



Constitution for the Association of Josephite Affiliated Secondary Schools

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1. Name

The Association of Josephite Affiliated Secondary Schools.

2. Terminology

In this constitution, the interpretation of the terminology is herewith defined.

“AJASS”: the Association of Josephite Affiliated Secondary Schools.

“Annual Conference”: the conference of AJASS members held each year in accordance with this constitution.

“President”: refers to the person who has been duly elected by the Association to Chair the Executive Committee for the constitutionally designated tenure.

“Church”: refers to the Roman Catholic Church.

“Josephite”: refers to the charism that was introduced into the Catholic Church through Blessed Mary MacKillop and has since been developed and shared by members of the Josephite institutions and their lay colleagues and associates.

“Member School”: refers to a school that has been admitted for membership of AJASS in accordance with the provisions of this Constitution and is represented by the Principal of the school or by the Principal’s nominee.

“Principal”: refers to the current Principal of any Member School or, in the Principal’s absence, the Acting Principal of the Member school.

“The Executive”: refers to the Executive Committee of AJASS for the time being as provided for in this Constitution.

“Vice President”: refers to the persons who have been duly elected by the Association to be one of two concurrent Vice Presidential positions for the constitutionally designated tenure.

“The Secretary”: refers to the person who has been duly elected by the Association to be secretary for the constitutionally designated tenure.

“The Treasurer”: refers to the person who has been duly elected by the Association to be treasurer for the constitutionally designated tenure.

“Josephite Representative”: refers to the person who is seconded to AJASS by the Sisters of St. Joseph of the Sacred Heart.

“Agreed Formula” is the contribution of the member schools based on enrolment census.

The headings in this Constitution are for convenience and shall not affect the construction of its provisions.

3. Aim of AJASS

The aim of AJASS is to embrace, extend, strengthen and perpetuate the charism of Blessed Mary MacKillop and, by our sharing, develop and grow in her spirit.

4. Objectives of AJASS

To achieve this aim, AJASS has these objectives:

- 4.1 To provide a forum for member schools.
- 4.2 To enable the development of, and appreciation for, the work of Blessed Mary MacKillop.
- 4.3 To promote a common charter throughout our schools based on the charism of Blessed Mary MacKillop.
- 4.4 To establish protocols for direction in the induction of teachers into the founding charism.
- 4.5 To develop a deeper appreciation of the work and role of Father Julian Tenison Woods in the development of the founding charism.
- 4.6 To advance a sense of collegiality.
- 4.7 To create opportunities for inter-school links.
- 4.8 To encourage a collective identity as Josephite schools.
- 4.9 To be a means of mutual support and enrichment for the Principals and other members of staff in member schools in their development of Josephite education.
- 4.10 To provide resources, advice, professional development, conferences and other means to assist Principals and members of staff fulfil their responsibilities as Josephite educators.

5. Mandate

- 5.1 AJASS claims to be a legitimate expression of the vision of Blessed Mary MacKillop.
- 5.2 AJASS shall meet as often as necessary for the purposes of fulfilling our objectives and, thereby, pursue our aim. AJASS has the following authority:
 - 5.2.1 The right to vary or amend this Constitution at any time.
 - 5.2.2 The right to appoint the members of the Executive Committee.
 - 5.2.3 The right to terminate the office of any Member of the Executive Committee.
 - 5.2.4 The right to conduct a review of the Association.
 - 5.2.5 The right to dissolve the Association or to suspend its activities.

5.3 AJASS has these responsibilities:

5.3.1 To ensure that AJASS's actions, publications and other undertakings do not conflict with the understanding of the vision of Blessed Mary MacKillop or bring such institutions established in her name into disrepute.

5.3.2 To examine Josephite educational approaches with the view to implementing those accepted by the AJASS in Associate Member schools.

5.3.3 To develop and promote effective forms of liaison and communication between Associate Member schools.

6. Membership

6.1 Membership of AJASS is institutional not personal.

6.2 There is only one category of membership: Associate Member school. A

6.3 Catholic school is eligible for membership if it satisfies at least one of these requirements:

6.3.1 The school is owned and administered by the Josephite Sisters;

6.3.2 The school has been entrusted to the Josephite Sisters to administer on behalf of a diocese, parish or other canonical entity;

6.3.3 The school was historically owned by the Josephite Sisters and its present canonical and civil administrators wish to continue to identify the school as Josephite in its approach to Catholic education;

6.3.4 The school has demonstrated to the satisfaction of the Executive Committee that its identity is Josephite and that the parties responsible for its canonical and civil administration are supportive of its application for membership as outlined in the "Criteria for Membership to the AJASS", defined in 6.4 of this Constitution.

