



ACWO PROCEDURE MANUAL

*Approved 1998
Amended 2019*

1. ACWO SECRETARIAT

- 1.1 Shall be located in the NCWO (Malaysia) office in Kuala Lumpur, Malaysia or at any place or country as decided by the Board of Directors and ratified by the Confederation Council.
- 1.2 An Executive Director (ED) shall be appointed by the Board of Directors, who shall determine the criteria and decide on the terms and conditions of employment of the ED.
- 1.3 The ED shall report directly to the President and Secretary General of the Board and shall be present at every Board meeting. Confederation Council meetings, the General Assembly of ACWO and any other meetings as may be determined by the President, Secretary General and Treasurer of the Board, acting in consultation with each other and agreeing by consensus on the attendance of the ED in respect of any other meetings.
- 1.4 The ED is to draw up and submit for the approval of the Board of Directors at its first meeting for the Biennium a budget for every 2 years commencing (1st Jan 2019 to 31st day of December 2020) or as directed by the Secretary General in consultation with the President and Treasurer of ACWO.
- 1.5 The Expenditure for ED and ACWO Secretariat is highly encouraged to be covered by fund-raising and some parts of it to be covered by membership fees.
- 1.6 The ED is responsible for the production of ACWO ECHO. The ED shall work together with the Vice President who shall hold the ultimate responsibility for the publication of ACWO ECHO which shall be issued every half yearly in June and in December of each year.
- 1.7 The ACWO Secretariat shall serve as a Secretariat:
 - (i) To the ACWO Board in order to strengthen ACWO's position and governance as Regional Institution for ASEAN Women;
 - (ii) To serve as a focal point to coordinate, communicate and disseminate to ACWO members, government agencies, NGO's and other regional and international organisations relevant information and issues that affect the lives of the communities we live in with special emphasis on women and children, climate and economic and social challenges and opportunities;
 - (iii) To coordinate special programs based on ACWO Accord 2014 or any of ACWO related matters at regional and national levels leading to the achievement of the UN 2030 Sustainable Development Goals; or any other relevant UN documents;
 - (iv) To maintain the Archives of the ACWO and continue to maintain a record of activities undertaken by ACWO member countries;

- (v) To promote, develop and maintain the ACWO brand and identity in the ASEAN, regional and international arena through specific lines of action identified by the ACWO Board;
- (vi) Continue to maintain and promote ACWO activities on its web page and in its publication of the ACWO ECHO or on any other media.

This list is not exhaustive and is meant to be added on or deleted as time and events change.

2. MEMBERSHIP

- 2.1 When a country is admitted as a member of ASEAN, ACWO Secretary General shall write to the new member country and invite its National Council of Women to become a member of ACWO enclosing the ACWO Constitution, By-Laws and Procedure Manual and Application Form.
- 2.2 Only one National Council of Women per member country can be admitted to ACWO Membership.
- 2.3 The National Council shall be an accredited umbrella 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 of Women. Provisional membership with observer status may be granted by the Confederation Council during the interim.

(See Appendix for the list of current Member Organisations as at 1 January 2019)

3. STRUCTURE

- 3.1 The **ACWO General Assembly** is composed of the delegation of the Constituent National Organisations.
- 3.2 **Confederation Council** is composed of 3 representatives from each Constituent National Organisation (Head of National Council and two Confederation members). Each Constitutional National Organisation must submit the names of the Confederation Council one month before the General Assembly.
- 3.3 **Board of Directors** is composed of the President, Vice President, Secretary General, Treasurer and as many Directors as there are Constituent National Organisations (who are not office bearers of the Confederation Council).
 - (i) Board of Directors shall comprise the Presidents of the National Organisation of Women of each ASEAN Member State.
 - (ii) Each Constituent National Organisation can hold only one position in the Board of the Directors during the Biennial term.

- (iii) The Board of Directors shall hold office on the basis of Rotation. (See Appendix 2: list of Board of Directors as at 1.1.2019 – 31.12.2020.
- (iv) The Board of Directors is responsible for the Rotational Directory from 2019 until 2028. Thereafter the Board of Directors shall continue the Rotational Directory for whatever periods as the Board of Directors decide (Appendix 3: Rotational directory from 2019 to 2028.

4. TENURE

Each term of office shall be a biennium to commence from the first day of January of the year after handing over the Presidency of ACWO to the 31st Day of December of the second year.

5. MEETINGS

5.1 Biennial General Assembly – venue shall be decided by the Board of Directors on the basis of Rotation. This shall be held preferably in the Country of the President unless otherwise decided by the Board of Directors and ratified by the Confederation Council. The General Assembly must be informed of the Rotation of office bearers at each General Assembly Meeting.

5.2 Confederation Council Meeting shall be held immediately preceding and/or immediately after the General Assembly.

5.3 Board of Directors Meeting shall be held at least 2 times during the biennium. The Board of Directors may meet at any other time and by means of skype or any other tele-technique available when called upon by the President and Secretary General acting in consultation for any purpose of ACWO.

