

Constitution of DAP WANITA

Preamble

We, the women of Malaysia, desiring to advance our beliefs in social democracy and our struggle for a just and equal Malaysian society, do hereby establish this Constitution of DAP WANITA.

CLAUSE 1- NAME, ADDRESS AND SYMBOL

1. The name of the movement shall be DAP WANITA.
2. The office and place of the DAP WANITA shall be at Ibu Pejabat Kebangsaan Wanita DAP, Jalan Yew, Off Jalan Pudu, 55100 Kuala Lumpur, or at any other place determined by the National Executive Committee.
3. The Symbol of the DAP WANITA shall be a blue circle against a white background with a red rocket vertically across the circle above a black outline handshake. It signifies gender equality and solidarity in building a just and equal society.

CLAUSE II – OBJECTS

1. To serve the cause of the Democratic Action Party (“DAP” or “the Party”) as a political, ideological and organisational wing of the DAP.
2. To carry out the objects of the DAP, as laid down in the DAP’s Constitution.
3. To promote an interest in the affairs of the country in particular and the affairs of the world in general among the women of Malaysia.
4. To promote women’s participation in politics and nation-building.
5. To promote gender mainstreaming and women empowerment.
6. To foster international relationship with all other democratic socialist women’s organisation throughout the world.

CLAUSE III- MEMBERSHIP

Every paid-up female member of the Party is member of the DAP WANITA

CLAUSE IV – DISCIPLINE

Should any member of DAP WANITA violate the Party Discipline, she shall be referred to the Disciplinary Committee of the Party. The Disciplinary Committee shall take action against the member concerned pursuant to the Party Constitution.

CLAUSE V – DAP WANITA NATIONAL CONGRESS (“NATIONAL CONGRESS”)

- 1.

- (a) The work of the DAP WANITA shall be under the direction and control of the DAP WANITA National Congress, the DAP WANITA National Conference and whenever necessary by the Party Central Executive Committee.
 - (b) The National Congress shall meet once in three (3) years or at such times as it may be convened by:
 - (i) the National Executive Committee; or
 - (ii) at the request of at least sixty percent (60%) of the Divisions entitled to send Delegates to the National Congress; or
 - (iii) at the request of at least sixty percent (60%) of the National Congress Delegates.
 - (c) Notwithstanding any other provisions contained in this Constitution, the National Executive Committee shall have the powers to postpone the DAP WANITA National Congress, the DAP WANITA National Conference, and the DAP WANITA State Ordinary Convention respectively should their convening fall on a date within two (2) years of the date Parliament shall in accordance with Article 55(3) of the Federal Constitution stand dissolved PROVIDED THAT in such an event the postponed DAP WANITA National Congress, the DAP WANITA National Conference, and the DAP WANITA State Ordinary Convention (as may be the case) shall be held within six (6) months from the Polling Date of the ensuing General Elections held.
2. The quorum for any National Congress shall be at least twenty per cent (20%) of the total number of the Delegates entitled to attend the National Congress.
 3.
 - (a) Delegates of the National Congress are office bearers of Women Division throughout the country.
 - (b) All the Party's Women Parliamentarian, Women State Assemblyperson and incumbent National Executive Committee members shall be entitled to attend the National Congress as additional Delegates.
 4. The National Congress shall be held upon the expiration of the term of office of the retiring National Executive Committee, or at any time before the expiration of the term of office of the National Executive Committee, the date and time to be fixed by the National Executive Committee.
 5. The business at the National Congress shall be in the following order:
 - (a) Policy Speech by National Chairwoman;
 - (b) Speech by Party's Central Executive Committee representative;
 - (c) To elect a National Executive Committee of fifteen (15) members;
 - (d) To pass the Minutes of the previous National Conference and/or Special Congress, whichever is/are relevant and applicable;
 - (e) National Executive Committee Report presented by National Secretary;
 - (f) To consider and adopt the National Executive Committee Report;

- (g) To consider and adopt from the National Executive Committee a duly audited Financial Statement of Accounts covering the preceding financial year/s;
 - (h) To pass declarations presented by the National Executive Committee;
 - (i) To consider and adopt proposed amendments to the DAP WANITA Constitution;
 - (j) To pass resolutions presented by National Executive Committee;
 - (k) To decide on any resolution which may be duly submitted under Sub-Clause 7 of this CLAUSE;
 - (l) To appoint two (2) members of DAP WANITA as internal auditors until the next National Congress.
6. At least ten (10) weeks before the date fixed for the National Congress, the National Secretary shall inform all Division Secretaries in writing of the date fixed for the National Congress and draw their attention to Sub-Clause 7 and 13 of this CLAUSE.
 7. Divisions which are entitled to send Delegates to the National Congress desirous of moving any resolution at the National Congress shall give notice thereof in writing to the National Secretary. Such resolution shall be seconded by another Division which is also entitled to send Delegates and shall reach the National Secretary not less than six (6) weeks before the date of the National Congress.
 8. Notice summoning Special Congress shall be sent to all Divisions and Delegates not less than seven (7) days before the date fixed for such Congress and shall state the subject or subjects to be discussed at the Special Congress.
 9. At least ten (10) days before the National Congress or seven (7) days before the Special Congress, the National Secretary shall notify all delegates and Divisions entitled to send Delegates to the Congress of the business to be transacted. In the case of National Congress, such notice shall include the Financial Statement of Accounts covering the preceding financial year/s, any resolution which Divisions have indicated their intention of proposing under Sub-Clause 7 of this CLAUSE and a list of all candidates nominated under Sub-Clause 13 of this CLAUSE for election to the National Executive Committee.
 10. Before any National Congress or Special Congress, the National Executive Committee shall appoint members of the Party to act as the Speaker and the Deputy Speaker at any Congress. The Deputy Speaker shall deputise for the Speaker in her absence.
 11. The National Congress may be adjourned from time to time until the business of the Congress is concluded.
 12. Members of the DAP WANITA, who are not accredited Delegates from their Division or Branches, may attend National Congress but they shall have no vote, and may speak only with the permission of the Speaker.
 13. Every Division Committee of a Division entitled to send Delegates to the National Congress shall be entitled to nominate up to fifteen (15) members of the DAP WANITA to stand for election to the National Executive Committee, such nomination should reach the National Secretary not later than six (6) weeks before the date of the National Congress.

14. Every Delegate shall vote for fifteen (15) candidates to be elected to the National Executive Committee.
15. The conduct of the entire proceeding of the National Congress shall be governed by the First Schedule of this Constitution with the necessary changes.