6.4 A Catholic school can become a member of AJASS through one of the following means, defined as the "Criteria for Membership to the AJASS".

6.4.1 By right of its ownership and administration by the Josephite sisters;

6.4.2 By right of its canonical entrustment to the Josephite Sisters;

6.4.3 By its being a foundation member of AJASS so listed in the Schedule to this Constitution (Appendix 1)

6.4.4 By its acceptance for membership by securing two-third of a deliberative vote of the Executive Committee subsequent to meeting the "Criteria for Membership to the AJASS".

- 6.5 A member school, other than one owned by, or entrusted to the Josephite Sisters, may be suspended or excluded from the Association if, in the opinion of the Executive committee, that school has not fulfilled the obligations of membership or has brought the name of AJASS into disrepute or has seriously compromised the aim of AJASS by its action or inaction.
- 6.5.1 Suspension and exclusion from membership are extreme measures.
- 6.5.2 The decision to suspend or exclude a Member school is determined by the Executive Committee by a majority vote of two-thirds.
- 6.5.3 Suspension will be for a period as determined by the Executive Committee by a majority vote of two-thirds on an individual case basis. After the designated suspension period has elapsed, a school would require a two-thirds majority vote of the Executive Committee for re-admission or, failing such a vote, be automatically excluded. Such a school may reapply for membership according to the provisions of 6.3.3 or 6.3.4 after a further period of not less than two years has elapsed.

7. Benefits and obligations of membership.

- 7.1 By benefit of its membership, a school as these entitlements:
- 7.1.1 The right to describe itself as a Josephite school;
- 7.1.2 The right to use the title “A Member of the Association of Josephite Affiliated Secondary Schools” on its stationery, signage, advertising, and in school publications;
- 7.1.3 Access to the full range of services and resources, both material and personal, which may be offered by the Association;
- 7.1.4 The right of the Principal or the Principal’s nominee(s) to attend and participate in any conferences, meetings, professional development programs, or other activities organised by the Association;
- 7.1.5 The right of the Principal to seek election to the Executive committee.
- 7.2 By reason of its membership, a school, through its Principal, has these obligations:
- 7.2.1 The acceptance of the provisions of this Constitution;
- 7.2.2 The responsibility to actively pursue the aim of AJASS by the tacit and explicit development of Josephite charism and to examine Josephite educational approaches with the view to implementing those accepted by the AJASS in Associate Member schools;
- 7.2.3 The responsibility to develop and maintain its identity as a Josephite school and to promote the Josephite way of the Gospel in the various ecclesial and secular forums in which the school may be involved;

7.2.4 The obligation to participate actively in the life of the Association by attendance at conferences and meetings, support of inter-school and professional development programs, subscription to the journals of the Association and participation in other activities which the Association may organise or sponsor;

7.2.5 The obligation to pay the Annual Subscription on a per capita basis as set at the Annual General Meeting of AJASS.

8. Activities of AJASS

8.1 It is the responsibility of the Executive Committee to ensure that a variety of activities and programs are organised, the object of which is the pursuit of the Aim and Objectives of the Association. At a minimum, these will include:

8.1.1 An Annual Conference of the Association at which the Principals of member schools shall attend and such other members of the schools where deemed appropriate;

8.1.2 A journal of the Association to be published throughout a given year;

8.1.3 Professional Development programs to enhance Josephite charism in Member schools;

8.1.4 Effective inter-school communications and projects which engender cooperation between Member schools.

At the AJASS Annual Conference, provision must be made for conducting the Annual General Meeting of the Association. The meeting will be conducted under the following directions:

8.2

8.2.1 The Executive Committee will give appropriate notice to all Member schools of the time and date of the meeting;

8.2.2 The business of the meeting will not be transacted unless a quorum of two-thirds of all Members is present;

8.2.3 If a quorum is not present one hour after the appointed time for the commencement of the Meeting, the meeting shall stand adjourned until a time and date specified by the Chair;

8.2.4 A Member school shall be represented by its Principal;

8.2.5 A resolution put to a vote at the Meeting shall be decided by a show of hands unless a secret ballot is deemed necessary by:

8.2.5.1 The President of the Executive Committee;

8.2.5.2 At least ten percent of the Members present.

8.2.6 If a secret ballot is deemed necessary, it shall take place in a manner determined by the President of the Executive Committee;

8.2.7 In the case of an equality of votes, the resolution will be declared lost;

8.2.8 After a vote or secret ballot, the President will declare a resolution carried by a particular majority or unanimously, or lost. The result of a vote will be entered into the minutes of the Meeting.

