

ACWO PROCEDURE MANUAL 1998

I. ACWO SECRETARIAT - shall be in the country of the Secretary General.

II. MEMBERSHIP : When a country is admitted as a member of ASEAN, ACWO Secretary General should write to the new member country and invite it's National Council of Women to become a member of ACWO enclosing the ACWO Constitution and Application form. Only one National Council of Women can be admitted to ACWO Membership. The National Council shall be an accredited body of local Women's Organisations. In the absence of an accredited National Council, ACWO Board of Directors shall take the necessary action to assist the new member State to form a National Council. Provisional membership with observer status may be given during the interim.

III. STRUCTURE

1. The **ACWO General Assembly** is composed of the delegation of the Constituent National Organisations.

2. **Confederation Council** is composed of 3 representatives from each Constituent National Organisation (Head of National Council and two Confederation members).

3. **Board of Directors** is composed of the President, Vice President, Secretary General, Treasurer and as many Directors as there are Constituent National Organisation who are not office bearers of the Confederation Council.

- Each Constituent National Organisation can hold only one position in the Board of Directors during the Biennial term.
- Board of Directors shall be elected at the ACWO Biennial General Assembly from among the members of the Confederation Council nominated by the Constituent National Organisation on the basis of rotation.
- In the 1981 and 1998 ACWO General Assembly, it was approved that the following Rotation of Board of Directors be followed up to 2010, after which the Confederation Council shall determine the rotation to coincide with the ACWO Biennial General Assembly (see attached Rotation).

IV. **TENURE** - shall be a biennium to commence from June to May of the second year following.

V. **MEETINGS :-**

1. **Biennial General Assembly** - venue shall be decided by the Confederation Council on the basis of Rotation. It is suggested that this be held preferably either in the Country of the President or Secretary General. The General Assembly must be informed of the Rotation of office bearers at each Assembly Meeting.
2. **Confederation Council Meeting** shall be held immediately preceding and immediately after the General Assembly.
3. **Board of Directors Meeting** shall be held at least 3 times during the biennium.
4. **Other Special Meetings** - either the ACWO Board or Confederation Council may be convened after one month's notice at the request of at least two Constituent National Organisations and may coincide with any ACWO Centralized Project.

VI. **FINANCE :**

Constituent National Organisations shall contribute equally to the financial support of ACWO. Membership Annual Dues per Constituent National Organisation is US\$300.00 or as may be determined by the Confederation Council. The elected ACWO Treasurer is the designated Fund Custodian of all ACWO Funds. The Treasurer shall open in her own country an Interest Income Earning Trust Deposit Account and a Current Account with the President and Treasurer as official joint signatories with the Vice President as alternate signatory of the Constituent National Organisation. This account shall be in US Dollar Currency or any other currency decided by the Confederation Council.

VII. **ADMINISTRATION** - The approved budget of US\$300.00 or any other sum as may be determined by the Confederation Council and shall be paid to the incoming ACWO Secretary General at the close of each General Assembly to cover administrative costs and secretarial services eg printing of stationery using the approved logo and format. Any excess expenditure shall be subsidized by the Constituent National Organisation.

VIII. ACWO ECHO PUBLICATION - the ACWO Vice President is responsible for the ACWO yearly publication. A minimum of 50 copies per National Council be printed and distributed at the Board mid term meeting and at the General Assembly. The approved budget for the two (2) issues of ACWO ECHO is US\$350.00 or any other sum as may be determined by the Confederation Council. Copies shall also be mailed to the different International, Regional and ASEAN UN Agencies, Embassies and High Commissioners, Funders, ICW, ASW and other related Organisations.

XI. A GENERAL ASSEMBLY - shall be held at the end of the Biennium in the month of May of the second year or any other time the Confederation Council may so determine. At the General Assembly, a Conference/Seminar shall take place and shall be based on the theme approved by the Confederation Council.

