



# Constitution and Policies for **GFS Australia Limited**

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*March 2006*

# Contents

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<b>Constitution for GFS Australia Limited</b> .....	1
<b>Name</b> .....	1
Purpose and Aims.....	1
Membership .....	1
National Council.....	2
Executive Committee.....	2
Powers.....	3
General Meetings.....	4
Voting .....	4
Chairman.....	5
Secretary .....	5
Treasurer .....	5
Public Officer .....	6
Amendment of Constitution and Policies .....	6
Application of Income and Property Dissolution.....	6
Limit on Member's Contribution.....	7
Indemnity .....	7
<b>Policies and Operations Procedures for GFS Australia Limited</b> .....	8
<b>Membership Policy</b> .....	8
<b>Membership Operational Procedures</b> .....	8
<b>Leadership Policy</b> .....	8
<b>Leadership Operations Procedures</b> .....	9
<b>Code of Conduct</b> .....	9
<b>Elections/National Executive Policy</b> .....	10
<b>Elections/National Executive Operational Procedures</b> .....	10
<b>Corporate Identification Policy</b> .....	11
<b>Corporate Identification Operational Procedures</b> .....	12
<b>Resources Policy</b> .....	13
<b>Resources Operational Procedures</b> .....	13

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GFS Awards Policy .....	13
GFS Awards Operational Procedures .....	14
History Policy .....	14
History Operational Procedures .....	14
Involvement with Other Organisations Policy .....	15
Worldwide GFS Policy .....	16
Worldwide GFS Operational Procedures .....	16
Finance Policy .....	18
Finance Operational Procedures .....	18
Outreach Project Policy .....	19
Outreach Project Operational Procedures .....	19
Ministry Models Policy .....	20
Complaints Policy .....	20

**GFS Australia Limited**

Kathleen Bright-Parker Fund Rules .....	21
---	----

**GFS Australia Limited**

Security and Legacy Fund Rules .....	22
--------------------------------------	----

Guidelines for GFS World Council Meetings .....	23
---	----

**GFS Australia Limited**

Challenge Badge Guidelines .....	25
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# Constitution for GFS Australia Limited

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## 1 Name

The name of the Organisation shall be GFS Australia Limited - hereinafter called the Organisation.

## 2 Purpose and Aims

The purpose of the Organisation shall be:

- 2.1 To be an Organisation within the Anglican Communion to reach out to empower people of all ages with the Gospel of Jesus Christ.
- 2.2 To be a member of the worldwide society called "The Girls' Friendly Society".
- 2.3 To provide a vital ministry which will empower people and communities to build a continuing relationship with Christ, to value themselves and one another and to experience life within a faith community.
- 2.4 To be Christlike and use the talents and resources of the Organisation to provide for the needs of people and their communities.
- 2.5 To submit proposals, receive, administer and be accountable for project funding from Governments and other agencies.
- 2.6 To do all such other things as may be incidental to the attainment of such purposes and aims.

## 3 Membership

- 3.1 Members shall be persons who have paid the prescribed membership fee, are registered and participate in the life of the Organisation.
- 3.2 Members who engage in leadership within the Organisation shall be persons who have agreed to accept the above purpose and aims.
- 3.3 Members who engage in leadership within the Organisation must sign an acceptance of the Statement of Faith and Code of Conduct last approved by the National Council.
- 3.4 A member may be suspended for a specified period, or expelled, by not less than two-thirds majority vote of the Executive Committee at an Executive Committee Meeting or voting members at a General Meeting if that member has:
  - 3.4.1 refused or neglected to comply with a provision or provisions of the Code of Conduct or of this Constitution
  - 3.4.2 acted in a manner unbecoming a member of the Organisation.
  - 3.4.3 acted in a manner prejudicial to the interest of the Organisation.
- 3.5 Any suspended member may on not less than 2 weeks written notice require the suspension to be reconsidered at one subsequent General Meeting.
- 3.6 The Organisation shall not be required to accept the renewal of membership of a suspended member when renewal next falls due.
- 3.7 Membership shall cease on:
  - 3.7.1 Resignation in writing delivered to the premises of the Organisation.
  - 3.7.2 Non renewal of membership within six months of expiry.

## **4 National Council**

- 4.1 Only financial members 18 years and over shall be entitled to vote at meetings of the Organisation (voting members).
- 4.2 Management of the Organisation shall be vested in the National Council, which shall consist of all voting members of the Organisation who have been financial members for at least six months prior to the National Council Meeting.
- 4.3 A National Council Meeting will be held at least every three years
- 4.4 One National Council member shall be elected at the National Council Meeting to be the Chairman of the Organisation for the succeeding three years. This person shall have served as the Vice-Chairman for the previous three years.
- 4.5 A quorum of the National Council shall be at least one voting member from each of two thirds of the Dioceses where there is a ministry of the Organisation.
- 4.6 The decisions of the National Council may be taken:
  - 4.6.1 At a meeting of Council members of which three months written notice shall be given to National Council Members or
  - 4.6.2 postal/electronic vote on proposals circulated to National Council members twenty-one days in advance.
- 4.7 The Chairman and one other National Executive member or ten other National Council members shall have power to request decisions to be made by the National Council as hereinbefore provided.
- 4.8 Shorter meeting notice periods may be approved by at least one voting member of the National Council from at least two thirds of the Dioceses where there is a ministry of the Organisation.

- 4.9 The National Council may appoint sub-committees who may consist of voting members and / or others who are seconded for special purposes. Such sub-committees shall meet as they see fit in accordance with the instructions of the National Council and shall report to the National Council.
- 4.10 The National Council shall have the following functions:
  - 4.10.1 To promote co-operation between all Dioceses in Australia in their fostering of the aims of the Organisation.
  - 4.10.2 To receive, discuss and pass resolutions on questions or matters submitted to it by any Diocesan body or a voting member of the Organisation or of the worldwide Organisation "The Girls' Friendly Society".
  - 4.10.3 To publish or supervise the publication of and to distribute literature for use in connection with the work of the Organisation in Australia.
  - 4.10.4 To appoint a person or persons to represent the Organisation at gatherings in Australia or worldwide.
  - 4.10.5 To receive and review audited financial reports of the Organisation.
  - 4.10.6 To undertake any other functions to further the aims of the Organisation agreed at the National Council meetings.

## **5 Executive Committee**

- 5.1 The National Council shall elect a Chairman, a Vice-Chairman, a treasurer, and other persons with expertise in management and service delivery as the Executive Committee.

- 5.2 The National Council must:
- 5.2.1 Elect from voting members, the Executive Committee, of whom at least fifty percent plus one must be regular worshipping members of the Anglican Church of Australia.
  - 5.2.2 Elect a Chairman who shall be a regular worshipping member of the Anglican Church of Australia.
- 5.3 The Executive Committee shall have not less than 6 members nor more than 10 members comprising:
- 5.3.1 A Chairman, Vice-Chairman, Treasurer, Immediate Past Chairman with the appointment to be ratified by the National Council.
  - 5.3.2 A Secretary who shall be appointed by the incoming Chairman with the appointment to be ratified by the National Council
  - 5.3.3 Up to 4 co-opted members, appointed by the Executive committee. Co-opted member must have specific experience pertinent to the enactment of the strategic directions of the Organisation and may be appointed for the full term of the current Executive or for part thereof. The Executive committee will determine whether a co-opted member will be afforded voting rights and whether it is necessary for that member to attend Executive meetings.
- 5.4 A quorum of the Executive Committee shall be the Chairman or his/her nominee and at least two thirds of the Executive Committee.
- 5.5 Meetings of the Executive Committee shall be held, of which at least one month's written notice shall be given to Executive Members.

