and presented to member organisations of HWW.

**19 HWW MEMBER ORGANISATIONS FINANCES**

- 19.1 HWW member organisations, Regional and National networks or any forum, sectoral or trade group deemed to be part of HWW shall manage their own fundraising and finances. However, any funds raised by HWW for HWW groups networks or forums shall be managed by means of written

contract to be determined by the International Council and signed between designated representatives of the International Council and the recognised constitutional structure of the group.

19.2 Any HWW member group mentioned in clause 19.1 that is in receipt of funds raised by HWW, shall be required to have their accounts audited annually, and to make their audited reports available to HWW.

19.3 If any group part of HWW that folds or is dissolved while still holding funds from HWW, such funds shall devolve back to HWW International.

## **20 MEMBERS CONTRIBUTION AND UPKEEP OF HWW**

20.1 HWW networks, regional, national, individual organisations, individuals, forum, trade or sectoral groups or any other group deemed a part of HWW shall endeavour to contribute to the upkeep and maintenance of HWW where possible.

20.2 HWW International Council in consultation with International Members may decide to levy some or all members or pay for services to contribute to HWW.

## **21 AUDITS**

21.1 The auditor's report contemplated in Clauses 18 and 19 above shall state whether:

21.2 She/he has satisfied herself/himself of the existence of the securities and has examined the books of account and records of HWW;

21.2.1 Proper books of accounts have been kept;

21.2.2 She/he has obtained all the information and explanation required;

21.2.3 In her/his opinion the statement of income and expenditure and the balance sheet audited by her/him have been properly drawn up so as to exhibit a true and correct reflection of the state of affairs of HWW according to the best of her/his knowledge and according to the explanations given to her/him and as shown by HWW's books as at the date of the balance sheet;

21.2.4 In her/his opinion, the provisions of HWW's Constitution in so far as they relate to financial affairs, have been complied with.

21.2.5 A member organisation or recognised Region of HWW, which resigns or is expelled from HWW, shall have no claim on HWW's funds.

## **22 INTERPRETATION OF CONSTITUTION**

22.1 The responsibility for the interpretation of the terms of this Constitution or any matter arising in connection therewith shall be vested in the International Members Meeting. The decision of the IMA shall be final and binding provided that between International Members Meetings the International Council shall be



empowered to make an interim ruling subject to a final decision by the International Members Meeting.

## **23 AMENDMENTS TO THIS CONSTITUTION**

- 23.1 The International Members Meeting may repeal, amend or add to the provisions of this Constitution by a special resolution at a quorate meeting of the International Members.
- 23.2 The decision must be approved by a three quarter (3/4) majority provided that at least sixty (60) days notice of any proposed alteration to the constitution shall have first been given to HWW full members by notice.
- 23.3 The International Council may repeal, amend or add to the provisions of this Constitution by resolution at any quorum meeting of the International Council providing that notice of repeal, amendment or addition to the provisions of this constitution have been provided to all member organisations 60 days prior to meeting to discuss any constitutional changes. All full member organisations must be given information by the International Council why any changes are necessary or required and given the opportunity to comment, support or oppose such changes with reasonable notice of no less than 30 days.
- 23.2 If the International Council receives objections or notice from ten (10) or more member organisations opposing or querying any change of the constitution they must establish a working group to examine the proposed constitutional change/s and consult with member organisations to look at the issues of concern and develop alternative solutions to any outstanding issues.
- 23.3 If the International Council exhaust all reasonable process to examine proposed constitutional changes without resolving outstanding issues it will formally put the changes to the whole membership to vote on or to an International Members Meeting whichever is the sooner.
- 23.4 The International Council will be required to conduct such a vote on constitutional change giving adequate time and materials to the case for a yes and no vote on the changes, and giving the HWW membership at least 60 days notice of the intended vote.
- 23.5 Any changes to the Constitution must be ratified by 3/4 majority of the International Members as per the above sub clause 23.1.
- 23.6 The public officer must act in accordance with the Act to any changes to the constitution.

## **24 REGULATIONS**

24.1 The International Members Meeting or International Council may by resolution passed by a three-quarter 3/4 majority make Regulations to give effect to this constitution.

24.2 HWW members, staff, office holders, International Council members and any person or organisation that may work on behalf of HWW must at all times comply with the Regulations as if they formed part of these rules.