CLAUSE VI - DAP WANITA NATIONAL CONFERENCE (“NATIONAL CONFERENCE”)

1. The National Conference shall be held once every 18 months except when there is in between a National Congress, in which case a National Conference shall be held not later than 18 months after the National Congress. The National Executive Committee shall have the power to postpone the National Conference for a period not exceeding 6 months.
2. Sub-Clause 2, 6, 7, 10, 11, 12 and 15 of CLAUSE V shall apply mutatis mutandis to all National Conferences.
3. The business at the National Congress shall be in the following order:
 - (a) Policy Speech by National Chairwoman;
 - (b) Speech by Party’s Central Executive Committee representative;
 - (c) To pass the Minutes of the previous National Congress and/or Special Congress whichever is/are relevant and applicable;
 - (d) National Executive Committee Report presented by National Secretary;
 - (e) To consider and adopt the National Executive Committee Report;
 - (f) To consider and adopt from the National Executive Committee a duly audited Financial Statement of Accounts covering the preceding financial year/s;
 - (g) To pass declarations presented by the National Executive Committee;
 - (h) To consider and adopt proposed amendments to the DAP WANITA Constitution;
 - (i) To pass any resolutions presented by National Executive Committee.
 - (j) To decide on any resolution which may be duly submitted to the National Conference as provided under Sub-Clause 2 of this CLAUSE.
4. At least ten (10) days before the National Conference, the National Secretary shall notify all Delegates and Divisions entitled to send Delegates to the National Conference of the business to be transacted at the National Conference. Such notice shall include a Financial Statement of Accounts and any resolution which Divisions have indicated their intention of proposing under Sub-Clause 2 of this CLAUSE.

CLAUSE VII- MANAGEMENT OF THE DAP WANITA

1. (a) The National Congress shall elect a National Executive Committee consisting of fifteen (15) members. The members of the National Executive Committee shall from amongst their numbers elect:
 - A National Chairwoman,
 - A National Deputy Chairwoman,
 - National Vice Chairwoman (subject to a maximum of 2),
 - A National Secretary,
 - Assistant National Secretaries (subject to a maximum of 2),

- A National Treasurer,
 - A National Organising Secretary,
 - Assistant National Organising Secretaries (subject to a maximum of 2),
 - A National Publicity Secretary,
 - Assistant National Publicity Secretaries (subject to a maximum of 2),
 - An International Affairs Secretary,
 - A National Director of Political Education, and
 - An Assistant National Director of Political Education.
- (b) The National Executive Committee shall have power to co-opt a maximum of six (6) members to the National Executive Committee.
- (c) Any DAP WANITA State Chairwoman who is not elected or co-opted as a member of the National Executive Committee shall be an ex-officio member thereof without voting rights.
- (d) The co-opted member or ex-officio member shall with the rest of the National Executive Committee hold office until the next National Congress.
- (e) The National Executive Committee may also appoint from amongst its members any person to serve in any capacity in the various bureaus and sub-committees of the DAP WANITA, as and when the National Executive Committee deems fit.
- (f) More than fifty per cent (50%) of the National Executive Committee members at a properly convened meeting shall form the quorum. For the avoidance of any doubt it is hereby declared that ex-officio members without voting rights shall not be taken into consideration for the purpose of determining the quorum.
2. The National Executive Committee shall form a National Working Committee, comprising the National Chairwoman, the National Deputy Chairwoman, one (1) National Vice Chairwoman, the National Secretary, one Assistant National Secretary, the National Treasurer, the National Organising Secretary, the National Publicity Secretary, the International Affairs Secretary and the National Director of Political Education.
3. The National Working Committee shall carry out such duties and responsibilities as may be delegated to it by the National Executive Committee.

CLAUSE VIII – DUTIES OF THE NATIONAL EXECUTIVE COMMITTEE

1. To present to the DAP WANITA National Congress and the DAP WANITA National Conference a National Executive Committee Report together with a duly audited Financial Statement of Accounts.
2. To propose to the National Congress, the Special Congress or the National Conference such amendments to the Constitution as may be deemed necessary and to submit to the National Congress or the Special Congress or the National Conference such resolutions and/or declarations as in its view may be necessitated by political circumstances.
3. To enforce the DAP WANITA Constitution to promote its aims and to take any action it deems necessary for such purpose.
4. To establish Women Division of the DAP WANITA in Malaysia where there are not less than fifteen (15) women members in the Division.

5. To establish State Executive Committee of the DAP WANITA in every state, where there are, at least, three (3) Women Divisions formed in the State.
6. To guide and control the work of Women Division(s) and State Executive Committee(s) in accordance with the policies laid down by the DAP WANITA National Congress and the objects of DAP WANITA.
7. To maintain discipline in the DAP WANITA and to make rules and regulations governing the functioning, financing and administration and dissolution of Women Division and State Executive Committee.
8. To formulate Standing Orders to govern the proceedings of the National Congress, the National Conference, State Ordinary Convention, Women Division Ordinary General Meeting, Women Division Annual General Meeting, and any other meeting or gathering of the DAP WANITA at any level, if and when necessary.
9. To instruct the National Secretary or other officers in the conduct of the affairs of the DAP WANITA. The National Executive Committee may appoint such organisers and such staff as it deems necessary. It may suspend or dismiss any organiser or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the National Executive Committee, or for any other reason which it deems good and sufficient in the interests of DAP WANITA or Party and to conduct the election of State Executive Committees.
10. In case of any dispute as to the interpretation, construction, rendering and meaning of all or any of the Rules of this Constitution or of any word or words contained in any such Rule, the interpretation, construction, rendering and meaning determined and fixed by the National Executive Committee shall be final and conclusive.
11. To keep the Party Central Executive Committee informed of the work of the DAP WANITA at all times and to carry out such directives or instructions handed down from time to time by the Party Central Executive Committee.

CLAUSE IX –POWERS OF THE NATIONAL EXECUTIVE COMMITTEE

1. The National Chairwoman

- (a) The National Chairwoman shall countersign all bills passed by the National Executive Committee.
- (b) The National Chairwoman shall have the right to call meetings of the National Executive Committee and the National Working Committee.
- (c) All duties, powers and responsibilities of the National Chairwoman shall in her absence, devolve upon the National Deputy Chairwoman or the National Vice Chairwoman or an Acting National Chairwoman elected by National Executive Committee.

2. The National Secretary

- (a) The National Secretary shall be responsible for summoning the National Congress, the National Conference, any Special Congress, all meetings of the National Executive Committee and the National Working Committee.
- (b) She shall conduct its correspondence under the direction of the National Executive Committee and the National Working Committee and shall keep a register of members.
- (c) She shall keep all State Executive Committees and Women Divisions fully informed of all important activities of the National Executive Committee. She shall keep minutes of National Congress, the National Conference, any Special Congress and other meetings of the National Executive Committee and the National Working Committee.

3. The Assistant National Secretary

The Assistant National Secretary shall assist the National Secretary in the discharge of her duties, powers and responsibilities and in the absence of the National Secretary, shall act in her place.

