



# Anglican Schools Australia

## Constitution

### 1. Name

The name of the Association is Anglican Schools Australia ("The Network").

### 2. Relationship with General Synod

Anglican Schools Australia is recognised by the General Synod of The Anglican Church of Australia under Part V of the *Strategic Issues, Task Forces and Other bodies Canon 19, 1998* as a Network. It is a Network of the General Synod of the Anglican Church of Australia. It is a separate entity for GST and tax purposes to the maximum extent the law will allow.

### 3. Purpose

Anglican Schools Australia, giving honour to God, putting God first and working within God's will, seeks to:

- 3.1 Provide a forum at National level for Anglican schools to facilitate discussion particularly on spiritual, moral and values related issues as they have a bearing on education.
- 3.2 Be an effective network of General Synod of the Anglican Church.
- 3.3 Achieve recognition of Anglican Schools as part of the mission of the Anglican Church.
- 3.4 Engage with the Commonwealth Government, national Anglican agencies, other national education bodies and industry groups on matters which affect the Church's mission through Anglican schools.
- 3.5 Be a forward-looking, dynamic organisation aiming to develop a strong unity of purpose among Anglican Schools.
- 3.6 Report to General Synod on major matters discussed by Anglican

### 4. Definitions

4.1 In these Rules, unless the contrary intention appears -

"Chaplain" means a person who is ordained (In holy orders) and who fills the role of a Chaplain in an Anglican School

'Financial Year' means the year from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December.

"General Meetings" means the meeting held annually at the Annual Network Conference and any other meeting of members which may be especially called by the President or Committee.

"Committee" means the Board of Management, otherwise referred to as the Management Committee, of the Network.

"Membership" means a member who is eligible for election in accordance with Rule 5.

"Special Resolution" means a resolution passed by a majority which comprises at least 75% of members, at a General Meeting of which at least 21 days written notice specifying the intention to propose the resolution as a special resolution was given.

## **5. Membership**

### **5.1 Categories of Membership**

In accordance with these rules Four (4) categories of Membership shall be available as follows:

- 5.1.1 School Membership  
The Network shall be made up of all Anglican Schools in Australia as recognised in each Diocese, and which will be automatically members of the Network.
- 5.1.2 Entities Membership  
The Anglican Entities listed in Appendix 1 of these Rules shall be eligible for Entities membership of the Network.
- 5.1.3 Associate Membership  
Individuals or Organisations interested or involved in the operation of Anglican Schools shall be eligible for Associate Membership.
- 5.1.4 Life Membership  
Life Membership may be conferred on any person or organisation in recognition of long or meritorious service by the Committee. A life member shall be exempt from payment of membership fees, and shall be entitled to vote at general meetings and may be appointed to the Committee.

### **5.2 Application for Associate Membership**

An application by a person or organisation for Associate Membership must

- 5.2.1 be made in writing in the Form set out in Appendix 2; and
- 5.2.2 lodged with the President of the Committee; and
- 5.2.3 be supported by one member of the Committee.

### **5.3 Application for Entities Membership**

An application by an Entity for Entity Membership must –

- 5.3.1 Be made in writing in the Form set out in Appendix 2.

### **5.4 Approval of Associate Membership**

An application by a person or organisation for Associate Membership must be approved by the Committee. If the Committee rejects an application, the Committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.

### **5.5 Register of Membership**

The President of the Committee must keep and maintain a register of all members in all membership categories containing –

- 5.5.1 The name and address of each member and the name and address of any nominated representative or representative of each member school.
- 5.5.2 The category of Membership of each member.
- 5.5.3 The date on which each Member's name was entered into the Register.



5.5.4 The date any member ceases membership.

The President may delegate some other person to carry out these functions on the President's behalf.

## **5.6 Ceasing Membership**

A member, (other than a school member) may resign by giving one (1) month's notice in writing to the President of the Committee following which the member will cease to be a member.

## **6. Membership Voting Rights**

The following voting rights attach to each category of membership:-

### **6.1 School Membership**

One (1) vote will be afforded to each financial member school at General meetings.

### **6.2 Entities Membership**

One (1) vote will be afforded to each financial Entity Member at General meetings.

### **6.3 Associate Membership**

No voting rights will be afforded to Associate Members.

**6.4** Any Secretary or Executive Officer approved under Rule 9.6 or any Executive Officer of the Network will be responsible for issuing voting papers (in accordance with the register maintained by the President under Rule 5.5) to all attending General Meetings. In the absence of a Secretary or Executive Officer, voting papers will be issued by the President or the President's nominee.

## **7. Voting**

**7.1** An issue arising at a general meeting or committee meeting of the Network shall be determined on a show of hands including any proxy votes given to voting members present by other members of the Network entitled to vote and a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

**7.2** All votes shall be conducted in an open ballot or by proxy unless a secret ballot is requested by two or more persons.

