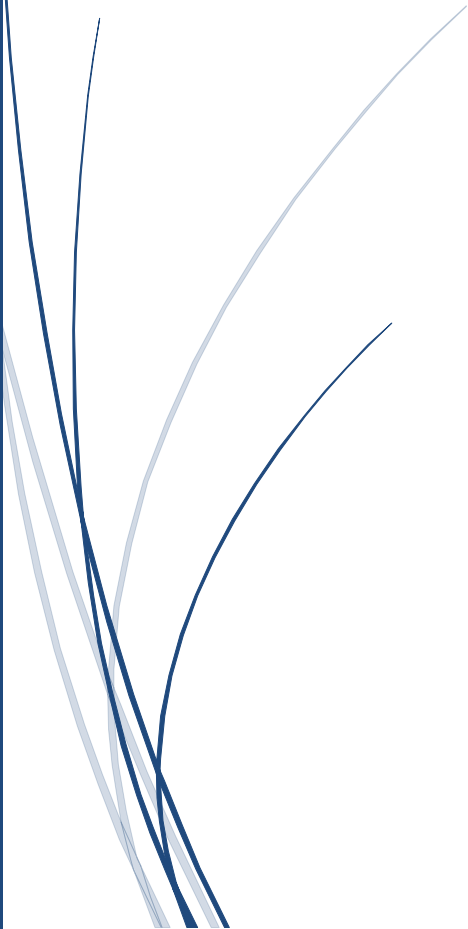




August 2020

# **BY-LAWS OF GFS AUSTRALIA INC.**

These By-laws have been written to accompany the Rules of GFS Australia Incorporated (Victoria).



## **1. Membership**

### **1.1 Financial members**

Financial members from the age of 15 may be known as Members or Townsend Members. The founder of GFS was Mary Elizabeth Townsend who began the organisation (The Girls' Friendly Society) in England on 1st January 1875.

### **1.2 Religious Affiliation**

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

### **1.3 Application for Membership**

Prospective members will complete an Application for Membership of the organisation.

### **1.4 Welcoming Service**

Members may be welcomed to the organisation using the service approved by GFS Australia Inc.

(NOTE: in this case "members" applies to all members, not just to financial members.)

### **1.5 Statistical Report**

Statistical information and fees will be gathered from Dioceses annually based on membership as at 30 June? of each year.

## **2. Ministry Models**

GFS Australia supports a variety of ministry models which may include:

- i. Teddybears for 4-6 year old children who may be single sex or co-ed groups.
- ii. Parish based GFS groups which may be single sex or co-ed groups.
- iii. School based groups which may be single sex or co-ed groups.
- iv. KidsPlus+TM groups which may be single sex or co-ed groups.
- v. Teensplus groups which may be single sex or co-ed groups.
- vi. GFS Playgroups for infants/toddlers and their parent/carers.
- vii. Townsends for adult leaders.
- viii. Adult ministry groups for men and women.
- ix. Evangelistic outreach programs to children in local areas.

## **3. Leadership**

### **3.1 Definitions**

Leadership with the organisation is open to Christian adults aged eighteen (18) years and over. People aged fifteen to seventeen (15 - 17) years of age may be considered as leaders in training.

Leadership in the organisation is characterised by:

- i. A willingness to learn and step out in faith.
- ii. Commitment to the effective facilitation of others.
- iii. Passion about the purpose and aims of the organisation.
- iv. Modelling their life on Christ.
- v. A willingness to use God-given gifts to meet others at their point of need.
- vi. Regular Christian Worship.

**3.1.1** A leader must undertake ongoing training which will be the responsibility of each Diocese.

**3.1.2** A leader must have the recommendation of the Clergy person in charge of the parish in which they will undertake leadership responsibility.

**3.1.3** In school-based ministry the leader must have the recommendation of the Chaplain/Principal of the school in which they will undertake their leadership responsibility.

**3.1.4** Leaders in training must not be given sole responsibility for the supervision of children.

### **3.2 Accreditation**

- i. Each Diocese will be responsible for the accreditation program for their leaders. All leaders will be commissioned for ministry within the Anglican community.
- ii. The Diocese must include training on the GFS Australia Inc. Code of Conduct and all signed documents will be held by each individual Diocese.

## **4. Code of Conduct**

All members should read and comply annually with the GFS Australia Inc. Code of Conduct. GFS Australia Inc. expects that this will be implemented and monitored by individual Dioceses. (Appendix A)

## **5. Elections/National Committee**

**5.1** All members of the National Committee shall sign the Code of Conduct and the Statement of Faith (Nicene Creed) at the commencement of their term of office.