4. The National Treasurer

- (a) The National Treasurer shall be responsible for all the funds of the DAP WANITA and shall issue receipts for all payments made to the DAP WANITA.
- (b) The National Treasurer shall open such a banking account as the National Executive Committee may direct and shall deposit therein all monies received by her on behalf of the DAP WANITA.
- (c) The National Treasurer shall be responsible for drawing up the Financial Statement of Accounts for presentation to the National Congress and the National Conference.
- (d) The National Treasurer may hold a petty cash not exceeding Ringgit Malaysia three thousand (RM 3,000) at any time and no single expenditure exceeding Ringgit Malaysia two thousand (RM 2,000) at any one time may be incurred without the prior sanction of the National Executive Committee or the National Working Committee.

5. The National Organising Secretary

- (a) The National Organising Secretary shall assist the National Secretary to secure the proper functioning and organisation of all State Executive Committees, Women Divisions, bureaus and sub-committees and in the formation of new State Executive Committees, Women Divisions, bureaus and sub-committees of the DAP WANITA.
- (b) She shall also carry out organisational duties as may be entrusted to her from time to time by the National Secretary.

- (c) The Assistant National Organising Secretary shall assist the National Organising Secretary in the discharge of her duties, powers and responsibilities and in the absence of the National Organising Secretary, shall act in her place.

6. The National Publicity Secretary

- (a) The National Publicity Secretary shall propagate the objectives of the DAP WANITA through all means available including the publication and distribution of journals, newsletters, etc.
- (b) The Assistant National Publicity Secretaries shall assist the National Publicity Secretary in discharge of her duties, powers and responsibilities and in the absence of the National Publicity Secretary, shall act in her place.

7. The International Affairs Secretary

- (a) It shall be the duty and responsibility of the International Affairs Secretary to foster international solidarity with other fraternal organisations throughout the world.
- (b) She shall keep the National Executive Committee informed of all major events of other fraternal organisations.
- (c) The International Affairs Secretary has the power to speak and issue press statement on behalf of DAP WANITA regarding major international issues/affairs in accordance with DAP WANITA objects.

8. The National Director of Political Education

- (a) It shall be the responsibility of the National Director of Political Education to carry out political education classes or knowledge classes and seminars that will be beneficial for women members, as directed by National Executive Committee.
- (b) The Assistant National Director of Political Education shall assist the National Director of Political Education in the discharge of her duties and responsibilities and in the absence of the National Director of Political Education, shall act in her place.

9. The National Executive Committee

- (a) The National Executive Committee shall have the power to appoint a member to fill any vacancy in the National Executive Committee until the next National Congress, in accordance with the provisions contained in Sub-Clause 1 of CLAUSE VII
- (b) The National Executive Committee shall have the power to appoint bureaus and sub-committees with powers to co-opt. Such bureaus and sub-committees shall be responsible to the National Executive Committee.
- (c) The National Executive Committee shall meet once in four (4) months to arrange the affairs of the DAP WANITA. More than fifty per cent (50%) of the National Executive Committee members at properly convened meeting shall form the quorum.

- (d) The National Executive Committee shall have the power to appoint, pay and dismiss persons employed by the DAP WANITA.
- (e) The National Executive Committee shall have the power to appoint an advisor or advisors to the DAP WANITA who shall be Federal Citizens and who shall on such appointment be entitled to sit and participate at all meetings of the DAP WANITA but she shall have no voting rights.
- (f) The National Executive Committee shall have the power to make rules, regulations and guidelines to carry out the provisions of this Constitution.
- (g) Any member of the National Executive Committee who absents herself from three consecutive meetings of the National Executive Committee without valid reason shall cease to be a member of the National Executive Committee, and the National Executive Committee shall have the power to co-opt any member of the DAP WANITA to take her place.
- (h) The National Executive Committee shall have the power to appoint a Resolutions Committee and a Constitutional Amendment Committee to vet all resolutions and amendments to the DAP WANITA Constitution submitted by Divisions for consideration and adoption at any National Congress or National Conference.

10. All cheques shall be signed by any two of the following:-

The National Chairwoman, the National Secretary and the National Treasurer

CLAUSE X– DAP WANITA STATE EXECUTIVE COMMITTEE

1. State Executive Committee

- (a) The National Executive Committee shall approve the formation of a State Executive Committee for each State provided there are at least 3 Divisions in the state concerned.
- (b) The State Executive Committee shall comprise of the following persons:-
 - (i) Fifteen (15) members of the DAP WANITA in the State who are elected by Delegates at the DAP WANITA State Ordinary Convention;
 - (ii) The National Chairwoman, the National Secretary and the National Organising Secretary shall be regarded as ex-officio members of all State Executive Committees;
 - (iii) Not more than five (5) additional members from amongst members in the State may be co-opted into the State Executive Committee with the concurrence of the National Executive Committee; and
 - (iv) Not more than five (5) members appointed by the National Executive Committee.
- (c) Every State Executive Committee, shall elect from amongst its members:
 - A State Chairwoman,
 - A State Deputy Chairwoman,

- State Vice Chairwoman (subject to a maximum of 2),
 - A State Secretary,
 - An Assistant State Secretary,
 - A State Treasurer,
 - An Assistant State Treasurer (if necessary),
 - A State Organising Secretary,
 - Assistant State Organising Secretary (subject to a maximum of 2),
 - A State Publicity Secretary,
 - An Assistant State Publicity Secretary (if necessary), and
 - A State Director of Political Education.
- (d) The State Executive Committee shall form a State Working Committee comprising of the State Chairwoman, the State Deputy Chairwoman, one (1) Vice Chairwoman, the State Secretary, the Assistant State Secretary, the State Treasurer, the State Organising Secretary, the State Publicity Secretary and the State Director of Political Education. The State Working Committee shall carry out such duties and responsibilities as may be delegated to it by the State Executive Committee. More than fifty per cent (50%) of the members of the State Working Committee shall form its quorum.
- (e) Subject to Sub-Clause 9 of Clause XX, the State Executive Committee shall not hold office for more than three (3) years.

2. Duties of the State Executive Committee Office-Bearers

- (a) The State Executive Committee shall meet at least once in four (4) months and minutes of such meetings shall be sent to the National Secretary within fourteen (14) days of the date of the meeting. More than fifty per cent (50%) of the State Executive Committee Members shall form the quorum at a properly convened meeting. Notice of the date, time and venue as well as the agenda of the State Executive Committee meeting shall be sent to all State Executive Committee members no less than seven (7) days before the date fixed for the meeting.
- (b) **The State Chairwoman**
- (i) The State Chairwoman shall during her term of office preside at all State Executive Committee and State Working Committee meetings, and shall be responsible for their proper conduct. She shall have the right to call meetings of the State Executive Committee and the State Working Committee.
- (c) **The State Deputy Chairwoman / The State Vice Chairwoman**
- (i) All duties, powers and responsibilities of the State Chairwoman shall in her absence devolve upon the State Deputy Chairwoman or any one of the State Vice Chairwoman.
- (d) **The State Secretary**
- (i) The State Secretary shall conduct the business of the State Executive Committee in accordance with the rules of the DAP WANITA and the instructions of the National Executive Committee and the National Working Committee. She shall also carry out the instructions of the State Executive Committee. She shall be responsible for the conducting of correspondence and keeping of a register of members in the State, books, documents and papers, except accounts and

financial records. She shall attend all meetings, DAP WANITA State Ordinary Conventions and DAP WANITA State Special Conventions and record the proceedings and be responsible for producing the Minutes of such meetings and conventions. She shall keep all Divisions in the State and the National Executive Committee fully informed of all important activities of the State Executive Committee.

