



## **Dayspring Community (WA) Incorporated**

### **Rules of Association & By Laws**

**2021**

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## **PRELIMINARIES**<sup>1</sup>

### ***Name of Association***

1 The name of the Association is the Dayspring Community (WA) Incorporated<sup>2</sup>

### ***Objects of Association***<sup>3</sup>

- 2 (1) The Objects of the Association are:
- i. Individually, to engage with the presence of God in our daily lives
  - ii. To nurture and affirm people in their quest to discover and engage with the presence of God in their daily lives.
  - iii. To provide Christ-centred educational opportunities to explore contemplative spirituality by such means as courses, workshops, seminars, and retreats.
  - iv. To provide formal training and supervision in the practice of Spiritual Direction
  - v. To promote the benefits of Spiritual Direction and to ensure its availability for those seeking a spiritual companion to support them in their journey with the Spirit.
  - vi. Across Western Australia and beyond, to support and encourage those who wish to promote contemplative spirituality, (for example, within their churches, schools, workplaces, or study groups etc),
  - vii. To actively seek out like minded organisations willing to promote Contemplative Spirituality and the overall Dayspring objectives.

(2) The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

### ***Quorum for Committee Meetings***

3 Half of the voting Members of the Committee must be present in order to conduct business at a Committee Meeting.

### ***Quorum for General Meetings***

4 Ten financial Members personally present will constitute a quorum for the conduct of business at a General Meeting.

### ***Financial Year***

5 The Association's Financial Year will be for a period of twelve months commencing 1<sup>st</sup> January and ending 31<sup>st</sup> December each year.

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<sup>1</sup> The Rules of Association were completely reformatted and adopted by Special Resolution at an SGM 9 October 2018

<sup>2</sup> The Name of the Association was changed by Special Resolution at an SGM 9 October 2018

<sup>3</sup> The Objects of the Association were change by Special Resolution at the AGM 26 July 2020

## **DEFINITIONS**

In these rules, unless the contrary intention appears, the following terms mean: -

**“Act”** means the *Associations Incorporation Act 2015*;

**“AGM”** means the Annual General Meeting of the Association;

**“Association”** means the Incorporated Association to which these rules apply.

**“Auditor”** means the person or organisation engaged to audit the financial records of the Association as required by the Act.

**“Books of the Association”** has the meaning given to it in section 3 of the Act and includes all of the registers; financial records, financial statements or financial reports, as each of those terms is defined in section 62 of the Act, however compiled, stored or recorded; minute books and documents and securities of the Association.

**“By-laws”** are additional arrangements or processes adopted by members by Ordinary Resolution of the Association to supplement these Rules. They do not form part of the Rules and are not required to be lodged with the Commissioner.

**“Commissioner”** means the person designated as the “Commissioner” from time to time under the Act.

**“Committee”** means the Dayspring Guiding Committee and is the Management Committee required by the Act which is the body responsible for the management of the affairs of the Association.

**“Committee Meeting”** means a meeting referred to in rule 21.

**“Financial”** means that a Member is up to date in payment of their Annual Membership Fee if applicable.

**“Financial Records”** has the meaning given to it in section 62 of the Act and includes:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers;
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain:
  - (i) the methods by which financial statements are prepared; and
  - (ii) adjustments to be made in preparing financial statements;

**“Financial Report”** has the meaning given to it in sections 62 and 63 of the Act.

**“Financial Statements”** has the meaning given to it in section 62 of the Act.

**“Financial Year”** has the meaning given to it in rule 5.

**“General Meeting”** means a meeting of the association which all Members (including Associate Members) are invited to attend.

**“Independent Examiner”** means a person who is not a member of the Committee but may be a Member of the Association who provides an examination of the Financial Records of the Association and presents a report to the AGM of the Association.

**“Member”** means a person (including a body corporate) who becomes a Member of the Association under these Rules.

**“Notice”** means a form of advice and communication with Members in connection with these rules which will have no legal effect unless it is in writing and delivered by hand, postal mail, email or any other method of electronic communication as nominated by the member in the application form and as recorded in the Register of Members mentioned in rule 8.

**“Ordinary Resolution”** means a resolution to decide a question, matter or resolution at a General Meeting that is not a Special Resolution.

**“Poll”** means voting conducted in written form which may include but is not limited to a secret ballot (as opposed to general agreement or a show of hands).

**“Register of Members”** means the register provided for in rule 8.

**“Rules”** mean these rules of the Association as amended from time to time under rule 26 (13);

**“Special Resolution”** is a resolution of the Association passed in accordance with rule 26 (13).

**“Surplus Property”** has the meaning given to it in the Act and means the property remaining when the association is wound up or cancelled after satisfying:

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up the Association,

but does not include books pertaining to the management of the Association.

**“Tier 1 Association”** has the meaning given to it in section 62 of the Act.

**“Tier 2 Association”** has the meaning given to it in section 62 of the Act.

**“Tier 3 Association”** has the meaning given to it in section 62 of the Act.

## **POWERS**

### ***Powers of Association***

- 6 (1) Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects in a lawful manner.
- (2) The Association is a Not-for-Profit entity which means that property and income of the Association must be applied solely towards promoting the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly to any Member, except in good faith in promoting those objects or purposes.

## **MEMBERSHIP**

### ***Becoming a Member of the Association***

- 7 (1) Membership of the Association is open to any person 15 years of age or older who is supportive of the objects of the Association.
- (2) A person who wishes to become a member must apply for membership to the Committee in writing, preferably using the Association's Application Form.<sup>4</sup>
- (3) The Committee will consider and decide whether to approve or reject any membership application.
- i. The Committee does not need to give reasons for rejecting an Application for Membership
- (4) As soon as practicable after a decision has been made, the Committee will notify the Applicant of the outcome of their Membership Application but is not obliged to provide reasons for the decision.
- (5) Membership becomes effective once the Committee has accepted the Application but is contingent on the Applicant paying the Membership Fee if applicable.
- (6) The Secretary must enter a person's name in the Register within 28 days after the person becomes a member.
- (7) The Association must have at least six Members.

