



# AUSTRALIAN CHURCH WOMEN NSW STATE UNIT INCORPORATED

## CONSTITUTION

*AMENDED 2011*

1. NAME: Australian Church Women New South Wales State Unit Incorporated.

2. PREAMBLE:

Australian Church Women NSW State Unit Inc. is a not-for-profit association that is part of an Australia-wide ecumenical movement linking Christian women of various denominations.

- Australian Church Women NSW State Unit Inc. accepts the responsibilities to:
  - i. Affiliate with Australian Church Women Inc., National Executive;
  - ii. Send delegates to the bi-annual National Conference;
  - iii. In its turn nominate a National Executive.

3. STATEMENT OF FAITH:

We believe that there is One God – Father, Son and Holy Spirit; One God, Three in One. We believe that Scripture teaches that salvation is only through faith in the atoning death and resurrection of Jesus Christ, God's Only Son.  
(cf Acts 4:12)

4. MISSION STATEMENT:

- i. To unite Christian women in their allegiance to their Lord and Saviour, Jesus Christ;
- ii. To promote co-operation and understanding and reconciliation between men and women in the church, family and society;
- iii. To help Christian women to take a more effective place in the total life and mission of the church;
- iv. To provide opportunities for Christian women of different denominations to worship, study and serve God together;
- v. To encourage fellowship and service and understanding nationally and internationally.

5. COUNCIL

5.1 MEMBERSHIP: The Council of the NSW State Unit Inc. shall consist of representatives who shall be appointed by

5.1.1 Affiliated Denominations: To become an affiliated denomination, it is required that the State body of the denomination as appropriate, makes written application to the Australian Church Women State Council.

- i. The Constitutions of the denomination's body and the Australian Church Women State Unit shall be exchanged as required and acknowledged as acceptable to the denomination and the Australian Church Women State Unit.
- ii. A two-thirds vote of those present and voting at a meeting of the State Council shall approve the application.
- iii. Two months' notice shall be given of the intention to present to the Council an application for affiliation.
- iv. There shall be up to eight representatives appointed by the State body of the denomination who have full voting rights.
- v. During the period of the Presidency, Past-Presidency and Presidency-Elect, the number of denominational delegates should continue to be eight.

5.1.2 Affiliated Interest Groups: Requirements for affiliation to be the same as for affiliated denominations, having up to two voting members.

5.1.3 Affiliated Branches: There shall be up to two voting members appointed as their representatives.

5.1.4 Associate Members: Former members of Australian Church Women NSW State Unit Inc. Council and other women who are in agreement with Australian Church Women NSW State Unit Inc., Constitution and Rules, Statement of Faith and Mission Statement, may become Associate Members and attend Council.

- i. Associate Members may speak at meetings but not vote, and are not eligible for Executive office.
  - ii. There shall be an annual fee for Associate Membership set by Council.
- 5.1.5 Life Members: A Life Member shall be nominated by Executive and appointed by Council.
- i. She shall have been a member of the State Unit for at least ten years and have served on Executive.
  - ii. Life Membership shall be granted to such members in appreciation of their outstanding contribution to Australian Church Women NSW State Unit Inc. and shall be entitled to vote.
  - iii. At any one time there shall be no more than eight Life Members
  - iv. Life members are exempt from payment of annual membership fees.

## 6. STATE COUNCIL

- i. The Executive shall normally present recommendations for decision by the State Council. The final decision for the State Unit rests with the Council.
- ii. The State Council shall normally meet six (6) times a year and shall seek to disseminate news of the activities of the NSW State Unit and the National and other State Units by means of a newsletter or magazine – currently known as Newsette.
- iii. Council may appoint special Committees for specific purposes as needed; Committees shall have no power to act without reference to Executive and approval of Council.
- iv. Conveners (see Rules for list of Conveners) to be given power to co-opt Committees as required from within Council.

