

Constitution documents that follow do not cover all revisions made over the years.

A number of copies of National Conference Working Papers and/or Minutes have a Constitution attached as an Appendix.

## AUSTRALIAN CHURCH WOMEN

### CONSTITUTION

1. NAME: Australian Church Women.

2. The AIM of Australian Church Women is

To unite Australian Church women in their allegiance to their Lord and Saviour Jesus Christ; to promote co-operation of men and women in the Church, family and society; to help Christian women to take a more effective place in the total life and mission of the Church; to provide opportunities for Christian women of different churches to worship, study and serve together and to encourage fellowship and service across national boundaries.

The programme of Australian Church Women shall be planned to serve this aim.

3. RELATIONSHIPS:

- (a) Through the Australian Council of Churches, Australian Church Women shall be linked with the World Council of Churches and the regional conferences of churches in Asia, Africa and the Pacific.
- (b) Australian Church Women shall function in relationship with the Australian Council of Churches' Committee on Co-operation of Men and Women in Church, Family and Society, with the Division of Church and Community of the ACC.

4. COMMITTEES:

- (a) The National Committee shall consist of representatives who shall be appointed annually:
  - i. one representative of the Federal women's organisation of each church, appointed by whatever means is appropriate to the particular church.
  - ii. two representatives of each and every State women's inter-church organisation recognised by Australian Church Women as its State Unit.
  - iii. one representative of the Federal organisation of any special interest group which is granted representation by the National Committee.
  - iv. two representatives appointed by the Australian Council of Churches' Committee on Co-operation of Men and Women in Church, Family and Society.
  - v. four representatives appointed by the Executive Committee of the Australian Council of Churches.

The National Committee shall meet at least annually at a time and place to be determined in consultation with the Australian Council of Churches' Committee on Co-operation of Men and Women in Church, Family and Society. Fifty percent of representatives under 4 (a) i. and ii. shall constitute a quorum. Alternates may be appointed for all representatives to the National Committee.

- (b) A Working Committee shall be appointed by the National Committee to carry out its work between meetings. The Working Committee shall consist of 10 members of the National Committee resident in one State and shall include the office bearers. The location of the Working Committee shall be determined by the National Committee.

5. OFFICE BEARERS:

The office bearers shall be (1) a President; (2) two Vice-Presidents; (3) a Secretary; (4) a Treasurer; They shall be elected annually by the National Committee provided always that the President shall not hold the office for more than two consecutive years. The office bearers shall act on behalf of the Working Committee between meetings.

6. STATE AND LOCAL ORGANISATION:

- i. Each State Unit shall co-operate with the Council of Churches associated with the Australian Council of Churches in the State.
- ii. Committees in local areas which carry out the purpose of Australian Church Women shall be affiliated with the State Unit.

7. PROGRAMME OF AUSTRALIAN CHURCH WOMEN:

The National Committee of Australian Church Women shall prepare a statement of its programme each year.

8. FINANCE:

- i. Collections taken at special days and services included in the Australian Church Women programme (after local expenses have been met) shall be divided, as determined each year by the National Committee in consultation with its State Units, between (i) the administration of the affiliated State Women's Inter-Church Council organisation, (ii) administration of the National Committee of Australian Church Women and (iii) national projects sponsored by the National Committee in co-operation with State Units.
- ii. The funds of the Fellowship of the Least Coin shall be paid annually by the State Units to the National Committee for remittance to the Department on Co-operation of Men and Women, in Church, Family and Society, in the World Council of Churches.
- iii. (a) Accounts shall be kept as determined by the National Committee in consultation with the Honorary Treasurer of the Australian Council of Churches.  
(b) Bank accounts shall be operated by the President, Secretary and Treasurer and such others as may be appointed, the signatures of any two of whom shall be sufficient discharge.  
(c) Statements of accounts shall be presented to the meetings of the Working Committee, and audited annual statements to the National Committee and to the Australian Council of Churches.  
(d) The financial year shall end on December 31.

9. AMENDMENT TO CONSTITUTION:

The Constitution shall be amended by a vote of a two-thirds majority of members of the National Committee present. Notice of motion to amend the Constitution shall be given to the Working Committee by an organisation having representation on the National Committee. All constituent bodies shall be notified in writing of the proposed amendment not less than three months before the meeting of the National Committee. Amendments shall be operative upon ratification by the Annual Meeting of the Australian Council of Churches.

10. DISSOLUTION:

In the event of the dissolution of the National Committee, its project and trust funds shall be paid to the purposes designated and its administrative funds to the Australian Council of Churches.

FEBRUARY 11, 1965  
SYDNEY.

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- vi. the office bearers (see 5).