**7.3** In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

**7.4** A member is not entitled to vote at any general meeting unless all subscription fees due and payable to the Network are paid.

## **8. Proxies**

**8.1** Each member shall be entitled to appoint another member as his proxy by notice given to the Committee no later than twenty-four (24) hours before the time of the meeting in respect of which the proxy is appointed.

**8.2** The notice appointing the proxy shall be in the form set out in Appendix 3.



## **9. Committee**

- 9.1** The affairs of the Network shall be managed by a Management Committee ("the Committee").
- 9.2** The Committee shall exercise all such powers and functions as may be essential for the proper management of the business and affairs of the Network other than those powers and functions which are required to be exercised at general meetings of the Network.
- 9.3** The Committee shall consist of:
- The President;
  - The Immediate Past President; and
  - The President-Elect
- who will each serve a two (2) year term; and those additional persons specified in Clauses 9.3.6, 9.3.7, 9.4 and 9.5.
- 9.3.1 The President will automatically succeed to that office after having served as President-Elect.
- 9.3.2 The Immediate Past President shall automatically succeed to that office after having served a full term as President and shall hold office for 2 years.
- 9.3.3 At every second Annual General Meeting, the President-Elect shall be elected. The President-Elect shall normally serve in that position for a term of 2 years, but if the position of President shall become vacant for any reason, the President-Elect shall automatically become President and shall serve in that position for the residue of the term of the President whom he or she replaced plus 2 years.
- 9.3.4 If the position of President-Elect shall become vacant, the position shall be filled by election at the next General Meeting of the Network. The Committee may if they deem fit appoint an Acting President-Elect who shall serve until the next General Meeting but who shall not succeed to the position of President unless elected to that position by a General Meeting. An Acting President-Elect may be but shall not necessarily be a member of the existing Committee.
- 9.3.5 If the positions of both President and President-Elect become vacant, they shall be filled by election at the next General Meeting, and in the interim the remaining members of the Committee shall appoint an Acting President who may be but shall not necessarily be a member of the existing Committee.
- 9.3.6 A representative of each of the Provinces of Queensland, New South Wales, Victoria, South Australia, and Western Australia and the Diocese of Tasmania, will serve a two year term renewable for another two year term to a maximum of two successive terms.
- 9.3.7 One or two Chaplains appointed by the Primate will serve a two year term renewable for another two year term to a maximum of two successive terms.
- 9.4** The representative of each Province and the Diocese of Tasmania, will be selected under the authority of the Archbishops of Adelaide, Brisbane, Melbourne, Perth, Sydney and the Bishop of Tasmania respectively, who will consult about the appointment with representatives of Anglican schools in the manner most convenient and appropriate to each Province and Diocese.
- 9.5** The Committee may provide the opportunity for representation with a right to vote at Committee Meetings for the Diocese of Canberra and Goulburn and the Diocese of the Northern Territory should it appear to the Committee that the number of Anglican Schools operating under their authority warrants separate representation.
- 9.6** The Committee may appoint one of its members to act as Secretary or Secretary and Treasurer of the Committee, or alternatively it may appoint an Executive Officer to fulfill these functions from outside the ranks of the Committee.



## **10. Meetings of the Management Committee**

- 10.1** The President shall be the Chairman of the Committee Meetings.
- 10.2** In the absence of the President the President-Elect shall be the Chairman of the Committee Meetings.
- 10.3** In the absence of the President and President-Elect the remaining members of the Committee shall elect a Chairman from among their numbers of conduct that meeting.
- 10.4** The Quorum for meetings of the Committee shall be five members.
- 10.5** The Committee may, whenever it thinks fit, convene and adjourn meetings.
- 10.6** A Committee meeting may be called at any time by a Committee Member by giving reasonable notice individually to each other representative.
- 10.7** The Committee may meet together either in person or by telephone, Skype, radio, videoconference or any other form of technology for the dispatch of business. A resolution passed by such a conference shall, notwithstanding that the Committee Members are not present together at one place at the time of the conference, be deemed to have been passed at a meeting of Committee representatives held on the day and at the time the Conference was held.
- 10.8** Questions arising at a Committee meeting shall be decided by a majority of votes. In the event of equality of voting on a question, the Chairman of the Meeting will be entitled to a second or casting vote.
- 10.9** Any Committee member who fails to attend 3 consecutive meetings without formal leave of absence will cease to be a member of the Committee and the Province which that person represents will be required to nominate an alternate representative to fill the balance of that person's term and will not count as a term for the purpose of Rule 9.3.3.