(e) The Assistant State Secretary

- (i) The Assistant State Secretary shall assist the State Secretary in all administrative work of the State Executive Committee and shall act for her in her absence.

(f) The State Treasurer

- (i) The State Treasurer shall be responsible for the finances of the State Executive Committee. She shall keep account of all its financial transactions and shall be responsible for their correctness. She shall hold a petty cash not exceeding Ringgit Malaysia One Thousand (RM 1,000) at any one time and no single expenditure exceeding Ringgit Malaysia Five Hundred (RM 500) may be incurred without the prior sanction of the State Executive Committee or the State Working Committee.

(g) The Assistant State Treasurer

- (i) The Assistant State Treasurer shall assist the State Treasurer in the discharge of her duties, powers and responsibilities and in the absence of the State Treasurer shall act in her place.

(h) The State Organising Secretary

- (i) The State Organising Secretary shall assist the State Secretary to secure the proper functioning and organisation of all Divisions of the DAP WANITA in the State and in the formation of new Divisions of the DAP WANITA in the State. She shall also carry out all organisational duties as may be entrusted to her from time to time by the State Secretary.

(i) The Assistant State Organising Secretaries

- (i) The Assistant State Organising Secretaries shall assist the State Organising Secretary in all organisational duties in the State and shall act for her in her absence.

(j) The State Publicity Secretary

- (i) The State Publicity Secretary shall propagate the objectives of the DAP WANITA and be also responsible for the distribution of Party newsletters, journal, newspapers and other DAP WANITA publications to the Divisions in the State. She shall also ensure that such newsletters, journal, newspapers, and other publications of the DAP WANITA are distributed to the public in State.

(k) The Assistant State Publicity Secretary

- (i) The Assistant State Publicity Secretary shall assist the State Publicity Secretary in the discharge of her duties, powers and responsibilities and in the absence of the State Publicity Secretary shall act in her place.

(l) The State Director of Political Education

(i) The State Director of Political Education shall be responsible for carrying out political education classes or knowledge classes and seminars that will be beneficial for women members in the State, as directed by State Executive Committee

(m) All cheques from the State Executive Committee shall be signed by any two of the following:-

The State Chairwoman, the State Secretary and the State Treasurer

3. Functions and Powers of the State Executive Committee

Every State Executive Committee shall co-ordinate the activities of all Divisions of the DAP WANITA in the State with a view to ensure the maximum efficiency and discipline of the Divisions in achieving the organisational and political objective of the DAP WANITA and in carrying out the directives of the National Executive Committee.

4. Subject to the direction of the National Executive Committee, each State Executive Committee shall exercise a general supervision over the conduct of the financial arrangements of each Division in the State and shall issue directives to ensure that the accounts of DAP WANITA Divisions in the State are kept in the proper manner and are regularly audited. All Divisions shall comply with such directives.
5. Each State Executive Committee shall, on the instruction of the National Chairwoman, National Secretary or National Organising Secretary of the DAP WANITA, investigate disputes between members of a Division and shall attempt to conciliate such disputes where possible, or make recommendations for the resolution of such disputes to the National Executive Committee which shall issue such directive as it may deem fit to resolve such disputes.
6. Every State Executive Committee may, subject to the approval of the National Executive Committee, raise funds for the conduct of its activities, and open a banking account or accounts if need be, and shall be responsible to the National Executive Committee for the proper maintenance and auditing of its accounts.
7. Each State Executive Committee shall carry out such other activities and projects at State level as it may devise and as may be approved by the National Executive Committee, including the publication of newsletters, journals or newspapers.
8. The State Executive Committee shall have the power to fill any vacancy in the State Executive Committee until the next DAP WANITA State Ordinary Convention as and when it arises, in accordance with the provisions of Sub-Clause 1(b)(i) and (iii) of this CLAUSE.
9. The State Executive Committee shall have the power to fill any vacancy among the auditors appointed by the State Ordinary Convention as and when it arises.
10. Any member of the State Executive Committee who absents herself from three (3) consecutive meetings of the State Executive Committee without valid reason shall cease to be a member of the State Executive Committee, and the State Executive Committee

shall have the power to co-opt any member of the DAP WANITA in the State to take her place.

11. The National Executive Committee shall have the power to dissolve any State Executive Committee if it is satisfied that the continued functioning of the Committee will be detrimental to the interest or good image of the DAP WANITA.
12. In the event of dissolution, the National Executive Committee shall form an Interim State Executive Committee soonest possible within six (6) months after such dissolution, and appoint its officials and members.
13. Any Interim State Executive Committee so formed shall hold office for not more than six (6) months, unless otherwise extended by the National Executive Committee.
14. On the expiry of the term of the Interim State Executive Committee, unless otherwise extended, the National Executive Committee shall call for the reconstitution of a new State Executive Committee in accordance with CLAUSE X Sub-Clause 1.

CLAUSE XI – DAP WANITA STATE ORDINARY CONVENTION

1. The work of the DAP WANITA in the State shall be under the direction and control of the DAP WANITA State Ordinary Convention, the DAP WANITA State Special Convention and the National Executive Committee.
2. The State Ordinary Convention shall be held upon the expiration of the term of office of the retiring State Executive Committee, or at such earlier times at the request, made in writing, by at least sixty per cent (60%) of the Divisions entitled to send Delegates to the Convention or at least sixty per cent (60%) of the Convention delegates, or at the direction of the National Executive Committee or the National Working Committee.
3. The quorum for a State Ordinary Convention shall be at least twenty per cent (20%) of the total number of Delegates entitled to attend the State Ordinary Convention.
4. (a) Delegates of the state ordinary convention are office bearers of Women Division throughout the State.