The Host Constituent National Organisation shall be responsible for the following :-

1. To serve and act as Overall Chair and Secretariat for the hosting of the General Assembly, in providing a forum for exchange and discussion on issues relating to the welfare of the ASEAN Region especially where it relates to women, the advancement of women, children and family in all fields;
2. To set up a Conference Organising Committee which shall be responsible for the planning, administering, monitoring and smooth running of the Conference;
3. The Conference programme and invitation shall be circulated to the National Constituent Organisation at least 4 months prior to the General Assembly. The National Constituent Organisation shall give the widest publicity to the event and encourage as many participants as possible to attend;
4. Each Constituent National Organisation shall appoint the 4 delegates with specific responsibilities ie the chair, the speaker, the reactor and the rapporteur and submit their names three months before the General Assembly to the Secretary General;

5. Transportation fare from and back to their Country of Origin, hotel accommodations and registration fees of at least 2 of the 4 delegates with specific responsibilities shall be borne by Host Constituent National Organisation. All other delegates shall bear their own expenses;
6. In the ASEAN Spirit, the Host Constituent National Organisation shall be responsible for the transportation needs at the General Assembly;
7. The procedures and rules to be observed during the General Assembly shall be determined by the Confederation Council.

X. ACWO PLAN OF ACTION

Based on the approved ACWO Plan of Action, each National Constituent shall undertake and report at the next ACWO General Assembly their accomplishments.

XI. DUTIES & RESPONSIBILITIES OF CONFEDERATION COUNCIL

1. Formulate the policies of ACWO.
2. Consider the resolutions and recommendations presented by the General Assembly and determine the necessary action and have that forwarded to the appropriate regional and international bodies.
3. To approve applications for membership.
4. To approve amendments to the Constitution and the Bye-Laws.

XII. DUTIES & RESPONSIBILITIES OF BOARD OF DIRECTORS

1. To administer the business of ACWO.
2. To implement the policies of the Confederation Council.
3. To liaise with National, regional and international organisations.

4. Funding and Resource Generation

- (a) The Board shall determine priority projects and raise the necessary funds for that purpose.
- (b) To carry out fund raising activities.
- (c) To formulate and submit to the relevant agencies for possible funding.

XIII. REGIONAL & INTERNATIONAL REPRESENTATION

For the purposes of advancing the concerns and issues of Asean women, ACWO will make the necessary representations in international and regional organisations.

1.1 ACWO - ASEAN SUB-COMMITTEE ON WOMEN (ASW) COLLABORATION

ACWO National Councils shall work in close collaboration with the Department of Women's Affairs in ASW Programmes and be represented at the ASW yearly meeting. ACWO Secretary General shall formally write to the ASEAN Secretariat to secure standing invitation to ACWO Members to all ASW meetings.

The Host Country Secretariat shall request that ACWO National representatives shall be included in the delegations to ASEAN Sub-Committee on Women Meetings.

1.2 RELATIONSHIP WITH INTERNATIONAL COUNCIL OF WOMEN (ICW)

Encourage all National Constituents to be members of ICW and to create an ASEAN Block in ICW to ensure that our ASEAN Concerns and Issues are covered in the ICW Programs and Projects.

1.3 UN ORGANISATIONS

1.3.1 ACWO Confederation Council shall appoint representatives on a biennial basis to attend each of the following :

- (a) ECOSOC
- (b) CSW/CEDAW/UN-NGO (New York)
- (c) Human Rights (Vienna)
- (d) UNIFEM (Bangkok)

1.3.2 The Council shall also appoint a coordinator to oversee other ACWO representatives to ASEAN, other UN agencies and ICW.

1.3.3 All representatives and coordinator shall report at each Confederation Council Meeting, and at the end of their term of appointment.

1.3.4 The Council may reappoint a representative for another term, if it so desires. A system of rotation among Constituent Organisations may be considered, if practicable.

1.3.5 The representative, the Constituent Organisation concerned, and ACWO shall work jointly to source funding for the representatives to attend relevant meetings during her term of office.

XIV. FLAG AND CHAIN OF OFFICE

The ACWO shall have an ACWO Flag and a Presidential Chain of Office, which shall serve as a symbol of office during the biennial term. ACWO President shall wear the Presidential Chain of Office at all ACWO activities and meetings. ACWO President as official Custodian of the ACWO Flag shall display the flag at all ACWO activities.