5.4 Other Special Meetings – the ACWO Board or Confederation Council may be convened after one month's notice at the request of at least TWO Constituent National Organisations. Such other special meetings have to be convened through the office of the ACWO Secretariat who shall issue a Notice and Agenda of such other special meetings.

6. FINANCE

6.1 Constituent National Organisations shall contribute equally to the financial support of ACWO.

6.2 Membership Annual Dues per member is US\$300.00 or any amount as may be determined by the Confederation Council.

6.3 Duties of the Treasurer

- (i) The Treasurer shall have the overall responsibility for the coordination of raising funds, monitoring the expenses, setting up the biennial budget for ACWO and all matters of ACWO having financial implications.

- (ii) At the beginning of each calendar year, to send out to Constituent National Organisations a call for the annual subscription of US\$300.00 to be paid to ACWO.
- (iii) To issue receipts and acknowledgement for any payment of donations, subscriptions and benefit both in kind or in cash.
- (iv) To give a report on the state of ACWO's fiscal status at the meeting of the Board of Directors and at the Confederation Council Meeting or at any other meeting when called upon do so by constituent members.
- (v) To submit such report to the Secretariat at least 1 month prior to each Board of Director or Confederation Council Meeting for circulation at the meeting.

6.4 Official Custodians (OC)

The Council of Women of Brunei Darussalam (CWBD) is the official Custodian (OC) of ACWO's monies and shall continue as such until such time as the Board of Directors deem necessary for a change of OC and ratified by the Confederation Council.

The duties of the Official Custodian are as follows:

- (i) Hold in safekeeping of the ACWO monies at the Baiduri Bank in Brunei Darussalam, or any other bank the OC deems relevant.
- (ii) Arrange settlement of any expenses, reimbursements related with the ACWO centralised projects and programs, regional and international meetings of the ACWO Secretariat, upon receipt of the written approval signed by the President and Treasurer.
- (iii) Administer voluntary and involuntary corporate actions on securities held such as fixed deposit dividends / dormancy charges;
- (iv) Collate information and collect annual dues from the ACWO Treasurer and administer related payments, withholding documents, and receipts;
- (v) Maintain cash bank accounts, effect deposits and withdrawals and manage other cash transactions.
- (vi) Provide information on the securities and their uses such as annual general meetings and related proxies;
- (vii) Perform foreign exchange transactions; and
- (viii) Perform additional services for particular client such as mutual funds, including fund accounting, administration, legal compliance and other support services.

6.5 Internal Auditor

- (i) The First Director shall be the Honorary Internal Auditor for the annual account during the biennium.
- (ii) The OC and the Treasurer shall submit the annual account and all the relevant documents that the Internal Auditor requires, for the purpose of the audit, two weeks before the submission of the account to the Secretariat.

7. ADMINISTRATION

7.1 The Secretary General shall be directly responsible for all administration of ACWO and the ED of the Secretariat shall be directly responsible to the General Secretary.

7.2 The ED in consultation with the President will assist in the technical aspects of the meetings, including all matters related to General Assembly and Conference/Seminar.

7.3 Duty of Secretary General

- (i) Secretary General prepares all materials needed for meetings with assistance from secretariat from host country.
- (ii) Preparation and finalization of the minutes of the meetings with assistance from secretariat of the host country.

8. ACWO ECHO PUBLICATION

The ACWO Vice President is responsible for the ACWO ECHO publications two times per year to be published in ACWO web page, in word format at 6 months interval in June / December of each year.

The ED assists and facilitates for the production of ACWO ECHO.

9. GENERAL ASSEMBLY

Shall be held at the end of the Biennium as may be determined by the Board of Directors. At the General Assembly, a Conference/Seminar shall take place and shall be based on the theme approved by the Board of Directors and ratified by the Confederation Council.

The Hosting Constituent National Organisation shall be responsible for the following:

- (i) 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;

- (ii) To set up a Conference Organising Committee which shall be responsible for the planning, administering, monitoring and smooth running of the conference. The ED shall be a member of the Conference Organising Committee;
- (iii) The Conference Program and invitation shall be circulated to the National Constituent Organisation at least four (4) months prior to the General Assembly. The National Constituent Organisation shall give the widest publicity to the event and encourage as many participants to attend;
- (iv) Each Constituent National Organisation may identify up to four (4) delegates with specific responsibilities such as the chair, the speaker, the reactor, moderator, facilitator and the rapporteur with regard to any seminars and/or workshops that will be conducted as part of the program of the General Assembly. Their names with e-mail addresses shall be submitted three (3) months before the General Assembly to the Secretary General and to the ED of ACWO Secretariat, who together with the Organising Committee, will make the final choices, for the specific responsibilities.
- (v) Transportation fare from and back to the Country of Origin, hotel accommodation 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;
- (vi) In the ASEAN Spirit, the Host Constituent National Organisation shall be responsible for the local transportation needs at the General Assembly;
- (vii) The procedures and rules to be observed during the General Assembly shall be determined by the Board of Directors and ratified by the Confederation Council.

10. 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 and challengers as part of their respective country reports.