- 5.6 The Executive Committee members shall have the following functions:
- 5.6.1 To implement the policy decisions of the National Council.
  - 5.6.2 To recommend policy changes to the National Council.
  - 5.6.3 To maintain a register of members.
  - 5.6.4 To arrange all meetings of the Organisation.
  - 5.6.5 To arrange telephone links and / or postal / electronic votes of the Executive Committee.
  - 5.6.6 To disseminate information to Diocesan branches of the Organisation.
  - 5.6.7 To appoint an auditor.
  - 5.6.8 To oversee preparation and reporting to National Council of audited annual statements and other reports in accordance with the Organisation's incorporated status.
  - 5.6.9 To implement, maintain, and amend the Operational Procedures of the Organisation.
  - 5.6.10 To submit proposals, receive, administer and be accountable for project funding from Governments and other agencies.
  - 5.6.11 To undertake any other functions to further the aims and purposes of the Organisation.

## **6 Powers**

- 6.1 The Organisation shall be entitled to hold real or personal property, open and operate bank accounts, invest in trustee securities, and enter into any necessary or desirable contract including a contract of employment.

6.2 The National Council shall be entitled to exercise the full powers of the Organisation, and without limiting those powers shall have the management and control of the funds and other property of the Organisation, providing that the Organisation must obtain the approval of a General Meeting before borrowing money or securing any payment by charging the property of the Organisation.

## **7 General Meetings**

7.1 The Annual General Meeting shall be held at least once in each calendar year and not more than three months after the close of the financial year which shall be 31st October unless altered at an Annual General Meeting. The Annual General Meeting shall where possible coincide with the National Council Meeting.

7.2 The business of the Annual General Meeting shall be:

7.2.1 To confirm the minutes of the preceding Annual General Meeting;

7.2.2 To receive the Chairman's report for the previous financial year;

7.2.3 To receive the Treasurer's report and the audited financial statements for the previous financial year, together with the financial budget for the current financial year.

7.2.4 To conduct any other business placed on the agenda before the commencement of the meeting.

7.3 A Special General Meeting shall be called by the Secretary, within twenty-eight days of receipt of a directive of the Executive Committee or written request of two Executive Committee Members or ten members of the National Council specifying the business to be conducted at the meeting.

7.4 Written notice of not more than three months and not less than seven days of all General Meetings shall be given to the financial adult members.

7.5 A quorum at any General Meeting shall be at least one representative from two-thirds of the dioceses where there is a ministry of the Organisation.

## **8 Voting**

8.1 Voting shall be by show of hands except that:

8.1.1 Any contested election at an Annual General Meeting or otherwise shall be by secret ballot;

8.1.2 The meeting may by show of hands require any other vote to be by secret ballot;

8.1.3 The decisions of the Organisation may be made by telephone link-up or by postal / electronic vote as hereinbefore provided.

8.2 Persons with special interests or knowledge relevant to the Organisation may be invited to attend any meeting and speak at the discretion of the Chairman but such persons may not vote.

8.3 There will be no proxy votes.

8.4 Subject to the provisions of the Constitution, when nominations are called for the election of any office bearers under clause 5 of the Constitution and one nomination is made.

8.4.1 The Chairman shall call for a vote of confidence in the nominee from the meeting.

8.4.2 The vote of confidence shall be carried by a majority of voting members present at the meeting.

8.4.3 The method of voting shall be by secret ballot.

- 8.4.4 Should the nominee be supported by the majority of the voting members present, the Chairman shall declare the nominee elected unopposed.
- 8.4.5 Should the nominee not be supported by the majority of the voting members present, the Chairman shall declare the position vacant and call for further nominations.

## 9 Chairman

- 9.1 The Chairman shall ensure the safekeeping of the Common Seal which shall be affixed only by resolution of the National Council or of a General Meeting and in the presence of two Executive Committee members including at least one Office Bearer.
- 9.2 The Chairman shall chair National Council, Executive Committee and General Meetings except that in the absence of the Chairman or at the request of the Chairman or of a majority of a meeting another member may be elected as Chairman for that meeting.
- 9.3 The Chairman at any meeting shall have a personal deliberative vote and shall in addition have a casting vote if votes are equal.
  - 9.3.1 In the case of an equal vote the Chairman shall always vote in the negative.
- 9.4 The Chairman together with the Secretary shall set the agenda for National Council, Executive and General Meetings in consultation with Executive Members.
- 9.5 The Chairman of a meeting shall encourage full balanced participation of all members and shall decide on matters of order.

- 9.6 The Chairman shall act as Spokesperson unless an alternative Spokesperson or Spokespersons have been appointed at the National Council, Executive Committee or General Meeting. The Spokesperson shall make statements in accordance with previously agreed policy, or in an emergency following consultation with at least 2 members of the Executive Committee.

## 10 Secretary

- 10.1 The Secretary shall give notice of meetings and arrange telephone link-ups and postal votes / electronic votes in accordance with the provisions of this constitution.
- 10.2 The Secretary shall circulate to voting members of the National Council a written account of the proceedings and decisions of the National Council Meeting together with the reports of the Executive Committee within three months of each meeting.
- 10.3 The Secretary shall cause records to be kept of the Organisation including the constitution and policies, register of all members, a register of minutes of meetings and of notices, a file of correspondence and records of submissions or reports made by or on behalf of the Organisation.
- 10.4 In the absence of the Secretary or at the request of the Secretary or of a majority of the meeting another person shall be elected as minutes secretary.

## 11 Treasurer

- 11.1 The Treasurer shall ensure that all monies received are paid into an account authorized by the National Council in the name of the Organisation. Payments shall

be as petty cash or by cheque signed by two authorized signatories of whom there shall be no more than three appointed by the Executive Committee. Major or unusual expenditures shall be authorized in advance by the National Council or General Meeting.

- 11.2 The Treasurer shall ensure that records are kept of all receipts and payments and other financial transactions. Such records shall be available for inspection by any member.
- 11.3 The Treasurer shall ensure that financial budgets and statements are prepared and shall submit a report on the finances to each National Council, Annual General and Executive Committee Meetings.
- 11.4 The Treasurer shall ensure that annual Financial Statements comprising either an account of receipts and payments and a statement of assets and liabilities or an account of income and expenditure and a balance sheet, shall be prepared following the end of the Organisation's financial year, which shall commence on 1st November and end on 31st October unless altered at a General Meeting.
- 11.5 The Treasurer shall ensure that the Annual Financial Statements are audited before presentation to the Annual General Meeting by an independent auditor who shall be appointed by the Executive, provided that where the auditor is changed the Treasurer shall so inform the Annual General Meeting in the Treasurer's Report.

## **12 Public Officer**

- 12.1 The Public Officer shall notify the Australian Securities Commission of their appointment and who shall file such other returns and notices as shall be required by law.
- 12.2 The Public Officer shall hold office until another person is appointed to the position by National Executive Committee.

