



WORLD EDUCATION FELLOWSHIP INC

AUSTRALIAN FORUM INCORPORATED
ABN 22 202 896 596

CONSTITUTION

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**World Education Fellowship
Australian Forum Incorporated**

CONSTITUTION

Preamble

This Constitution should be understood and interpreted within the context of the aims and objectives of WEF set out in the following Preamble:-

The central aim of World Education Fellowship (Australia) is

- to work towards the establishment of a world community through education

To achieve this, the W E F seeks to:

- identify and pursue changes in policies and practices to meet the varying individual and shared educational needs of people of all ages;
 - promote greater social justice and equality of opportunity through achieving a high standard of education by all groups worldwide;
 - encourage a balance between an education which nourishes the personal worth and growth of individuals and one which stresses the social responsibility of each to work critically and constructively towards improving the human and physical world environment;
 - foster educational contacts between peoples to further international understanding and peace;
 - promote education as a lifelong process for all people;
 - encourage cooperative and collaborative community involvement in clarifying educational goals and undertaking educational programmes.
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1. NAME

The name of the Association shall be the **World Education Fellowship Australian Forum Incorporated** (hereinafter referred to as the "Australian Forum").

2. DEFINITIONS

Act means the Associations Incorporation Act 1985 (South Australia) as amended from time to time.

WEF Australian Forum ('the Forum') means the association of all financially current members of WEF Australia State Sections, who have the entitlement to meet together (at least annually) to consider matters proposed by Sections or members or the Australian Executive and to conduct business required by the relevant Act through its Australian Executive. It is a not-for-profit organization.

Executive. The Executive of the Australian Forum ("the Executive") shall be the body responsible for administering the affairs and decisions of the Australian Forum between its general meetings and for liaising with the duly constituted Section executive in each respective State or Territory.

Interpretation. The Australian Forum and the Executive may decide by resolution matters on which this constitution is silent **provided** such decisions do not contravene the Act or Regulations and **provided** that in all deliberations, the rules of natural justice shall be observed.

Limited Liability. Except as provided under Section 21 of the Act, a member of the Australian Forum and its Executive shall not be liable to contribute towards the payment of the debts and liabilities of the Association or towards costs, charges and expenses of winding up.

President means the President of the Australian Executive for the duration of its office who will also be the President of the Australian Forum for that same period and Chair of the meetings of the Forum.

Past President means the immediate past President of the Australian Forum and Executive, who most recently held the office, or where applicable the surviving WEF member who most recently held the office.

Regulations means the Association's Incorporation Regulations 1993 (South Australia) as amended from time to time.

Section. All currently financial members of WEF in an area of Australia shall normally be members of the Section in that area provided that where no such section exists members may attach to another Section. Relations between Branches (a sub-group within WEF) within a Section shall be the responsibility of that Section.

Branch means a local group within an area which is a subsidiary of the Section in that area.

WEF means the World Education Fellowship, the organisation for which the Australian Forum is the national co-ordinating and liaising body.

3. MEMBERSHIP OF THE AUSTRALIAN FORUM

All financially current members of WEF in Australia, registered in one of the existing Sections, will be members of the Australian Forum , and will be eligible to attend its annual general meeting or any extraordinary general meeting.

4. RELATIONSHIPS BETWEEN THE FORUM and ITS EXECUTIVE AND THE SECTIONS

The Sections are the basic organisational units of WEF in Australia and they preserve their independence and autonomy in their dealings with the Forum and the Executive. The Forum and Executive will be facilitating and co-ordinating bodies to enhance the co-operative activities of two or more Sections where they agree to act together.

5. OBJECTS and PURPOSES of the Australian FORUM

- (a) to promote and facilitate ideas, policies and methods in the field of education
- (b) to undertake such educational activities as proposed by the Australian Forum and confirmed by its Executive from time to time
- (c) to act as a clearing house for ideas
- (d) to arrange Australian and/or International Conferences from time to time
- (e) to promote the extension of Section and Branch activity and membership.