**5.2** The position of President shall, under normal circumstances, be expected to fulfill the role for a minimum of 2 years and a maximum of 4 years.

**5.3** Each person on the GFS National Committee (excluding the President) will hold any position/s for a maximum of 6 years consecutively but may resume after a 1 year break.

**5.4** When a member of GFS Australia Inc is elected as the World President of GFS, they shall be a co-opted member of the National Committee (with voting

rights) during their term as World President.

- 5.5** Travel and accommodation costs for members of the National Committee to attend an Annual National Committee meeting (if required) will be met by GFS Australia Inc and will be an annually budgeted figure.
- 5.6** An annual budget will be presented to the Annual General Meeting (AGM) and will include a figure for expenses incurred by the National President during their term. The budget figure will be prepared by the National Committee. .
- 5.7** Dioceses which invite the National President to visit their diocese must meet all reasonable expenses associated with the visit including travel and accommodation.
- 5.8** The National Committee will be commissioned at the end of each AGM. All nominations for positions on the National Committee must include a supportive statement from their Parish Priest.
- 5.9** All members of the National Committee should be practicing Anglicans.
- 5.10** All persons nominated to a position of the National Committee must attend the Annual General Meeting at which their nomination will be considered unless exceptional circumstances prevent the nominee from attending. Any exceptional circumstances should be notified in writing to the National President.
- 5.11** In normal circumstances the National Committee will be no more than 9 members notwithstanding rule 52.

## **6. Chaplain**

- 6.1** The National President of GFS Australia Inc. shall choose the National Chaplain who will become a voting member of the National Committee..
- 6.2** Where the Chaplain is not currently a member, they will become a member of GFS Australia Inc.

## **7. Identification**

- 7.1** Logo – The official logo of GFS Australia Inc. is:



- 7.2** The following badges have been approved by the National Council of GFS Australia to indicate membership of GFS:
  - i. Member Badge. (7 years and over)
  - ii. Teddybear Badge. (4-6 years)
  - iii. Leader Badge. (All commissioned Leaders)

iv. GFS white and teal oval badge (2019) (All adult members?)

**7.3** GFS Australia has an optional corporate wardrobe available. Dioceses may adopt corporate wardrobe identification for their own use.

**7.3.1** GFS Australia may recommend a corporate wardrobe item/s for use at World Councils of the Girls' Friendly Society.

## **8. Resources**

**8.1** The National President of GFS Australia Inc. will provide a regular Australian Newsletter to all members of GFS Australia distributed via electronic media or post to members or through Diocesan contacts.

**8.2** GFS Australia Inc. will maintain a website with regular updates and information for access by GFS Australia members, the wider GFS community and the general public.

**8.3** GFS Australia Inc. maintains records relevant to the history of the organisation.

## **9. National Events**

**9.1** Any Diocese organising an event on behalf of GFS Australia Inc. may apply for a grant of up to \$2000 to assist with the planning of the event.

**9.2** Any excess of funds from such events shall be forwarded 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.

## **10. Involvement with Other Organisations**

**10.1** GFS Australia Inc. will endeavour to retain relationships with AMUA (Anglican Mothers' Union Australia).

**10.2** A representative of AMUA will be invited to the AGM of GFS Australia Inc, at their own expense, and be given speaking but not voting rights. A request will be made to the organisation to prepare a report for presentation at the AGM.

## **11. Worldwide GFS**

GFS Australia Inc. is part of the World Council of the Girls' Friendly Society. (See appendix B).

## **12. World Council Representation**

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

The National President of GFS Australia Inc. at the time of any World Council, may be the Senior Delegate to a meeting of the World Council during her/his term. Should the National President not be available to fulfil the position of Senior Delegate, the current Vice-President may be asked to act as Senior Delegate to World Council.

Should neither the National President nor the Vice-President of GFS Australia Inc. be available to fulfil the position of Senior Delegate, the National Executive

of GFS Australia Inc. shall choose a member of the National Executive to fill the position of Senior Delegate.



## **12.2 Junior Delegate.**

### **12.2.1 Application Process**

The National President shall call for nominations for Junior Delegate in February of the year preceding World Council. The National President will send application forms to the Diocesan Chairmen/Co-ordinators who will then forward the forms and information to any eligible members, aged sixteen (16) to thirty (30). (The applicant must have turned sixteen (16) by the 31<sup>st</sup> of March in the year of application and must not be older than thirty (30) by the commencement of World Council.)