## 7. OFFICERS The Officers shall be:

- 7.1
- i. The President, who shall preside at all meetings;
  - ii. The Immediate Past President, who shall preside at meetings in the absence of the President;
  - iii. The President-Elect;
  - iv. The Secretary;
  - v. The Treasurer.
- 7.2 EXECUTIVE of the State Unit shall consist of the above mentioned OFFICERS and the following members:
- 7.2.1
- i. Minute Secretary (if one has been appointed – this is optional)
  - ii. Assistant Secretary (if one has been appointed – this is optional)
  - iii. Editor of the Unit's magazine (called NEWSETTE) at the time of this Constitution
  - iv. Membership Secretary
  - v. Conveners of Committees
  - vi. In the event that all Affiliated Denominations are not represented by persons holding the above positions then the State Council appoints a representative of such Denomination or Denominations to the Executive for a period not exceeding such non-representation.
- 7.2.2 Executive may deal with any emergency but, at the next meeting of Council, shall report any action taken.
- 7.2.3 Business for Council meetings shall be prepared by Executive which may draft recommendations for submission to the meeting. It shall also discharge such functions as shall be assigned to it by Council.
- 7.2.4 Meetings of Executive shall be held as required and shall be convened by the President or any four members of the Executive.
- 7.2.5 Other than the President, Immediate Past President and President-Elect whose tenure is determined in Clause 7.3 hereof, all members of the Executive are elected annually and may serve for a period of continuous service not exceeding five (5) years, save only that State Council may extend this period by not more than an additional two (2) years. Members of the Executive will normally be elected by ballot at an Annual General Meeting of the State Council

- 7.2.6 Nominations bearing the consent of nominees must reach the Secretary not less than one month before the Annual General Meeting. Nominations of Office-Bearers/Conveners shall not be accepted from the floor of the Annual General Meeting. Council shall fill casual vacancies for Office-bearers after the Meeting at which they occur.

7.3 APPOINTMENT OF PRESIDENT AND TENURE OF OFFICE

- i. A President-Elect shall be nominated biennially by Affiliated Denominations in an order of rotation as determined by the Council. Every affiliated denomination shall have the right to nominate persons for the office of President. State Council shall consider the nomination of President-Elect and shall then confirm the person so selected to be the President-Elect and then President after her Installation.
- ii. Should the President or President-Elect be unable to complete her term of Office, Council shall initiate discussion with the relevant Affiliated Denomination, with the power to accept or reject any alternatives suggested by that Denomination.

8 PROGRAM AND PROJECTS:

The program of the NSW State Unit Inc. shall include the observance of

- i. Annual Service of Dedication in May including biennially the President's Installation.
- ii. Fellowship Day in July
- iii. World Community Day in October
- iv. Asian Church Women's Conference Annual Service
- v. Participation in the projects supported by Australian Church Women, viz, Fellowship of the Least Coin and Winifred Kiek Scholarship
- vi. Convening any special meeting or event as required.

9 FINANCE:

- i. All financial transactions shall take place through accounts maintained with a financial institution or institutions approved by Council.
- ii. All monies shall be sent to the Treasurer, banked promptly and without deduction and disbursed as determined by Council. As soon as practical after receiving any money an appropriate receipt must be issued.
- iii. Membership fees will be applied according to the Rules.
- vi. All financial Accounts and Investments shall include the words 'Australian Church Women NSW State Unit Inc.' in their title.
- v. Signatories for all Bank Accounts and Investments shall be any two of four persons elected by the Executive, one of whom shall be the Treasurer.
- vi. The financial year shall end on the last day of December in each year, and the Financial Statement shall be audited by an accredited Accountant, and shall be circulated to Council for endorsement not later than three (3) months thereafter.

10 AMENDMENTS

This Constitution may be amended by a two-thirds majority of those voting at a Council meeting, provided that written notice of the proposed amendments has been given to all Council members at least two calendar months before.

11. DISSOLUTION:

In the event of the dissolution of Australian Church Women NSW State Unit Inc., its projects and trust funds shall be paid to the purposes designated and its administrative funds to a like ecumenical not-for-profit association as determined by the final Council meeting. No member of Australian Church Women NSW State Unit Inc. shall benefit from distribution of the funds.

## 12. RULES:

- 12.1 Council may make rules not inconsistent with the Constitution, providing for matters of business and procedure at meetings, the conduct and method of elections and voting, quorums at meetings, finances and subscriptions and generally to give effect to this Constitution.
- 12.2 Alterations to Rules may be made at any Council meeting by simple majority, provided that notice has been given at the two previous Council meetings.