## **13 Amendment of Constitution and Policies**

- 13.1 This constitution and the policies may be repealed or amended by resolution of three-quarters of the adult financial members present and voting at a General Meeting of which not less than two month's written notice including notice of the proposed repeal or amendment has been distributed to all adult financial members.
- 13.2 Policies for the proper administration of meetings or business may be made, repealed or amended by a General Meeting, or by a National Council meeting subject to subsequent disallowance at a General Meeting, provided that not less than three month's written notice including notice of a proposed new rule, repeal or amendment has been distributed to all financial adult members.

## **14 Application of Income and Property Dissolution**

### **Non Profit**

- 14.1 The assets and income of the Organisation shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the Organisation except as a bona fide compensation for services rendered or expenses incurred on behalf of the Organisation.

### **Dissolution**

- 14.2 The Organisation shall not be dissolved except by approval of not less than three-quarters of the adult financial members present and voting at a meeting called for that purpose of which not less than one calendar month's written notice including notice of the proposed dissolution has been distributed to all members.

## **Winding Up**

**14.3** In the event of the Organisation being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any Organisation which has similar objects and which is accepted by the Commissioner of Taxation as a public benevolent institution for the purposes of any Commonwealth Taxation Act.

## **Amalgamation**

**14.4** Where it furthers the purpose and aims of the Organisation to amalgamate with any one or more other organisations having similar objects, the other organisation(s) must have rules prohibiting the distribution of its assets and income to members; and must be accepted by the Commissioner of Taxation as a Public Benevolent Institution for the purposes of any Commonwealth Taxation.

## **15 Limit on Member's Contribution**

Every member of the Executive Committee undertakes to contribute to the assets of the Organisation in the event of the same being wound up during the time that he/she is an elected member, or within one (1) year afterwards for payment of its debts and liabilities contracted before the time at which that elected member ceases to be an elected member, and of the costs, charges and expenses of winding up the same, and for the adjustment of the rights of the contributories amongst themselves such amount as may be required not exceeding TEN DOLLARS (\$10.00).

## **16 Indemnity**

Every Executive Committee Member who shall be a Director of the Organisation, the Secretary, and any other officer of GFS

Australia Limited shall be indemnified out of the assets of the Organisation against liability:

**16.1** to another person (other than the GFS Australia Limited, or any related company of the Company) provided that the liability does not arise in circumstances where the Executive Committee Member, the Secretary or any other officer of the Organisation has not acted in good faith;

**16.2** for the costs and expenses incurred by the Executive Committee Member, the Secretary or any other officer of the Organisation;

**16.2.1** In defending proceedings, whether civil or criminal, in which judgment is given in favour of the Executive Committee Member, the Secretary or any other officer of the Organisation or in which the Executive Committee Member, the Secretary or any other officer of GFS Australia Limited is acquitted; or

**16.2.2** in connection with an application, in relation to such proceedings, in which the court grants relief to the Executive Committee Member, the Secretary or any other officer of GFS Australia Limited under the Corporation Law.

# Policies and Operational Procedures for GFS Australia Limited

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## Policy No. 1 Membership

### I. Definitions:

#### I.1 Membership

I.1.1 Clause 3 of the Constitution of GFS Australia Ltd gives a definition of a member - "Members shall be persons who have paid the prescribed membership fee and are registered and participate in the life of the Organisation"

I.1.2 Adults over 18 who have paid the annual prescribed fee and are registered will be known as "voting members"

I.1.3 Voting members constitute the National Council of the Organisation

I.1.4 Adults over 18 may be known as Townsend Members. The founder of GFS was Mary Elizabeth Townsend who began the Organisation in England in 1875.

#### I.2 Religious Affiliation:

Members may belong to a church other than the Anglican Church or may have no church affiliation.

## Operational Procedure No. 1 Membership

### I. Membership Fee:

An annual fee for each member as set out by the National Council of GFS Australia Limited.

#### I.1 The current membership fees are:

Adults members	\$7.50
Members under 18 years of age	\$3.15

### 2. Welcoming Service:

Members are welcomed to the Organisation using the Service approved by the National Council of GFS.

### 3. Statistical Report:

The secretary shall forward by 31st May each year Statistical Form for completion as at 30th June each year.

### 4. Suspension/Cessation of Membership:

Refer Clause 3 of Constitution.

## Policy No. 2 Leadership

### 1. Key Understandings

Effective Christian leadership is characterised by:

- A willingness to learn and step out in faith.
- Commitment to the effective facilitation of others
- A strong sense of purpose
- Vision
- A willingness to use God given gifts to meet others at their point of need.
- regular Christian worship

### 2. Effective ministry is determined by strong effective leadership that models and lives in connection to Christ.

### 3. Definitions:

#### *Youth Leader:*

Young people 14-17 years may participate in the GFS Youth Leadership Course.

3.1.1 Young people 14-17 years who are participating in or have completed the GFS Youth Leadership Course may assist in GFS groups but must not be given sole responsibility for the supervision of children.

## **Leader**

- 3.2.1 Leadership with the Organisation is open to Christian adults aged 18 years and over and who have completed training as required under GFS Australia Leader Development Guidelines.
- 3.2.2 A leader must sign the Statement of Faith (Nicene Creed) and Code of Conduct (see Policy No. 3)
- 3.2.3 A leader must undertake ongoing training.
- 3.2.4 In order to commence training, a prospective leader must have the recommendation of the Rector/Parish Priest of the parish in which they will undertake leadership responsibility.

## **Operational Procedure No. 2 Leadership**

### **1. GFS Youth Leader Training:**

- 1.1 The GFS Youth Leadership Course may not be completed in less than 12 months.
- 1.2 The course has four components with extensions to be completed by those who have an interest in gaining practical leadership experience within a GFS branch or aligned ministry group.
- 1.3 At the completion of the course, each participant is awarded a certificate to signify successful course completion.

### **2. Leader Training**

- 2.1 Accreditation:
  - 2.1.1 Diocesan accreditation is based on participation in at least six hours of approved training per year. All leaders must be re-accredited on an annual basis.
  - 2.1.2 Diocesan re-accreditation must be negotiated at a Diocesan level.

### **2.2 Training:**

- 2.2.1 Training for leaders is based on the GFS Leader Development Guidelines (available from GFS National Executive). Implementation of the guidelines for leaders of varying levels of experience is to be determined by Diocesan Leader Development Personnel.
- 2.2.2 All leaders should access structured learning experiences that meet the outcomes stated within each of the knowledge strands. These experiences should be developmental and needs based.
- 2.2.3 All leaders are commissioned for ministry within a designated Parish.

## **Policy No. 3 Code of Conduct**

**All leaders are to participate in a training course on the GFS Code of Conduct before signing the document.**

All adult members of GFS Australia Limited who work in any capacity with children and youth should recognise and accept their responsibility.

GFS Australia Limited expects that you will

- 1. Respect the dignity of self and others
- 2. Demonstrate a high degree of individual responsibility, recognising that the way in which you choose to behave and speak is an example to others within the Organisation.
- 3. Recognise the importance of and encourage the spiritual development of children and youth members.
- 4. Treat children and youth members with respect and care for their welfare, safety, health and well-being while they are your responsibility.