(b) All the Party's Women Parliamentarian, Women State Assemblyperson and incumbent State Executive Committee members in a State shall be entitled to attend the State Ordinary Convention of that State as additional Delegates.
5. Members of Divisions or Branches who are not accredited Delegates from their Divisions or Branches may also attend such Conventions as Observers with the prior approval of the State Executive Committee in consultation with the National Executive Committee. They shall have no vote and may speak only with the permission of the Speaker.
6. The date of the State Ordinary Convention shall be fixed by the National Executive Committee.
7. The agenda at the State Ordinary Convention shall be:-

- (a) Welcome Speech by State Chairwoman;
 - (b) Speech by National Executive Committee representative;
 - (c) To elect fifteen (15) members to the State Executive Committee;
 - (d) To pass the Minutes of the previous State Ordinary Convention;
 - (e) To consider and adopt from the State Executive Committee a duly audited Financial Statement of Accounts covering the preceding financial year/s;
 - (f) To consider and adopt from the State Executive Committee a Report covering the work and progress of the DAP WANITA in the State during its term of office;
 - (g) To consider and adopt any resolutions which may be duly submitted to the State Ordinary Convention as provided under Sub-Clause 10 of this CLAUSE;
 - (h) To pass resolutions and/or declarations presented by the State Executive Committee;
 - (i) To transact any specific business duly submitted to and approved by the State Executive Committee as provided under Sub-Clause 17 of this CLAUSE;
 - (j) To appoint two (2) members of DAP WANITA in the State as Internal Auditors until the next State Ordinary Convention.
8. The conduct of the entire process of nomination and election of the fifteen (15) members to the State Executive Committee shall be the responsibility of the National Executive Committee.
 9. At least eight (8) weeks before the date fixed for the State Ordinary Convention, the State Secretary shall inform all Division Secretaries in the State of the date fixed for the State Ordinary Convention and draw their attention to Sub-Clause 10, 11 and 17 of this CLAUSE.
 10. Divisions in the State which are entitled to send Delegates to the State Ordinary Convention, desirous of moving any resolution at the State Ordinary Convention, shall give notice thereof in writing to the State Secretary. Such resolution shall be seconded by another Division which is also entitled to send Delegates and shall reach the State Secretary not later than four (4) weeks before the date fixed for the State Ordinary Convention.
 11. Every Division Committee of a Division which is entitled to send Delegates to the State Ordinary Convention shall be entitled to nominate up to fifteen (15) members of the DAP WANITA in the State to stand for election to the State Executive Committee. Such nomination shall reach the National Secretary not later than four (4) weeks before the date fixed for the State Ordinary Convention.
 12. At least seven (7) days before the State Ordinary Convention or five (5) days before the State Special Convention, the State Secretary shall notify all Divisions and Delegates of

the business to be transacted at the State Ordinary Convention or the State Special Convention. Notification of the business to be transacted at the State Ordinary Convention shall include the Financial Statement of Accounts covering the preceding financial year/s, any resolution which Divisions have indicated their intention of proposing under Sub-Clause 10 of this CLAUSE, a list of all candidates nominated under Sub-Clause 11 of this CLAUSE for election to the State Executive Committee and any specific business duly submitted to and approved by State Executive Committee under Sub-Clause 17 of this CLAUSE.

13. Before any State Ordinary Convention or State Special Convention, the National Executive Committee shall appoint members of the Party to act as the Speaker and the Deputy Speaker at any Convention. The Deputy Speaker shall deputise for the Speaker in her absence.
14. Every Delegate shall be entitled to one vote upon any motion.
15. At any State Ordinary Convention or State Special Convention, a matter put to vote of the Convention shall be decided by a show of hands and in the case of an equality of votes, the matter shall be declared lost. Unless a ballot is so demanded, a declaration by the Speaker that a matter has on a show of hands been carried or lost shall be conclusive evidence of the fact. A demand for ballot may be withdrawn. There shall be no voting by proxy.
16. The State Ordinary Convention or the State Special Convention may be adjourned from time to time till the business of the Convention is concluded.
17. Divisions which are entitled to send Delegates to the State Ordinary Convention, desirous of proposing any specific business at the State Ordinary Convention, shall give notice thereof in writing to the State Secretary. Such notice shall be seconded by another Division which is also entitled to send Delegates and shall reach the State Secretary not later than five (5) weeks before the date of the State Ordinary Convention. The decision of the State Executive Committee on allowing or disallowing any specific business to be raised at the State Ordinary Convention shall be final.
18. The conduct of the entire proceeding of the State Ordinary Convention shall be governed by the First Schedule of this Constitution with the necessary adjustments made.

CLAUSE XII – ESTABLISHMENT AND DISSOLUTION OF WOMEN DIVISION

1. The National Executive Committee may, at its discretion, approve the formation of a Division in any Parliamentary Constituency.
2. The establishment of a Division shall be approved under a Parliamentary Constituency provided there are not less than 15 members. All DAP WANITA members within the relevant Parliament Constituency are automatically members of the said Division.
3. The name of the Division formed shall follow the name of the Parliamentary Constituency accordingly.
4. The National Executive Committee may dissolve a Division:-
 - a. If it is satisfied that there have been irregularities in the administration of the Division; or

- b. If the Division refuse to abide by DAP WANITA Constitution and the organisational rules of the DAP WANITA, the decision of the National Congress or National Conference or the National Executive Committee or the State Ordinary Convention or the State Executive Committee, or if it is in the opinion of the National Executive Committee guilty of conduct prejudicial to the ideals and objects of the DAP WANITA and Party.
5. A decision to dissolve a Division shall be by a majority vote at a meeting of the National Executive Committee provided that before a decision is taken to dissolve a Division, the Division concerned shall be given two (2) weeks notice and an opportunity to answer the allegations.
6. The order of dissolution shall be signed by the National Secretary. On receipt of such order, the Division shall cease to function except for the purpose of winding up.
7. It shall be the responsibility of the Chairwoman, the Secretary and the Treasurer of such Division Committee to deliver to the National Secretary all books, records, monies and other property in the possession of the Division, together with the statement of accounts of the Division from the date of the last submission of accounts to the date of the order of dissolution within seven (7) days.
8. The National Executive Committee shall have the powers to dissolve any Division Committee if it is satisfied that their existence is detrimental to the interests of the DAP WANITA or Party.