## **11. General Meetings of the Network**

- 11.1** An Annual General meeting will be held at each Annual Conference of the Network on a day to be determined by the Committee.
- 11.2** Annual General meetings will be regarded as a forum for the promotion and implementation of the Purpose of the Network and the expression and sharing of views among Anglican Schools.
- 11.3** The agenda and ordinary business of each Annual General Meeting shall be:-
  - 11.3.1 to confirm the minutes of the last preceding Annual General Meeting and of any other General Meeting held since that meeting;
  - 11.3.2 to receive from the Committee reports upon the transactions of the Network during the last preceding financial year including the (audited) Annual Accounts of the Network which have been approved by the Management Committee;
  - 11.3.3 to elect a President-Elect if required and to elect a President if the positions of President and President-Elect are both vacant.
  - 11.3.4 the President shall be the chairman of the Annual General Meeting.
  - 11.3.5 in the absence of the President, the President-Elect shall be the Chairman of the Annual General Meeting.
  - 11.3.6 in the absence of the President and President-Elect, the members of the



Network Management Committee shall elect a Chairman from among the remaining members of the Committee to conduct that Annual General Meeting.

## **12. Notice of General Meetings**

The Committee shall, at least 14 days before the date fixed for holding a general meeting of the Network, cause to be sent to each member of the Network at the address appearing in the register of members, a notice by pre-paid post or email stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

## **13. Meetings**

The President of the Network shall keep minutes of the resolutions and proceedings of each General and Committee meeting together with a record of the names of those persons present at the meetings.

## **14. Subscriptions**

**14.1** An annual subscription fee shall be levied on all members. The amount of the annual subscription shall be determined from time to time by the Committee and approved by a majority at the Annual General Meeting.

**14.2** The annual subscription fee may differ depending on the category of membership.

**14.3** The annual subscription fee shall be due and payable on or before the 31st of March each financial year.

## **15. Administration of the Network**

The Management Committee will from time to time develop the necessary administrative procedures to allow the Network to function efficiently including a procedure for execution of negotiable instruments involving the relevant secretariat staff and any available members of the Management Committee

## **16. Disbandment of Network**

If the Network is disbanded by the General Synod or ceases to function effectively; after first meeting all reasonable outstanding fees and commitments, the balance of any accumulated funds must be transferred to the General Synod.

## **17. Amendment of Rules**

The Network may amend the rules by the passing of a Special Resolution.



## Membership Entities

All Anglican Schools throughout Australia are eligible for membership of Anglican Schools Australia. These schools are listed on the website – [www.anglicanschoolsaustralia.edu.au](http://www.anglicanschoolsaustralia.edu.au). Given the diversity of Anglican schools throughout Australia, with widely varying levels of formal relationship to the General Synod or Diocesan authority, the following membership guidelines apply:

- An Anglican school is one that has an Anglican foundation historically, or a direct or indirect link with the Anglican Church through its governance and/or chaplaincy, or which claims an Anglican heritage and is in communion with the Anglican church of Australia or is capable of being in communion with the Anglican church of Australia.
- The term membership applies to the School. During formalities such as elections and subsequent voting procedures, each school is entitled to one vote and this vote will come from the Head of the School either in person or by his or her nominated proxy.
- Anglican entities such as the Anglican Schools Office in Brisbane, due to the formal relationship with a Diocesan authority, are eligible for membership. As with schools, these entities would be entitled to one vote during Network meetings.
- A category of Associate Membership of the Network is also available to schools from other denominations or non-denominational schools or to individuals not directly involved in Anglican Schools but with a commitment to the Network. Associate membership for individuals does not include voting rights for any Network meeting.

<b>Membership Type</b>	<b>Subscription Levy per annum 2020 (including GST)</b>
School in its first two years of operation	\$236.00
Other schools: up to and including 400 students	\$712.00
Other schools: more than 400 students	\$1,423.00
Entities associated with Diocesan authorities	\$1,423.00
Associate membership	\$236.00



# Membership Form

<b>MEMBERSHIP CATEGORY</b>	<b>DESCRIPTION</b>	<b>COMPLETE SECTION(S)</b>
<b>1</b>	<i>School in the first <u>two</u> years of operation</i>	<i>A, B, C, D, E, F, G</i>
<b>2</b>	<i>School operating for longer than two years with fewer than 400 students</i>	<i>A, B, C, D, E, F,G</i>
<b>3</b>	<i>School operating for longer than two years with 400 or more students</i>	<i>A, B, C, D, E, F, G</i>
<b>4</b>	<i>Entities (other than schools) associated with Diocesan Authorities</i>	<i>B, C F,G,</i>
<b>5a</b>	<i>Associate Membership – Individual</i>	<i>H</i>
<b>5b</b>	<i>Associate Membership - Organisation</i>	<i>I</i>