### ***Register of Members of Association***

- 8 (1) The Secretary or a person authorised by the Committee from time to time must maintain a register of Members and make sure that the Register is up to date.
- (2) The Register must contain:
- (i) the full name of each Member.
- (ii) a contact postal, residential or email address of each Member.

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<sup>4</sup> Amended by Special Resolution at the AGM 30 May 2021

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- (iii) the class of membership held by the Member; and
- (iv) the date on which the person became a Member.

(3) The register must be so kept and maintained at the Secretary's place of residence, or at such other place as the Committee decides.

(4) Any change in Membership of the Association must be recorded in the Register with 28 days of the change taking place.

### ***Access to the Register***

(5) Any Member may apply to the Secretary to inspect the Register free of charge, at such time and place as is mutually convenient to the Association and the Member as per rule 26.

### ***Membership Fees***

- 9** (1) The Committee may, from time to time, establish or set an Entrance or Application Fee to be paid by Applicants for Membership.
- (2) The Committee may, from time to time, determine different classes of Membership and set an Annual Membership Fee and the date by which payment must be made for the member to remain Financial.
- (3) Any Member who fails to pay the Annual Membership Fee for more than three calendar months following the Due Date shall cease to be a Member of the Association. The Committee may reinstate the Membership of a Member in this situation if they the outstanding fee.

### ***Ceasing to be a Member***

- 10** (1) A person's Membership of the Association ends if the person: -
- i. Dies.
  - ii. Resigns.
  - iii. Has not paid the Annual Membership Fee; or
  - iv. Has been Suspended or Expelled from the Association.
- (2) Members may resign their Membership by notifying the Secretary in writing of their resignation. The resignation becomes effective at the time the Secretary receives the notice, or at a later time, if a future date is specified by the Member. The Member remains liable for any outstanding Fees that may be recovered by the Association as a debt due.
- (3) The Secretary must keep a record of the date on which a Member ceased to be a Member and the reason why they ceased to be a member for a period of twelve months after the Membership ceased.

### ***Suspension or expulsion of Members of Association***

- 11** (1) The Committee may, by resolution, suspend or expel a Member from Membership

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if the Member refuses or neglects to comply with these Rules, or has behaved in a manner considered to be detrimental to the interests of the Association.

(2) The resolution to suspend or expel a Member must be made in a Committee meeting for which not less than 28 days' notice is given to the Member, who is also advised:

- i. Of the time, date and place of the Committee Meeting.
- ii. Of the proposed suspension or expulsion and the grounds on which the proposal is based.
- iii. Of their right to attend the Committee Meeting together with a Representative; and
- iv. That they will be given a full and fair opportunity to state the Member's case orally, or in writing or both.

(3) After the Committee has given the Member and their Representative a full and fair opportunity to respond orally, in writing or both and has given due consideration to the submissions of the Member, it may resolve to Expel the Member or Suspend their Membership for a prescribed period of time which shall be effective immediately.

(4) The Secretary must advise the Member in writing of the Decision of the Committee and the reasons for the decision within seven days of the Committee Meeting. The Secretary will also advise the Member that they have a Right of Appeal for fourteen days. Application can be made for the appointment of a Mediator under rule 24.

(5) If as a result of Mediation in the exercise of a Right of Appeal the resolution to Expel or Suspend a Member is revoked, all actions of the Committee or Members in General Meeting during the period that the Members was suspended or expelled will be deemed to be valid notwithstanding the Member's inability to exercise their voting rights and other privileges during that period.

(6) If a Member is suspended the Secretary must record the details of this in the Register and must ensure that upon the expiry of the period of suspension that the Register records that the Member is no longer suspended.

### ***Rights & Responsibilities of Members***

**12** (1) Each Member has the right to be present and vote at General Meetings of the Association and any other rights and benefits as determined by the Committee or by resolution of the Members at a General Meeting.

(2) Each Member is liable for any Membership Fees as set by the Committee, if any.

(3) Members are not liable, by reason of their Membership, for any liabilities of the Association or for any costs associated with winding up the Association.

(4) No portion of the income or property of the Association may be paid directly or indirectly to Members in the form of dividend, bonus or otherwise. This does not



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preclude payments by the Association to Member.

- i. in return for services actually rendered or for goods supplied,
- ii. as interest (not greater than the current Reserve Bank cash rate) on moneys loaned by a Member to the Association,
- iii. reasonable and proper rent for premises leased by a Member to the Association, or
- iv. reimbursement of expenses incurred by the Member on behalf of the Association and with the Authority of the Committee.

(5) Any right, privilege or obligation that a person has because they are a Member of the Association cannot be transferred to another person and ceases when the person's Membership ceases.

## **THE COMMITTEE**

### ***Powers and Composition of the Committee***

- 13** (1) The governing body of the Association is to be called the Guiding Committee and it has:-
- i. the authority to control and manage the affairs of the Association.
  - ii. subject to the Act, these Rules and any by-laws or lawful resolution passed by the Association in General Meeting, the Committee may exercise all powers and functions of the Association as set out in these Rules other than those exercised by General Meetings of Members; and has the power to perform all acts and do all things necessary or desirable for the proper management of the affairs of the association.
- (2) The Committee shall consist of the Office Holders of the Association (Chairperson, Secretary and Treasurer) and not less than one other Member.
- (3) The Committee shall determine the Maximum number of Members of the Committee.
- (4) The Act disqualifies certain persons from Membership on the Committee. Any Member who:
- i. has been convicted of, or imprisoned within the past five years for an indictable offence involving the promotion, formation or management of a body corporate; or an offence involving dishonesty or fraud punishable by imprisonment exceeding three months; or an offence under Part 4 Division 3 or section 127 of the Act; or
  - ii. is, according to the *Interpretation Act* section 13D, a bankrupt or a person whose affairs are under insolvency laws.
- (5) A person may not hold 2 or more positions on the Committee.

### ***Roles & Responsibilities of Committee Members***

- 14** (1) The Committee shall take all reasonable steps to ensure that the Association complies with its obligations under the Act and these Rules.
- (2) A Committee Member must exercise their powers and duties with the degree of care and diligence that a reasonable person would exercise in the circumstances and will do so in good faith and in the best interests of the Association and for a proper purpose.
- (3) A Committee Member must not use information they have received as a consequence of being a Committee Member for the purpose of gain for themselves or another person or in such a way as will cause detriment to the Association.
- (4) Where a Member of the Committee has a material interest in a matter being considered by the Committee (a Conflict of Interest) they must

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declare the nature and extent of that interest to the Committee and absent themselves from so much of the meeting as is involved in the consideration and decision-making in the matter. The Secretary shall record such Declarations in the Minutes and shall prepare a report of such Declarations for presentation to the next General Meeting of the Association.