6. POWERS OF THE AUSTRALIAN FORUM

For the purpose of carrying out its objects, the Australian Forum may direct its Australian Executive, subject to the Act and its Rules, to

- (a) open and operate bank accounts
- (b) raise and expend funds and invest its moneys

- (c) acquire, hold, deal with, and dispose of, any real or personal property administer any property on trust
- (d) appoint agents to transact any business on its behalf
- (e) enter into any other contract it considers necessary or desirable
- (f) enter into collaborations with other organizations, provided that the independence and integrity of WEF is not compromised and that the duration of the collaboration is clearly stated

7. GENERAL MEETINGS OF THE AUSTRALIAN FORUM

- (a) at least annually, within five months of the end of the financial year as defined, all financial members of WEF will be eligible to meet together at a time and place decided by the previous Australian Forum meeting or by the Australian Executive in consultation with the Sections
- (b) the location of the annual meeting will rotate annually between the Sections in order to allow each Section to participate regularly and more fully in the Forum's deliberations
- (c) motions, proposals and items for discussion at the annual general meeting will be communicated by the Australian Executive, Sections or by individual members to the Secretary at least two months prior to the date of the meeting and will be circulated by the Secretary to each Section for on-forwarding to that Section's members at least one month prior to the date of the meeting
- (d) meetings will be chaired by the President of the Australian Forum (who is also President of the Australian Executive) or by a person nominated by the President. All matters duly placed on the agenda will be fully discussed. Normal meeting procedure will be followed, unless the attendees at the annual general meeting explicitly adopt different procedures for the full meeting or for a relevant section of it
- (e) the annual meeting of the Forum will focus on sharing of reports from Sections on their educational activities, celebration of WEF initiatives, the provision of information on educational issues by WEF members or visiting speakers, creation of new initiatives and exploration of avenues for collaboration. Statutory business and financial reports will be covered in a subsequent meeting of the Australian Executive at which only its members will vote.
- (f) Australian Forum deliberations may produce recommendations which will be passed to the business meeting of the Executive for ratification and endorsement. Sections by this process may

endorse a proposal with a commitment to participate actively, endorse it in principle, or not endorse the proposal.

- (g) where matters are raised and considered at the annual general meeting, but which were not placed on the agenda in accordance with Sub-Clause (c) above, the matter will be referred back to each Section for consideration. If a majority of Sections approve of the matter and inform the Australian Executive within the time limit determined by the annual general meeting when it considered the matter, then the matter will be accepted by the Australian Executive.
- (h) all financially current members of WEF Australia will be eligible to participate in discussion of matters duly placed on the agenda and contribute to the framing of recommendations to the Executive.
- (i) the travel costs of the Presidents of each Section, the immediate Past-President of the Australian Forum and the members of the current Australian Executive (if necessary) will be subsidized by the Australian Executive so that they may attend the annual general meeting

8. EXTRAORDINARY GENERAL MEETINGS OF THE AUSTRALIAN FORUM

An extraordinary general meeting of the Australian Forum may be called by a request in writing from at least one-third of the members of WEF in Australia, or by the Australian Executive. Such a meeting will generally only be called if a major issue of policy, or a major activity or a major financial item requires consideration. The same voting procedures will apply as for annual general meetings.

9. MEMBERSHIP OF THE AUSTRALIAN EXECUTIVE

- (a) the Australian Executive shall consist of:

Two Members from each active Section elected by the members of the relevant Section; and

The **immediate Past President** of the Australian Executive.

- (b) These members will elect from among their number:

a **President** who will Chair the meetings of the Executive and the Australian Forum;

a **Treasurer** who will generally be a member of the same Section as the elected President, in order to allow the efficient

processing of financial transactions such as signing of cheques;
and

a **Secretary**, who may be a member of any other Section.