The National Committee shall meet at least annually at a time and place to be determined in consultation with the Australian Council of Churches' Committee on Co-operation of Men & Women in Church, Family and Society. Fifty percent of representatives under 4 i. and ii. shall constitute a quorum. Alternatives may be appointed for all representatives to the National Committee.

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The office bearers shall be (1) a President; (2) two Vice-Presidents; (3) a Secretary; (4) a Treasurer. They shall be elected annually by the National Committee provided always that the President shall not hold the office for more than two consecutive years.

6. WORKING COMMITTEE:

The National Committee shall appoint a Working Committee of ten, who shall be resident in one State, and shall include the office bearers. The location of the Working Committee shall be determined by the National Committee. The office bearers shall act on behalf of the Working Committee between meetings.

7. STATE AND LOCAL ORGANISATION:

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- ii. The funds of the Fellowship of the Least Coin shall be paid annually by the State Units to the National Committee for remittance to the Department on Co-operation of Men & Women in Church, Family & Society in the World Council of Churches.
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  - a) Accounts shall be kept as determined by the National Committee in consultation with the Honorary Treasurer of the Australian Council of Churches.
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February 10, 1967  
Sydney.

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  - (iii) one representative of the Federal organization of any special interest group which is granted representation by the National Committee.
  - (iv) two representatives appointed by the Australian Council of Churches' Committee on Co-operation of Men & Women in Church, Family and Society.
  - (v) four representatives appointed by the Executive Committee of the Australian Council of Churches.
- (b) the Office Bearers and five other committee members who together shall comprise the Working Committee.

The National Committee shall meet at least annually at a time and place to be determined in consultation with the Australian Council of Churches' Committee on Co-operation of Men & Women in Church, Family and Society. Fifty per cent. of representatives under 4. (i) and (ii) shall constitute a quorum. Alternatives may be appointed for all representatives to the National Committee.

5. OFFICE BEARERS:

The office bearers shall be

- 1. a President
- 2. two Vice-Presidents
- 3. a Secretary
- 4. a Treasurer.

They shall be elected annually by the National Committee provided always that the President shall not hold the office for more than two consecutive years.

6. WORKING COMMITTEE:

The Working Committee shall consist of ten members -

- (a) the office bearers of the National Committee,
- (b) five committee members, one of whom shall be elected annually as the convener of the Winifred Kiek Scholarship Committee by the National Committee.

The ten members of the Working Committee shall be

- (i) resident in one State
- (ii) elected annually by the National Committee.

The location of the Working Committee shall be determined by the National Committee. The Office Bearers shall act on behalf of the Working Committee between its meetings. In the event of a vacancy on the Working Committee occurring between National Meetings, the Working Committee shall appoint a replacement to fill such vacancy and shall duly notify members of the National Committee of such appointment.

7. OBSERVERS and CONSULTANTS:

Non-voting observers with privilege to speak on any matter raised in conference shall be invited to attend the annual meetings of the National Committee:

- (i) one observer from the Federal women's organization of each church, appointed by whatever means is appropriate to the particular church.
- (ii) two observers from each and every State Women's inter-church organization recognized by Australian Church Women as its State Unit.
- (iii) one observer from the Federal organization of any special interest group which is granted representation by the National Committee.
- (iv) up to eight observers from the new State location, at that National Meeting which will elect a Working Committee from a new State.

Consultants who shall have the same privileges as observers, shall be invited to attend the National Meeting:

- (i) the Federal Liaison Officer, Women's World Day of Prayer.
- (ii) Australian members of the Planning Committee of Asian Church Women's Conference.

8. STATE AND LOCAL ORGANIZATION:

- (a) Each State Unit shall co-operate with the Council of Churches associated with the Australian Council of Churches in the State.
- (b) Committees in local areas which carry out the purpose of Australian Church Women shall be affiliated with the State Unit.

9. PROGRAMME OF AUSTRALIAN CHURCH WOMEN:

The National Committee of Australian Church Women shall prepare a statement of its programme each year.

10. FINANCE:

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  - (i) the administration of the affiliated State Women's Inter-church Council organisation;
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- (b) The funds of the Fellowship of the Least Coin shall be paid annually by the State Units to the National Committee for remittance to the Department of Co-operation of Men & Women in Church, Family & Society in the World Council of Churches.
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  - (i) Accounts shall be kept as determined by the National Committee in consultation with the Honorary Treasurer of the Australian Council of Churches.
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  - (iii) Statements of accounts shall be presented to the meetings of the Working Committee, and audited annual statements to the National Committee and to the Australian Council of Churches.
  - (iv) The financial year shall end on December 31.

