



Australasian Women in  
**Ancient World Studies**

**RULES**  
**For**  
**AUSTRALASIAN WOMEN**  
**IN ANCIENT WORLD STUDIES**

Revised 19 July, 2022

## 1. Name

The name of the unincorporated association is **Australasian Women in Ancient World Studies** (in these Rules called 'AWAWS').

## 2. Purpose

AWAWS is a professional organisation established for women and men committed to gender equality and diversity in ancient world studies. This includes classics, ancient history, ancient languages and archaeology (all periods).

We aim, through professional networks, to meet and interact about our research and teaching experiences and to consider how these are affected by gender. We advocate for issues of importance to our members. We are interested in a wide range of professional issues with a specific interest in the particular traditions and requirements of our disciplines. We aim to regularly organise panels at Australasian ancient world conferences. We aim to facilitate research collaborations involving our members. We also aim to offer financial support to members through an annual research grant.

## 3. Membership, fees and subscription

Membership is open to anyone who is interested in promoting gender equity and diversity within ancient world studies.

Membership will begin as soon as the membership form and first annual payment has been received.

The membership year follows the Australian financial year (i.e. 1 July to 30 June).

There will be an annual membership fee. Any changes to that membership fee will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

A list of all members will be kept by the treasurer.

## 4. Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any member who has not paid their membership fee by 1 September will be deemed to have resigned.

Any offensive behaviour, including racist, sexist, inflammatory or bullying remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given and accepted, or the behaviour is repeated. The individual concerned shall have the right to be heard by the Executive.

## 5. Equal opportunities

AWAWS will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## 6. Officers and Executive Committee

The business of the group will be carried out by an Executive Committee (in these Rules called 'the Executive') elected at the Annual General Meeting. The Executive will meet as necessary and not less than four times a year.

The Executive will consist of 11 members. Any officer or committee member may post to the Facebook page.

The officers' roles are as follows:

- President
  - Oversees and manages general running of the society
  - Public officer - filling out necessary paperwork for the committee changeover
  - Chairs committee meetings
  - Delegates tasks to committee members
  - Oversees establishment of local chapters
  - Works with Treasurer to devise budget
- Vice President
  - Along with the president, represents the society (spokesperson)
  - In absence of president at meetings, acts as chairperson
- Secretary
  - Regularly checks inbox (socawaws@gmail.com) for non-finance related correspondence
  - Sends out correspondence to members and other relevant bodies regarding events or any useful information
  - Sends out call for agenda items for regular meetings of the Executive and the AGM
  - Records and distributes minutes of meetings
- Treasurer
  - Maintains annual profit(loss) statement
  - Maintains membership list
  - Regularly checks inbox (socawaws@gmail.com) for membership payments
  - Processes payments from members, including sending out of invoices
  - Pays invoices and grant/s
  - Sends out reminders to members for payment of annual membership fees
- Membership Secretary
  - Maintains membership list and AWAWS archives
  - Sends out reminders to members for payment of annual membership fees
  - Works with treasurer on maintaining membership accounts
- Australasian Society for Classical Studies Liaison
  - Attends executive meetings of the Australasian Society of Classical Studies
  - Acts on AWAWS' interests at said meetings
- Website (x 2)
  - Maintain website and related blogs (socawaws.wordpress.com)
  - Monitor Twitter and Facebook accounts as required
  - Liaise with local chapter heads

- Mentor Program Coordinator
  - Oversees and co-ordinates the AWAWS mentorship program
  
- Postgrad Representative
  - Advocates for the postgraduate membership
  - Monitors postgraduate conferences, events, concerns, and issues
  - liaises with the organisers of AMPHORAE conference on behalf of AWAWS
  
- Diversity Officer
  - help foster diversity and intersectional awareness
  - liaise and affiliate with other groups (including passing along intersectional material of interest to be shared on social media by our web officers)
  - advise on diversity presentation questions or code of conduct issues relevant to diversity should they arise.
  
- Local Chapter Liaison Officer
  - liaise with local chapters about events, marketing, and funding opportunities
  - liaise with web officers to ensure events are promoted to our membership
  - raise any issues or challenges faced by local chapters in the Monthly executive meetings

#### Affiliated Officers

- Local Chapter Heads
  - uphold AWAWS' mission of fostering gender equality and diversity in their local communities
  - organize events and meetings for local AWAWS members; apply for funding support when needed
  - liaise with local chapter liaison officer to ensure events are promoted to our membership

In the event of an officer standing down during the year, a replacement will be elected by the next Annual General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

#### **6.1 Expectations and Obligations for AWAWS Exec members and Chapter Heads**

Executive Members and Chapter Heads must:

- a) uphold our mission of fostering gender equality and diversity
- b) act courteously, honestly, ethically, and respectfully
- c) use their office/position and AWAWS resources in a responsible and professional manner
- d) not engage in behaviour that could bring AWAWS into disrepute

e) not engage in any form of bullying or harassment or physical or verbal conduct, which a reasonable person would deem to be unwelcome, offensive, humiliating, or intimidating  
f) only use membership details for their intended purpose (emailing members, invitations to events, etc.) and must follow the “AWAWS Responsible Use of Mailing Lists and Private Information Agreement”. Only the Secretary, Treasurer, Membership Secretary, Postgraduate Representative, and Local Chapter Heads have permission to access and use the AWAWS membership lists and private member data therein.

## **7. Meetings**

### **7.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within 12 months of the previous AGM.

The AGM will be held online, using a survey website to maximise member participation.

All members will be notified in writing at least 2 weeks before the date of the meeting, giving the link to the online survey and the date on which the online survey will close. At this time, members will also receive reports from the President and Treasurer. Each report will outline the following information:

- President: the organisation's activities over the past year.
- Treasurer: financial information and proposed budget for the upcoming financial year.

Nominations for the Executive may be made to the Secretary (socawaws@gmail.com) and a notice will be sent out 1 month before the AGM seeking nominations.

If only one nomination is received for a member of the Executive, then members shall not be asked to vote on that nomination. If an existing member of the Executive is not re-nominated, their position will be deemed to have lapsed.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the online AGM:

- Members will approve the president's report and treasurer's budget/finance report.
- The officers and committee members for the next year will be elected.
- Members will be given an opportunity to offer suggestions for the next year's activities.

### **7.2. Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the President or Secretary stating the reason for their request.

Special General Meetings will be held online, using a survey website to maximise member participation.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice by email of such a meeting, giving the link to the online survey and the date on which the online survey will close.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

### **7.3. Meetings of the Executive**

Committee meetings may be called by the President or Secretary. Executive members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is four Executive members.

## **8. Rules of Procedure for Meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **9. Finances**

Together with a PayPal account, an account will be maintained on behalf of AWAWS at a bank agreed by the Executive. The Treasurer will be the only member of the Executive to make withdrawals.

All money raised by or on behalf of AWAWS is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## **10. Amendments to the Rules**

Amendments to the rules may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the rules must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

Any proposal to amend the rules will require a quorum of 10% of the membership or 10 members, whichever is the greater number.

## **11. Dissolution**

If a meeting, by simple majority, decides that it is necessary to disband AWAWS it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the organisation.

If it is agreed to dissolve the organisation, all remaining money and other assets, once outstanding debts have been paid, will be donated to an Australian and/or New Zealand-based charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.