5. Act with consideration and good judgement in personal relationships.
6. Respect everyone's right to personal privacy at all times and take special care where sleeping, changing of clothing, bathing and ablutions are associated with a GFS activity.
7. Ensure that at least two adults are in attendance whilst supervising and/or accompanying children or youth. It is recognised that, in certain circumstances, it may be necessary for a leader or adult, whilst acting responsibly to be alone with a child or youth member. This is not, however, a preferred situation.
8. Realise that physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of GFS Australia Limited
9. Sign the Diocesan Protocol for sexual misconduct and comply with any other Diocesan requirement with respect to the care of children/youth.
10. Comply with any statutory requirements involving the care of children.
11. Comply with the terms of any complaint protocol adopted by GFS Australia Limited

## **Policy No. 4 Elections/National Executive Policy**

1. **National Executive Committee**
  - 1.1 All members of the Executive Committee shall sign the Code of Conduct and the Statement of Faith (Nicene Creed)
  - 1.2 The Executive Committee is responsible for identifying portfolios for each three-year term.
  - 1.3 The World President of GFS, when Australia is the host country for the next World Council, shall be a member of the National Executive Committee during her term as World President.

2. **National Executive Committee Vacancy**
  - 2.1 If a vacancy occurs between National Council, with the exception of the position of Chairman, nominations shall be called from the adult financial membership and elections shall take place at a special general meeting.
3. **Costs relating to Executive Committee Meetings:**
  - 3.1 Travel and accommodation costs for members of National Executive to attend National Executive Committee meetings will be met by GFS Australia Limited and will be a budgeted figure decided upon at each National Council.

## **Operational Procedure No. 4 Elections/National Executive Committee**

1. **National Executive Portfolios:**
  - 1.1 The National Executive shall identify (at least 6 months before the next National Council) the Portfolios to be held for the coming 3-year term and the holder of the Portfolio shall be a member of the National executive.  
Eg Leader Development  
Marketing  
Children's Ministry  
Key Ministry  
Evangelism
2. **Nominations:**
  - 2.1 The Vice-Chairman is nominated for the position of Chairman at each National Council.
  - 2.2 The Chairman shall call nominations for the positions of Vice-Chairman, Treasurer, Public Officer, and holders of Portfolios four (4) months before the commencement of the coming National Council of GFS. Nominations will close three (3) months before the commencement of National Council.

- 2.3 A position description for each position on the National Executive shall be forwarded to all dioceses.
- 2.4 Nominations are to be signed by any two adult members of GFS Australia Limited.
- 2.5 Nominations must include curriculum vitae of the nominee and the names of 2 referees.
- 2.6 The names of nominees are to be forwarded to each voting member at least two months before the commencement of the National Council.
- 2.7 If no nominations are submitted for any one position in the required time the National Chairman will notify members of an extension of time of one (1) month to receive nominations for the position/s for which no nominations have been received in the required time.
- 2.8 All persons nominated to a position of the National Executive must attend the National Council Meeting at which their nomination will be considered unless exceptional circumstances prevent the nominee from attending.
  - 2.8.1 Any exceptional circumstances should be notified in writing to the National Chairman.
  - 2.8.2 The National Executive shall have power to accept or reject the application of the nominee to be excused from attending the National Council Meeting at which the nomination is to be considered.
- 2.9 All newly elected members of the National Executive will be commissioned to their positions at the conclusion of the National Council Meeting.

### **3.Elections**

- 3.1 Elections shall be by secret ballot according to the Constitution.

### **Procedure for replacing a member of Executive**

- 1.1 Chairman - if the Chairman is unable to complete their term, the Vice-Chairman will hold the position of Acting Chairman until the next National Council.
- 1.2 Vice-Chairman - if the Vice-Chairman is unable to complete their term, the position shall be declared vacant, nominations will be called from the adult financial membership and the election shall take place at a special general meeting.
- 1.3 Other Executive Members - if a vacancy occurs between National Council, nominations shall be called from the adult financial membership and elections shall take place at a special general meeting.

## **Policy No. 5**

### **Corporate Identification (includes wearing of Uniform)**

#### **1. Corporate Wardrobe**

- 1.1 GFS Australia Limited has commissioned a Corporate Wardrobe to be worn as the official corporate identification of GFS in Australia.
- 1.2 The wearing of corporate identification (uniform) is not compulsory.

#### **GFS Logo**



- 1.3 The GFS Logo is the official logo of GFS Australia Limited, as approved by the National Council.
- 1.4 The GFS logo must only be used in accordance with the guidelines contained in the GFS Australia Styleguide June 2000, copies of this Styleguide are available from the GFS Australia National Executive.

## Badges

- 1.5 The following badges have been approved by the National Council of GFS Australia Limited to indicate membership of GFS.  
Members Badge  
Teddybear Badge  
Leader Badge.

## Operational Procedures No. 5 Corporate Identification (includes wearing of uniform)

### 1. Corporate Wardrobe

- 1.1 There is a range of clothing (Corporate Wardrobe)- as approved by the National Council to be worn as the official corporate identification of GFS in Australia.
- 1.2 Additions to Corporate Wardrobe  
Any additions to the Corporate Wardrobe must be approved by the National Executive of GFS Australia Limited.

### 2. Procedure for Ordering of Items from the Corporate Wardrobe

- 2.1 A copy of the current order form is available from the National Secretary and on the GFS Australia Ltd website.
- 2.2 For security reasons PSW Kidcab will only accept orders from a registered leader.

### 3. Badges

- 3.1 Wearing of badges:
  - 3.1.1 The membership badge is to be centered above the GFS Logo
  - 3.1.2 Award badges (Silver Cross, Filigree Brooch, Challenge Badge etc) are worn on the collar.

### 4. Suppliers

- 4.1 The current supplier of the Corporate Wardrobe is PSW Kidcab, 7/9 Hudson Avenue, Castle Hill, NSW 2154  
Phone (02) 9899 5741

- 4.2 Supplies of all badges can be purchased from Lyn Calvert, 3 Ian Grove  
Mt Waverley Victoria 3149  
Phone (03) 9544 0904  
Fax (03) 9515 7515.

## Policy No. 6 Resources

1. GFS Australia Limited will create relevant up to date resources for the use of all members of the Organisation.
  - 1.1 Resources may be either written publications, equipment or human.
2. These resources will be made easily accessible to members at a national and international level.
3. All literature produced by GFS Australia Limited will be copyright to the Organisation.
4. All GFS Australia Limited printed material is to be printed with the company name, registered office address and the ABN 55 093 060 907.

## Operational Procedures No. 6 Resources

### 1. Responsibility for Resource Management

- 1.1 The National Executive Committee is responsible for the production, distribution and sourcing of all national resources.
  - 1.1.1 The distribution point for all National Literature and Resources is Lyn Calvert, 3 Ian Grove  
Mt Waverley Victoria 3149  
Phone (03) 9544 0904  
Fax (03) 9515 7515.
- 1.2 Resources developed within Dioceses should be brought to the notice of the National Executive.

2. **Resources**
  - 2.1 The Australian Newsletter - published regularly through the year
  - 2.2 Diocesan Newsletters across Australia
  - 2.3 Diocesan Produced Resources:
    - 2.3.1 Resources for Kids Plus+™ groups are available from Youthworks through GFS Sydney.
3. **Sharing of Resources**
  - 3.1 Diocesan produced resources are available for sharing.
4. **Profit Margin**

A Profit Margin for sale of National Resources is

  - 33% for badges and cards
  - 20% for promotional material
  - 10% discount for bulk Diocesan purchases

Leadership Development Resources are sold at cost price plus postage.