11. AMENDMENT TO CONSTITUTION:

The Constitution shall be amended by a vote of a two-thirds majority of the National Committee present. Notice of motion to amend the Constitution shall be given to the Working Committee by an organization having representation on the National Committee. All constituent bodies shall be notified in writing not less than three months before the meeting of the National Committee. Amendments shall be operative upon ratification by the Annual Meeting of the Australian Council of Churches.

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9. FINANCE: (Contd.)

as determined each year by the National Committee in consultation with its State Units, between

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3. RELATIONSHIPS:
  - (a) Through the Australian Council of Churches, Australian Church Women shall be linked with the World Council of Churches and with the regional conferences of churches in Asia, Africa and the Pacific.
  - (b) Australian Church Women shall be a member of the Asian Church Women's Conference.
4. NATIONAL COMMITTEE:
  - (a) The National Committee shall consist of:
    - i. Representatives:
      - (i) two from each unit of Australian Church Women in the Australian states and territories;
      - (ii) one from each denomination participating in the Australian Council of Churches and such other denominations as shall be invited by the National Committee to attend;
      - (iii) one from the federal organisation of any special interest group which is granted representation by the National Committee;
      - (iv) two appointed by the Executive Committee of the Australian Council of Churches.
    - ii. the Working Committee, as set out in para.5 below.
  - (b) the National Committee shall meet biennially at a time and place to be determined by the National Committee on the recommendation of the Working Committee.
  - (c) The Working Committee shall prepare an Annual Report and audited Financial Statement which shall be circulated annually to all organisations having representation on the National Committee and to the Australian Council of Churches and shall be presented to the biennial National Committee Meeting for endorsement.
  - (d) At least half of the representatives under 4(a) i.(i) and (ii) together with half of the Working Committee shall constitute a quorum.
  - (e) Alternates may be appointed for all representatives to the National Committee.
  - (f) Observers and Consultants to be invited to National Committee meetings
    - i. Non-voting observers with privilege to speak
      - (i) two from each unit of Australian Church Women in the Australian states and territories;
      - (ii) one from each denomination participating in the Australian Council of Churches and such other denominations as shall be invited by the Working Committee to attend;
      - (iii) one from the federal organisation of any special interest group which is granted representation by the National Committee;
      - (iv) up to ten Working Committee nominees from the new state or territory location.
    - ii. Consultants with privilege to speak
      - (i) the Federal Liaison Officer, Women's World Day of Prayer;
      - (ii) the Australian Representative on the General Committee of the Asian Church Women's Conference;
      - (iii) any co-opted members of the Working Committee of Australian Church Women.

ACW Constitution (cont.)

4. NATIONAL COMMITTEE (cont.)

- iii Non-voting observers without privilege to speak  
one from each state or territory women's organisation of each denomination or special interest group in the state or territory in which the National Committee meeting is held.

5. WORKING COMMITTEE

- (a) The Working Committee shall consist of ten members:
  - i Officebearers of Australian Church Women
    - (i) a President
    - (ii) two Vice-Presidents
    - (iii) a Secretary
    - (iv) a Treasurer.
  - ii Five Committee members, one of whom shall be the Convener of the Winifred Kiek Scholarship Committee.
- (b) These ten members of the Working Committee shall all be
  - i Resident in one state or territory;
  - ii Elected biennially by the National Committee.
- (c) The Working Committee shall have power to co-opt:
  - i Up to three members for special purposes;
  - ii Any members of the Planning and/or Working Committee of the Asian Church Women's Conference resident in the same state or territory as the Working Committee of Australian Church Women.  
Such co-opted members shall not be eligible to vote, but shall be eligible to attend the National Committee Meeting as Consultants with privilege to speak.
- (d) The location of the Working Committee shall be determined by the National Committee and shall be changed to a different state or territory every two years, and shall not be relocated in any one state or territory until a period of four years has elapsed following the retirement of the previous Working Committee in that state or territory.
- (e) The Working Committee shall be responsible to the National Committee for the implementation of the programme of Australian Church Women according to the directions of the National Committee and shall act as an Executive on behalf of the National Committee between its meetings.
- (f) A Statement of Accounts shall be presented to each meeting of the Working Committee.
- (g) In the event of a vacancy on the Working Committee occurring between National Committee meetings, the Working Committee shall appoint a replacement to fill such vacancy and shall within one month notify in writing those organisations having representation on the National Committee.

6. FINANCE

- (a) All monies received by the Treasurer shall be paid as determined each year by the National Committee or by postal ballot by all organisations having representation on the National Committee, on the recommendation of the Working Committee.
- (b) Signatories for all Bank accounts and investments shall be any two of the President, the Secretary and the Treasurer.
- (c) The Financial Year shall end on 30th June in each year.