(5) No member of the Committee shall make any public statement or comment that may be published concerning the conduct of the Association unless authorised to do so by resolution of the Committee.

### **Office Holders**

- 15** (1) The Office Holders elected at the AGM of the Association shall be a Chairperson, Secretary and Treasurer. The Committee must ensure that a Register of Office Holders and Ordinary Members of the Committee is kept and includes the current: -
- i. full name of person holder.
  - ii. the office held and dates of appointment and relinquishment.
  - iii. current postal, residential or email address.

(2) The Register of Office Holders and Ordinary Members of the Committee shall be kept by the Secretary with the Books of the Association and may be inspected by any Member of the Association at a time and place agreed with the Secretary.

### **Chairperson**

- 16** (1) The Chairperson must consult with the Secretary regarding the business to be conducted at each Committee Meeting and each General Meeting.
- (2) The Chairperson may convene special meetings of the Committee.
- (3) The Chairperson may preside over Committee Meetings or General Meetings.
- (4) The Chairperson must ensure that the minutes of a General Meeting or Committee Meeting are reviewed and signed as correct.
- (5) In the absence of the Chairperson, the Committee shall appoint another Member of the Committee to stand in the place of the Chairperson for the purposes of chairing a Committee Meeting, a General Meeting, or Representing the Association.

### **Secretary**

- 17** (1) The Secretary must consult with the Chairperson regarding the business to be conducted at each Committee Meeting or General Meeting and is responsible for preparing notices of Meetings and of the business to be conducted at each meeting.
- (2) The Secretary shall keep and maintain in an up-to-date condition the Rules and By-laws of the Association.
- (3) The Secretary shall co-ordinate the correspondence of the Association and keep

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full and correct Minutes of Committee Meetings and General Meetings of the Association.

(4) The Secretary shall maintain Registers of Members and Office Holders of the Association and ensure the safe custody of the Books (excepting the accounting books) of the Association; and

(5) The Secretary shall carry out any other duties as are imposed on the Secretary by these rules or the Association.

### ***Treasurer***

**18** (1) The Treasurer must manage the receipting of moneys collected and payments made on behalf of the Association and as authorised by the Committee or a General Meeting of the Association.

(2) The Treasurer shall keep in safe custody a record of Income and Expenditure for the Association and ensure that the Association complies with the account-keeping requirements of the Act.

(3) The Treasurer shall prepare Financial Statements for the AGM of the Association, shall assist the Independent Reviewer or Auditor in performing their functions, and shall present the Financial Statements and the report of the Independent Reviewer or Auditor to the AGM; and

(4) The Treasurer shall perform any other duties as are imposed by these Rules or the Association on the Treasurer.

### ***Election of Committee***

**19** Committee Members are appointed to the Committee as a result of their election at the AGM or appointment by the Committee to fill a Casual Vacancy. All retiring Members of the Committee are eligible for nomination for re-election.

### ***Nomination Process***

(1) The Secretary shall send notice calling for Nominations for election to the Committee not less than twenty-one days prior to the close of Nominations which shall not be less than seven days prior to the scheduled AGM. The Notice must specify the date on which the Nominations Close as well as the date of the AGM.

(2) Nominations must be in writing, indicating the assent of both the Nominee and the Nominator by their signature, and delivered to the Secretary before the close of Nominations. The Nominator and the Nominee must both be Members of the Association and the Nominee may only be nominated for one position on the Committee.

### ***Election Process***

(3) If the number of valid Nominations is equal to the number of vacancies on the Committee, those Nominated will be declared "Elected."

- (4) If the number of valid Nominations exceeds the number of vacancies on the Committee, an election must be conducted at the AGM.
- (5) If the number of valid Nominations is less than the number of vacancies on the Committee, those Nominated will be declared “Elected” and further nominations may be received from the floor at the AGM.
- i. If nominations from the floor exceed the number of vacancies an election for those remaining positions must be held.
  - ii. If nominations from the floor of the AGM are still insufficient to fill the vacancies available, the Chairman shall declare the positions vacant and the Committee may fill the position as if it were a Casual Vacancy.
- (6) The Committee shall determine the manner in which the election of the Committee shall be conducted at the AGM.
- (7) If a new Chairperson of the Association is elected at an AGM they may take over as Chair for the remainder of the meeting.

***Term of Appointment by Election***

- (8) The Term of Office for all Committee Members shall begin when the Members are elected at an AGM or when they are appointed by the Committee to fill a Casual Vacancy on the Committee. Subject to Rule 20, the Member shall hold that office until the positions are declared vacant at the next AGM.

***Vacancies on the Committee***

- 20** (1) A casual vacancy occurs if a Committee Member: -

- i. dies.
- ii. ceases to be a Member.
- iii. becomes disqualified by these rules or the Act from holding office on the Committee.
- iv. becomes permanently incapacitated by mental or physical ill-health.
- v. resigns from the Committee.
- vi. is removed from the Committee.
- vii. is absent from more than:
  - a. 3 consecutive Committee meetings; or
  - b. 3 Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings.

where the Member received notice of the meetings and the Committee has resolved to declare the position vacant.

- (2) The remaining members of the Committee may appoint a Member to fill a casual vacancy or continue to act despite the vacancy. Committee Members appointed to fill a Casual Vacancy shall hold office for the remainder of the term vacated by the former Committee Member.

***Resigning from the Committee***

(3) A Committee Member may resign from the Committee by giving written notice to the Secretary, or if the Member is the Secretary, to the Chairperson. The resignation becomes effective when notice is received by the Secretary or Chairperson or at the future date specified in the notice of resignation.