8.3 The Executive Committee may convene an Extraordinary General Meeting of the Association outside the Annual Conference and conduct it according to the provisions of the Constitution of 8.2 providing notice of greater than three months is given by the President.

8.4 The Executive Committee may also determine to hold an Extraordinary General Meeting of the Association using postal, telephonic or electronic means.'

8.4.1 The notice of provisions of 8.3 shall not apply;

8.4.2 Such an action may be decided upon if an immediate indication of Members' opinion be deemed necessary;

8.4.3 Any resolution of such a Meeting shall be deemed carried if it has the support of a majority of at least two-third of all the Members.

8.4.4 A resolution carried in this manner cannot change the provisions of this Constitution.

8.5 The Executive Committee may decide to delay an Annual Conference for up to twelve months after if has consulted Member Schools and gained a majority two-thirds vote in support of the proposal.

9. Executive Committee

- 9.1 The affairs of AJASS will be administered by an Executive committee which;
- 9.1.1 Will control and manage the business and assets of AJASS;
- 9.1.2 May, in adherence to this Constitution, exercise all such powers as may be exercised by AJASS.
- The Executive Committee shall comprise:
- 9.2 9.2.1 The President
- 9.2.2 Five elected persons nominated by Member schools;
- 9.2.3 One Josephite Sister seconded by the Sisters of St. Joseph of the Sacred Heart to act in an advisory capacity. This secondment has no voting rights on the Executive Committee.
- The President and each elected member of the Executive Committee shall be elected at the General Meeting of Members held during the Annual Conference and shall hold office for two years
- 9.3 The election process for the President shall be completed first and followed by the election of other members of the Executive Committee, according to the provisions described in paragraphs 9.10 and 9.13 of this Constitution.
- 9.4 The elected members of the Executive Committee assume office following their election and hold office for two years or until the next Executive has been elected.
- 9.5 The President of the Executive Committee may be elected for two continuous terms of office. Once a person has completed two continuous terms as President, that person may not seek re-election to the Presidency for two years.
- 9.6 Once a President is not re-elected to the Presidency, he/she may seek re-election to the Executive Committee.
- 9.7 Members at the Annual General Meeting shall elect two of its number as co-Vice Presidents for AJASS.
- 9.8 Members at the Annual General Meeting shall elect:
- 9.8.1 One of its number as Secretary for AJASS;
- 9.9 9.9.2 One of its number as Treasurer for AJASS.
- 9.10 In the event of a casual vacancy in any office of the Executive Committee, the Executive Committee shall invite nominations from Member Schools and shall elect one of these nominees; such an appointee shall stay in office until the next election for the Executive Committee.
- 9.11 A nomination for an elected position on the Executive Committee must be:

9.11.1 Made by a Principal of a Member School;

9.11.2 Made in writing in a form approved from time to time by the Executive Committee and accompanied by written consent of the nominee;

9.11.3 Delivered to the returning officer no later than three hours before the scheduled time of the Annual General Meeting.

9.12 A nominee for an elected position on the Executive Committee must be a Principal of a Member School.

9.13 As long as the conditions of 9.11 are met, if the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall deem to be elected; otherwise a secret ballot shall be held.

9.14 The method of conducting a ballot shall be determined by the outgoing Executive Committee but the following conditions must be met:

9.14.1 Only one person from a Member School may be elected;

9.14.2 No more than three elected members, excluding the President, may come from any single State or Territory of the Commonwealth.

For the purposes of this Constitution, the position of a member of the Executive Committee becomes vacant if the member:

9.15 9.15.1 Dies;

9.15.2 Leaves the Member School that appeared in that member's nomination to the Executive Committee ;

9.15.3 Resigns from the Executive Committee.

Meetings of the Executive shall be held at least twice per year and at such a place and time as the Executive Committee may determine.

9.16 The Executive Committee may choose to hold a meeting electronically or telephonically if its members are not able to be present in the one place.

9.17 Notice shall be given to all members of the Executive Committee of any meeting, specifying the general nature of the business to be transacted.

9.18 Any four members shall constitute a quorum of the Executive Committee. If there is not a quorum within one hour of the appointed starting time, the meeting shall stand adjourned until such place, time and date as that meeting may determine.

Within the provisions of this Constitution, the Executive Committee shall determine its own methods for conducting its meetings.

9.20 The Executive Committee may from time to time appoint Committees of AJASS and may delegate thereto such business or matters as the Executive Committee sees fit.