## **25 DUTIES**

25.1 Members and former members of HWW and any member of the International council, a member of any HWW regional network, HWW national network or sub-committee must not knowingly or recklessly make improper use of:

25.1.1 Their position or;

25.1.2 Information acquired by virtue of their position;

25.1.3 So as: to gain, directly or indirectly, any financial benefit or material advantage for themselves or any other person or organisation; or

25.1.4 To cause a detriment to HWW.

25.2 Members of HWW or any of its recognised regional or national HWW or other HWW forum or recognised group, the International Council, staff or any individual or organisation acting on behalf of HWW must:

25.2.1 Owe HWW to act honestly and in good faith; and

25.2.2 To exercise reasonable care and diligence as members of HWW.

## **26 INDEMNIFICATION OF OFFICIALS**

26.1 All officials, office-bearers and Council members of HWW, provided that they have acted in a manner, which further HWW interests, shall be indemnified by HWW. They shall be indemnified against all proceedings, costs and expenses incurred by reason of any omission, negligence or other act done in performance of their duties on behalf of HWW or its members and they shall not be personally liable for any of the liabilities of the organisation or any of its members.

## **27 DISSOLUTION OF HWW**

27.1 Distribution of assets on voluntary winding up in accordance with a special resolution.

27.2 HWW may be dissolved at any time by a special resolution carried by three-quarter (3/4) majority of the International Members.

- 27.3 If a special resolution for the dissolution of HWW has been passed as provided for in Clause 27.1 above, some of the following provisions shall apply:
- 27.2 After the payment of all debts, the remaining funds, if any, shall be disposed of by a decision of a ballot of the members of HWW who were in good standing as at the date of dissolution in one or more of the following ways:
- 27.3 By transfer of all or part of the assets to any other named organisation with similar aims and objectives, or to be kept in trust until such time as another organisation is established embracing all or part of the area and scope of the one dissolved and open to all organisations working in such area and scope.
- 27.4 By transfer of all the assets to any existing benefit fund established by, or in the interests of, the members of HWW.
- 27.5 By distribution among the members of HWW who are in good standing as at the date of dissolution, the share to be awarded to each member to be in proportion to their years of membership.

## **28 GRIEVANCE PROCEDURE**

- 28.1 The grievance procedure set out in this clause applies to disputes under these rules between:
- 28.2 A member and another member, and a member and the International Council, office holders, HWW staff, HWW regions or any person or organisation conducting work on behalf of HWW.
- 28.3 The parties must first attempt to resolve the dispute themselves.
- 28.4 If the parties are unable to resolve the dispute within 28 days, the Committee must appoint a mediator.
- 28.5 The mediator:
- 28.5.1 Must not have a personal interest in the dispute;
- 28.5.2 Must not be biased in favour of or against any party;
- 28.5.3 May be a member or former member of HWW; and if possible, will be appointed with the agreement of all parties.
- 28.5.4 The mediator must convene a meeting at which each party is given a reasonable opportunity to be heard.
- 28.5.5 The mediator may during, and must at the end of, the meeting attempt to resolve the dispute by agreement between the parties.
- 28.5.6 If the mediator is able to resolve the dispute by agreement between the parties, the mediator must make the agreement available to all parties of concern.
- 28.5.7 If the mediator is unable to resolve the dispute by agreement between the parties, the mediator must determine the respective rights and obligations under these Rules of the parties and any other members of the association and provide a determination

on the dispute to the International Council and, or appropriate committee or parties.

28.5.8 The determination of the mediator is binding on the parties and all members of the association.

28.5.9 This grievance procedure does not limit any party seeking union representation, industrial or legal representation or does not limit any parties right to appeal or seek redress in any appropriate legal forum.

## **29 PUBLIC OFFICER**

29.1 For the purpose of incorporation as an Association HWW will appoint a public officer.

## **30 SEAL**

30.1 The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the International Council or, of one member of the International Council and of the public officer of the Association. The seal will reside with the public officer in Victoria.