- (c) all members of the Executive shall be current financial members of their relevant Sections
- (d) the normal term of office of the Executive shall be three years, but this may be varied by resolution at a meeting of the Australian Forum.

10. FUNCTIONS OF THE EXECUTIVE

- (a) to facilitate communication between Sections and to co-ordinate activities of two or more Sections as required
- (b) at a business meeting to be held immediately after the conference deliberations of the Forum, to transact necessary business required by the Act and to decide on recommendations proposed by the Forum meeting.
- (c) to implement decisions made at the business meeting following the Australian Forum
- (d) to initiate business consistent with the Objects, subject to the approval of a majority of Sections (if after notification by mail a Section does not register its decision within a specified time determined by the Executive and made known to the Sections, then its approval may be assumed)
- (e) to act for Sections in an emergency provided that Sections shall be notified immediately of action taken
- (f) official communication shall generally be between the Hon Secretary of the Executive and the Secretary of each Section
- (g) between meetings of the Australian Forum, to liaise with and provide guidance as required to the Editor and Business Manager of publications for which the Forum is responsible
- (h) to organise conferences held by the Australian Forum, unless this role is delegated to such organising committee as shall be determined by the Australian Forum.

11. MEETINGS OF THE EXECUTIVE

- (a) the Executive shall meet at least quarterly between meetings of the Australian Forum, to carry out its functions
- (b) the quorum for meetings of the Executive shall be half the current membership plus one, including the President or the President's nominee from the Executive
- © meetings of the Executive will generally be held by electronic or telephonic means provided that the communication means employed will not disadvantage any member of the Executive. Notice of all business to be decided at meetings shall be forwarded to all members by the Secretary not later than ten days before the date of each such meeting. Minutes will be duly taken as for regular meetings.
- (d) matters arising at any meeting of the Executive, which cannot be resolved by consensus, shall be decided by a majority of votes, and in the event of equality of votes, the President will have a casting vote as well as a deliberative vote.
- (e) necessary expenses, incurred when traveling on official business for WEF, may be met from Australian Forum funds

12. VACANCY OF EXECUTIVE MEMBERSHIP

The office of executive member shall become vacant if an executive member resigns or is:

- (a) disqualified by the Act
- (b) permanently incapacitated by ill health
- (c) absent without apology or leave from more than two consecutive meetings within a financial year
- (d) no longer a current financial member of WEF
- (e) no longer endorsed by the member's Section.

The vacancy will be filled by a nominee from the relevant Section.

13. TRANSFER OF EXECUTIVE

- (a) when transfer is to take place every three years, the Executive whose term is to expire shall arrange:

- (1) calling of nominations from each Section of two members to be on the next Executive:
- (2) for nominations for positions of editor and business manager of Australian Forum publications to be forwarded to the outgoing Secretary not later than two months prior to the annual general meeting

(b) **finance** - the outgoing Treasurer shall:

- (1) arrange appropriate audited accounts and bank documentation to allow transfer of accounts and funds to the incoming Executive to be available one month prior to the meeting of the Australian Forum at which transfer is to take effect
- (2) liaise with the nominated incoming Treasurer to facilitate the transfer

(c) **publications** - the outgoing Executive shall arrange for the Editor and Business Manager of such Forum publications as "New Horizons", in the interests of continuity, to prepare statements covering:

- (1) extent of copy available, reviews in preparation, etc. relevant to forthcoming issues of each publication
- (2) existing arrangements for editorial support, refereeing and future planning
- (3) essential subscription and printing records
- (4) details of stock of back issues and where held, and

the new Executive will appoint a new Editor and Business manager for "New Horizons".

(d) **files** - the outgoing Executive shall arrange timely transfer (hard copy, disk or equivalent) of:

- (1) minutes and explanatory/supporting documentation
- (2) financial documents
- (3) correspondence relevant to important transactions, past and future planning
- (4) correspondence with WEF International Guiding Committee
- (5) other material historically significant for WEF in Australia, which should be preserved in nominated archives.

