



Party Organisations

The Rights and Responsibilities of Party Organisations in the WA Labor Rules 2023



The WA Labor Rules 2023 contain some changes affecting our Party Organisations. While the changes will not impact the way Party Organisations operate day to day, it's still important that Party Organisation Executives read the rules and familiarise themselves with their rights and responsibilities.

This Fact Sheet applies to all WA Labor Party Organisations (with the exception of Young Labor which is governed by different rules), including:

1. Labor Women's Organisation (LWO)
2. Country Labor WA
3. First Nations Network
4. Multicultural Labor Organisation (MLO)

Key Times of Year for Party Organisations

Every 3 months (year round)

Party Organisations are required to hold meetings or events at least once every 3 months.

Between October and December

Party Organisation AGMs must be held between October 1st and December 31st each year. It is usually the job of the Party Organisation Secretary to write the Meeting Notice (setting out the time, date, location and process for election) and get this approved by the State Secretary. Once approved, the notice can be sent to members.

January

New Party Organisation office bearers commence their terms. This means that if you are elected at an AGM between October and December, you'll begin serving in that role from 1st January the following year.

Meetings and Events

Under our rules, Party Organisations must convene meetings or events that promote their objectives, at least once every 3 months. These meetings/events might include formal meetings, fundraisers, campaign events, stall at community events etc.

It is usually the job of the Party Organisation Secretary to send out written notice of a meeting to members (as per the rules), take attendance and maintain attendance records.

It's important that Party Organisations keep records of meeting/event attendance, as attendance is one of the criteria under our rules that makes someone eligible to vote at a Party Organisation AGM.



Party Organisation Executive Roles

At an AGM, a Party Organisation will elect the following:

- **President (1 position)**
'Preside over' or 'Chair' meetings
- **Vice-President (2 positions)**
'Preside over' or 'chair' meetings if the President is unavailable
- **Secretary (1 position)**
Keep accurate attendance records, handle correspondence, and organise AGMs
- **Membership Officer (1 position)**
Maintain list of members, develop recruitment strategies and welcome new members
- **Treasurer (1 position)**
Keep detailed and accurate records of financial transactions in the WA Labor Finance System
- **Committee Member (4 positions)**
Supporting the Executive and broader Party Organisation
- **Non-voting member of State Executive (2 positions)**
Attend State Executive and represent Party Organisation
- **Non-voting member of State Conference (2 positions)**
Attend State Conference and represent Party Organisation
- **Any other positions specified by the Rules**

The State President, State Secretary and Assistant State Secretary(s) will be ex-officio non-voting members of Party Organisation Executives.

When a Party Organisation's Executive is holding a formal meeting, they're required to have at least 50% of the Executive present to reach a quorum. If you're considering taking on a role in a Party Organisation, make sure you have the time to be available for meetings.

Other

- **Annual Reports**
All Party Organisations need to submit an annual report to State Conference, or in a year where there is no State Conference, to the State Executive.
- **Creation of New Party Organisations**
Rules apply to the creation of new Party Organisations. If you're thinking of creating one, the first step in the Rules is to discuss the potential Party Organisation with the State Secretary. Please contact Party Office to organise a time.
- **Lapsed Party Organisations**
It's important that Party Organisation regularly meet and play an active role in WA Labor. If a Party Organisation has not held an AGM in compliance with the rules for a period of two or more years, the next scheduled State Conference can abolish the Party Organisation.