***Removal from the Committee***

(4) Subject to 20 (1) vii above, a Committee Member may only be removed from the Committee by a resolution of a General Meeting of the Association. Any Committee Member who faces removal from the Committee in this way must be given a full and fair opportunity to state their case as to why they should not be so removed

(5) If all Committee Members are removed by resolution of a General Meeting, the Members at the same General Meeting must elect an Interim Committee. The Interim Committee must then, within two months convene a General Meeting of the Association for the purpose of electing a new Committee.

## **COMMITTEE MEETINGS**

### ***Proceedings of Committee***

- 21** (1) The Committee must meet at least three times in each year at the times and places determined by the Committee.
- (2) Special meetings of the Committee may be convened by the Chairperson or any other two Members of the Committee.
- (3) The Secretary must give Committee Members at least 48 hours' notice of ordinary or Special Meetings of the Committee and with that notice should provide a draft Agenda for the meeting.
- (4) The Chairperson shall preside at all Committee Meetings. In the absence of the Chairperson, the Committee may appoint another Member of the Committee to act as Chairperson for the meeting.
- (5) A quorum for a Committee Meeting shall be half the voting Members of the Committee. The Committee cannot conduct business unless it has a quorum.
- (6) If, at the expiry of half an hour after the schedule time of the meeting, a quorum is still not present, the Meeting stands adjourned to the same time, day and place a week hence. If at that adjourned meeting a quorum is still not present, those present will constitute a quorum for that meeting.
- (7) Committee Meetings may take place where Members are either physically present or present via any means of communication that enables the Member to communicate with those physically present.
- (8) Subject to these rules, the Committee may determine the procedure and order of business to be followed for the meeting.
- (9) All Committee Members have the right to attend and vote at Committee Meetings. Members of the Association or other guests may attend Committee Meetings if invited by the Committee, but they shall not have the right to vote, nor comment unless invited to do so.
- (10) The Secretary, or other person authorised by the Committee, must keep minutes of the resolutions and proceedings of all Committee Meetings together with a record of the names of persons present at each meeting.

### ***Voting***

- 22** (1) Each Committee Member present at a Committee Meeting has a deliberative vote. Where there is an equality of votes on either side of a resolution, the Chairperson is entitled to a second or casting vote.
- (2) Decisions may be made by secret ballot, a show of hands or general agreement as determined by the Committee.

***Acts Not Affected by Defects of Disqualifications***

- 23** Any act performed by the Committee, a sub-committee or a person acting as a Committee Member remains valid even if the act was performed when:
- i. There was a defect in the appointment of a Committee Member, sub-committee or person holding a subsidiary office; or
  - ii. A Committee Member, a sub-committee member or a person holding a subsidiary office was disqualified from being a member

***Remuneration of Committee Members***

- 24** The Association may pay a Committee Member's travelling and other expenses as properly and only incurred:
- i. in attending Committee Meetings or Sub-committee Meetings.
  - ii. in attending General Meetings of the Association; and
  - iii. in connection with the Association's business.

***Sub-Committees & Delegations***

- 25** (1) The Committee may appoint one or more sub-committees as considered appropriate and from time to time to assist the Committee with the conduct of the Association's business.
- (2) Sub-committees may comprise Members and non-Members as determined by the Committee and shall be subject to these rules and the terms of reference set out by the Committee for the sub-committee.
- (3) The Committee may delegate to any or all sub-committees such authority, powers or functions as it chooses and may cancel that authority, power and function at any time as it sees fit. The Committee retains the ability to exercise any authority power or function that has been delegated to a sub-committee and remains responsible for the exercise of those functions at all times.
- (4) The Committee may create or fill a subsidiary office as considered appropriate from time to time for the proper and efficient management of the Association's affairs. The Committee may delegate in writing to a person holding such a subsidiary office whatever authority or powers it sees fit provided the Committee retains the ability to also exercise that authority and power and remains responsible for the exercise of those functions at all times.



## **GENERAL MEETINGS**

**26** (1) General Meetings of the Association are open for all Members to attend and there conduct the business of the Association. There are three forms of General Meeting for Members of the Association:

- i. **A General Meeting** – convened by the Committee for the consideration of more general business which must be included in the notice to Members of the Meeting
- ii. **A Special General Meeting** – convened by the Committee or upon the written request of 20% of Members generally for a very specific purpose and item of business that must be included in the notice to Members of the Meeting.
- iii. **The Annual General Meeting** – at which the Committee reports to the Members on the affairs of the Association for the past year, provides Members with the Financial Statements of the Association for the year and the Members elect the Committee Members and Office Holders for the next year. Other General Business of the association may be conducted at an AGM.

(2) A quorum for General Meetings of the Association is ten of the Members personally present. No business is to be conducted at a General Meeting until a quorum is present.

- i. If, after half an hour has passed from the appointed time of commencement for the Meeting, there is not a quorum present:
  - a. In the case of a Special General Meeting the Meeting lapses.
  - b. In the case of an AGM the meeting is to stand adjourned to the same time, day and place the following week, although the Chairperson may advise Members at the time of adjournment or by writing of a different venue.
- ii. If at the adjourned meeting a quorum is not present after half an hour has passed from the appointed time for the meeting, the Members present will constitute a quorum for that meeting.

(3) The Secretary shall send written Notice of any General Meeting to the Postal, Residential or Email address of all Members not less than twenty-eight days prior, giving the time, day and place for the Meeting and particulars of the Order of Business to be conducted at the General Meeting. If a Special Resolution is to be considered at the Meeting the Notice must include the intention to propose a Special Resolution, setting out the specific wording of the proposed Special Resolution.

(4) The Chairperson or some other person appointed by the Committee shall preside as Chairperson of a general Meeting.

(5) The Chairperson may adjourn a General Meeting from time to time, to a time and place agreed by a majority of Members present:

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- i. If the meeting is adjourned for fourteen days or more the Secretary will provide written notice to all Members as if the adjourned Meetings was a new General Meeting.
- ii. No business may be conducted at the adjourned meeting other than the unfinished business from the meeting that was adjourned.

### ***Special General Meetings***

(6) A request by Members for a Special General Meeting must be in writing and:

- i. State the purpose of the meeting.
- ii. Be signed by the number of Members required in rule 26 (1) ii; and
- iii. Be lodged with the Secretary.

(7) The Secretary must convene a Special general Meeting of the Association within twenty-eight days after receiving a valid written request to do so.