14. RELATIONS BETWEEN SECTIONS, THE EXECUTIVE AND WEF INTERNATIONAL

- (a) each Section shall act independently
- (b) Sections shall be financially self-supporting
- (c) each Section shall forward a yearly written report to the annual general meeting of the Australian Forum
- (d) on matters duly accepted by the Australian Forum, through its Executive, as issues for co-operation, the Australian Executive will co-ordinate action by and with the Sections
- (e) the Executive shall communicate with the international Guiding Committee on matters delegated by Sections to the Australian Executive
- (f) correspondence from individual Sections to the Guiding Committee which is relevant to the Australian Forum or Executive will be copied to the Secretary for distribution to the Executive. Correspondence from the Australian Executive to the Guiding Committee which is relevant to any Section will be copied to the Secretary of that Section for distribution to that Section.
- (g) the Australian Executive may liaise directly with the Guiding Committee in order to encourage it to promote WEF aims and policies internationally.

15. SUBSCRIPTIONS

- (a) there shall be a capitation fee payable by each Section at a rate set from time to time by the Australian Forum at its annual general meeting
- (b) capitation fees shall become due and payable by the end of April of each year and shall be based on each Section's paid up membership as at December 31 of the preceding year.

16. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

The assets and income of the Australian Forum shall be applied exclusively to the promotion of its Objects as set out above and no proportion shall be distributed directly or indirectly to WEF members except as bona fide remuneration for services rendered or expenses incurred on behalf of WEF.

17. FINANCIAL YEAR

The Australian Forum's financial year shall extend from October 1 to September 30 each succeeding year.

18. FINANCE and AUDIT

- (a) management of funds and other assets of the Australian Forum shall be vested in and controlled by the Executive
- (b) the Australian Forum Executive may make a grant to a new Section
- (c) Sections shall be financially self-supporting
- (d) all monies received shall be deposited as soon as practicable into an account maintained at a bank, in the name of the Australian Forum
- (e) the President of the Australian Executive will have a financial delegation to approve expenditure or payments up to \$500 or any greater amount approved by the Executive from time to time and the Treasurer will have financial delegation to approve expenditure or payments up to \$300 or any greater amount approved by the Executive from time to time
- (f) all cheques will be crossed "not negotiable" and signed by any two of the three signatories authorized by the National Executive, which will include the President and the Treasurer.
- (g) all funds of the Australian Forum not needed immediately for operating purposes may be paid into interest bearing term deposit with its bankers or, at its discretion, the Executive may invest such monies in securities authorised by law for investment in trust funds
- (h) all funds shall be used solely to further the objects of WEF, as set out in its Aims and Policy
- (i) proper accounting records of the Australian Forum shall be maintained by the Executive in accordance with the provisions of the Act
- (j) as soon as practicable after the end of each financial year the Treasurer shall cause to be prepared summary statements of account including revenue and expenditure and assets and liabilities in due time for the accounts to be audited and circulated

prior to the next annual general meeting of the Australian Forum, in accordance with the provisions of the Act

- (k) a person who is eligible and duly qualified according to the provisions of the Act shall be appointed auditor for the succeeding financial year at each annual general meeting of the Australian Forum , which may, however, delegate this task to the Executive
- (l) the auditor's duty shall be as prescribed by the Act.

19. MINUTES

- (a) draft minutes of all proceedings of general meetings and Executive meetings of the Australian Forum shall be entered, after the relevant meeting, in minute books kept for the purpose, and circulated to Sections within three months.
- (b) minutes kept pursuant to this Rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting.
- (c) where minutes are entered, signed and circulated they shall, until the contrary be proved, be evidence that the meeting was convened and duly held, that all proceedings held shall be deemed to have been duly held and that all appointments made at a meeting shall be deemed to be valid.