## SECTION A

<b>Membership Category No.</b>	
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## SECTION B – School or Entity

<b>SCHOOL or ENTITY</b>		
<b>POSTAL ADDRESS</b>		
		<b>Postcode</b>
<b>CONTACT DETAILS</b>	<b>Tel</b>	<b>Fax</b>
	<b>Email</b>	
	<b>Website</b>	
<b>(Schools only) NO. OF STUDENTS ENROLLED</b>	<b>No of Students Enrolled:</b>	<b>Foundation Year:</b>
	<b>Diocese in which the school is located:</b>	





**SECTION C – School/Entity Contact Person**

<b>NAME</b>	<b>Title</b>	<b>Given Name</b>	<b>Surname:</b>
<b>POSITION OF CONTACT PERSON</b>			
<b>CONTACT DETAILS</b>	<b>Tel</b>	<b>Fax:</b>	
	<b>Email</b>		
	<b>Mobile</b>		
<b>NAME OF PRINCIPAL/HEAD/CEO IF S/HE IS NOT THE CONTACT PERSON</b>	<b>Title</b>	<b>Given Name</b>	<b>Surname</b>

**SECTION D – School Chair of Council**

<b>NAME</b>	<b>Title</b>	<b>Given Name</b>	<b>Surname</b>
<b>CONTACT DETAILS</b>	<b>Tel</b>	<b>Fax</b>	
	<b>Email</b>		
	<b>Mobile</b>		

**SECTION E – School Chaplain**

<b>NAME</b>	<b>Title</b>	<b>Given Name</b>	<b>Surname</b>
<b>CONTACT DETAILS</b>	<b>Tel</b>	<b>Fax</b>	
	<b>Email</b>		
	<b>Mobile</b>		

**SECTION F – Business Manager/Bursar**

<b>Title</b>	<b>Given Name</b>	<b>Surname</b>
<b>Position</b> Title eg Bursar/Director of Finance		
<b>Postal Address</b>		
		<b>Postcode</b>
<b>Tel</b>	<b>Email</b>	
<b>Fax</b>	<b>Mobile</b>	

**SECTION G – Communications/Marketing Manager**

<b>Title</b>	<b>Given Name</b>	<b>Surname</b>
<b>Postal Address</b>		
		<b>Postcode</b>
<b>Tel</b>	<b>Email</b>	
<b>Fax</b>	<b>Mobile</b>	

**SECTION H – Associate Membership - Individual**

<b>Title</b>	<b>Given Name</b>	<b>Surname</b>
<b>Postal Address</b>		
<b>Tel</b>	<b>Email</b>	
<b>Fax</b>	<b>Mobile</b>	

**SECTION I: Associate Membership - Organisation**

<b>Name of Organisation</b>			
<b>Postal Address</b>			
<b>Contact Person</b>	<b>Title</b>	<b>Given Name</b>	<b>Surname</b>
<b>Postal Address</b>			
<b>Tel</b>		<b>Email</b>	
<b>Fax</b>		<b>Mobile</b>	

Please return completed form by post, email or fax:

Anglican Schools Australia  
 c/o The Anglican Schools Commission (Inc.)  
 PO Box 2520, Mt Claremont 6010

Email: [asa@asc.wa.edu.au](mailto:asa@asc.wa.edu.au)

Fax: 08 9384 5023

**PRIVACY STATEMENT: The information provided on this form will be used to complete your application for Membership of the Anglican Schools Australia and to keep you informed of activities. Your information will be stored on the database. It will not be passed on to a third party without your permission.**



# FORM OF PROXY

I, \_\_\_\_\_

the Head/Principal/CEO of

\_\_\_\_\_  
*Name of School/Entity*

being a member of Anglican Schools Australia, hereby appoint:

\_\_\_\_\_

as my proxy to vote on behalf of the above School/Entity at the Annual General Meeting of the Network, to be held on **INSERT DATE** and at any adjournment thereof.

*Please delete the following clause if you do not wish to give the following authority to the Chair in the absence of your nominated proxy:*

Failing my appointed proxy, I appoint the Chair to vote on behalf of the above School/Entity at the Annual General Meeting of the Network, to be held on **INSERT DATE** and at any adjournment thereof.

**Unless otherwise instructed, the proxy may vote as he/she thinks fit.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

This form must be received at the Anglican Schools Australia Secretariat, Wollaston Road, Mt Claremont Western Australia by **INSERT TIME (WST) on INSERT DATE**

Post: PO Box 2520, MT CLAREMONT WA 6010,  
Fax: (08) 9384 5023 or Email: [asa@asc.wa.edu.au](mailto:asa@asc.wa.edu.au)