(8) If the Secretary fails to convene a Special General Meeting when requested, the Members who made the request may convene the meeting within three months after the original request was lodged as if the Members were the Committee.

(9) The Special General Meeting must be convened in the same manner as other General Meetings are convened by the Committee and the Association must pay the reasonable expenses of convening and holding the Special General Meeting.

### ***Annual General Meetings***

(10) The Association must convene an AGM each calendar year and not more than six months after the end of the Association's Financial Year.

(11) Notice of the AGM to Members must specify that the General Meeting is the AGM of the Association.

(12) At each AGM of the Association, the association must:

- i. Confirm the minutes of the last preceding AGM and of any other General Meeting held since that meeting if the minutes of the General Meeting have not been confirmed.
- ii. Receive the Financial Statements of the Association for the preceding Financial Year as well as the report of the Independent Reviewer or Auditor related to those Financial Statements.
- iii. Appoint the Independent Reviewer or Auditor for the following Financial Year.
- iv. Elect or appoint the Office Holders and Ordinary Members of the Committee.

### ***Resolutions of General Meetings***

(13) **A Special Resolution** can only be moved at a General Meeting for which Notice of the Special Resolution has been given according to rule 26 (3). A Special Resolution is required to:

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- i. Amend the name of the Association.
- ii. Amend the Rules of the Association.
- iii. Affiliate the Association with another body.
- iv. Transfer the Incorporation of the Association.
- v. Amalgamate the Association with one or more other incorporated associations.
- vi. Voluntary wind-up of the Association.
- vii. Cancel the Incorporation of the Association; and
- viii. Request that a statutory manager (liquidator) be appointed.

(14) If Notice of a Special Resolution will be considered at a General Meeting is not given in accordance to rule 26 (3) the Special Resolution will have no effect.

(15) A Special Resolution must be passed at a General Meeting of the Association at which there is a quorum and be supported by not less than three quarters of the Members present and eligible to cast a vote.

(16) All other Resolutions of General Meetings of the Association shall be called **Ordinary Resolutions** and shall require the support of a simple majority of the Members present and eligible to vote.

### ***Voting at General Meetings***

(17) All Members present in person at a General Meeting are entitled to one vote.

(18) These rules make no provision for the appointment of Proxies for the purpose of enabling Members who are not present at a General Meeting to have a means of voting.

(19) In the case of an equality of votes at a General Meeting the Chairperson of the meeting is entitled to exercise an additional casting vote.

(20) The Chairperson of the Meeting shall generally determine whether a resolution is carried by general agreement or a show of hands. When a resolution is so determined the Chairperson will declare that the resolution has been:

- i. Carried unanimously.
- ii. Carried (by a particular majority if known); or
- iii. Lost.
- iv. If the declaration relates to a Special Resolution the Chairperson shall also declare that the Special Resolution has been determined.

(21) The Chairperson or three Members present at a General Meeting may demand that a matter being considered by the Meeting be decided with a Poll. The Chairperson shall determine the manner in which the Poll will be taken and the declaration by the Chairperson of the result of the Poll is evidence of the matter so declared.

(22) The results of all resolutions or decisions made at a General Meeting shall be recorded in the Minute Books of the Association and the entry in the Minutes shall be evidence of the fact that the resolution has been determined.

## **RECORDS**

### ***Minutes of Meetings of Association***

- 27** (1) The Secretary or a person authorised by the Committee from time to time must keep minutes of the resolutions and proceedings of all General Meetings and Committee Meetings of the Association together with a record of the names of the persons present at each meeting.
- (2) The Minutes are to be taken and then entered within 30 days after the holding of the meeting in a minute book kept for that purpose.
- (3) The Chairperson must ensure that the minutes taken of a General Meeting or Committee Meeting are reviewed and signed as correct at the next General Meeting or Committee Meeting to which those minutes relate.
- (4) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that: -
- i. the General Meeting or Committee Meeting to which they relate was duly convened and held.
  - ii. all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
  - iii. all appointments or elections purporting to have been made at the meeting have been validly made.
- (5) The Minutes of General Meetings may be inspected a Member following rule 29.
- (6) The Minutes of Committee Meetings may also be inspected by Members unless the Committee determines that the Minutes generally or the minutes of a specific meeting should not be available for inspection.

### ***Financial Records of the Association***

- 28** (1) The funds of the Association must be kept in an account in the name of the Association in a financial institution determined by the Committee.
- (2) The funds of the Association must be used in pursuance of the Objects of the Association.
- (3) All cheques, EFT transactions, drafts, bills of exchange or any other negotiable instruments of the Association must be signed any two Committee Members authorised for this purpose.
- (4) All expenditures must be approved or ratified by the Committee.
- (5) The funds of the Association may be derived from entrance fees and annual membership fees of Members, donations, fund raising activities, grants, interest, and any other sources approved by the Committee.

*Dayspring Community (WA) Incorporated*

(6) As soon as practicable after the receipt of any funds the money must be deposited in the Association's bank account, a receipt issued if applicable, and a record made in the Association's Financial Records.

(7) The Financial Records kept by the Association must:

- i. correctly record and explain all transactions, as well as the financial position and performance of the Association.
- ii. enable true and fair financial statements to be prepared in accordance with the Act; and
- iii. be kept for at least seven years after the transactions covered by the records are completed.

(8) At the end of each Financial Year Financial Statements shall be prepared for examination by an Independent Reviewer or Auditor and presentation to the AGM. These Financial Statements must be prepared in a manner that complies with the Act.

***Examination of the Books and Records***

**29** (1) Except as otherwise decided by the Committee from time to time, the Secretary shall keep in their custody or control all the Books of the Association, and the Treasurer shall keep in their custody and control the Financial Records of the Association. These records must be retained for at least seven years.

(2) Subject to Rule 27 (6) any Member may ask to examine the Books of the Association free of charge at a time and place that is mutually agreed with the Secretary or Treasurer. Details may be copied from the Books but the Books may not be removed for that purpose.

(3) A Member must not disclose the information found in the Books except for purposes directly related to the affairs of the association or for purposes related to the provision of information to the Commissioner in accordance with a requirement of the Act.