20. PUBLICATIONS

- (a) the Australian Forum, through its Executive, shall control editorial policy in accordance with the aims and objectives of WEF as set out in the Preamble and be responsible for the financing New Horizons in Education and any other Australia-wide publications.
- (b) the Australian Executive will appoint the Editor and Business Manager of New Horizons from time to time and may remove them when appropriate
- (c) the Business Manager of each Australian Forum publication shall be accountable through the Executive and shall notify all Sections of the cost of subscribing to each publication by July 31 each year and the dates by which payments are to be made
- (d) the membership subscription of a Section shall entitle each of its members to a copy of each issue of Australian Forum publications distributed from time to time, mainly New Horizons In Education.

- (e) the Editor of each Australian Forum publication shall be accountable through the Executive for preparing each issue in accordance with editorial policy
- (f) each Section and Branch may appoint a person as correspondent to the editor of each Australian Forum publication. Duties of correspondents may include:
 - (1) sending to the Editor news of Section or Branch activities and viewpoints on matters of educational interest
 - (2) obtaining viewpoints of the Section or Branch on educational matters referred by the editor.

21. CONFERENCES AND RELATED INITIATIVES

- (a) to promote WEF aims and policies, conferences and related initiatives in Australia may be arranged by the Australian Forum.
- (b) All such activities shall aim to be self-funding
- (c) any financial surplus made from an Australian conference organised cooperatively, as in Rule 21.(a) above, shall be shared by agreement, between the Australian Executive and Sections.

22. AWARDS

- (a) the Australian Forum may award Honorary Life Membership to persons who have given special service to society in a way which has furthered WEF aims and policies
- (b) the Clarice McNamara Award shall be made from time to time, according to criteria determined by the National Executive, at the discretion of the Australian Forum, which may receive nominations from any three WEF members, with more than three years membership and collectively representing more than one Section. All nominations shall be notified to Sections by the Secretary not less than two months prior to the meeting of the Australian Forum at which the Award is to be considered
- (c) the Australian Forum may make other Awards from time to time that are deemed to promote WEF interests and which are consistent with its aims and policies.

23. EXTENSION OF WEF IN AUSTRALIA

The Australian Forum shall foster the expansion of Section and associated Branch activity in Australia.

24. PUBLIC OFFICER

- (a) as prescribed under the Act, the Australian Forum shall appoint a Public Officer who shall be a resident of South Australia
- (b) the duties and obligations of the Public officer shall be as prescribed by the Act and Regulations.

25. COMMON SEAL

- (a) the Australian Forum shall have a common seal upon which its corporate name shall appear in legible characters
- (b) the seal shall not be used without the express authorisation of the Executive and every use of the seal shall be recorded in the minute book
- (c) the affixing of the seal shall be witnessed by any two of the President, Hon Secretary and the Hon Treasurer.

26. DISSOLUTION

- (a) the Australian Forum may be wound up in the manner provided for in the Act. No surplus asset shall be paid to or distributed among members of WEF
- (b) any surplus assets, as defined by the Act, remaining after dissolution shall be donated or transferred by resolution of the Executive or, in the absence of an Executive, as otherwise prescribed in the Act, to one or more institutions having aims and policies consistent with those of WEF, provided that their constitution(s) also, shall prohibit the distribution of income and property among members to the extent as least as great as is imposed on the Australian Forum by virtue of this Constitution.

27. ALTERATION TO THE CONSTITUTION.

- (a) alterations to this Constitution may be effected by special resolution under the Act at any general meeting of the Australian Executive, following a recommendation from the Australian Forum, provided that not less than two months notice of any proposed alterations shall be forwarded by a Section or by individual members to the Secretary and that all such alterations

shall be circulated to Sections by the Secretary at least one month prior to that date of the meeting.

- (b) Motions to alter the constitution must be passed by a majority of all of the currently financial members of the Australian Executive.
- (c) alterations to this Constitution duly adopted as above, shall come into force immediately.