- 12.2.1.1** Application criteria is at the discretion of the current National Committee and may be based on previous applications.
- 12.2.1.2** Applications from prospective Junior Delegates in each Diocese must be forwarded to their Diocesan President by the 15 months prior to the next World Council. Should there be more than one application within a Diocese, the Diocesan President/Committee will select one applicant. This application will then be sent to the National President within 6 weeks of applications being called.
- 12.2.1.3** The National President/Committee will appoint the Junior Delegate 1 year prior to the World Council they are attending.
- 12.2.1.4** The Junior Delegate will be commissioned at the AGM following their appointment and will become a voting member of the National Committee. If the Junior Delegate is under eighteen (18) they will be given the right to vote at Committee meetings.
- 12.2.1.5** The Junior Delegate will verbally present a written report of their attendance at World Council at the GFS Australia Inc. AGM following the council. This will complete their appointment.

## **12.3 Funding the Costs Associated with Senior and Junior Delegates for World Council**

Where possible the World Council registration, which includes accommodation and travel costs to World Council, will be fully met by GFS Australia Inc. A figure for this expense is to be included in the budget presented at the National AGM of GFS prior to each World Council. In the case of GFS Australia Inc. not being able to meet the full costs of both delegates the amount available is to be shared between the delegates.

## **12.4 Applying to Host World Council**

**12.4.1** A decision to apply to host World Council will be made at an AGM of GFS Australia Inc. to meet the expected timeframes and requirements of the World Council.

**12.4.2** The proposal would be in the form of a motion and would be

circulated for the discussion by membership as per the Rules of Association of GFS Australia Inc. before the AGM at which it would be discussed.

- 12.4.3** Membership from at least 75% of Dioceses with a GFS ministry must agree to the proposal with the expectation that no one Diocese would be expected to host the World Council.

## **12.5 Choosing the World President elect.**

- 12.5.1** The process of choosing the World President is by election, where current and previous National Chairpersons of GFS Australia Inc/GFS Australia Ltd (or any other names by which GFS has been known in Australia) are able to nominate for the position.
- 12.5.2** Following the decision of the National AGM to offer to be World Host Country, the National President will contact each past National President of GFS Australia Inc. (and its previous known names) and invite them to nominate for the position of World President and include the pro forma "Nomination for the Position of World President".
- 12.5.3** The nomination must include:
- i. The Curriculum Vitae of the nominee.
  - ii. The nominee's statement as to their suitability for the position.
  - iii. A detailed outline of the nominee's vision for their term as World President, particularly addressing the duties of the World President according to the Rules of Management of The World Council of the Girls' Friendly Society.
- 12.5.4** A letter from the relevant Bishop of the nominee's Diocese (or Archbishop if appropriate) as to the suitability of the nominee for the position of World President.
- 12.5.5** Nominees will be given twenty-one (21) days to respond from the date of the letter/email from the National President.
- 12.5.6** Within fourteen (14) days of the closing date for nominations, all nominations, including all relevant documents, will be provided in writing (may include email/text message/postal) to every financial member of GFS Australia Inc. and returned to the National Secretary.
- 12.5.7** Voting will close fourteen (14) days from the date of the sending of documents to financial members.
- 12.5.8** On the completion of the voting process the National President will advise the successful nominee who will become the World President elect and will advise the World President and all members of GFS Australia Inc. of the successful nominee. If there are no nominations for the position of World President, the National President will advise the current World President that GFS Australia withdraws its offer to be the next World Host Country.



## **13. Outreach Projects**

**13.1** GFS Australia Inc. seeks to encourage ministry outreach through the development of projects in all Dioceses or for specific GFS outreach projects overseas which are special projects for either individual Dioceses of GFS Australia Inc.

**13.2** Overseas Projects (see appendix C)

**13.3** The primary aim of any outreach project is:

- i. To allow GFS Australia Inc. to work with people of any age.
- ii. To support the promotion of GFS Australia Inc. in Dioceses where there is no GFS ministry.
- iii. To support existing GFS ministries in new initiatives.

**13.4** GFS Australia Inc. invites any Diocese that has undertaken an outreach project to give a report at the following AGM.