7. AMENDMENT TO THE CONSTITUTION

This Constitution may be amended by a vote of a two-thirds majority of the National Committee present and voting. Notice of Motion to amend the Constitution shall be forwarded in writing to the Secretary by any organisation having representation on the National Committee or by the Working Committee. All Constituent bodies shall be notified in writing of the proposed amendment not less than three months before the meeting of the National Committee at which the proposed amendment will be moved. Amendments shall be operative only upon ratification by the Australian Council of Churches.

8. DISSOLUTION:

In the event of the dissolution of Australian Church Women, its projects and trust funds shall be paid to the purposes designated and its administrative funds to the Australian Council of Churches.

AUSTRALIAN CHURCH WOMEN - CONSTITUTION - ADOPTED AUGUST 1985

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  - 2.2 To promote co-operation and understanding between men and women in Church, family and society;
  - 2.3 To help Christian women to take a more effective place in the total life and mission of the Church;
  - 2.4 To provide opportunities for Christian women of different denominations to worship, study and serve together;
  - 2.5 To encourage fellowship and service across national boundaries.
3. OBJECTS:
  - 3.1 SCHOLARSHIP
    - 3.1.1 Australian Church Women shall sponsor a scholarship to be known as the Winifred Kiek Scholarship;
    - 3.1.2 Australian Church Women may sponsor a fellowship to be known as the Winifred Kiek Fellowship.
    - 3.1.3 The Winifred Kiek Scholarship and the Winifred Kiek Fellowship and any other approved award shall be made according to guidelines determined from time to time by the National Conference.
  - 3.2 FELLOWSHIP OF THE LEAST COIN

Australian Church Women shall promote the International Fellowship of the Least Coin as a Fellowship of Prayer and Reconciliation and Offering of the Least Coin of our realm, according to the accepted practice of the International Fellowship of the Least Coin.
  - 3.3 SPECIAL DAYS

Australian Church Women shall promote Fellowship Day and World Community Day and encourage the observance of Women's World Day of Prayer. The National Executive

2.

shall be responsible for the preparation and distribution of Orders of Service for Fellowship Day and World Community Day.

3.4

NATIONAL PUBLICATION

The National Executive shall be responsible for the production of a publication for distribution to all State and Territory Units.

4. MEMBERSHIP:

Each and every member of a State or Territory Unit shall be a member of Australian Church Women.

4.1

LIFE MEMBERS

4.1.1

The honour of life membership may be conferred on women who have made a long term significant contribution to Australian Church Women at the national level;

4.1.2

There may be only one life member from each State or Territory Unit at any one time;

4.1.3

Nominations for Life Membership shall come from State or Territory Units and appointments shall be made by the National Conference.

5. RELATIONSHIPS:

5.1

Australian Church Women shall be a member of the Asian Church Women's Conference;

5.2

Australian Church Women shall maintain relationships and dialogue with the Australian Council of Churches and other ecumenical bodies.

6. ADMINISTRATION: shall be through

6.1

NATIONAL CONFERENCE which shall meet biennially.

6.1.1

Membership of National Conference shall consist of:

(a) Voting Members

- (i) The members of the current National Executive as set out in Para. 6.2
- (ii) Two members appointed by each State and Territory Unit of Australian Church Women
- (iii) One member from the National organisation of each denomination participating in Australian Church Women through its State and Territory Units.

.../3

3.

- (iv) Up to five members from the incoming National Executive nominees.

(b) Observers

(who shall have the right to speak but not to vote)

- (i) Two members from each State and Territory Unit of Australian Church Women.
- (ii) Two members from the National organisation of each denomination participating in Australian Church Women through its State and Territory Units.
- (iii) Life Members.
- (iv) Such others as may from time to time be determined by the National Executive or be recommended by Units and endorsed by the National Executive.
- (v) Up to five members from the incoming National Executive nominees.
- (vi) One member from National special interest groups participating in Australian Church Women through its State and Territory Units.

6.1.2 ALTERNATES may be appointed for both Voting members and Observers.

6.1.3 LOCATION:

Each State or Territory Unit shall have the right to host the National Conference and provide the National Executive of National Conference in rotation.

6.1.4 QUORUM:

Two-thirds of members who are in attendance and entitled to vote shall constitute a quorum at National Conference.

6.1.5 ELECTIONS:

- (a) Nominations for National Executive (and Auditor) from each State and Territory Unit in rotation (as decided at previous National Conference) shall be submitted to the National Secretary eight weeks prior to the Conference. Such nominations shall be approved by the Conference.
- (b) National delegates to Conferences, Representatives to other organisations, and such other appointments as shall from time to time be considered desirable by National Conference, shall be elected by ballot from nominations received by the National Secretary eight weeks prior to National Conference. Any member in good standing in a State or Territory Unit of

Australian Church Women may be nominated for any such position.