13. QUORUM: For meetings of Council and Executive, a quorum shall be one-third of the members eligible to attend.

**This Constitution and Rules of the Constitution were adopted by the Council Meeting of 19 June 2000, updated to include Incorporation as directed by the Council meeting of 18 August 2003 and amended to include requirements by the NSW Incorporations Act of 2009 at a Council meeting held 21<sup>st</sup> November 2011.**

Rule 9 was adopted by the Council Meeting of 24<sup>th</sup> April 2017, after notice being given at the two previous Council Meetings.

Recommendation to Rule 3: This Recommendation was adopted by the Council Meeting of 18<sup>th</sup> November 2019, after notice being given at two previous Council meetings.

Rule 10: This Rule regarding the use of technology for Annual General Meetings and Special General Meetings was voted for by Executive Members on 21st September by electronic ballot in accordance with the notice from Department of Fair Trading.

*Until 26 September 2020, associations may conduct committee meetings and general meetings using technology and pass ordinary and special resolutions by either postal or electronic ballot even if this isn't stipulated in their constitutions. Members must still have an opportunity to participate in meetings using technology.*

AUSTRALIAN CHURCH WOMEN  
NEW SOUTH WALES STATE UNIT INCORPORATED  
RULES

1. SUBSCRIPTIONS:  
Annual membership fees will apply to Denominations, Special Interest Groups, Affiliated Local Branches, Local groups and Associate Members and will be determined annually.
2. ANNUAL MEETING:  
The Annual Meeting shall be held in conjunction with the April meeting of Council. It shall appoint office-bearers, public officer and an auditor for the ensuing year and adopt the Annual Report and the Annual Financial Statement.  
The financial year shall close on the last day of December.
3. INSTALLATION SERVICE:  
The Service for the Installation of a new President shall be held instead of the May Council meeting, biennially.  
The incoming President is to be responsible for the writing of the Order of Service for her Installation, in consultation with Executive, and her denomination may produce the Orders if this is desired. The NSW State Unit Inc. will bear the cost of this production.  
In the alternate year, a Service of Dedication will be held instead of the May meeting. This Service to be organised by Executive.  
RECOMMENDATION (to 7.3) That the tenure of Presidency be two years.
4. SPECIAL DAYS:  
The Special Days of Australian Church Women shall be held instead of a Council meeting in July (Fellowship Day) and October (World Community Day).
5. CONVENERS :  
Winifred Kiek Scholarship  
Fellowship of the Least Coin  
Special Days  
Publicity  
Social Issues  
Asian Church Women's Conference  
Pastoral Care
6. NEWSETTE:  
The State Unit will produce a magazine to be named NEWSETTE.  
It will be produced four times yearly, at the beginning of February, May, August and November.  
A NEWSETTE Manager and a Sub Editor will be appointed to be responsible for distribution of the magazine and assist the Editor in presentation of the material submitted.  
The annual subscription will be determined by Council.  
All subscriptions to NEWSETTE will be paid to the Treasurer of the State Unit.
7. VISITORS: Representatives are encouraged to bring visitors to Council meetings, as observers.
8. REPRESENTATIVES TO OTHER BODIES: Council shall appoint from within its members, such representatives to other bodies as is appropriate. These appointments will be made annually and reviewed every four years.
9. NATIONAL CONFERENCE: All members of Australian Church Women NSW State Unit Inc, including Associate members, are eligible, at their own expense, to attend the biennial National Conference of Australian Church Women in whatever State it may be held. To ensure adequate representation of Australian Church Women NSW State Unit Inc. at the National Conference, subject to availability of funds, the following subsidies may apply:-  
\* Registration, accommodation and fares for the incumbent President and Secretary;  
\* Registration and accommodation for the Treasurer and President Elect.
10. Annual General Meetings may be conducted using technology so that each attendee is able to see and/or hear all other attendees. Attendees present in any such meeting using technology shall be deemed to be physically present for the meeting.  
Special General Meetings may be conducted using technology so that each attendee is able to see and/or hear all other attendees. Attendees present in any such meeting using technology shall be deemed to be physically present for the meeting.