## **14. Finance**

### **14.1 Bank Accounts**

All accounts opened are to be authorised by the National Committee. . These accounts should include:

- i. A General Account.
- ii. Kathleen Bright- Parker Fund.
- iii. Any other accounts that need to be kept for the running of GFS Australia Inc.

### **14.2 Signatories**

Where there is a change of President, Vice President and/or Treasurer of GFS Australia Inc.the Treasurer is responsible for registering the new signatories for all bank accounts and investments within two (2) months of the end of the AGM.

### **14.3 Investments**

The Treasurer with the agreement of the National Committee may invest funds where necessary.

### **14.4 Appeal**

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

### **14.5 Goods and Services Tax (GST)**

14.5.1 GFS Australia Inc. is a registered GST entity with an ABN

14.5.2 The Organisation may receive funds by way of fees, interest, bequests, donations, grants, and sale of assets.

14.5.3 The Secretary shall forward by 31 May each year membership renewal notices.

14.5.4 The Annual membership fee is determined at each AGM, as necessary.

- 14.5.5 Annual membership fees are due and payable as at 30 June each year. Fees paid in any one year, cover your membership until the 30 June the following year.

#### **14.5 Expenses**

- 14.5.1 The Treasurer shall pay all accounts in the name of the Organisation included in the budget approved at the National AGM and/or accounts authorised by the National Committee..
- 14.5.2 Travel and accommodation costs incurred by a member representing the Organisation at a national event may be paid by the Organisation.

### **15. Kathleen Bright-Parker Fund Rules**

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 forty two (42) years.

#### **15.1 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 funds received and invested will be used to provide a grant to enable members to participate in national and/or international activities which it is believed can be beneficial to all concerned.

#### **15.2 Funds**

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

#### **15.3 Capital**

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

#### **15.4 Disbursement**

It is the intention that the capital received should remain intact. Any funds more than this amount may be used to provide grants.

#### **15.5 Availability of Funds**

- 15.5.1 An event where a grant is provided, either in part or in full, should be carefully considered by the National Committee to ensure that it is an appropriate activity for GFS Australia Inc. as a whole and to the individual participant.
- 15.5.2 Participants would generally be between the ages of fifteen (15) and thirty (30) and if representing GFS Australia Inc., be able to demonstrate a sound knowledge of GFS Australia Inc. Where funding is provided it is desirable that all Dioceses may nominate suitable candidates from which the selection committee appointed by the National Committee could choose the participant/s.

**15.5.3** The Selection Committee should comprise of the National President, the National Vice-President and one other member of the National Committee.

**16. Pat Franklin Foundation**

For further information contact GFS Melbourne Inc. as they administer this fund, this is for information only.

**16.1 Purpose**

The purpose of the Pat Franklin Foundation is to provide assistance to members of the worldwide society of the Girls Friendly Society, however named in the member country. It is intended that the recipient/s develop leadership skills or gain experience to further the ministry of the Society in whatever way it is conducted in the country of origin.

**16.2 Aims/Objectives**

The aims of the Foundation are to enable young Society members, affiliates, or leaders to engage in formative experiences including:

- i. Financial assistance to visit another country for study or training purposes.
- ii. Subsidies to gain further education or training within own country.
- iii. Assistance to attend World Council.
- iv. Assistance for leader trainers to provide training in other countries.
- v. Assistance to participate in other international Christian conventions or congresses.



# GFS AUSTRALIA INCORPORATED CODE OF CONDUCT

**All members of GFS Australia Incorporated should understand and accept their responsibilities before signing this document.**

As a member of GFS Australia Incorporated you will:

- Recognise the importance of and encourage the development of the Christian Faith in all members.
- Respect the dignity of self and others.
- 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.
- Treat all members with respect and care for their welfare, safety, health and wellbeing while they are your responsibility.
- Act with consideration and good judgement in personal relationships.
- 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.
- Ensure that at least two adults are in attendance whilst supervising and/or accompanying members under 18 years of age or other vulnerable persons.
- Recognise that physical or verbal abuse, neglect or any other type of abuse is unacceptable conduct by any member of GFS Australia Incorporated.
- Comply with all Diocesan and Statutory Protocols related to safe ministry practices and comply with all other Diocesan requirements with respect to the care of children/youth/vulnerable people.

Attach a copy of your Working with Children’s Check Card

OR equivalent

Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signed: ..... Date: .....

