



AUSTRALIAN CHURCH WOMEN
NSW STATE UNIT INCORPORATED

CONSTITUTION
AMENDED 2003

CONSTITUTION

In the year 2003

1. NAME: Australian Church Women New South Wales State Unit Incorporated.
2. PREAMBLE: Australian Church Women NSW State Unit Inc. 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 National Executive;
 - ii. Send delegates to the bi-ennial 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 AFFILIATION: The Council of the NSW State Unit Inc. shall consist of representatives who shall be appointed annually 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.
 - 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 * Affiliated Local Groups: Local ecumenical groups desiring to participate in the work of Australian Church Women, having signed the Statement of Faith and subscribing to the Mission Statement, may be granted affiliation and encouraged to be known as “(Name of Branch) Australian Church Women”.

- 5.1.5 * 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. Statement of Faith, Constitution and Bylaws, Aims and Objectives, 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 Members which shall be set by Council.
- 5.1.6 * 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. There shall be no more than eight Life Members.
- 5.1.7 * Authority of State Council:
- i. The final authority of the State Unit shall rest with Council.
 - ii. The Executive shall present recommendations for discussion and ratification by State Council.
- 5.1.8 * Meetings of State Council:
- i. State Council shall meet at least six times a year.
 - ii. State Council will produce a magazine called NEWSETTE.
6. OFFICERS: The Officers shall be:
- 6.1 The President, who shall preside at all meetings;
 - 6.2 The Immediate Past President, who shall preside at meetings in the absence of the President.
 - 6.3 The President-Elect;
 - 6.4 The Honorary Secretary;
 - 6.5 The Honorary Treasurer.
- 6.6 EXECUTIVE of the State Unit shall consist of these OFFICERS and the following members:
- 6.6.1 Minute Secretary;
 - 6.6.2 Assistant Secretary;
 - 6.6.3 Editor of the Unit's magazine (called NEWSETTE at the time of this Constitution)
 - 6.6.4 Membership Secretary
 - 6.6.5 Conveners of Committees
- 6.7 APPOINTMENT OF OFFICERS AND TENURE OF OFFICE
- 6.7.1 The President's appointment will be by the vote of State Council after the following procedures have been followed:
- i. A President-Elect shall be nominated bi-ennially by affiliated denominations in an order of rotation determined by 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 appoint 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 denomination, with the power to accept or reject any alternatives suggested by that denomination
- 6.7.2 All other Office-bearers will be elected by Council ballot at the Annual Meeting.

6.7.3 Conveners (see By-Laws for list of Conveners) to be given power to co-opt from within Council to their committees as required.

6.7.4 Nominations bearing the consent of nominees must reach the Secretary 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 as soon as possible after the Annual General Meeting.

6.8 EXECUTIVE:

- i. Executive shall consist of the Office-bearers together with Conveners of committees and at least one representative of any affiliated denomination not already thus represented.
- ii. Executive may deal with any emergency but, at the next meeting of Council, shall report any action taken.
- iii. 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.
- iv. Meetings of Executive shall be held as required and shall be convened by the President or any three of the Office-bearers.

6.9 COMMITTEES:

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.

7. PROGRAM AND PROJECTS:

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

- (a) Fellowship Day in July
- (b) World Community Day in October
- (c) Asian Church Women's Conference Annual Service
- (d) Participation in the projects supported by Australian Church Women, viz, Fellowship of the Least Coin and Winifred Kiek Scholarship
- (e) Convening any special meeting or event as required.

8. 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 disbursed as determined by Council.
- iii. Membership fees will be applied according to the By-Laws.
- iv. 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 three elected Office-bearers.
- 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.

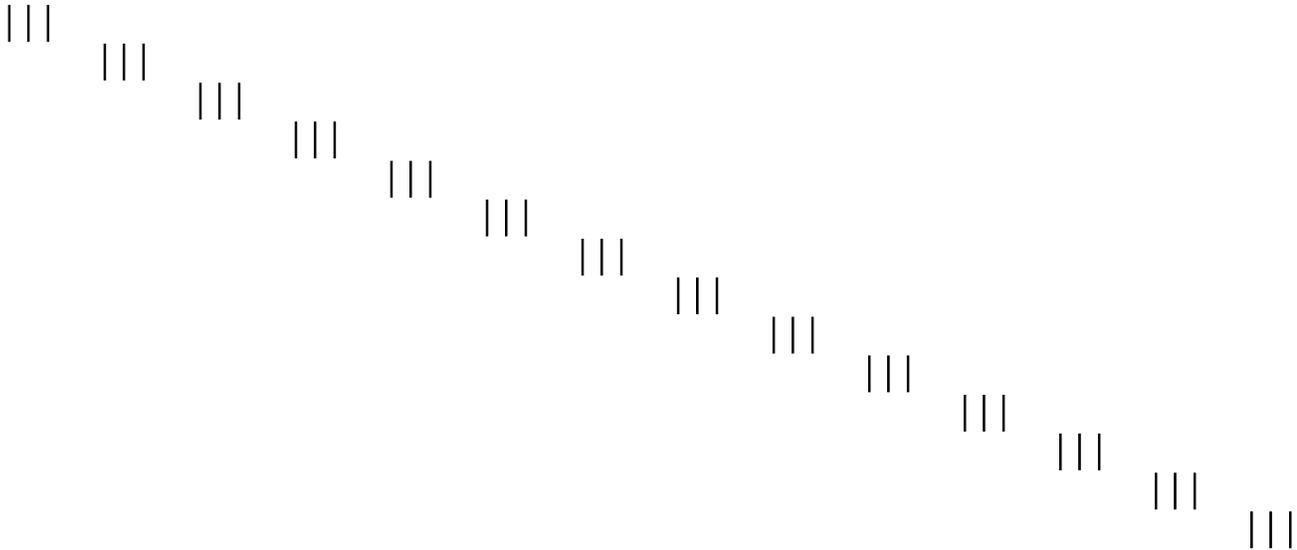
9. AMENDMENTS: This Constitution may be amended by a two-thirds majority of those voting at a Council meeting, provided that written notice of the proposed amendments has been given to all Council members at least two calendar months before.

10. 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 an ecumenical cause decided by the final Council meeting. No member of Australian Church Women NSW State Unit Inc. shall benefit from distribution of the funds.

11. BY-LAWS:

- 11.1 Council may make by-laws 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.
- 11.2 Alterations to by-laws may be made at any ordinary Council meeting or at the AGM, provided that notice has been given at the two previous Council meetings.

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



This Constitution and By-Laws of the Constitution were adopted by the Council meeting of 19 June, 2000, and updated to include Incorporation as directed by the Council meeting of 18 August 2003.

AUSTRALIAN CHURCH WOMEN
NEW SOUTH WALES STATE UNIT INCORPORATED
BY-LAWS

1. **SUBSCRIPTIONS:**

Annual membership fees will apply to Denominations, Special Interest Groups, Local Branches 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 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, bi-ennially.

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.

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:**

Winifred Kiek Scholarship Convener
Fellowship of the Least Coin Convener
Special Days Convener
Publicity Convener
Functions Convener
Social Issues Convener
Asian Church Women's Conference Convener
Pastoral Care Convener

6. **NEWSLETTE:**

The State Unit will produce a magazine to be named NEWSLETTE.

It will be produced four times yearly, at the beginning of February, May, August and November.

A NEWSLETTE Manager will be appointed to be responsible for distribution of the magazine. The annual subscription will be determined by Council.

All subscriptions to NEWSLETTE 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.