XV. HANDOVER PROCEDURES

1. A formal hand over of Office of the President, Secretary General and Treasurer shall take place during the Closing Ceremony of the General Assembly.
2. The President shall hand over to the incoming President the ACWO Flag and the Presidential Chain of Office.
3. The Secretary General shall hand over all relevant documents and files related to administrative matters to the incoming Secretary General.
4. The Treasurer shall hand over all documents and files related to the financial aspect of ACWO to the incoming Treasurer.

XVI. OFFICIAL ACWO MEMBERSHIP BROOCH/PIN AND MOKARA ACWO ORCHID

The Mokara ACWO Orchid is the official flower of ACWO. Members of the ACWO National Councils shall be encouraged to wear the ACWO Membership Pin at all ACWO Functions and Meetings. The official ACWO Membership Brooch/Pin shall reflect the ACWO Mokara Orchid with a small Round ACWO Logo in the middle. The Secretary General shall ensure that these ACWO membership pins are made available for sale to the members at the General Assembly and all ACWO meetings and activities.

XVII. CENTRALIZED PROJECTS

The Confederation Council, at the closing of the General Assembly, shall approve at least two Centralized Projects to be undertaken by National Constituent Organisations.

National Constituent Organisations wishing to undertake a Centralized Project shall submit a project proposal to the Board of Directors for their consideration and approval. If approved, a sum of US\$1,000.00 shall be allocated. Additional fund requirements shall be raised by the National Constituent Organisation. The project should be completed during the biennium term, and a report be submitted to the Confederation Council Meeting.

CONSTITUTION OF THE ASEAN CONFEDERATION OF WOMEN'S ORGANIZATIONS (ACWO)

PREAMBLE

We, representatives of the national council of women in * Brunei Darussalam, Indonesia, ** Laos, Malaysia, ** Myanmar, Philippines, Singapore, Thailand and ** Vietnam;

MINDFUL of the objectives of the ASEAN Declaration of 1967 to achieve regional peace, **stability and prosperity by securing a better quality of life for the peoples of the member countries of ASEAN;

AWARE that the member countries of ASEAN have committed themselves in the Declaration of ASEAN concord of 1976 signed in Denpasar, Bali, Indonesia, to give support to all sectors and levels of the ASEAN communities, particularly the women, in the development efforts;

TAKING into consideration the theme of :

1. The World Conference of the International Women's Year : Equality, Development and Peace, in Mexico in 1975;
2. The ASEAN Women leaders and the International Women's Year Post Conference Meeting in Jakarta in 1975;
3. The first meeting of the ASEAN Sub-Committee on Women in Manila in 1976;
4. And the following United Nations World Conferences/Summits and regional conferences relevant to Women. **

RECOGNIZING that a more meaningful integration of the women of the member countries of ASEAN for their effective participation in the process of development is a vital factor in accelerating regional progress;

CONVINCED that the women of the member countries of ASEAN should be made fully aware of their potentials as partners with men in integrated and total development and be encouraged to participate more effectively in their national and regional efforts;

* As amended at the Confederation Council meeting in Kuala Lumpur, Malaysia, 1986

**As amended at the Confederation Council meeting in Singapore, 21st June 1998

DETERMINED to work with ASEAN Women's Programmes to achieve common goals;

DO HEREBY establish the ASEAN Confederation of Women's Organizations.

ARTICLE 1 - Name

The name of the organization shall be the ASEAN Confederation of Women's Organizations, hereinafter referred to as ACWO.

ARTICLE 2 - Headquarters

The headquarters of ACWO shall be in the country decided upon by the Confederation Council preferably that ^c of the incumbent Secretary General.

ARTICLE 3 - Objectives

The objectives of ACWO shall be :

1. To coordinate and act as a confederation for national women organizations of the ASEAN member countries in order:
 - (a) to secure all such reforms as are necessary to give full meaning to equality in human rights, status and opportunities;
 - (b) to urge the women of the member countries of ASEAN to realize and accept their responsibilities in the exercise of their rights and influence in public and private life to ensure respect for human dignity without distinction as to sex, race, creed or station in life;
 - (c) to promote ****co-operation, peace and understanding, and increase mutual support among women through international contacts;**
 - (d) to participate and cooperate in constructive efforts for national and regional development;
 - (e) to serve and act as resource center for the gathering and dissemination of information, news and other materials relevant to the objectives of the ACWO;
 - (f) to carry out studies, research and training programmes relating to women, children and the family in the ASEAN region; and
 - (g) to provide a forum for exchange and discussion on issues relating to ****the advancement of women in all fields and the welfare of the ASEAN Region especially where it relates to women, children and the family.**

