

# 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;

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

\*\*As amended at the Confederation Council meeting in Singapore, 21<sup>st</sup> 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 <sup>c</sup> 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.

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

**\*\*As amended at the Confederation Council meeting in Singapore, 21<sup>st</sup> 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.<sup>c</sup>

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## 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.

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\*\*As amended at the Confederation Council meeting in Singapore, 21<sup>st</sup> 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.<sup>o</sup> 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.

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\*\*As amended at the Confederation Council meeting in Singapore, 21<sup>st</sup> 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. <sup>\*)</sup>

**The President**

- (a) The President is the Chief Executive of the Confederation Council and the Board of Directors. <sup>\*)</sup> 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 <sup>\*)</sup> of the Board of Directors.

**The Vice President <sup>\*)</sup>**

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. <sup>\*)</sup>

**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.

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<sup>\*)</sup> As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

**\*\*As amended at the Confederation Council meeting in Singapore, 21<sup>st</sup> 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 <sup>\*)</sup>. 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: <sup>\*)</sup>
  - (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 <sup>\*)</sup> for the Directors and Confederation Council members <sup>\*)</sup> (b) Accommodation shall be for account of the aforementioned visitors.

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<sup>\*)</sup> As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

**\*\*As amended at the Confederation Council meeting in Singapore, 21<sup>st</sup> 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)<sup>\*)</sup> 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. <sup>\*)</sup>
- (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.

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<sup>\*)</sup> As amended at the Confederation Council meeting on February 21, 1984 at Yogyakarta, Indonesia

**\*\*As amended at the Confederation Council meeting in Singapore, 21<sup>st</sup> 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)	<u>original signed</u> Mrs A.S. MOERPRATOMO
Malaysia	(Signed)	<u>original signed</u> Puan F.R. BHUPALAN
Philippines	(Signed)	<u>original signed</u> Atty. CAROLINA BASA SALAZAR
Singapore	(Signed)	<u>original signed</u> Mrs CAROLINE LAM
Thailand	(Signed)	<u>original signed</u> KHUNYING ORAWAN TOOTRAKUL