(4) Outgoing Committee Members are responsible to transfer relevant assets and Books of the Association to new Committee Members within fourteen days of ceasing to be a Committee Member.

## **RULES, BY-LAWS & AUTHORITY**

### ***Rules of Association***

- 30** (1) All Members of the Association are bound by these Rules, and must be provided, free of charge, with a copy of the rules applicable when they become a member.
- (2) The Association must keep a current copy of its Rules.
- (3) The Association may alter, rescind or add to these Rules by means of a Special Resolution in accordance with rule 26 (13) – (15) and not otherwise.
- i. When a Special Resolution is passed at a General Meeting, the required documents shall be lodged with the Commissioner within one month.
  - ii. Except as provided in rule 30 (3) iii, an amendment of the Rules does not take effect until the required documents are lodged with the Commissioner.
  - iii. An amendment of the Rules that changes or has the effect of changing the name of the Association or its Objects does not take effect until the required documents have been lodged with the Commissioner and the approval of the Commissioner has been given in writing.

### ***By-Laws of the Association***

- 31** (1) The Members of the Association may make, amend or repeal by-laws for the management of the Association by Ordinary Resolution at a General Meeting, provided the by-laws are not inconsistent with these Rules or the Act.
- (2) By-laws do not form part of the Rules but may make provisions for:
- i. Classes of membership and the rights and obligations that apply to each class of membership.
  - ii. Requirements for financial reporting or accountability in addition to any required by the Rules or the Act.
  - iii. Restrictions on the powers of the Committee including the power to dispose of assets.
  - iv. Any other matter that the Association considers necessary or appropriate.
- (3) By-laws must be available for inspection by Members.

### ***Authority Required to Bind the Association***

- 32** (1) The Association may execute a document with the signatures of any two Committee Members duly authorised to sign that document by resolution of the Committee.
- (2) If the Association has a Common Seal with the name of the Association on it
- i. The Secretary shall be the custodian of the Common Seal
  - ii. The Seal shall only be used by authority of a resolution of the Committee
  - iii. The application of the Common Seal to a document shall be witnessed by two persons as authorised by the Committee

## **RESOLVING DISPUTES**

### ***Disputes***

- 33** (1) The dispute resolution procedure set out in this rule applies to disputes under these rules between-
- i. a member and another member; or
  - ii. a member and the Association.
- (2) In this rule “Member” includes any former Member whose membership ceased not more than six months before the dispute occurred.
- (3) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.
- (4) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this rule by giving written notice to the Secretary of the parties to, and details of, the dispute.
- (5) The Secretary must convene a Committee Meeting within 28 days after the Secretary receives notice of the dispute for the Committee to determine the dispute.
- (6) At the Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
- (7) The Secretary must inform the parties to the dispute of the Committee’s decision and the reasons for the decision within 7 days after the Committee Meeting.
- (8) If any party to the dispute is dissatisfied with the decision of the Committee, they may elect to initiate further dispute resolution procedures as set out in rule 34.

### ***Mediation***

- 34** (1) The mediation procedure set out in this rule applies:
- i. where a person is dissatisfied with a decision made by the Committee under rule 30; or
  - ii. where a dispute arises between a Member or more than one Member and the Association and any party to the dispute elects not to have the matter determined by the Committee.
- (2) Where the dispute relates to a proposal for the suspension or expulsion of a Member this rule does not apply until that procedure has been completed.
- (3) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 30, or a party to the dispute is dissatisfied with a decision made by the Committee under rule 30 a party to a dispute may:

### *Dayspring Community (WA) Incorporated*

- i. Provide written notice to the Secretary of the parties to, and the details of, the dispute;
  - ii. Agree to, or request the appointment of, a mediator.
- (4) The party, or parties requesting the mediation must pay the costs of the mediation.
- (5) The mediator must be:
  - i. a person chosen by agreement between the parties; or
  - ii. in the absence of agreement:
    - a. if the dispute is between a Member and another Member – a person appointed by the Committee; or
    - b. if the dispute is between a Member or more than one Member and the Association, the Committee or a Committee Member then an independent person who is a mediator appointed to, or employed with, a not for profit organisation.
- (6) A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least 5 days before the mediation session.
- (9) The mediator, in conducting the mediation, must:
  - i. give the parties to the mediation process every opportunity to be heard.
  - ii. allow all parties to consider any written statement submitted by any party; and
  - iii. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (10) The mediator must not determine the dispute and the mediation must be confidential. Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

### ***Inability to Resolve a Dispute***

- 35** If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.



## **WINDING UP**

### ***Cancellation of Incorporation***

**36** (1) The Association may cease its activities and have its incorporation cancelled in accordance with the Act if the Members resolve by Special Resolution that the Association will:

- i. apply to the Commissioner for cancellation of its incorporation; or
- ii. appoint a liquidator to wind up its affairs.

(2) The association must be wound up under rule 36(1)(ii) and Part 9 of the Act before cancellation can take place if it has outstanding debts or any other outstanding legal obligations or is a party to any current legal proceedings.

### ***Distribution of Surplus Property***

**37** Upon cancellation of the Association, the Surplus Property must only be distributed to one or more of the following:

- i. an incorporated association under the Act.
- ii. a body corporate that at the time of the distribution is the holder of a licence under the charitable collection's legislation in Western Australia.
- iii. a company limited by guarantee that is registered as mentioned in section 150 of the Corporations Act 2001 (Cwth).
- iv. a company holding a licence that continues in force under section 151 of the Corporations Act 2001(Cwth).
- v. a body corporate that:
  - a. is a Member or former member of the Association; and
  - b. at the time of the Surplus Property is distributed, has rules that prevent the property being distributed to its members.
- vi. a trustee for a body corporate referred to in rule 34 v.; or
- vii. a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution, is a non-distributing co-operative as defined in that Act.



## **BY-LAWS<sup>5</sup>**

### **Dayspring Community (WA) Incorporated**

#### **PREAMBLE**

These By-laws sit under the Rules of Association and supplement, but do not contradict, the Rules of Association. They can be amended or-added to or repealed at any time by an Ordinary Resolution at a General Meeting of the Association.”

They deal specifically with the operational aspects of Governance and Administration for the Guiding Committee and should be read in consultation with the Rules of Association and Caring for our People.