## Policy No. 7

### GFS Awards

1. **The National Council of GFS Australia Limited has approved the following awards to be given for the service and achievement within the Society:**
  - **Silver Cross**
  - **Filigree Brooch**
  - **Challenge Badge**
2. **Definitions**
  - 2.1 The **Silver Cross** may be awarded for a minimum of three years active participation in GFS activities.
  - 2.2 The **Filigree Brooch** may be awarded to an adult member for special service at branch and Parish/District or Diocesan level for a minimum of five years dedicated service.

- 2.3 The **Challenge Badge** may be awarded to recognise GFS members 15-25 years who have shown an ongoing commitment to GFS and contributed significantly to the ministry of GFS within the Branch and Diocese, on the successful completion of challenge within four areas of focus.

## Operational Procedures No. 7 GFS Awards

1. **Procedures**
  - 1.1 **Silver Cross**

Awarded at branch level on the recommendation of the branch leader and in conjunction with the Parish priest. It may be awarded to any member.
  - 1.2 **Filigree Brooch**

Nominations to Diocesan or Provincial Council for approval of this award may be made by the branch leader, the Parish priest, Provincial Diocesan or National Chairman.
  - 1.3 **Challenge Badge**

In order to begin the GFS Challenge Badge the member must have been actively involved in GFS for at least two years.

Dioceses are to register members who are to undertake the Challenge Badge with the National Chairman. The National Chairman authorises the presentation of the badge and certificate on successful completion of the work by the nominees.

    - 1.3.1 The guidelines for the Challenge Badge are attached.
    - 1.3.2 The Certificate is available from the National Chairman.
    - 1.3.2 Costs for the presentation of the Challenge Badge are met by Dioceses.

## 2. Award Badges

Award badges are worn on either the right or the left collar.

## 3. Supplies of Badges

Supplies of all badges can be purchased from Lyn Calvert, 3 Ian Grove, Mt Waverley Victoria 3149, Phone (03) 9544 0904 Fax (03) 9515 7515.

# Policy No. 8 History

## 1. Preservation of GFS History

1.1 GFS Australia Limited is committed to preserving historical artifacts and documents pertaining to the history of GFS in Australia.

1.2 The historical documents of GFS Australia are currently held at St Mark's Library, Canberra. The most current publication on the history of Australia is "GFS - It's Story" collated by Mrs Kathleen Bright-Parker OBE, and written by Peter Johnson in 1975.

## 2. Appointment of a Historian:

2.1 The National Executive Committee may appoint or contract a person/s to update the history of GFS Australia Limited.

## 3. Coordinator of GFS History

3.1 At each National Council a person/s may be appointed as the Coordinator of GFS Australian History.

3.2 The position of Coordinator of GFS History is not an Executive position.

## 4. History Budget

4.1 The budget presented at each National Council will include an allocation of funds for the keeping of the historical file.

# Operational Procedures No. 8 History

## Position Description for Coordinator of GFS History

The role of the Coordinator of GFS History shall be to:

- Prepare and update a record of all historical documents held by GFS Australia Limited.
- Ensure that a copy of all major documents relating to GFS Australia Limited ( a full copy of National Council procedures, including Diocesan reports, etc ) are added to the National Historical file.
- Liaise with Diocese to ensure that a copy of all annual reports relating to the Diocese are added to the National Historical file.
- Liaise with any Historian appointed by GFS Australia Limited to allow easy access to documents in the historical file.
- Ensure that a sample of all national literature, badges etc., is added to the National Historical file.
- Liaise with Dioceses to ensure that a copy of any history written relating to a diocese is placed with other historical documents held at St Mark's Library.

## Policy No. 9

### Involvement with Other Organisations

GFS Australia Limited seeks and maintains formal relationships with:

**CEBS - The Anglican Boys' Society**

**MU Australia**

**Anglican Women of Australia**

**GBRE (General Board of Religious Education)**

**CAYO**

#### 1.1 **CEBS** - The Anglican Boys' Society

GFS and CEBS have like aims and work closely together in many diocese of Australia. A representative of CEBS is offered a non-voting place at the National Council of GFS. GFS Diocesan Councils are encouraged to offer the same privilege to a representative of CEBS in their own Diocese. GFS Australia Limited has one voting place on the National Council of CEBS.

#### 1.2 **MU Australia** - part of the Worldwide Mothers Union.

MU is the largest organisation in the Anglican communion whose aim is the advancement of the Christian religion in the sphere of marriage and family life and works side by side with GFS in many dioceses around the world. A representative of MU is offered a non-voting seat at the National Council of GFS Australia Limited. GFS Diocesan Councils are encouraged to offer the same privilege to a representative of MU Australia in their own Diocese. GFS Australia Limited is offered a non-speaking observer status at Australian Councils of MU Australia.

#### 1.3 **Anglican Women of Australia**

AWA is an umbrella organisation, which seeks to draw together Anglican organisations working with women. In some Dioceses GFS is represented at Diocesan meetings of AWA. GFS is invited to be represented at the National Gathering of AWA activities.

#### 1.4 **GBRE**

The General Board of Religious Education composed of the nominees of almost every diocese, together with others who are elected by the General Synod, national officers ex-officio and coopted representatives of national and educational organisations with the church.

#### 1.5 **CAYO** - Conference of Australian Youth Organisations of which GFS is a member.

The Budget presented at each National Council of GFS Australia Limited should include allocation of funds for representation at meetings/councils of the above associations.

## Policy No. 10

### Worldwide GFS

#### Definitions

##### **World Council:**

GFS Australia Limited is part of the world wide family of the Girls' Friendly Society. There is no formal structure for the world body of GFS. A World Council of Girls' Friendly Society is held every three years at which a country can nominate to host the following World Council. the World President is the person nominated by the county, which is chosen as the next host country.

The World President follows guidelines (attached) which are set down by delegates at the World Council.

Each country where Girls' Friendly Society is operating may send a Senior Delegate and a Junior Delegate to each World Council. The Junior delegate is normally chosen from members between 16 and 25 years of age (World Guidelines). A country may send observers to each World Council, the number of observers allowed determined by the current World President.

#### **World Project:**

A World Project is chosen at each World Council or the current project at any Council is extended for another three years if necessary. All Girls' Friendly Society members are encouraged to support the project. Any country may put forward a submission for a World Project. Normally the project would support and encourage the growth of the Girls' Friendly Society in developing countries.

#### **World Dues:**

A World Due is paid by each Girls' Friendly Society country.

#### **World Travel Fund:**

GFS countries around the world are asked to contribute to this fund to enable travel subsidies to be paid to Girls' Friendly Society countries which are unable to meet the cost of travel of their delegates. The World President allocates monies from this fund.

#### **World Link Countries:**

The countries which make up the World Council of Girls' Friendly Society are linked together in groups. The groupings are revised at each World Council. The aim of linking countries is to offer prayer support, exchange ideas and share resources where possible.

Australia is currently linked with **Papua New Guinea, Korea, Cameroon and Liberia.**

#### **Funding for costs associated with Senior and Junior Delegate for World Council**

Where possible the World Council fee and travel costs to World Council will be fully met by GFS Australia Limited. A figure for this expenses is to be included in the Girls' Friendly Society budget presented at the National Council of Girls' Friendly Society prior to each World Council.

In the case of GFS Australia Limited not being able to meet the full costs of both delegates the amount available is to be shared between the delegates.