Name: ..... (Please print clearly)

Updated 6<sup>th</sup> February 2016



## GFS WORLDWIDE

### 1 **World Structure**

There is no formal structure for the world body of GFS. A World Council of the Girls' Friendly Society is held every three years at which nominations are called for a member country of GFS to offer to be host country of GFS one term ahead and to host the World Council at the end of this term. (i.e. in 2020 a member country would nominate to be host country between 2023 and 2025 and to host the World Council in 2025).

### 2 **Name and Gender**

In some countries, membership is open to male and female. (e.g. in South Africa the name of the organisation is Girls and Boys Friendly Society). The World President and World Secretary must be female, and the World Treasurer may be male only when a country is not able to nominate a skilled female for the position. The World President may choose her own World team which includes the prior World President who automatically becomes World Vice-President.

### 3 **World President**

The country chosen to be the host country nominates a suitable member from their country to be World President in their three-year term and to chair the World Council at the end of the term. The World President follows the "Rules for the Management of World Council and World Council Meetings" which are reviewed by delegates at each World Council.

**3.1** The responsibility of the Presidency of the GFS World Council shall rest on the person of the President and not on the Executive Committee or Board of the country she represents.

### 4 **Delegates to World Council**

Each member country of the World Council may have representation at the World Council by a senior delegate and a junior delegate (normally chosen from members sixteen to thirty years of age). Only one vote can be made by each country.

### 5 **Observers at World Council**

Observers from member countries may attend World Council, the number of observers determined by the current World President. They may speak but not vote.

### 6 **World Project**

A World Project/s is chosen at each World Council, All GFS members are encouraged to support the project. Any country may put forward a submission for a World Project with processes for a short term, under \$US3000 or a three-year project. Normally the project would support and encourage the growth of GFS in developing countries. Capital projects are not normally accepted as part of a project submission.

### 7 **World Fees**

A World Fee is paid by each member country, the minimum payment set at each World Council.

### 8 **World Travel Fund**

GFS members worldwide are asked to contribute to this fund to enable travel subsidies to be paid to member countries which are unable to meet the cost of travel of their senior delegate. The World President allocates monies from this fund.

### 9 **World Link Countries**

The member countries are linked together in groups. The groups are revised at each World Council. The aim of linking countries is to offer prayer support, exchange ideas and share resources where possible. The National President of GFS Australia Inc. will advise all members of the link countries which include Australia after each World Council.

**BY LAW – OVERSEAS PROJECTS**

- 1 The National Council of GFS Inc may agree to GFS Australia Inc. supporting Pacific region countries as special projects.
- 2 At the time of accepting this By Law (2021) the two special projects are to provide support to GFS in Papua New Guinea and to provide support to GFS in Melanesia.
- 3 The aim of providing support to overseas countries is to build up national leadership (through training etc)
- 4 A support team for special projects is to be approved by the National Council of GFS Australia Inc. such team to provide a report to every national council meeting.
- 5 The members of the team will be fully supported (travel and accommodation) from the funds held for the project. A statement of expenses will be provided to the GFS National Treasurer after each visit.
- 6 From time to time funds may be directed to the projects for special requirements (e.g. travel to promote GFS, purchase of urgent equipment, support for programs where the Australian team is not involved, etc)
- 7 Any other members of GFS Australia Inc. who wish to offer their skills and to be included in the official visiting team will meet their own costs. (travel and accommodation)
- 8 At the time of accepting this By Law the support teams are
  - a. PNG – The Revd Canon Cheryl Selvage, The Revd Sue Wilson, Canon Val Gribble ML
  - b. Melanesia – Mrs Julie Somerville, Mrs Gail Orchard.
  - c. Members of the support team will use the title “GFS Australia Consultant to GFS PNG/Melanesia”
- 9 Monies given for these projects are to be held in separate ledgers under GFS Australia Inc.
  - a. Any use of the money is to be approved by the National Committee of GFS Australia Inc.
  - b. Every effort should be made to receive receipts or documents for the use of fund monies with training provided for the correct acquittal of funds.
  - c. If the project ends and there continues to be funds held by GFS Australia Inc. the National Committee will make decisions as to the use of the remaining funds.
- 10 A program for any visits to countries must be provided to the National Committee at least 2 months before the commencement of the visit. The program must include a budget for the expected cost of the visit.
- 11 A full Risk Assessment for the visits must be completed and provided to the National Committee with the program.
- 12 A report on the support program will be submitted to the next AGM of GFS Australia Inc. following the visit.
- 13 A report of each visit will be circulated through the National President of GFS Australia Inc. to all dioceses.