#### **GOVERNANCE AND THE GUIDING COMMITTEE**

##### **1. Association Membership Fees**

- 1.1 The Annual Membership Fee shall be \$60.
- 1.2 The Committee may make a resolution to change the amount of the Annual Membership Fee.
- 1.3 The Membership Fee may be paid in full when it comes due or paid by monthly instalments via a recurring bank transfer.
- 1.4 The Annual Membership Fee shall become due at the start of each Calendar Year.
- 1.5 The Committee shall announce to all Members the latest date by which Membership Fees should be paid in order for Members to be regarded as Financial Members at the AGM and thus be eligible to vote.
- 1.6 The Committee may authorise the provision of Complementary Membership to those who provide Professional Services to Dayspring, including participants in Coursework programs.

##### **2. Guiding Committee Powers**

- 2.1 The Committee may, from time to time, create additional Office Holders to be appointed from among the Ordinary Members of the Committee.
- 2.2 Since the Committee has the power to determine the maximum number of Members on the Committee it may fill any vacant positions as provided in 20(2) of the rules of association
- 2.3 The Committee has the prerogative to invite others to participate ex-officio for specific purposes

##### **3. Recruitment of Guiding Committee Members**

- 3.1 In the context of elections at an AGM the Members have the prerogative of nominating any other Member for election to the Committee.

##### **4. Induction of Newly Elected or Appointed Members of the Guiding Committee**

- 4.1 The Secretary of the Committee shall provide a Manual (either physically or electronically) comprising the following resources: -
  - a. Dayspring Rules of Association

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<sup>5</sup> These By Laws were adopted by a Ordinary Resolution of the AGM 30 May 2021

- b. Most Recent Annual Report
  - c. Dayspring By-Laws
  - d. Current Strategic Plan & associated Action Plan
  - e. "Caring for our People"
  - f. Current Year-to-date Financial Statement & Budget
  - g. Current Summary of Insurances
  - h. Contact Information for other Committee Members and any Dayspring Staff
  - i. Meeting Schedule and other upcoming Events
- 4.2 The Secretary will ensure new members of the Committee may gain access to documentation concerning the work of Dayspring.
- 4.3 The Chairperson shall meet with new Members of the Committee to draw their attention to the roles they have been elected to, discuss any concerns they may have and ensure they have been introduced to any Dayspring Staff who are not members of the Committee.

## 5. Attendance at Guiding Committee Meetings

- 5.1 A schedule of regular meeting dates shall be determined by the Committee and made available to the membership.
- 5.2 The Secretary shall give all Committee Members a minimum of 48 hours' notice of a meeting and that notice should include all papers necessary for the conduct of the business of the meeting.
- 5.3 Members of the Association may attend Committee Meetings if prior notice is received by the Chair or if invited to attend by the Committee. However, ~~but~~ they do not have a right to vote nor speak unless invited to do so by the Chair.
- 5.4 Apologies: Members of the Committee are required to notify the Chair of their inability to attend a scheduled meeting. Absence from three consecutive meetings makes the Member liable to removal from the Committee.

## 6. Confidentiality of Guiding Committee Meetings

- 6.1 Members of the Committee must keep confidential any information pertaining to the matters dealt within Committee Meetings.
- 6.2 This obligation applies even after a person is no longer a Member of the Committee.
- 6.3 This obligation applies to any non-members of the Committee who may attend a Committee Meeting for whatever reason.
- 6.4 Members of the Committee have a legal obligation not to use any information they have gained through a Committee Meeting to gain an advantage for themselves, or to cause detriment to Dayspring.
- 6.5 When Members leave the Committee, they must return or destroy all papers they possess that relate to their service on the Committee and make a declaration that they have removed access to or deleted all files.
- 6.6 Office holders should return materials and equipment pertaining to their office when they no longer serve on the Committee.

## 7. Conflicts of Interest

- 7.1 The Secretary shall maintain a **Register of Conflicts of Interest** where Members of the Committee have standing financial interests or relationships with entities that are in relationship with Dayspring and thus an actual or perceived Conflict of Interest.

- 7.2 Members of the Committee may find items on the Agenda of any meeting to be dealing with matters in which they have a short-term interest, actual or perceived.
- 7.3 All Meetings shall begin with an opportunity for Members of the Committee to declare any Conflicts of Interest related to items on the Agenda for the Meeting.
- 7.4 Members of the Committee with such Conflicts of Interest shall abstain from voting on any Agenda Items that pertain to those issues. The Chairperson has the prerogative to invite comment from any person who abstains due to conflict-of-interest concerns.

## **8. The Executive Committee of the Guiding Committee**

- 8.1 Having the power to create sub-committees and delegate powers, the Committee may, from time to time, establish an Executive Committee, comprising the Office Holders of the Committee.
- 8.2 The Executive Committee may meet between Committee Meetings on a regular or *ad hoc* basis.
- 8.3 The Executive Committee shall have all the responsibilities of the Committee when meeting between Committee Meetings.
- 8.4 The Chairperson shall provide a report to Committee Meetings for ratification of any substantive decisions taken by the Executive Committee between Committee Meetings

## **9. Sub-Committees**

- 9.1 The Committee may, from time to time, establish a Sub-Committee of the Committee.
- 9.2 The Committee shall determine the membership, terms of reference and the limits on the powers of the sub-committee.
- 9.3 The Sub-committee Chair shall prepare a written report or present minutes of the Sub-Committee's activity for all Committee Meetings.

## **10. Chapter Groups**

- 10.1 Dayspring Members may apply to the Committee to establish a Chapter Group by providing the Committee with a statement of the desire behind the proposal and how it will work towards achieving the Objects of Dayspring, a list of Members and friends who might be members of the proposed chapter and any further information that might be relevant.
- 10.2 If approved, a *Local Chapter Committee* shall oversee that activities of the Chapter.
- 10.3 A member of the Committee must be a member of a *Local Chapter Committee* and they shall report on the activities of the Chapter to each Committee Meeting.
- 10.4 The *Local Chapter Committee* in consultation with the Committee shall have the power to direct the activities of the Chapter Group.
- 10.5 Income and Expenditure relating to the activities of a Chapter Group should be made through the Dayspring General Account.