CLAUSE XIII – WOMEN DIVISION ORDINARY GENERAL MEETING

1. Every paid-up member of a Division of the DAP WANITA shall have the right to attend, speak and vote at any Ordinary General Meeting of her Division.
2. The Division Ordinary General Meeting shall be held once every three (3) years. The date of the Ordinary General Meeting shall be fixed by the National Executive Committee.
3. The business of the Division Ordinary General Meeting shall be in the following order:-
 - (a) Welcome Speech by Division Chairwoman;
 - (b) Speech by National Executive Committee/State Executive Committee representative;
 - (c) To elect the following office bearers:
 - A Division Chairwoman,
 - A Division Vice Chairwoman;
 - A Division Secretary;
 - A Division Assistant Secretary;
 - A Division Treasurer;
 - A Division Organising Secretary;
 - A Division Publicity Secretary;
 - A Division Director of Political;
 - (d) To pass the Minutes of the previous Division Annual General Meeting;
 - (e) To consider and adopt from the Division Committee an audited Financial Statement of Accounts covering the preceding financial year;

- (f) To consider and adopt from the Division Committee a Report covering the work and progress of the Division during its term of office;
 - (g) To consider and adopt any resolutions that may be put before it;
 - (h) To appoint two (2) members of the Division to be the Internal Auditors until the next Division Ordinary General Meeting.
4. This Division Secretary shall send notice of the time, date and place as well as the agenda of the meeting and a Financial Statement of Accounts to all paid-up members of the Division not less than seven (7) days before the date fixed for the Division Ordinary General Meeting.
 5. A Division Special General Meeting shall be convened on the instruction of the State Executive Committee or the National Executive Committee.
 6. Notice for a Division Special General Meeting shall be sent to all paid-up members of the Division not later than five (5) days before the date fixed for the Meeting and shall state the subject or subjects to be discussed at the Division Special General Meeting. No other subjects shall be discussed at such a Meeting. Members of the Division attending such Meetings shall be paid-up members of the DAP WANITA and shall be entitled to speak and vote upon any motion put before it.
 7. The quorum of the Division Ordinary General Meeting or a Division Special General Meeting shall be eleven (11) paid-up members of the DAP WANITA of the Division.
 8. In the event of the required quorum is not present, the Division Ordinary General Meeting shall be adjourned for thirty (30) minutes. On the Meeting being reconvened after the adjournment, if the required quorum is still not present, the Speaker shall adjourn the Meeting to a date to be fixed by the State Executive Committee. The quorum of the subsequent meeting shall be not less than nine (9) paid-up members of the Division.

CLAUSE XIV – WOMEN DIVISION ANNUAL GENERAL MEETING

1. The Division Annual General Meeting shall be held once every year except in the year of the Division Ordinary General Meeting.
2. Sub-Clause 1, 4, 7, 8 of CLAUSE XIII shall apply mutatis mutandis to all Division Annual General Meeting.
3. The business of the Division Annual General Meeting shall be in the following order:-
 - (a) Welcome Speech by Division Chairwoman;
 - (b) Speech by National Executive Committee/State Executive Committee representative;
 - (c) To pass the Minutes of the previous Division Ordinary General Meeting;
 - (d) To consider and adopt from the Division Committee an audited Financial Statement of Accounts covering the preceding financial year;
 - (e) To consider and adopt from the Division Committee a Report covering the work and progress of the Division during its term of office;
 - (f) To consider and adopt any resolutions that may be put before it;

CLAUSE XV – WOMEN DIVISION COMMITTEE

1. A Women Division Committee shall have the power to co-opt not more than an additional five (5) members to the Division Committee, subject to the approval of the National Executive Committee.
2. The Party's woman Parliamentarian and woman State Assemblyperson in the parliamentary constituency shall be regarded as ex-officio members of the Division Committee.
3. The duties of the Division Committee shall be to manage the affairs of the Division in accordance with the rules of the Division and the instruction of the National Working Committee, the National Executive Committee, the National Congress, the Special Congress and the National Conference. It shall meet at least once in four (4) months, and more than fifty per cent (50%) of its members shall form the quorum.
4. The Division Secretary shall forward a copy of the Minutes of each meeting to the National Secretary not later than seven (7) days after the meeting unless otherwise directed by the National Secretary.
5. The Division Committee or any member thereof shall not issue any public statements on any DAP WANITA policy without the prior concurrence of the National Secretary of the DAP WANITA.
6. The Division Committee shall have the power to appoint from among the members of the Division any member to fill any vacancy in the Division Committee until the next Division Ordinary General Meeting as and when it arises.
7. The Division Committee shall have the power to appoint from among the members of the Division any member to fill any vacancy of Auditors in the Division as and when it arises.

CLAUSE XVI – DUTIES OF DIVISION OFFICE BEARERS

1. The Chairwoman shall during his term of office call and preside at all Committee meetings and shall be responsible for their proper conduct.
2. The Vice Chairwoman shall deputise for the Chairwoman during the latter's absence.
3. The Secretary of the Division shall conduct the business of the Division in accordance with the rules of the DAP WANITA and the instruction of the State Working Committee, State Executive Committee, the National Working Committee and the National Executive Committee. She shall carry out the instructions of the Division Ordinary General Meeting, Division Annual General Meeting, the Division Special General Meeting and the Division Committee. She shall be responsible for the conducting of correspondence and keeping of a register of all members in the Division, books, documents and papers except accounts and financial records. She shall attend all meetings of the Division Committee and Division and record the proceedings and shall be responsible for the production of minutes of such meetings.
4. The Assistant Secretary shall assist the Secretary in all administrative work of the Division and shall act for her in her absence.
5. The Treasurer shall be responsible for the finances of the Division. She shall keep accounts of all its financial transactions and shall be responsible for their correctness.
6. The Organising Secretary shall ensure the proper functioning and organizing of the Division. She shall also carry out all organizational duties as may be entrusted to her from time to time by the Division Secretary
7. The Publicity Secretary shall be responsible for the propagation of DAP WANITA objectives in the area and also for the distribution of DAP WANITA and Party newsletters, journals, newspapers and other DAP WANITA Party publications to the public in the area where her Division is.

8. The Director of Political Education shall co-ordinate with the assist the National Director of Political Education and the State Director of Political Education to carry out political education classes or knowledge classes and seminars that will be beneficial for women members within its parliamentary constituency, as the National Executive Committee and/or the State Executive Committee may direct.
9. Any member of the Division Committee who misses three (3) consecutive meetings of the Division Committee without valid reason shall cease to be a member of the Division Committee and the Division Committee shall have the power to co-opt any member of the Division to take her place.
10. All cheques issued by the Division shall be signed by any two of the following:
The Division Chairwoman, the Division Secretary and the Division Treasurer

CLAUSE XVII - AMENDMENTS TO THE CONSTITUTION

1. Amendments to the Constitution shall only be made at the National Congress or Special Congress specifically called for that purpose or the National Conference.
2. Any Division desirous of proposing amendments to the Constitution shall submit the same in writing and duly seconded by another Division to the National Secretary to reach her not later than 28 days before the date fixed for the National Congress, the Special Congress or the National Conference. Such proposed amendments shall be considered for tabling at the National Congress or the Special Congress or the National Conference if such proposed amendments are properly worded.
3. The proposed amendments shall be circulated to Delegates at least seven (7) days before the National Congress or the Special Congress or the National Conference.
4. Any resolution proposing the repeal, addition to or amendment of any of these CLAUSES at any National Congress or Special Congress or National Conference shall be null and void unless half (1/2) the Delegates present vote in favour of such resolution.