## **Operational Procedures No. 10 Worldwide GFS**

### **I Election of the Australian Senior and Junior Delegate to World Council.**

#### **I.1 Senior Delegate**

- I.1.1** The National Chairman of GFS Australia Limited, at the time of any World Council is the Senior Delegate to a meeting of the World Council during her term.
- I.1.2** Should the National Chairman not be available to fulfill the position of Senior Delegate, the current Vice-Chairman shall be asked to act as Senior Delegate to World Council.
- I.1.3** Should neither the National Chairman or the Vice Chairman of GFS Australia Limited be available to fulfill the position of Senior Delegate, the immediate Past Chairman of GFS Australia Limited shall be asked to act as Senior Delegate to World Council.

## 1.2 Junior Delegate

### 1.2.1 Nominations:

The National Chairman will call nominations for the position of Junior Delegate to World Council at least (12) twelve months before the commencement of the next World Council.

1.2.1.1 Only one nomination will be accepted from each Diocese.

1.2.1.2 Nominees must

- Be a current member of GFS Australia Limited
- Be between the ages of 16 and 30 years of age at the date of World Council
- Be available to attend the National Council of GFS following World Council

1.2.1.3 Nominees will be required to address a set of criteria which will be prepared by the National Executive. These may include Biblical knowledge, GFS knowledge and history of active leadership within GFS. The nomination may also require a video/taped interview and photos.

1.2.2 The Junior Delegate will be chosen by members of National Executive, voting according to the Constitution.

## 2. Procedure for when Australia is chosen as the Host Country for World Council

2.1 When Australia is chosen as the Host country the current National Chairman of GFS Australia Limited will be offered the World Chairmanship of the Girls' Friendly Society.

2.2 If the Australian National Chairman rejects the offer, the offer is made to the Immediate Past National Chairman of GFS Australia Limited.

2.3 If the Immediate Past National Chairman of GFS Australia Limited rejects the offer, the offer is made to the National Vice-Chairman.

2.4 If the National Vice-Chairman of GFS Australia Limited rejects the offer, nominations will be called from the total membership (refer to Constitution).

2.5 The Australian member of GFS who is the World President shall be a member of the National Executive of GFS Australia Limited during the term of her office as World President.

2.6 The World President shall choose their own Secretary and should choose their own Committee to support them during the term as World President. All matters relating to the term of the World President or the planning of World Council and which involve Australian members of GFS Australia Limited shall be referred to the National Executive of GFS Australia Limited.

2.7 The current Australian Chairman shall be a member of the World President's Committee during the world triennium.

2.8 The World president, chosen by GFS Australia, shall be an ex-officio member of the National Executive of GFS Australia Limited whilst she is both World President and Vice-President. The expenses for the World President and World Vice-President to participate in meetings of the National Executive shall be met by GFS Australia Ltd.

## 3. World Project

3.1 Information on the current World Project is available from the National Chairman.

## Policy No. 11

### Finance

*Refer to Section 11 of the Constitution.*

#### 1. Bank Accounts

- 1.1 All accounts opened are to be authorised by the National Executive.

#### 2. Signatories

*Refer to 11.1 of the Constitution.*

- 2.1 The Treasurer is responsible for registering the new signatories with the appropriate authorities following the National Council Meeting for all bank accounts and investments within two months of the end of Council.

#### 3. Investments

- 3.1 The Treasurer with the agreement of the National Executive may invest funds where necessary.

#### 4. Appeal:

- 4.1 The National Executive may launch appeals to raise funds to support the work of the Organisation within Australia and overseas.

#### 5. Goods and Services Tax:

- 5.1 GFS Australia Limited is a registered GST entity and the ABN number is 55 093 060 907

## Operational Procedures No. 11

### Finance

*Refer to Section 11 of the Constitution*

#### 1. Bank Accounts

- 1.1 Current Cheque Accounts held are:
  - 1.1.1 General Account
  - 1.1.2 Literature Account
  - 1.1.3 Kathleen Bright Parker Fund
  - 1.1.4 Security & Legacy Fund (Promotion)

#### 2. Income

- 2.1 The Organisation may receive funds by way of fees, interest, bequests, donations, grants and sale of assets.
- 2.2 The Secretary shall forward by 31st May each year membership renewal notice for completion as at 30th June each year.
  - 2.2.1 The Annual membership fee is determined at each National Council Meeting for the following 3 years.
  - 2.2.2 Annual membership fees are due and payable as at 30 June each year.
- 2.3 The Secretary shall forward the Newsletter Subscription notice by 28th February.
- 2.4 Payment for the newsletter for the year is to be made by 31st March.

#### 3. Expenses

- 3.1 The Treasurer shall pay all accounts in the name of the Organisation included in the budget approved at the National Council Meeting and/or accounts authorised by the National Executive.
- 3.2 All members of the National Executive will be reimbursed by the treasurer for expenses incurred on receipt of evidence of the expenditure.
- 3.3 All travel and accommodation costs incurred by members of the National Executive (including ex-officio members) in attending meetings shall be paid by the Organisation.
- 3.4 All travel and accommodation costs incurred by a member representing the Organisation at a national event shall be paid by the Organisation.

#### 4. National Events

- 4.1 Any diocese organising an event of behalf of GFS Australia Limited may apply for a loan of \$2000 to assist with the planning of the event.

- 4.2 The loan of \$2000 must be returned to the National Treasurer within one month of the final day of the event.
- 4.3 Any excess of funds from such event shall be given to the National Treasurer within six months of the final day of the event. The Diocese may make a recommendation regarding how the funds shall be expended.

## 5. Appeals

The National Executive may launch appeals to raise funds to support the work of the organisation within Australia and overseas.

- 5.1 Ongoing appeals are:
  - 5.1.1 GFS Australia Limited Outreach Project (See Policy No. 12)
  - 5.1.2 GFS World Project (See Policy No. 10)
  - 5.1.3 GFS World Travel Fund (See Policy No. 10)
  - 5.1.4 Security & Legacy Fund (See attached Rules)
  - 5.1.5 Kathleen Bright - Parker Fund (See attached Guidelines)

## Policy No. 12 Outreach Project

1. **GFS Australia Limited seeks to encourage ministry outreach through the development of projects in all Dioceses.**
2. **The primary aim of any outreach project is:**
  - To allow GFS Australia Limited to work with people of any age
  - To support the promotion of GFS Australia Limited in a Diocese where GFS Australia Limited does not exist.

## Operational Procedures No. 12 Outreach Project

1. **Selection Criteria**
  - 1.1 Dioceses with a GFS Ministry
  - 1.2 Diocesan Bishops with a special project in mind and prepared to accept
    - 1.2.1 That this will become a GFS Project
    - 1.2.2 That there are various models of GFS ministry available which may cover the proposed project.
    - 1.2.3 The need to cooperate with GFS to ensure the Project can go ahead.
  - 1.3 Dioceses funded for a current Project could reapply for a new initiative within the Project.
2. **Conditions of Accepting Project Funds**
  - 2.1 The necessity for accountability:
    - 2.1.1 Through regular reports to the National Chairman/Executive
    - 2.1.2 Through regular reports to Dioceses through the newsletter or other means
    - 2.1.3 Final Report to the National Council gathering at the conclusion of the Project.
    - 2.1.4 Any other reports which may be deemed necessary from time to time.
  - 2.2 All ministry is to be undertaken in the name of GFS Australia Limited.
3. **The Process**
  - 3.1 Submissions to be received six months prior to the National Council
  - 3.2 Submissions to include a Strategic Plan for the implementation of the Project . This must include:
    - 3.2.1 Length of time of the Project
    - 3.2.2 Costing
    - 3.2.3 Anticipated Outcomes

3.2.4 Details of resources available in Diocese (eg Human, Financial, etc.)

3.2.5 Letter from Diocesan Bishop supporting Project.

#### 4. Funds for Project

- 4.1 To be raised by a promotional campaign covering the three year period between National Councils
- 4.2 Funds to be distributed, as required, upon written request, from the sponsored Diocese by the National Treasurer.
- 4.3 The Funds are to be administered by the National Chairman and Treasurer, with consultation with the National Executive if necessary.