© As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

****As amended at the Confederation Council meeting in Singapore, 21st June 1998**

2. To strengthen co-operation with the UN and other related international and regional organizations and agencies.**

ARTICLE 4 - Policy

1. The Confederation shall respect the internal policies of the affiliated national organizations.
2. All constituent organizations shall comply with the objectives and policy set down in this constitution.
3. Decisions shall be adopted on general consensus.

ARTICLE 5 - Membership

The membership in ACWO shall be composed of only one nationally accredited women's council/organization in each member country of ASEAN.

ARTICLE 6 - Structure

The structure of ACWO shall be:

1. The General Assembly;
2. The Confederation Council;
3. Board of Directors.

ARTICLE 7 - General Assembly

1. The General Assembly shall be composed of the delegation of the constituent national organizations;
2. The General Assembly shall provide a forum for exchange and discussion on issues relating to the objectives and programmes of ACWO.

ARTICLE 8 - Confederation Council

1. The Confederation Council, as the highest authority, shall formulate the policies of ACWO;
2. The Confederation Council shall be composed of three representatives from each constituent national organization;
3. Its tenure shall be a biennium **from June of the first year to May of the second year following. ^c

© As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

**As amended at the Confederation Council meeting in Singapore, 21st June 1998

ARTICLE 9 - Board of Directors

1. Members of the Board of Directors shall be elected at the Biennial General Assembly of ACWO from among the members of the Confederation Council nominated by the constituent national organization on the basis of rotation and geographical representation;
2. The Board of Directors shall administer the business and implement the policies of the Confederation Council;
3. Each constituent national organization is entitled to only one function in the Board of Directors;
4. The members of the Board of Directors shall serve for a biennium beginning ** in the month of May and ending in the month of June of the second year following immediately after that General Assembly.
5. The Board of Directors shall consist of :
 - (a) President
 - (b) Vice President
 - (c) Secretary General °
 - (d) Treasurer °
 - (e) As many Directors as there are constituent National Organizations not represented in 5(a) to 5(d) above °.

ARTICLE 10 - Meetings

1. The ACWO shall hold a Biennial General Assembly at a venue to be decided by the Confederation Council on the basis of rotation.
2. The Confederation Council shall hold meetings at least once every biennium for transaction of business preferably ° at the headquarters of ACWO.
3. A Special Meeting of the Confederation Council for the implementation of the whole or part of the work programme may be convened after one month's notice at the request of at least two constituent national organizations.
4. The Board of Directors shall meet at least twice each biennium in between Council meetings, preferably at ACWO Headquarters.

© As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

**As amended at the Confederation Council meeting in Singapore, 21st June 1998

ARTICLE 11 - Finance

1. Constituent national organizations shall contribute equally to the financial support of ACWO.

ARTICLE 12 - Amendments

This Constitution may be amended by the Confederation Council on the proposal of the Board of Directors or three constituent members and any amendment shall take effect immediately upon approval unless otherwise specified.^o Written notice of the proposed amendments must be circulated to all constituent members at least three months prior to an ACWO General Assembly.

ARTICLE 12A - Effectivity

This Constitution shall take effect immediately upon its approval.

© As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

**As amended at the Confederation Council meeting in Singapore, 21st June 1998

**BY-LAWS TO THE CONSTITUTION OF THE
ASEAN CONFEDERATION OF WOMEN'S ORGANIZATIONS (ACWO)**

By-Law 1 MEMBERS OF THE BOARD OF DIRECTORS

In the event of an ACWO Office Bearer is not able to continue her function, her replacement shall be appointed by the national organization concerned.

Office term : The Board of Directors shall be elected for two (2) years. ')

The President

- (a) The President is the Chief Executive of the Confederation Council and the Board of Directors. ') She may delegate such functions and duties as she may deem fit to the other members of the Board.
- (b) It shall be the duty of the President to preside over the General Assembly, Confederation Council and sessions ') of the Board of Directors.