9.21

10. Audit

- 10.1 A suitably qualified auditor shall be appointed by the Executive Committee for a period of twelve months at a time.
- 10.2 A retiring auditor may be reappointed.
- 10.3 The auditor shall audit the Statement of Accounts prepared by the Treasurer and shall perform such other duties that may be allocated to the auditor from time to time.

11. Assets

- 11.1 The real, personal and intellectual property and assets of AJASS shall be vested in the member schools. Subject to this Constitution, the member schools shall deal with the property and assets of AJASS in accordance with resolutions of the Executive Committee;
- 11.2 In the event of disbandment of the Association, the assets shall be liquidated and the funds distributed to member schools in accordance with the “agreed formula”;
- 11.3 In the event of a member schools ceasing to remain a member of AJASS;
 - 11.3.1 That member school forgoes all claims to the real, personal and intellectual property and assets of AJASS;
 - 11.3.2 That member school forgoes the benefits according to the provisions of the Constitution described in paragraphs 7.1.2; 7.1.3; 7.1.4 and 7.1.5;
 - 11.3.3 The Executive may exercise it’s discretion with at least a two-third majority, to waive and amend paragraphs 11.3.1 and 11.3.2 as it would apply to a school that ceases to remain a member of AJASS. The Executive would give due consideration to the “agreed formula”.

12. Notice

- 12.1 Any notice required under this Constitution to be given to any Member School shall be given either personally or by sending it by post or by electronic means to that Member School at the most recently published postal or email address for that Member School or at some other address the Member School has provided for the receipt of notices. When a notice has been given by post, service of the notice shall be deemed to have been effected by properly addressing, pre-paying and posting a letter containing the notice, and to have been effected on the fifth day after the date of posting. When a notice has been transmitted electronically, service of the notice shall be deemed to have been effected by the electronic record of successful dispatch, and to have been effected one day after transmission.

13. Alterations to this Constitution

- 13.1 A proposal to alter this Constitution may be made by the Principal of any Member School if such a proposal is supported in writing by two other Principals of Member Schools.
- 13.2 Any such proposal must be notified in writing to the President no later than forty-two days before a General Meeting and the President must notify all Member Schools no later than twenty-eight days before a General Meeting.
A three-quarters majority of Members Schools present at a duly
- 13.3 convened General Meeting may dispense with the requirement of Clause 13.2.
- 13.4 The Constitution is altered by a two-thirds majority of Member Schools at a duly convened General meeting.

The Schedule

The undermentioned schools comprise the Foundation Members of The Association of Josephite Affiliated Secondary Schools. We, the Principals of these schools, certify that the preceding pages is the Constitution of The Association of Josephite Affiliated Secondary Schools which we, the Foundation Members thereof, have adopted at its General Meeting held at Mary MacKillop Place, Mount Street Sydney, on 24th March 2007.

APPENDIX 1

Foundation members of AJASS

The following educational institutions were foundation members of AJASS, and, in being so, meet the criteria for membership to AJASS in perpetuity. This membership can, however, be rescinded should Clause 6.5 of this Constitution be enacted through due process.

- MacKillop Catholic Regional College, Werribee, Victoria
- Mount St Joseph Girls' College, Altona North, Victoria
- Penola Catholic College, Glenroy, Victoria
- Mary MacKillop Catholic Regional College, Leongatha, Victoria
- MacKillop College, Swan Hill, Victoria
- Mary MacKillop College, Norwood South & Kensington, South Australia
- Caritas College, Port August, South Australia
- St Joseph's , Port Lincoln, South Australia
- Mount Carmel College, Rosewater, South Australia
- Sacred Heart College, Newtown, Tasmania
- MacKillop Catholic College, Busselton, West Australia
- Irene McCormack Catholic College, Quinn's Rocks, West Australia
- MacKillop College, Bathurst, NSW
- St Joseph's Catholic College, East Gosford, NSW
- Holy Spirit College, Lakemba, NSW
- All Saints College, Lochinvar, NSW
- Mount St Joseph Milperra, Milperra, NSW
- St Clare's High School, Taree, NSW
- Mary MacKillop College, Wetherill Park BDC, NSW
- St Mary's College, Gateshead, NSW
- Our Lady's College, Annerley, Queensland
- Corpus Christi College, Nundah, Queensland
- Clarivau MacKillop College, Upper Mt Gravatt, Queensland
- Good Shepherd Catholic College, Mt Isa, Queensland
- Marian College, Christchurch, New Zealand

'Walking together with a Josephite heart'