CLAUSE XVIII – FUNDS AND ACCOUNTS

1. All funds accumulated at the Head Office, the State Offices or the Divisions of the DAP WANITA shall be the common assets of the Party.
2. Funds of a Division Committee or a State Executive Committee shall be deposited in the name of the Division or the State Executive Committee as the case may be in a bank/financial institution to be approved by the National Executive Committee and Party National Treasurer.
3. The Division may also collect donations from members and supporters on the authority of the National Executive Committee. The funds collected from such donations shall be submitted to the National Treasurer less the percentage to be retained as Division funds, if any, as may be decided by the National Executive Committee.
4. The Division Treasurer shall forward to the National Treasurer once every three (3) months a statement of the income and expenditure of the Division for the preceding quarter.

5. The Division funds shall be deposited in the name of the Division in a Bank to be approved by the National Executive Committee, and the account shall be operated by the Division Chairwoman, the Division Secretary and the Division Treasurer. The Division Treasurer may hold a petty cash not exceeding Ringgit Malaysia Four Hundred (RM 400) at any one time.
6. Any expenditure exceeding Ringgit Malaysia Four Hundred (RM 400) at any one time shall not be incurred by the Division Treasurer without the prior sanction of the Division Committee.
7. All monies, books and other property of the Party held by any Division which is being dissolved shall be sent without delay by the Division Secretary to the National Secretary together with a statement of accounts in accordance with Sub-Clause 7 and 8 of CLAUSE XII.

CLAUSE XIX - AUDIT

1. The National Congress shall appoint not less than two (2) Internal Auditors to audit the accounts of the DAP WANITA Headquarters. The National Executive Committee shall appoint not less than two (2) Internal Auditors to audit the accounts of all Sub-Committees. Divisions and State Executive Committees shall be required to submit their accounts to these Internal Auditors for internal auditing.

CLAUSE XX – GENERAL

1. The National Executive Committee members shall have the rights to attend any meeting of DAP WANITA.
2. Only paid-up DAP WANITA members shall have the rights to attend DAP WANITA National Congress, DAP WANITA Special Congress, DAP WANITA National Conference, DAP WANITA State Ordinary Convention and DAP WANITA State Special Convention.
3. The Financial Year of the DAP WANITA shall commence on the 1st of January and end on the 31st of December. Within six (6) months after the end of the term of office, the National Executive Committee shall call the DAP WANITA National Congress and shall submit to it a Report with a Financial Statement and the duly audited accounts of the DAP WANITA during its term of office.
4. No member shall, except for professional services rendered at the request of the National Executive Committee, receive any profit, salary or emoluments from the funds or transactions of the DAP WANITA.
5. Every member shall faithfully and fully abide by every decision made by the National Congress or the Special Congress or the National Conference or by the National Executive Committee or the National Working Committee until such time as the decision is amended or revoked.
6. Only the National Chairwoman or the National Secretary of the DAP WANITA can issue any statement to the Press in the name of the DAP WANITA unless otherwise authorized jointly by the National Chairwoman and the National Secretary.

7. All notices and other communication shall be deemed to be duly served if served by electronic methods namely by post, Short Messaging Service (SMS), Whatsapp or Email to the last known number or email address of the person or the member.
8. The National Executive Committee shall have the power to use at its discretion the funds of the DAP WANITA or monies collected by donations from members to compensate a member of the DAP WANITA who has suffered any loss or injury as a direct or indirect result of activity carried out for the DAP WANITA.
9. The National Executive Committee shall have the powers to extend the term of office of the State Executive Committee and Division Committee for a period of not more than six (6) months.
10. Only candidates who have complied with all candidature requirements and have received nominations from not less than two (2) Divisions which are entitled to send Delegates shall be eligible for election to the State Executive Committee at any State Ordinary Convention or to the National Executive Committee at any National Congress.
11. No member who has joined the Party for a period less than two (2) years, except with the approval of the National Executive Committee, shall be eligible:
 - (a) to be appointed as a candidate for the election of the National Executive Committee and/or the State Executive Committee of the DAP WANITA;

FIRST SCHEDULE:

CONGRESS/CONFERENCE STANDING ORDER

HOURS OF MEETING

1. Delegates and Observers shall assemble at 9.00am or at any other time fixed, on the day of the Congress/Conference.
2. The Congress/Conference shall adjourn for break at 1.00pm and reassemble at 2.00pm or at any other time fixed, on the day of the Congress/Conference.
3. The Speaker shall determine the time for adjournment of the Congress/Conference.

LIMITATION OF SPEECHES

4. A Delegate shall be allowed to speak up to a maximum of 10 minutes each on the Report from the National Executive Committee, the Financial Statement of Accounts from the Committee, the Resolutions put forward by the Committee, the Amendment to the Party Constitution and on any DAP WANITA Declaration or the specific matter in the case of the Special Congress.
5. No Delegate shall speak more than once on any one subject put to the Congress/Conference.
6. Only those motions/resolutions that had already been forwarded to the National Secretary and recommended by the Resolutions Committee or the National Executive Committee shall be debated by the Delegates.
7. Emergency motions/resolutions may be introduced by any Delegate after the business to which the Congress/Conference relates to has been concluded provided such motion/resolution is put in writing to the Speaker and prior permission obtained from the Speaker. The Speaker's decision on the matter shall be final.
8. The mover of a motion/resolution, including an emergency motion/resolution, shall be allowed to speak up to a maximum of 5 minutes and the Seconder and each succeeding speaker up to a maximum of 3 minutes each.
9. A Delegate shall not be allowed to speak more than once on any motion/resolution/emergency motion/emergency resolution, except the original mover who shall have the right of reply up to a maximum of 5 minutes.
10. Limitation on speeches shall not apply to the Principal Officials of the DAP WANITA whenever the Speaker is of the opinion that they are required to explain or clarify any matter.
11. Notwithstanding Standing Order 4, 8 and 9, the Speaker is empowered to vary the stipulated time as and when she deems necessary.
12. Observers may speak only with the permission of the Speaker when no more Delegates wish to speak. The Speaker's decision on this matter shall be final.

AMENDMENTS TO MOTIONS/RESOLUTIONS

13. An amendment to a motion/resolution may only be introduced after the original motion or resolution has been seconded. Only a Delegate may introduce any amendment to a motion or a resolution and speak on such amendment for not more than 5 minutes.
14. Immediately after the amendment has been moved, the mover of such amendment shall hand over the proposed amendment in writing to the Speaker of the Congress/Conference. The Speaker shall then call for the seconding of the amendment and if such amendment is duly seconded, it shall be opened for discussion. Each

- speaker on the amendment, including the Seconder, shall not speak for more than 3 minutes.
15. No Delegates shall be allowed to introduce more than one amendment to any one motion or resolution.
 16. If there is more than one amendment, the first amendment shall be disposed of before proceeding to the next one.
 17. If in the process of disposal, any amendment is adopted by the Congress/Conference, there shall be no further discussion on the subsequent amendments provided such subsequent amendments are dissimilar to the one adopted and will not alter materially the amendment adopted earlier.
 18. When one or more of the amendments have been accepted, discussion on the motion or resolution as a whole as amended shall resume and a vote taken, and if all amendments are defeated, discussion on the original motion or resolution shall resume and a vote taken.
 19. A motion/resolution or an amendment may be withdrawn at the request of the mover at any time before the matter is fully put to Congress/Conference for discussion.
 20. If the matter on an amendment to a motion/resolution or to another amendment as been put for discussion, the original motion/resolution or amendment shall not be withdrawn until the amendment thereto has been disposed of.