## **FINANCES**

### **11. Budget Planning**

- 11.1 The Treasurer shall lead the preparation of the Annual Budget, in consultation with the Dean of Studies and Chapter Groups, for the coming financial year.

- 11.2 The draft Budget shall be presented to the final Committee Meeting of the year for consideration and suggested amendments.
- 11.3 The Budget shall be formally affirmed by the first Committee Meeting of the Year and shall be presented to the Members for Approval at the AGM.

## **12. Financial Reporting**

- 12.1 The Treasurer shall prepare monthly Profit & Loss Reports and Year to Date Reports and circulate these to Members of the Committee.
- 12.2 The Treasurer shall present a written Report to each meeting of the Committee. This Report should alert Members of the Committee to any concerns there may be as well as giving an assessment of the degree to which income and expenditure are following Cash-flow predictions.
- 12.3 The Treasurer shall prepare an Annual Statement of Income & Expenditure and a Balance Sheet for presentation to the Members at the AGM.
- 12.4 The Treasurer will submit the financial Records of the Association to the Independent Reviewer, chosen by the previous AGM, for their review and Report to the next AGM.

## **13. Financial Systems**

- 13.1 The Treasurer shall ensure appropriate systems of recording and authorisation are in place to verify Income and Expenditure.
- 13.2 The Committee shall determine who shall be co-signatories on the Association's bank accounts.
- 13.3 All payments, electronic or cheque, shall be authorised by any two signatories.
- 13.4 Where a payment is being made to one of the authorised signatories, for whatever reason, the payment should be set up by other signatories.
- 13.5 The Treasurer may set up a Petty Cash facility not exceeding \$300 to enable the purchase of small expenditure items by the Secretary and any other person authorised by the Committee.

## **ADMINISTRATION**

### **14. Professional Services – Coursework**

- 14.1 The Dean of Studies will maintain communication with the Committee in all matters pertaining to 14.2-14.5.
- 14.2 The Dean of Studies is empowered to identify and engage, with due diligence, suitably qualified persons to be presenters and or supervisors for the Coursework programs.
- 14.3 The Dean of Studies shall determine the rate of any Honorarium offered to these presenters in recognition of the professional services they are providing to Dayspring.
- 14.4 Coursework Presenters shall also be offered Complimentary Membership of Dayspring in recognition of the professional services they are providing.
- 14.5 The Committee shall ensure that it provides suitable Professional Indemnity Insurance for the services provided during Coursework activities.

### **15. Professional Services – Spiritual Direction and Professional Supervision**

- 15.1 The Professional Services Co-ordinator shall oversee the authorisation of suitably qualified Members to provide Spiritual Direction and or Professional Supervision on behalf of Dayspring.
- 15.2 Persons offering Spiritual Direction and or Professional Supervision on behalf of Dayspring must:-
  - a. be a Member of Dayspring
  - b. have a recognised qualification for the services they are providing
  - c. provide evidence of their good character in the form of two referee commendations and a Federal Police Clearance statement not more than three months old
  - d. hold current membership of a relevant Professional Association such as the Australian Network for Spiritual Directors (ANSD), Spiritual Directors International (SDI), Conference of Spiritual Directors for Australia (CSD), Companions in the Ministry of the Ignatian Spiritual Exercises.
  - e. agree to be bound by the Australian Ecumenical Council for Spiritual Direction's Code of Ethics - <http://spiritualdirection.org.au/resources/code-of-ethics/>
- 15.3 The Committee shall ensure that it provides suitable Professional Indemnity Insurance for the services provided by Spiritual Directors and Professional Supervisors.

## **16. Staff Professional Development**

- 16.1 Through either the Coursework programs of other professional services provided by Dayspring, the Committee will consider requests from staff for financial assistance to participate in conferences, courses or the purchase of essential books as a matter of professional development.
- 16.2 The Committee is not bound to provide such assistance but may do so if the financial resources permit.

## **17. Privacy of Personal Data**

- 17.1 Dayspring collects and administers a range of personal information for the purposes of communication with its Members and others in the community as well as maintaining its various Registers of Members and Committee Members. Dayspring is committed to protecting the privacy of personal information it collects, holds and administers.
- 17.2 Dayspring recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values. While Dayspring is exempted from the statutory obligations of the *Privacy Act 1988 (Cth)*, our Privacy Policy is compliant with the Privacy Act 1988 (Cth).
- 17.3 Dayspring has adopted the following principles as the minimum standards in relation to handling personal information and these principles reflect and are compliant with the Australian Policy Principles:

Dayspring will

- a. Collect only information which Dayspring requires for its primary functions
- b. Ensure that stakeholders are aware personal, sensitive information is being collected and are informed as to why and how Dayspring administers that information.

- c. Dayspring will not disclose this information for another purpose or to third-party organisations.
- d. Store personal information securely, protecting it from unauthorized access; and
- e. Provide stakeholders with access to their own information, and the right to seek its correction.

#### **18. Relationships with Other Organisations**

- 18.1 The Committee may enter arrangements with other organisations or individuals pursuant to the achievement of the Objects of the Association.
- 18.2 These arrangements are intended to regulate and delineate the terms of the relationship.
- 18.3 The usual form of documenting these relationships shall be a Memorandum of Understanding (MOU) but may be in any other mutually agreed form.
- 18.4 Current MOU agreements exist between Dayspring and
  - a. St. Peter and Emmaus – signed 10/1/2021
  - b. Nathanael's Rest – signed 2009
  - c. Australian Network of Spiritual Directors – signed 27/4/2017
- 18.5 The Executive Committee shall authorise the Editor of Dayspring's regular e-mail Newsletter to promote events run by organisations that are consistent with the Dayspring ethos. Such promotion must make it clear that these are not Dayspring Events.

#### **19. Planning of Community Gatherings**

- 19.1 The Committee is responsible for ensuring that all gatherings conducted on behalf of Dayspring serve to advance the Objects of Dayspring.
- 19.2 Towards the end of each year, Members should be invited to make suggestions about the kind of gatherings they would like to see conducted by Dayspring. Members should also be invited to volunteer any skills they have to facilitate gatherings.
- 19.3 The Committee will be responsible for the proposed schedule of gatherings for the year.