11. DUTIES & RESPONSIBILITIES OF THE CONFEDERATION COUNCIL

- 11.1 Formulate the policies of ACWO
- 11.2 Consider the resolutions and recommendations presented by the General Assembly and determine the necessary action and have that forwarded to the appropriate regional and national bodies.

- 11.3 To approve applications for membership
- 11.4 To approve amendments to the Constitution and the By-Laws
- 11.5 To ratify amendments to the Procedure Manual

12. DUTIES & RESPONSIBILITIES OF BOARD OF DIRECTORS

- 12.1 To administer the business of ACWO
- 12.2 To implement the policies of the Confederation Council
- 12.3 To liaise with National, Regional and International Organisations
- 12.4 Approve amendments to the Procedure Manual to be ratified by the Confederation Council
- 12.5 Funding and Resource Generation:
 - (i) The Board shall determine priority projects and raise the necessary funds for that purpose.
 - (ii) To carry out fund-raising activities with National Constituent members for the carrying out of projects.
 - (iii) To formulate and submit funding proposals to the relevant funding agencies and 3rd parties for possible funding.

13. REGIONAL & INTERNATIONAL REPRESENTATION

For the purpose of advancing the concerns and issues of ASEAN women, ACWO will make the necessary representations in International and Regional Organisations and submit reports to the Secretariat.

13.1 ACWO-ASEAN COMMITTEE ON WOMEN (ACW) COLLABORATION

- (i) ACWO National Councils shall work in close collaboration with relevant Ministries or Department of Women's Affairs in ACW and be represented at the ACW yearly meeting. The Executive Director shall formally write to the ASEAN Secretariat to secure a standing invitation of our ACWO Member of the National Constituent to all ACW meetings.

- (ii) The ACWO Secretariat shall request that ACWO National representatives shall be included in the government delegations to ACW Meetings.
- (iii) Each member country shall forward the name, address and e-mail of the member of each National Organisation included in the national government delegation to the ACW meetings, to the ACWO secretariat; the names of the selected representative of ACWO, shall be forwarded to the ASEAN Secretary General in Jakarta at the beginning of each ACWO biennium.
- (iv) Each National Organisation shall also introduce its own selected member included in its national delegation to the ACW meetings.
- (v) The ACWO President, who will be delivering ACWO Report at such meetings, shall also convene ACWO Board Meetings back-to-back, before or after the ACW meetings, if necessary.

13.2 RELATIONSHIP WITH INTERNATIONAL COUNCIL OF WOMEN (ICW)

Encourage all National Constituents to be members of ICW and the ICW Asia Pacific Regional Council (APRC) and to create and ASEAN Block in ICW/ICW-APRIC to ensure that our ASEAN Concerns and Issues are covered in the ICW/ICW-APRC Programs and Projects.

13.3 UN ORGANISATIONS AND OTHER INTERNATIONAL ORGANISATIONS

This list is not exhaustive and can be added to or deleted by the Board of Directors.

13.3.1 ACWO Board of Directors may appoint representatives on a biennial basis to attend each of the following:

- (i) ECOSOC (New York)
- (ii) CSW (New York)
- (iii) Human Rights (Vienna/Geneva)
- (iv) UNESCAP UN Women (Bangkok)
- (v) COP 2
- (vi) Any other international or regional meetings which are relevant to ACWO objectives.

13.3.2 The Board of Directors may also appoint a coordinator to oversee other ACWO representatives to the ASEAN Committees, other UN agencies and ICW where appropriate.

13.3.3 All representatives and coordinator shall give a report at each Confederation Council Meeting, and at the end of their term of appointment on the work each representative has done in her designated sector. Such reports shall be sent to the ED at least 1 month before a Confederation Council Meeting for circulation.

13.3.4 The Board of Directors may re-appoint a representative for another term, if it so desires. A system of rotation among Constituent Organisations may be considered, if practicable.

13.3.5 The Representative, the Constituent Organisation concerned, and ACWO shall work jointly to source funding for the representative to attend relevant meetings during her term of office. If no funding is available, the Representative, will have to use her own resources.

14. FLAG AND CHAIN OF OFFICE

14.1 The ACWO Flag and the Presidential Chain of Office shall serve as a symbol of Office during the biennial term.

14.2 ACWO Flag shall be displayed at every ACWO meeting. The President shall Wear the Presidential Chain of Office at all formal ACWO activities and meetings.

14.2ACWO President is the Official Custodian of the ACWO Flag and Presidential Chain of Office during her term of office.

15. HANDOVER PROCEDURES

15.1 A formal handover of Office of the President, Secretary General and Treasurer shall take place during the Closing Ceremony of the General Assembly.

15.2 The President shall hand over to the incoming President the ACWO Flag and The Presidential Chain of Office.

15.3 The Secretary General / Treasurer shall hand over all documents and files related to the Administration / Financial aspects of ACWO to the incoming Secretary General and Treasurer.

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

16.1 The MOKARA ACWO Orchid is the official flower of ACWO

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

17. CENTRALISED PROJECTS

- 17.1 The Confederation Council, at the closing of the General Assembly, shall approve at least two Centralised Projects to be undertaken by National Constituent Organisations.
- 17.2 National Constituent Organisations wishing to undertake a Centralised 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.