The Vice President ')

The Vice President shall :

- (a) Assume the responsibilities and the functions of the President in the latter's absence or inability to perform her duties; and
- (b) Be prepared to support and supplement the work of the President to undertake such special duties as may be entrusted to her by the Board of Directors. ')

The Secretary General

- (a) The Secretary General is responsible for the entire administration of the ACWO Secretariat.
**She shall hand over her duty including all secretarial/administrative documents at the close of each General Assembly to the next Secretary General.

') As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

**As amended at the Confederation Council meeting in Singapore, 21st June 1998

- (b) The Secretary General shall attend all sessions of the General Assembly, Confederation Council and Directors' meeting and keep the records of their proceedings up to date.
- (c) The Secretary General may be assisted by a local staff.

The Treasurer

- (a) The Treasurer is responsible for the finance of ACWO.
- (b) The Treasurer shall submit an annual financial statement of ACWO for approval by the Board of Directors.
- (c) The Treasurer shall submit to the Confederation Council the financial accounts of ACWO over her time of Office, duly audited by auditors appointed by the Board of Directors.
- (d) The Treasurer shall prepare the annual budget of ACWO to be submitted to the Board of Directors for approval by the Confederation Council^{*)}. The Treasurer may be assisted by a local staff.
- (e) **** The Treasurer at the first meeting of the new board must include the budget planning for the biennium.**

By-Law 2

MEETINGS

Section 1. As a principle, the procedures and rules to be observed during meetings of the General Assembly shall be determined by the Confederation Council.

Section 2. Unless the host recommends otherwise, the following procedure shall be applicable to all meetings: ^{*)}

- (a) Transportation fare from and back to their country of origin shall be entirely borne by the representatives of the constituent organizations.
- (b) In ASEAN spirit (a) the host council shall be responsible for food and transportation at the site of the meeting ^{*)} for the Directors and Confederation Council members ^{*)} (b) Accommodation shall be for account of the aforementioned visitors.

^{*)} As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

****As amended at the Confederation Council meeting in Singapore, 21st June 1998**

By-Law 3 PARTICIPATION

- (a) Closing date for invitations : Invitations to the General Assembly shall be received three months prior to the meeting and their acceptance two months before meeting.
- (b)¹⁾ The draft agenda shall be circulated to the constituent National Organizations at least four (4) months prior to the Meeting for inclusion in the agenda.
- (c) Each constituent national organization may appoint up to three (3) delegates, in addition to their members in the Confederation Council and any number of observers.
- (d) Constituent National Organizations shall submit to the Secretariat a list of names of their delegates and members to attend the General Assembly at least one month prior to the opening of the meeting.
- (e) Delegates are expected to act in accordance with their Constituent National Organizations instructions and policy and cannot bring their personal opinions into discussions.

By-Law 4 FINANCE

- (a) Dues shall be paid in US\$ at the latest in the month of June. Unless due to unavoidable circumstances obtaining in the member country, any payment received thereafter shall include one percent (1%) monthly interest. ²⁾
- (b) The Fiscal Year of ACWO shall be from **** June 1 to May 31** of the calendar year.
- (c) The annual dues for each constituent national organization shall be US\$300.

By-Law 5 AMENDMENTS

Matters on which the Constitutions and By-Law are silent are left at the discretion of the Board of Directors, provided that it be ratified at the next Confederation Council Meeting.

By-Law 6 EFFECTIVITY

Unless otherwise specified, any amendment shall take effect upon approval.

¹⁾ As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

****As amended at the Confederation Council meeting in Singapore, 21st June 1998**

We, the undersigned agree to ratify the Constitution and the By-Laws of the ASEAN Confederation of Women's Organizations as attached :

Head of Delegations

Indonesia (Signed) original signed
Mrs A.S. MOERPRATOMO

Malaysia (Signed) original signed
Puan F.R. BHUPALAN

Philippines (Signed) original signed
Atty. CAROLINA BASA SALAZAR

Singapore (Signed) original signed
Mrs CAROLINE LAM

Thailand (Signed) original signed
KHUNYING ORAWAN TOOTRAKUL