## **HWW INTERNATIONAL REGULATIONS**

### **1 HWW RECOGNITION OF REGIONAL AND NATIONAL NETWORKS REGULATION**

- 1.1 In the event of the International Members and or the International Council so deciding, regions or national networks of HWW shall be inaugurated and recognised for such areas, as HWW shall decide.
- 1.2 The recognition of HWW regions or national networks shall be determined when a region or national network meets the HWW guidelines for establishment as set out in the HWW Regulations for HWW regions and national network establishment.
- 1.3 HWW regions must apply to HWW to gain recognition as a region or national network.
- 1.4 A Region or national network shall for all purposes be inaugurated by the convening of an inauguration meeting at the direction of the International Council.
- 1.5 When a member organisation leaves the area of jurisdiction of any Region or national network and continues to be engaged in similar activities, in the area of another Region, the member shall be entitled to become a member of the latter Region or national network upon it being established that the member is in good standing.
- 1.6 All members of a HWW region and nation networks shall be encouraged and have equal access to participate and be active in all regional and national activities.

### **2. HWW REGIONAL NETWORK STRUCTURE REGULATION**

- 2.1 The guidelines for the establishment and recognition of a HWW Regional networks shall at the least include the following;
  - 2.1.1 Any regional HWW structure will follow common criteria in regard to the role and purpose.
  - 2.1.2 Defined roles will include regional priorities and needs
  - 2.1.3 A Region must include a minimum of five organisations from HWW full member organisations participating as members in the region.
  - 2.1.4 Regional HWW structures must be transparent and democratic and provide for participation by all members.
  - 2.1.5 There must exist a transparent process for election of Regional representatives.
- 2.2 On being formally recognised by the International Members a regional HWW may be represented at the International Members' Meeting.

### **3. HWW NATIONAL NETWORK STRUCTURE REGULATION**

- 3.1 The guidelines for the establishment and recognition of a National HWW shall at the least include the following:
  - 3.1.1 A national HWW structure will follow common criteria in regard to the role and purpose as determined by the IC.
  - 3.1.2 This will include national priorities and needs as submitted by the National HWW to the IC.
  - 3.1.3 A National HWW must include a minimum of three HWW full members from three organisations in the country.
  - 3.1.4 National HWW structures must be transparent and democratic and provide for participation by all members
  - 3.1.5 There must exist a transparent process for election of National HWW representatives.
- 3.2 On being formally recognised by the International Members Meeting a National HWW may be represented at the International Members Meeting.

### **4. HWW ELECTION AND VOTING REGULATION**

- 4.1 When International Members, or any group of HWW including the International Council is required to conduct a ballot for any position(s) or casual vacancy of a position(s) of HWW to elect a replacement, the voting procedure will take place as follows:
  - 4.2 For the ballot to be conducted nominations will be called for if no more nominations than the number of vacancies available are received than the position will be considered filled.
  - 4.3 If more nominations than positions vacant are submitted then the International Council will nominate a returning officer to conduct the ballot.
  - 4.4 The returning officer will be required to notify every HWW member eligible to vote of the forthcoming ballot and to provide nomination forms for the ballot to every eligible member no less than 28 days before the ballot is to be conducted.
  - 4.5 The nomination forms can allow for persons to nominate a second person for any of the positions to be elected.
  - 4.6 The returning officer must notify the nominated person that they have been nominated by a second person and request that they personally complete a nomination form. If the returning officer does not receive a nomination form from the person then they will not be considered a candidate for election.
  - 4.7 Having received all nominations for the ballot the returning officer must prepare and distribute a ballot sheet with all candidates' names and send it to all HWW members eligible to vote. The ballot sheet must include all

individuals full names and if relevant include the names in the first language as well as in translated form.

- 4.8 The ballot must be conducted over a period of no less than six weeks.
- 4.9 Each candidate may supply to the returning office a one paragraph summary of why they think they should be elected to the vacant position. The candidate must supply the summary in the relevant languages.
- 4.10 The returning officer must send with the ballot sheet any summary received by the candidates to every HWW member eligible to vote.
- 4.11 The International Council must supply and make available to the returning officer all necessary records and funds to conduct the ballot.
- 4.12 Any candidate may have access to the records listing the names and contact details of HWW members eligible to vote.
- 4.13 The returning officer on receiving the votes from HWW members must count the votes and record the result. The candidates and members must be provided with a complete count of total votes received, total votes counted and the number of votes received for each candidate.
- 4.14 The returning officer may declare the election outcome based upon the person receiving the most votes. Or if there is more than one position being decided upon the persons receiving the most votes in the order of highest number to lowest number will be listed. Those deemed to have won the most votes equal to the number of vacant positions will be declared elected.
- 4.15 If an election involves specified positions these positions must be written on the ballot sheet.