

APSA Women's Caucus Draft Constitution

NAME

- APSA Women's Caucus

PURPOSE

- To support, nurture and promote the interests of all women in the discipline of Political Science/Political Studies in higher education institutions in Australia, acknowledging the diverse knowledges, ontologies, axiologies, histories, experiences, struggles, needs and resources in relation to women's participation, representation, belonging and flourishing in the discipline and beyond.
- To foster a sense of community amongst all women in Political Science/Political Studies to strengthen their capacity to effect change and/or transformation in their respective institutions and more widely in Australia.
- To promote equal opportunities, inclusion and, where desired, decolonization for all women in their professional lives, practices and belonging, from undergraduate admissions through all stages of employment.
- To promote women's professional development and academic careers in Political Science/Political Studies.

MEMBERSHIP

- Membership to the Caucus is available to APSA members via their APSA member accounts (select 'Women's Caucus' on the APSA member landing page).
- A register of members will be held by the Secretary of the Women's Caucus via the My APSA account.

CONVENORS

- All convenors of the Women's Caucus must be members of APSA and the Women's Caucus and publicly identified.
- The Women's Caucus will have three convenors (Chair, Secretary and Treasurer respectively) with the Chair nominated as the point of contact with APSA and the APSA Executive.
- All convenors will be in their respective roles for a three-year term. Convenors may self-nominate for a second term but may not serve more than two consecutive terms.
- Convenors will be elected via an online election following the APSA Annual Conference each year. Candidates will be identified based on self-nomination only. The election will be organized by the incumbent convenors.
- In the event that mid-term vacancies arise in the convenorship of the Women's Caucus, an online election will be held to fill the position, based on self-nomination only.
- Process for mid-term vacancies:

- When a mid-term vacancy arises for any convenor position, a notice will be sent to all Women's Caucus members informing them of the vacancy.
- Interested members may submit their self-nominations within a specified timeframe, typically not less than 14 days.
- An online election will be held to fill the vacant position. The candidate receiving the highest number of votes will assume the convenor role for the remainder of the term.
- Duties of convenors
 - The Chair convenor shall preside over all Women's Caucus meetings, including general and special meetings. The Chair shall also serve as the primary contact between the Women's Caucus and APSA.
 - The Secretary convenor shall maintain accurate records of membership, meeting minutes, and other relevant documents.
 - The Treasurer convenor shall manage the financial affairs of the Women's Caucus, including budgeting and reporting.
 - All convenors shall collaborate on the planning and execution of Women's Caucus activities, initiatives, and events.

MEETINGS

- Women's Caucus General Meetings will be held annually at the APSA Conference and in hybrid form to ensure accessibility.
- Members will be notified of a general meeting once the final APSA conference schedule has been announced each year.
- Convenors will provide a report of the previous 12 months, forward planning of activities, elections, etc.
- Special General Meetings may be convened by a written request signed by 25% of Women's Caucus members or by the convenors if deemed necessary.
- Notice of a Special General Meeting shall be provided to all members at least seven days in advance, specifying the agenda and purpose.

GENERAL MATTERS

- Alteration or amendment to the Rules:
 - These Rules may be altered or amended by a majority vote of Women's Caucus members.
- Procedure for amending the Rules:
 - Proposed amendments shall be submitted in writing to the convenors.
 - Amendments require approval by a 25% of Women's Caucus members in order to go to a vote.
 - Amendments may be considered and voted on during a General Meeting or Special General Meeting.
 - Amendments to the Rules shall be considered and voted on during a General Meeting or Special General Meeting.
- Dissolution of the Specialist group or Caucus:

- The Women's Caucus may be dissolved by a majority vote of Women's Caucus members.
- Procedure by which the Specialist group or Caucus can be dissolved:
 - A proposal for dissolution shall be submitted in writing to the convenors.
 - Dissolution requires approval by a simple majority of Women's Caucus members.
 - A Special General Meeting may be convened to discuss and vote on the dissolution.
- Disposal of remaining money and other assets:
 - In the event of dissolution, any remaining assets or funds shall be allocated in accordance with APSA's policies and procedures.