

AUSTRALIAN CHURCH WOMEN - NEW SOUTH WALES UNIT

CONSTITUTION

15.8.88

1. NAME: AUSTRALIAN CHURCH WOMEN, NEW SOUTH WALES UNIT.
2. AIMS:
 - 2.1 To unite Christian women in their allegiance to their Lord and Saviour Jesus Christ;
 - 2.2 To promote co-operation and understanding between men and women in the 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. COUNCIL:
 - 3.1 The Council of the NSW State Unit shall consist of:
 - 3.1.1 Representatives who shall be appointed annually:
Eight (8) from each affiliated denomination, appointed by the State Women's Organisation or by whatever means is appropriate to the particular denomination.
 - 3.1.2 One (1) from each local group affiliated with the Council.
 - 3.1.3 Two (2) from the State Organisation of any special interest group which is granted affiliation by the Council.
 - 3.2 Life Members
 - 3.2.1 Life Members will be nominated by the Executive, the appointment to be ratified by the Council meeting.
 - 3.2.2 A Life Member shall have served on the Executive of the NSW State Unit.
 - 3.2.3 She shall have been a member of the State Unit for at least ten years.
 - 3.2.4 There will be up to five active Life Members, no more.
 - 3.2.5 Life Members will have the right to speak at Council meetings, but not to vote.
 - 3.3 The Council shall meet at least six times a year.
4. OFFICERS:
 - 4.1 The following shall be Officers:-
 - 4.2 The President, who shall preside at all meetings at which she is present.
 - 4.2 The Immediate Past President, who shall preside at meetings in the absence of the President.
 - 4.3 The President-Elect, who shall preside at meetings in the absence of the President and the Immediate Past President.
 - 4.4 The Hon. Secretary.
 - 4.5 The Hon. Assistant Secretary, if required.
 - 4.6 The Hon. Treasurer.
 - 4.7 The Membership Secretary.
5. APPOINTMENT OF OFFICERS AND TENURE OF OFFICE:
 - 5.1 The President shall be nominated bi-ennially by each affiliated denomination in rotation.
 - 5.2 The President-Elect shall be nominated bi-ennially. Each affiliated denomination in an order determined by the Council, shall have the right to nominate a person for this office.
 - 5.3 Council shall authorise alternative arrangements within that denomination, should the President or President-Elect be unable to complete her term of Office.
 - 5.4 All other Office-bearers shall be elected by the Council by ballot at the Annual Meeting, viz:-
 - 5.4.1 The Hon. Secretary.
 - 5.4.2 The Hon. Assistant Secretary.

- 5.4.3 The Hon. Treasurer.
- 5.4.4 The Membership Secretary.
- 5.4.5 The Editor of 'Newsette'.
- 5.4.6 Conveners (see By-Laws for list of Conveners) to be given power to co-opt from within the Council to their Committees as required.
- 5.5 Nominations bearing the consent of nominees must reach the Secretary one month before the Annual General Meeting. No nominations will be accepted from the floor of the Annual General Meeting. Any vacancies to Office of the Council shall be filled by the Executive, meeting after the A.G.M.

6. THE EXECUTIVE:

- 6.1 The Executive shall consist of the Office-bearers, together with the Conveners of Committees and at least one (1) representative of any affiliated denomination not already thus represented.
- 6.2 The Executive may deal with any emergency, but shall report any action taken at the next meeting of the Council.
- 6.3 Business for Council meetings shall be prepared by the Executive which may draft recommendations for submission to the meeting. It shall also discharge such functions as shall be assigned to it by the Council.
- 6.4 Meetings of the Executive shall be held as required, and shall be convened by the President or any three of the Office-bearers.

7. LOCAL GROUPS:

Local ecumenical groups desiring to participate in the work of Australian Church Women and subscribing to its aims may be granted affiliation and will be known as '_____ (Name of area) Church Women'.

8. COMMITTEES:

The Council may appoint special Committees for specific purposes as needed; Committees will have no power to act without reference to the Executive and approval of Council.

9. PROGRAMME AND PROJECTS:

The programme of the NSW State Unit shall include the observance of Fellowship Day, in July, and World Community Day, in October, and it will participate in the projects supported by Australian Church Women, namely, Fellowship of the Least Coin and Winifred Kiek Scholarship.

10. FINANCE:

- 10.1 All Financial transactions shall take place through accounts maintained with a financial institution or institutions approved by the Council.
- 10.2 All monies received by the Treasurer shall be disbursed as determined by Council.
- 10.3 All financial Accounts and Investments shall include the words 'Australian Church Women, NSW Unit' in their title.
- 10.4 Signatories for all Bank Accounts and Investments shall be any two (2) of three (3) elected Office-bearers.
- 10.5 The financial year shall end on the last day of February in each year, and the Financial Statement be audited by an accredited Accountant, and shall be circulated to the Council for endorsement.

11. AMENDMENTS:

This Constitution may be amended by a two-thirds majority of those voting at a Council Meeting, providing that written notice of the proposed amendments has been given to all Council members at least two (2) calendar months before.

12. DISSOLUTION:

In the event of the dissolution of Australian Church Women, NSW State Unit, its projects and trust funds shall be paid to the purposes designated and its administrative funds to an ecumenical cause decided on by the final Council meeting.

13. BY-LAWS:

The Council may make by-laws not inconsistent with this 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. Alterations to by-laws may be made at any ordinary Council meeting or at the A.G.M., provided that notice has been given at the two previous Council meetings.

This Constitution and By-Laws of the Constitution were adopted by the Council meeting of 15th August, 1988 and were revised from a previous document.

AUSTRALIAN CHURCH WOMEN - NEW SOUTH WALES UNIT

BY-LAWS

1. SUBSCRIPTIONS:
Annual membership fees shall be:
Denominations \$15.00 p.a.
Special Interest Groups \$5.00 p.a.
Local Groups \$5.00 p.a.
2. ANNUAL MEETING:
The Annual Meeting shall be held in conjunction with the April meeting of the Council. It shall appoint office-bearers and an auditor for the ensuing year and receive and adopt the Annual Report of the Council and the Annual Financial Statements. The financial year shall close on the last day of February.
3. INSTALLATION SERVICE:
The Service for the Installation of the new President shall be held instead of the May council Meeting, bi-ennially.
The new President is to be responsible for the writing of the order of service for her Installation, in counsel with the Executive, and her denomination may produce the orders if this is desired. The NSW State Unit will bear the costs of this production.
On the alternate year, a service of Dedication will be held instead of the May meeting. This service to be organised by the Executive.
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 OF COMMITTEES:
 - 5.1.1 The Winifred Kiek Scholarship Convener.
 - 5.1.2 The Fellowship of the Least Coin Convener.
 - 5.1.3 The Promotions and Special Days Convener.
 - 5.1.4 The Publicity Convener.
6. NEWSETTE:
The State Unit will produce a journal to be named 'Newsette'.
It will be produced four times yearly, during the months of February, May, August and November.
The Annual Subscription will be determined by the Council.
An Editor will be appointed and she may convene a committee.
A Manager will be appointed, as required, by the Council. She will keep the mailing list for 'Newsette' and see to the distribution of the journal to subscribers.
All subscriptions to 'Newsette' will be paid in the first instance to the Manager, who will transfer these monies to the Treasurer of the State Unit.
7. VISITORS:
Delegates 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 to be made annually. Normally they shall not serve in that capacity for more than consecutive years.
9. QUORUM:
For meetings both of the Council and of the Executive a quorum shall be one-third of the members eligible to attend.