ORDER OF SPEAKERS

21. A Delegate desiring to speak shall raise her hand and if called upon by the Speaker, shall speak. If two or more Delegates raise their hands at the same time, the Speaker shall call upon the Delegate who catches her eye first to speak.
22. A Delegate who has spoken may speak again when a new matter is put for discussion by the Speaker, such as a proposed amendment.
23. A Delegate who has spoken on a matter may again be heard to offer explanation on some material part of her speech which has been misunderstood, but shall not introduce any new matter.
24. A Delegate shall confine her observation to the subject under discussion and shall not introduce any matter irrelevant thereto.
25. It shall be out of order to attempt to reconsider any specific question upon which the Congress/Conference has come to a conclusion during the current session.
26. It shall be out of order to use words which are offensive, insulting or uncomradely on members of the DAP WANITA or any body duly constituted under the DAP WANITA Constitution.
27. No Delegate/Observer shall impute improper motives to any other Delegate/Observer or member.
28. If the Speaker is of the opinion that any motion or amendment or the continuance of the debate thereon is calculated to give rise to breaches of this Order, she may disallow the motion or amendment or as the case may be, may terminate the debate and direct that no further proceedings be taken on the motion or amendment.
29. No Delegate shall interrupt another Delegate except:-
 - (a) By rising on a Point of Order, when the Delegate speaking shall resume her seat and the Delegate interrupting shall simply direct attention to the point which he desires to bring to notice and submit it to the Speaker for decision; or
 - (b) By rising on a Point of Clarification, provided that the Delegate speaking is willing to give way and resume her seat and that the Delegate wishing to interrupt is called by the Speaker.

30. Whenever the Delegates are called to order by the Speaker, or whenever the Speaker intervenes during a debate, any Delegate then speaking, or offering to speak, shall resume her seat, and the Congress/Conference shall be silent so that the Speaker may be heard without interruption.
31. Whilst the Congress/Conference is in session:-
 - (a) All Delegates/Observers shall enter, leave and behave in the Congress/Conference with decorum;
 - (b) No Delegate/Observer shall cross the floor of the Hall unnecessarily;
 - (c) Delegates and Observers shall not read newspapers, books, letters or other documents except such matters therein as may be directly connected with the business under debate;
 - (d) No Delegates or Observers shall smoke in the Hall;
 - (e) While a Delegate is speaking, all other Delegates and Observers shall be silent and shall not make unnecessary interruptions;
 - (f) Taping of proceeding of the Congress/Conference by any Delegate or Observer is prohibited unless prior permission is obtained from the Speaker.
32. No Delegate/Observer when taking part in the proceedings of the Congress/Conference shall make any allegation against any member or any body duly constituted under the DAP WANITA Constitution, which she is unable to substantiate with facts to the satisfaction of the Speaker.
33. The Speaker shall be responsible for the observance of the rules of order in the Congress/Conference Hall, and her decision on any Point of Order shall not be opened to appeal and shall not be reviewed by the Congress/Conference except upon a motion moved for that purpose. Such a motion shall be given in writing.

RULING BY SPEAKER

34. The Speaker, after having called the attention of the Congress/Conference to the conduct of a Delegate who persists in irrelevance, or in tedious repetition either of her own arguments or those used by other Delegates in debates, shall direct her to discontinue her speech.
35. Should the Speaker consider that there is no material difference of opinion on any matter among the Delegates, or the views expressed are repetitive, she shall have the power to stop the debate and put the matter to a vote.
36. Should any Delegate/Observer conduct herself in a grossly disorderly manner at any session of the Congress/Conference, or refuse to obey the Speaker when called to order, she shall be named by the Speaker and shall be ordered to leave the Hall for the remaining part of the session and shall not be allowed to enter the Hall without the consent of a simple majority of the Delegates. For the purpose of ensuring compliance with any order referred to herein before, the Speaker shall, if deemed necessary, take reasonable steps for the removal of such member from the Hall.
37. No Delegate or Observer shall leave the Congress/Conference Hall without obtaining prior permission from the Speaker.
38. In the case of grave disorder arising in the Congress/Conference Hall, the Speaker may, if she deems it necessary so to do, adjourn the Congress/Conference without putting any question or suspend the session for a time to be fixed by her.
39. Nothing in this Order shall be taken to deprive the Congress/Conference of the power of proceeding against any Delegate or Observer provided it is done in the form of a resolution of the Congress/Conference.

VOTING

40. Any matter put to the vote of the Congress/Conference shall be decided by a show of hands and in the case of an equality of votes, the matter shall be declared lost. Unless a ballot is so demanded, a declaration by the Speaker that the matter has, on a show of hands, been carried or lost shall be conclusive evidence of the fact.
41. A Delegate may demand for a ballot and the Speaker shall put the matter to a vote provided it has been seconded.
42. A demand for a ballot may be withdrawn before the matter is put to a vote.
43. Every Delegate at the National Congress shall be entitled to receive a list of names of all candidates seeking election to the National Executive Committee.
44. Every Delegate present in the Hall at the time of the conduct of election to the National Executive Committee shall be issued with a ballot paper and each Delegate shall vote 15 candidates for the election to the National Executive Committee.
45. Any Delegate who votes for less or more than 15 candidates will have her ballot paper rejected.
46. In the case of a DAP WANITA Special Congress called for the purpose of electing a new National Executive Committee, Standing Order 43, 44 and 45 shall apply mutatis mutandis.
47. There shall be no voting by proxy.
48. Observers shall have no voting rights on any matter.
49. At the beginning of every session of the Congress/Conference, the Speaker shall appoint Tellers.

SUSPENSION OF STANDING ORDERS

50. The Congress/Conference Standing Order may be suspended as a whole or in parts thereof if such a suspension is agreed to by a simple majority of the votes cast by the Delegates present at the Congress/Convention.

GENERAL

51. The Deputy Speaker when deputizing for the Speaker shall be vested with all the powers of the Speaker.
52. The Speaker and the Deputy Speaker shall be addressed as “Comrade Speaker”.
53. The term “Delegate” shall include “Observer” if applicable.
54. This Standing Orders shall also be applicable to the DAP WANITA Special Congress with the necessary adjustments.

** Constitutional amendments adopted at the National Congress held on 15 November 2015 and approved by the Central Executive Committee on [xxx] included.