- (c) In the event of National representation to Conference(s) or other organisation(s) being necessary between National Conferences, the National Executive shall appoint such representatives after consultation with each State and Territory Unit.
- (d) If insufficient nominations are received it shall be the responsibility of the National Executive to submit the required number of nominations. No nomination shall be accepted from the floor of Conference.

6.1.6

BUSINESS:

Notice of all matters which shall engage the attention of Conference, including Reports, shall be submitted to the National Executive at least eight weeks prior to Conference and shall be forwarded to each State and Territory Unit four weeks prior to Conference.

6.2

NATIONAL EXECUTIVE:

6.2.1

Membership of the National Executive shall consist of:

- (a) Executive Officers who shall be President
  - 2 Vice-Presidents
  - Secretary
  - Treasurer
- (b) Five Committee members who shall be
  - Minute Secretary
  - Winifred Kiek Scholarship Convener
  - Fellowship of the Least Coin Convener
  - Special Days Convener
  - Publication Editor
- (c) Any members of the Executive Committee of Asian Church Women's Conference resident in the same State or Territory as the Australian Church Women's National Executive may be invited to serve ex-officio.
- (d) The Australian representative on Asian Church Women's Conference General Committee, ex-officio.
- (e) Up to three (3) members may be co-opted for special purposes.

6.2.2

QUORUM:

Two-thirds of the elected membership of National Executive shall constitute a quorum.



## 6.2.3

VACANCIES:

In the event of a vacancy occurring on the National Executive between National Conferences, the National Executive shall appoint a replacement to fill such vacancy, and shall within one month notify in writing all State and Territory Units of Australian Church Women of such appointment for ratification.

7. FINANCE:

- 7.1 All monies received by the Treasurer shall be disbursed as determined by the National Conference.
- 7.2 All financial accounts and investments shall include the words "Australian Church Women" in their title.
- 7.3 Signatories for all Bank accounts and investments shall be any two of the Executive Officers.
- 7.4 A Statement of Accounts shall be presented to each meeting of the National Executive.
- 7.5 The Financial Year shall end on 30 June in each year and an audited Financial Statement shall be circulated annually to all State and Territory Units and shall be presented to the National Conference for endorsement.
- 7.6 The National Conference shall appoint an accredited accountant, resident in the State or Territory of the National Executive, to audit accounts.

8. AMENDMENT TO CONSTITUTION:

- 8.1 This constitution may be amended by a vote of a two-thirds majority of voting delegates at the National Conference.
- 8.2 Notice of Motion to amend the constitution shall be forwarded in writing to the National Secretary not less than four months before the meeting of the National Conference at which the proposed amendment will be moved. Such Notices of Motion shall be circulated to all State and Territory Units three months prior to the National Conference.
- 8.3 All duly ratified changes and amendments to the constitution shall become operative on the conclusion of the National Conference at which they are adopted.

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9. DISSOLUTION:

In the event of the dissolution of Australian Church Women, its project funds and trust funds shall be disbursed to the purposes designated, and its administrative funds as decided by the dissolving National Conference.



# AUSTRALIAN CHURCH WOMEN

2.

GUIDELINES (to be read in conjunction with the Constitution)

SCHOLARSHIP (Ref. Constitution 3.1.1)

The Purpose of this Scholarship is to offer supplementary training for a Christian woman who has already received her basic training and is intended for those who give leadership in Church life and for those who need strengthening as Christians for their work in the world. Where possible a Scholarship will be given each year.

The Scholarship to be tenable for 10 months (one academic year) and part of the year to be spent in a training school or university, part in practical work and observation in church and community institutions, and part in speaking to women's and church groups.

Areas The terms of the Scholarship will be made available to the following areas in rotation -

Area 1 Indonesia, Malaysia, Burma, Thailand, Kampuchea, Vietnam, Laos, Hong Kong, Taiwan, Singapore

Area 2 India, Bangladesh, Pakistan Sri Lanka, Nepal

Area 3 Pacific Islands (i.e. Samoa, Fiji, Tonga, Vanuatu, New Caledonia), Papua New Guinea, Solomon Islands, Australia

Application The National Convener of Winifred Kiek Scholarship shall send application forms to the appropriate National Ecumenical Women's Organisation or Christian Conference/Council in the areas in rotation.

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## GUIDELINES

To be used in conjunction with the Constitution

3.

SCHOLARSHIP (contd.)

Application (contd.)