#### 5. Submissions

- 5.1 Submissions from Dioceses are to be forwarded to Executive by the National Chairman. After input from the Executive members, a recommendation will be made to the National Council. All submissions are to be made available to Dioceses prior to the National Council and the National Council will then vote on the recommendation.

## Policy No. 13 Ministry Models

- 1. GFS Australia Limited supports a variety of ministry models
- 2. The various ministry models are
  - 2.1 Teddybears - for 4-6 year olds
  - 2.2 Parish based GFS Groups
    - Single sex groups
    - Co-ed groups
  - 2.3 School based GFS Groups
    - Single sex groups
    - Co-ed groups
  - 2.4 Kids Plus+™ groups
    - Single sex groups
    - Co-ed groups

- 2.5 Teensplus groups
  - Single sex groups
  - Co-ed groups

2.6 GFS Playgroups - for infants/toddlers and their parents/carers

2.7 Townsends - for Adult members

2.8 Hostel Ministry

2.9 Super Saturdays - evangelistic outreach programs to children in local area (not on a regular basis)

## Policy No. 14 Complaints Policy

- 1. Parent complains (verbally or written) about the conduct of a leader
  - Leader or Branch Leader (not serious) manage at that level
  - Investigate/resolve
  - Advise parent/leader/priest of outcome
  - If parent not happy with resolution make a complaint to Diocesan Chairman with two others from GFS (verbal/written). President consult/advise with Executive if necessary.
- 2. If serious complaint (ie physical/sexual/emotional abuse/negligence, ie duty of care)
  - Leader
  - Branch Leader/Priest must report to appropriate body for investigation (Family Services, Police - Juvenile Aid)
  - Diocesan Leader
  - Chairman GFS Australia
  - Outcome to be fed back to parent/leader

### Disciplinary Action

#### Not serious/minor breaches of conduct

- 1. Letter from National Chairman

#### CC Branch/Diocesan leader reminding of Code of Conduct/Warning.

- 2. breaches, Leadership revoked. Suspended until outcome of investigation. Serious - immediately revoked.

# GFS Australia Limited

## Kathleen Bright-Parker Fund Rules

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This fund has been named in honour of Mrs Kathleen Bright-Parker who was instrumental in the establishment of the Australian Council of the Girls' Friendly Society in 1947 and who worked tirelessly in the establishment and nurture of that Council for 42 years.

### **Purpose**

To establish a fund in Australia's Bicentennial year to receive thank you offerings for the way in which God has blessed lives through GFS. The interest from the funds received and invested will be used to enable members to participate in national and/or international activities which it is believed can be beneficial to all concerned.

### **Capital**

The fund shall have a minimum capital of \$10,000.

### **Funds**

To be held in the name of GFS Australia Limited Kathleen Bright-Parker Fund. These funds should be held only in Trustee type securities and signatories should be the National Chairman, Treasurer, and one or two appointed by the Executive Committee, with any two to sign for withdrawals.

### **Disbursement**

It is the intention that the capital received should remain intact. Interest earned may be used to provide grants.

### **Availability of Grants**

An event where sponsorship is provided, either in part or in full, should be carefully considered by the Executive Committee to ensure that it is an appropriate activity for GFS Australia Limited and that participation would prove mutually beneficial to GFS Australia Limited as a whole and to the individual participant.

Participants would generally be between the ages of 16 and 25 and if representing GFS Australia Limited, be able to demonstrate a sound knowledge of GFS Australia Limited.

Where funding is provided it is desirable that all Diocese have the opportunity to nominate, suitable candidates from which the selection committee appointed by the Executive Committee could choose the participant(s).

Selection Committee should comprise of National Chairman, Vice Chairman and Leader Development co-ordinator.

# GFS Australia Limited Security and Legacy Fund Rules

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## 1. Name

The Fund shall be known as "GFS Australia Limited Security and Legacy Fund".

## 2. Interpretation

In these Rules unless the context or subject matter otherwise requires:

"Fund" means the GFS Australia Limited Security and Legacy Fund.

"Constitution" means the Constitution of GFS Australia Limited, as amended 2002.

"Executive Committee" means the Executive Committee of the National Council of the GFS Australia Limited.

## 3. Amount

The Fund shall have a capital of fifteen thousand dollars (\$15,000)

## 4. Objects

- 4.1 To guarantee the publication and production of literature and other such materials as the Executive Committee shall from time to time determine
- 4.2 To provide such guarantees as will assist in promoting the objects of the Organisation.
- 4.3 To apply the income accruing out of the Fund or other accretions thereto towards the cost of publication and production of literature and like materials in such manner as the Executive Committee shall from time to time determine; and for such other purposes relating to the promotion of the Organisation as the Executive Committee shall from time to time determine.

None of the objects of the fund shall be put in effect until the capital of the Fund is fully subscribed.

## 5. Bank Accounts

All monies belonging to the Fund shall, pending the investment or application thereof in accordance with these Rules, be paid into a Bank to the credit of a separate account to be called "GFS Australia Limited Security and Legacy Fund" and such account shall be operated upon in such manner as the Executive Committee shall from time to time determine.

## 6. Administration

- 6.1 The fund shall be administered by the Executive Committee.
- 6.2 The Executive Committee shall act in accordance with paragraphs of the Constitution.

## 7. Investment

The capital of the Fund (whether fully subscribed or not) not immediately required for the objects of the Fund may be invested in such manner and for such period as the Executive Committee for the time being shall determine.

## 8. Determination

Should the Organisation fail in Australia, the dissolution will be according to the winding up clauses 14.2–14.3 as per the GFS Australia Limited Constitution 2002.

# Guidelines for GFS World Council Meetings

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## **The World Council Meeting**

