

# Petroleum Women of Perth Inc

## Club Guidelines

Updated 14<sup>th</sup> May 2026

### 1. General

- 1.1 The Board has the power to change the Guidelines, or to make exceptions to them when it is in the clear interests of a valued Member/s.
- 1.2 All decisions taken by the Board shall, first and foremost, reflect the objects of the Association – To promote friendship and understanding among women of the Energy Sector and, to this end, to encourage members to participate in the Association’s social, recreational, cultural, and welfare activities.
- 1.3 Members shall receive an updated:
  - Club Directory on joining and subsequently each year.
  - PWP Guidelines when revisions occur.
- 1.4 Proposed changes to the Constitution should be delegated to a Committee chaired by the Parliamentarian.
- 1.5 Any proceedings of PWP not covered by the Club’s Constitution or Guidelines shall be addressed using the current edition of The Guide for Incorporated Associations in Western Australia issued by the Department of Commerce and further guidance may be obtained from Robert’s Rules of Order 21<sup>st</sup> Century Edition.

### 2. The Committee

- 2.1 The President, assisted by the Board, shall appoint Members to organise the following:

Photography and Records	Newsletter
Hospitality	Raffles)
Internal Audit	Lunch Reservations
Archivist	Sunshine

*These individuals serve from AGM to AGM.*

- 2.2 The President should be invited to all committee meetings, but she is not obliged to attend.

### 3. Financial

- 3.1 Annual Full, Overseas, Associate and Half Year Membership dues together with Application and Late Payment fees shall be set annually by the Board and announced at the May meeting
- 3.2 Membership Dues fall due on 1 July each year.
- 3.3 The Payment Date is 15 August
  - Members are reminded of the following clauses in the Constitution:*
  - 6.4 Each member must pay her annual membership fee to the Association by the Payment date. A Member whose membership dues are not paid by the Payment Date ceases to be a Member from that date.*
  - 6.5 *Payment of a late fee and full Membership fees prior to the start of the AGM will ensure continued membership. After the AGM, Members will have to rejoin and their Membership joining date will be reset to the new date of joining. Members may make a request in writing to the Board to allow them to retain their original date of joining detailing extenuating circumstances in relation to their late payment and the Board has discretion to allow the retention of the original date of joining.*
- 3.3 Members are financially responsible for their own and their guest’s reservations for all Club activities which incur a cost. Refunds will be paid only if notice of cancellation is received by the agreed cut-off date and it is possible to obtain a refund from the venue.

3.4 All outstanding financial obligations must be met before Membership is renewed.

#### 4. Fees

The following Dues shall be levied from the 1 July 2026:

Full Membership	\$70
Associate Membership	\$70
1/2 Year Full Membership	\$35 - where initial membership commences after 1 January
1/2 Year Associate Membership	\$35 - where initial membership commences after 1 January
Overseas Membership	\$0
Joining Fee	\$20 - waived for Overseas rejoining Members
Late fee	*\$25 - Levied on Members renewing after 15 August *comes into effect 1 November 2024

#### 4. General Meetings

- 4.1 A Member wishing to attend the General Meeting must book by noon on the preceding **Friday**.
- 4.2 Paid bookings cancelled prior to noon on the preceding **Friday** will be refunded.
- 4.3 Bookings not cancelled prior to noon on the preceding **Friday** require payment in full for the Member and her guest(s) prior to the next meeting or no further booking for that Member will be accepted.