Applications are to be made on the prescribed forms and shall include -

Application in triplicate  
Academic Record  
Language Certificate  
Recommendations  
Health Certificate  
Statement by Church  
Place of Study  
Photograph of applicant  
Statement on interests and aspirations  
Terms of reference for scholar (to be signed on arrival in host country)

Administration There shall be a National Convener of Winifred Kiek Scholarship who shall be a member of the National Executive of Australian Church Women.

There shall be five Trustees who shall invest funds and act as an advisory body to the National Executive and Convener.

All funds received by Australian Church Women for Winifred Kiek Scholarship will be transferred to the Trustees for investment.

Only the interest on investments shall be available for use as a Scholarship.

The Trustees will advise the National Executive of Australian Church Women (through the National Convener of Winifred Kiek Scholarship) by July 31 each year as to the amount available for the following year's Scholarship. National Treasurer to call on amount when required.

Trustees shall advise the National Convener as to the practicability of the applicants coming to Australia (or suggest a more suitable venue) taking

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4.

SCHOLARSHIP (contd.)

Administration (contd.)

into account Australia's diplomatic relations with country concerned and the availability of educational resources (on which they will also offer advice).

Trustees may set up ad hoc sub committees to provide this advice.

Final decision on awarding of Scholarship shall rest with National Executive of Australian Church Women.

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FELLOWSHIP (Ref. Constitution 3.1.2)

The Purpose of this Fellowship is to benefit Australian Church Women by giving them inspiration, knowledge and leadership from outstanding Christian women visiting, studying, or resident in our country.

Funds shall be available tri-ennially or at the discretion of the National Executive (on advice from the Winifred Kiek Scholarship Trustees) to provide fares, honoraria and accommodation costs for the recipient to tour Australia to speak to church and community groups.

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5.

AUSTRALIAN CHURCH WOMEN MEMORIAL BURSARY  
(Ref. Constitution 3.1.3)

Contributions are invited to this fund (and should be forwarded to the National Treasurer) as a Memorial to Christian women, particularly those associated with the work of Australian Church Women. The contribution is to be accompanied by a brief outline of the life of the woman so honoured.

The funds are to be invested by the Trustees of the Winifred Kiek Scholarship, and the interest so gained to be used to provide books for the current Scholarship holder. The amount available to the scholar is to be determined by National Executive on advice from the Trustees.

When this Bursary was established it was envisaged that -

1. Interest should be available for books for current scholar to a specified amount and that in due time surplus interest would build up towards a second scholarship.
2. A Book of Remembrance shall record a brief outline of the life of the women honoured by contributions to this fund. Such book to be the responsibility of the National Winifred Kiek Scholarship Convener.

Contributions

Offerings from Fellowship Day Services to be sent to National Treasurer by November 30 (together with donations given to Winifred Kiek Scholarship during the year). State and Territory Units may subtract a percentage, as determined by each National Conference, for expenses.

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6.

FELLOWSHIP OF THE LEAST COIN (Ref. Constitution 3.2)

Grants Requests for application forms for grants must be forwarded to the National Convener of Fellowship of the Least Coin and returned to her by a prescribed date.

If an application is granted, details of its use must be supplied by the recipients to the National Convener within six (6) months of the grant being received.

All applications will be processed by National Executive of Australian Church Women who will submit selected applications to the International Committee of Fellowship of the Least Coin.

Finance All contributions for Fellowship of the Least Coin must be forwarded to the National Treasurer by November 30 each year. State and Territory Units may subtract a percentage as determined by each National Conference, for expenses.

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SPECIAL DAYS (Ref. Constitution 3.3)

For these days a worship programme is prepared, based on the selected theme together with topics and questions suitable for group discussion. Copies are available through the State Units of ACW and should be ordered several months ahead.

- Fellowship Day observed, if possible, during the last week in July.

Offerings made on this day support the Winifred Kiek Scholarship.

- World Community Day observed, if possible during the last week in October.

Fellowship of the Least Coin tokens are brought in for dedication at World Community Day services and an offering is taken to assist an ACW nominated project.

**Finance** These offerings are to be forwarded to the National Treasurer (as requested in the Order of Service) no later than November 30 each year. State and Territory Units may subtract a percentage as determined by each National Conference, for expenses.

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MEMBERSHIP (Ref. Constitution 4)

Life Members

National Executive will remind Units that opportunity will be given during National Conference to nominate a Life Member for appointment at that Conference. (Units are reminded that each State is entitled to one (1) Life Member only).

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RELATIONSHIPS (Ref. Constitution 5)

Asian Church Women's Conference Australian Church Women participate in Asian Church Women's Conference through an Australian representative on the General Committee.

Australian Church Women promotes the sale of Asian Church Women's Conference Quarterly Bulletin.