1. This will be a triennial meeting of the World Council of Girls Friendly Society to be held not less than every three years.
2. The World President will set the date for, and chair the Triennial Council meeting, ensuring that representation, voting, agenda and minutes guidelines are followed correctly.
3. Representation at Council meetings shall be extended to:
  - 3.1 two (2) members nominated from each country (termed Senior Delegate and Junior Delegate) one of who shall ideally be between the ages of 18 and 30.
  - 3.2 The World President may not be a Delegate for her country.
  - 3.3 The Vice-President of the World Council shall also be an ex-officio non-voting member unless the Vice-President she is the chosen delegate for the Vice-President's of her own country.
  - 3.4 Observers, who are invited to the Council but shall not have the right to vote. The World President may open and close discussions on any agenda item to include Observers at the World President's discretion her discretion.
4. **Voting at Council Meetings**
  - 4.1 Each Delegate to World Council shall have one vote.
  - 4.2 The President has the casting vote.
5. **Minutes: The minutes of Council Meetings shall be**
  - 5.1 Recorded in a book, which shall pass from World President to World President.
  - 5.2 Recorded in English as the official language, as a common language. will be necessary for this book
  - 5.3 Circulated by the President of the meeting no later than a year from the Council meeting to all member countries.
6. **Agenda:**
  - 6.1 Agenda items shall be sent to the President of the World Council to reach her to be received not less than three (3) months prior to the date of the meeting.
  - 6.2 The draft Agenda for a World Council Meeting should be circulated to the President and Secretaries of member countries as long as possible in advance to allow for discussion and suggestions.
7. **Financial:**
  - 7.1 All member countries should, if possible, contribute to a common fund to help defray the expenses of the country carrying the World Presidency. Each country to pay World Dues of ten (10) pounds sterling per year per country, until the next World Council.
  - 7.2 The World President is responsible for the administration of all World Funds.
  - 7.3 Travel expenses for the Vice-President to attend the Council in her period of Vice Presidency shall be paid from the World Fund.
  - 7.4 A detailed and audited Financial statement shall be presented at each World Council by the Vice President to account for all monies which have been received and expended on behalf of the GFS Council during the period under review.
8. **Election of a Country to Host World Council**
  - 8.1 Each country wishing to nominate as the country to preside over the World Council shall present a submission to the World President at least 6 months prior to the next scheduled Council Meeting.
  - 8.2 The submission shall include a letter from the responsible Bishop or Archbishop of the nominating country supporting the nomination.
  - 8.3 If elected, a country shall nominate a person as the next World President. The World Council Meeting shall ratify that nomination.

**9. World Day of Prayer:**

9.1 At each World Council Meeting member countries are nominated to prepare the format for the Day of Prayer for each of the following three years.

**10. World Project:**

10.1 The purpose of the World Project Fund is to assist GFS members with funding of new initiatives and to promote GFS in new countries.

10.2 Submissions will be received at each meeting of the World Council for to a World Project for the succeeding period.

10.3 The submission should include all costings for the project (converted to US dollars and English pound) and must include a letter of support from the responsible Bishop/Archbishop of the country making the submission.

10.4 More than one project could be chosen for any one period.

10.5 World Countries granted a project are to be required to present a detailed, audited, financial statement at the next World Council, and will be required to submit annual reports to the World President on the progress of the project.

**11. Travel Fund:**

11.1 The World President will be responsible for promoting and managing this fund and seeking monies to assist with the travel costs for delegates to attend World Council.

11.2 Only one delegate from any country seeking assistance will be supported and only to the level of funding as decided by the World President. Delegates receiving assistance will be required to seek the most economical route of travel.

11.3 The fund will only be available for travel costs. The costs associated with attendance at the World Council (eg accommodation) must be met by the delegate.

**12. Link Countries:**

12.1 Member countries are to be "linked" to further prayer and practical support. The groupings may be changed after discussion at each World Council.

# GFS Australia Limited Challenge Badge Guidelines

## Purpose

To recognise GFS members (15–25 years), who have shown an ongoing commitment to GFS, and contributed significantly to the ministry of GFS within the Branch and Diocese.

## Guidelines

1. In order to begin the GFS Challenge Badge the Member must have been actively involved in GFS for at least two years.
2. Dioceses are to register Members who are to undertake the GFS Challenge Badge with the National Chairman
3. There are four areas of focus:

### Contributions

- Regular participation in Diocesan activities, given interest and opportunities
- Community services which must be regular and consistent with the principle of service to others

*Goals to be negotiated with the Mentor*

### Challenge

- This could be a physical/spiritual/ social/intellectual challenge

*Goals to be negotiated with the Mentor*

### Spiritual Growth

- recognition of personal spiritual journey – with representation of this journey
- facilitation of further spiritual growth

*Goals to be negotiated with the Mentor that will facilitate further spiritual growth*

## Skills

- identify a personal skill that is to be developed or further enhanced
- utilise this skill at a branch or Diocesan level

*Goals to be negotiated with the Mentor*

4. The minimum period for completion of the badge is twelve months.
5. The implementation of the negotiated goals for each area can be completed over a short intensive period (ie a school term) or over a longer period that is sustained but not intensive (ie 12 months).
6. The member is to work with the Mentor, who is to be appointed by the Diocesan Executive.
7. The GFS Challenge Badge will be presented upon successful completion of all four areas. The Mentor will consult with the Diocesan Executive for approval to submit a detailed report to the National Chairman, outlining the goals achieved by the participant. The National Chairman may then certify the presentation of the badge.

## Guidelines for Dioceses

### Applications

Applications to participate in the GFS Challenge Badge are made to the Diocesan Executive.

The Application form asks the participate/s to indicate their interest in the four areas of the GFS Challenge Badge

### Mentor Allocations

The Diocesan Executive will then allocate a Mentor for the individual participant or group. The participant will then be asked to contact the Mentor to arrange an initial meeting.

## Programme Planning

At the initial meeting the Mentor and participant or group plan the project according to individual needs. The goals for the GFS Challenge Badge are negotiated for each area – Contribution, Challenge, Spiritual Growth and Skills. It will also be necessary to establish an estimated time line for the project and establish how often the Mentor will meet with the participant/s.

After the outline of the project is formulated, a copy is then lodged with the Diocesan Executive by the participant.

The Mentor then works with the participant/s to implement the project and to work towards the successful completion and presentation of the GFS Challenge Badge Project.

At the completion of the project the participant/s will make a presentation to the Diocesan Executive, and the Mentor will submit a detailed report outlining the goals achieved by the participant/s. Both of these will be made available to the National Chairman in order for a decision to be made regarding the presentation of the GFS Challenge Badge.

When a GFS Challenge Badge is to be awarded, the National Chairman will:

- notify the successful participant
- notify the Diocesan Executive and ensure that an appropriate occasion is arranged for the presentation of the badge.
- communicate with the mentor to offer thanks for their participation and assistance and affirm their ministry.

## Guidelines for Mentors

*The term Mentor means a trusted and experienced advisor*

### From the Guidelines

- The member/s (undertaking the Challenge) is/are to work with a Mentor who is to be appointed by the Diocesan Executive

- The Mentor will consult (upon the successful completion of all four areas) with the Diocesan Executive for the approval to submit a detailed report to the National Chairman, outlining the goals achieved by the participant/s.
- Goals for the four areas of focus (Contribution, Challenge, Spiritual Growth and Skills) are to be set with the Mentor.

### The role of the Mentor

Is to work with the participant/s enabling and guiding the participant/s to:

- set up the 'Challenge' Project
- implement 'The Challenge', and
- complete 'the Challenge' and present for approval.

### Some characteristics of Mentors:

- The Mentor and the participant develop a special kind of learning relationship in which there is honest, open and frank communication and sharing of ideas and work.
- The relationship between the participant and their Mentor must be based on a strong mutual sense of trust and genuine respect.
- A Mentor is not a teacher, but a friend, consultant, advisor, role model and sometimes critic.
- A Mentor realistically and actively encourages and supports the participant/s in their project/s.
- A Mentor does not coach or teach, but guides and extends the participant's existing knowledge and understanding

*(adapted from 'Different Kids Same Classroom' McGrath and Noble)*

### For the purpose of the GFS Challenge Badge:

The Mentor also:

- provides a Christian model
- has some understanding or involvement with GFS
- helps the participant/s to ask the question 'Where is God?' in their lives and in the challenges they take on.