As a member, Australian Church Women makes financial contribution to Asian Church Women's Conference and individuals are invited to become a "Partner with ACWC" by contributing \$1.00 annually through State Units. The target is 5,000 partners.

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ELECTIONS (Ref. Constitution 6.1.5 (b).)

At the National Conference immediately preceding the Quadrennial Assembly of Asian Church Women's Conference, a delegation must be appointed.

The National Executive shall call for the required number of nominees eight (8) weeks prior to that Conference. The Australian Representative to Asian Church Women's Conference will be appointed by Conference from the elected delegates.

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BUSINESS (Ref. Constitution 6.1.6)

Reports at a national level (limit 500 words) should be invited from all denominations whether members of State or Territory Units or not.

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# AUSTRALIAN CHURCH WOMEN



## CONSTITUTION

**2007**

### *Mission Statement:*

*Australian Church Women seeks to unite Christian Women across denominational boundaries, to promote peace, understanding and unity through faith and love in one God, Father, Son and Holy Spirit.*



1. **Name**            **Australian Church Women**
2. **Aims:**
  - 2.1    To unite Christian women from those Churches and Christian Communities, which confess the Lord Jesus Christ as God and Saviour according to the Scriptures and commit themselves to the glory of the One God, Father, Son and Holy Spirit;
  - 2.2    To promote co-operation, understanding and reconciliation between men and women in church, family and society.
  - 2.3    To help Christian women to take a more effective place in the total life and mission of the Church;
  - 2.4    To provide opportunities for Christian women of different denominations to worship, study and serve together;
  - 2.5    To encourage fellowship, service and understanding nationally and internationally.
3.    **Objects:**        In fulfilment of its Aims, Australian Church Women shall promote State and Territory Units. Such Units shall act as a forum for discussion on any matters that may arise within their own areas in pursuance of these aims.
  - 3.1    **Scholarship**
    - 3.1.1   Australian Church Women shall sponsor a scholarship to be known as the Winifred Kiek Scholarship.
    - 3.1.2   Australian Church Women may sponsor a fellowship to be known as the Winifred Kiek Fellowship.
    - 3.1.3   The Winifred Kiek Scholarship and the Winifred Kiek Fellowship and any other approved award shall be made according to guidelines determined from time to time by the National Conference.
  - 3.2           **Fellowship of the Least Coin**

Australian Church Women shall promote the International Fellowship of the Least Coin as a Fellowship of Prayer and Reconciliation and Offering of the Least Coin of our realm, according to the accepted practice of the International Fellowship of the Least Coin.

**3.3 Special Days**

Australian Church Women shall promote Fellowship Day and World Community Day and encourage the observance of World Day of Prayer. The National Executive shall be responsible for the preparation and distribution of Orders of Service for Fellowship Day and World Community Day.

**3.4 National Publication**

The National Executive shall be responsible for the production of a publication for distribution to all State and Territory Units.

**4. Membership:**

4.1 Membership is open to women of those Churches and Christian Communities which accept the Aims of Australian Church Women.

4.2 Associate Membership is open to individual women who accept the Aims of Australian Church Women, and are active members of their Church or Christian Community.

**4.3 Life Members**

4.3.1 The honour of Life Membership may be conferred on women who have made a long term significant contribution to Australian Church Women at the national level;

4.3.2 There may be only two National Life Members from each State or Territory at any one time;

4.3.3 Nominations for National Life Membership shall come from State or Territory Units and appointments shall be made by the National Conference.

**5. Relationships:**

5.1 Australian Church Women shall be a member of the Asian Church Women's Conference;

5.2 Australian Church Women shall maintain relationships and dialogue with the National Council of Churches of Australia, and other ecumenical or otherwise appropriate bodies.

**Amended 2003**

**6. Administration:** shall be through

**6.1 National Conference** which shall meet biennially.

**6.1.1. Membership of National Conference** shall consist of:

**a. Voting Members**

- (i) Five Members of the current National Executive as set out in paragraph 6.2
- (ii) Two members appointed by each State/Territory Unit of Australian Church Women.
- (iii) One member from the National organisation of each denomination participating in Australian Church Women through its State and Territory Units.
- (iv) Five members from the incoming National Executive nominees.
- (v) One member of the Winifred Kiek Scholarship Trustees who shall be a member of Australian Church Women.
- (vi) One member who is Australian Church Women representative to Asian Church Women's Conference.

**b. Observers** (who shall have the right to speak but not to vote)

- (i) Two members from each State and Territory Unit of Australian Church Women.
- (ii) Two members from the National organisation of each denomination participating in Australian Church Women through its State and Territory Units.
- (iii) National Life Members.
- (iv) Such others as may from time to time be determined by the National Executive or be recommended by Units and endorsed by the National Executive.
- (v) Up to seven members from the incoming National Executive nominees.
- (vi) One member from National special interest groups participating in Australian Church Women through its State and Territory Units.
- (vii) Up to 7 (seven) members of current National Executive.

**Amended 2007**

**6.1.2 Alternates** may be appointed for both Voting members and Observers.

**Amended 2003**

6.1.3 **Location:** Each State/Territory Unit shall have the right to host the National Conference and provide the National Executive of National Conference in rotation.

6.1.4 **Quorum:** Two thirds of members who are in attendance and entitled to vote shall constitute a quorum at National Conference.

6.1.5 **Elections**

- a. Nominations for National Executive (and Auditor) from each State/Territory Unit in rotation (as decided at previous National Conference) shall be submitted to the National Secretary eight weeks prior to the National Conference. Such nominations shall be approved by the National Conference.
- b. National Delegates to Conferences, Representatives to other organisations, and such other appointments as shall from time to time be considered desirable by National Conference, shall be elected by ballot from nominations received by the National Secretary eight weeks prior to National Conference. Any member in good standing in a State/Territory Unit of Australian Church Women may be nominated for any such position.
- c. In the event of National representation to Conference(s) or other organisation(s) being necessary between National Conferences, the National Executive shall appoint such representatives after consultation with State/Territory Units.
- d. If insufficient nominations are received it shall be the responsibility of the National Executive to submit the required number of nominations. No nomination shall be accepted from the floor of the National Conference.

6.1.6 **Business:**

Notice of all matters which shall engage the attention of National Conference, including Reports, shall be submitted to the National Executive at least eight weeks prior to National Conference and shall be forwarded to each State/Territory Unit four weeks prior to National Conference.

**6.2 National Executive:**

**6.2.1. Membership of the National Executive shall consist of:**

- a. Executive officers who shall be:
  - President
  - 2 Vice-Presidents
  - Secretary
  - Treasurer
- b. Committee members who shall be:
  - Minute Secretary
  - Winifred Kiek Scholarship Convenor
  - Fellowship of the Least Coin Convenor
  - Special Days Convenor
  - Publication Editor
  - Social Justice Issues Convenor
  - Publicity Officer
- c. Any members of the Executive Committee of Asian Church Women's Conference resident in the same State or Territory as the Australian Church Women's National Executive may be invited to serve ex-officio.
- d. The Australian representative on Asian Church Women's Conference General Committee, ex-officio.
- e. Up to three (3) members may be co-opted for special purposes.

**6.2.2 Quorum:** Two thirds of the elected membership of National Executive shall constitute a quorum.

**6.2.3 Vacancies:** In the event of a vacancy occurring on the National Executive between National Conferences, the National Executive shall appoint a replacement to fill such vacancy, and shall within one month notify in writing all State/Territory Units of Australian Church Women of such appointment for ratification.

**7. Finance:**

**7.1** All monies received by the National Treasurer shall be disbursed as determined by the National Conference.

**7.2** All financial accounts and investments shall include the words 'Australian Church Women' in their title.

- 7.3 Signatories for all Bank accounts and investments shall be any two of the Executive Officers, one of whom shall be the Treasurer or in her absence an alternative Executive Officer, who shall ensure that the Treasurer is notified of the transaction as soon as possible.
- 7.4 A Statement of Accounts shall be presented to each meeting of the National Executive.
- 7.5 The Financial Year shall end on 30 June in each year and an audited Financial Statement shall be circulated annually to all State/Territory Units and shall be presented to the National Conference for endorsement.
- 7.6 The National Conference shall appoint an accredited accountant, resident in the State or Territory of the National Executive to audit accounts.

**8. Amendment to Constitution:**

- 8.1 This Constitution may be amended by a vote of a two-thirds majority of voting delegates at the National Conference.
- 8.2 Notice of Motion to amend the Constitution shall be forwarded in writing to the National Secretary not less than four months before the meeting of the National Conference at which the proposed amendment will be moved. Such Notices of Motion shall be circulated to all State/Territory Units three months prior to the National Conference.
- 8.3 All duly ratified changes and amendments to the Constitution shall become operative on the conclusion of the National Conference at which they are adopted.
- 8.4 Following the National Conference the Constitution and Guidelines shall be updated where necessary, and amended pages sent to each State/Territory Unit within six (6) months.

**9. Dissolution:**

- 9.1 In the event of the dissolution of Australian Church Women, its project funds and trust funds shall be disbursed to the purposes designated, and its administrative funds as decided by the dissolving National Conference.
- 9.2 No member of Australian Church Women shall be capable of acquiring any estate in the property or funds of Australian Church Women.