



Equipes Notre-Dame

EQUIPES NOTRE-DAME, TEAMS INCORPORATED

INCORPORATED ON AND FROM THE 1ST AUGUST 2011

A0056476N

Statutes **(rules and regulations)**

Preamble:

Equipes Notre-Dame, Teams was established as a Movement in Australia under the auspices of the Australian Catholic Bishops' Conference. The first Team was established in Melbourne in 1961 and the Movement has spread throughout Australia. The Australian Movement has been connected to the International Movement since the beginning and was established separately as an Australian Region in 1974, as the Australasian Region (1996) and then the Oceania Super-Region in 2001.

Definitions:

These definitions are taken from the document "Teams Structure and Roles in Oceania" (Oceania Team 2009) and should be read in keeping with that document for full interpretation.

Equipes Notre-Dame, Teams will be referred to as **Teams** throughout this document.

The Regional Team comprises the Regional Couple, the Sector Couples and the Regional Spiritual Counsellor.

The Regional Couple leads the Regional Team in its role to ensure that the Teams Movement is well-known in the Region and their tenure is for 4 years.

The Super Regional Couple (SRC) together with the **Super Regional Spiritual Counsellor (SRSC)** leads the Super Regional Team in its role to ensure that the Teams Movement is well-known in the Super Region. Their tenures are for 5 years.

The Super Regional Team comprises the SRC, the SRSC and the Regional Couples from each of the Oceania Regions. In addition co-opted members comprise the Treasurer and Minute Secretary.

The Oceania Team means the Oceania Super Regional Team.

The ERI is the Equipe Responsable Internationale, or the International Leading Team. It comprises the Zone Liaison Couples for Eurasia, the Americas, Central Europe and Eurafrica, the conveners of the Satellite Teams, the **International Responsible Couple**, the **International Spiritual Counsellor** and supported by a Secretariat Couple. The ERI also takes direct responsibility for unattached Regions such as India, Lebanon, Poland, Canada and Syria; Members serve 6 years.

The Spiritual Counsellor is a priest, deacon, religious or other suitably qualified Spiritual Guide who accompanies a Team as a full member, to assist, support, guide and assist a base or other level team.

The Base Team is the group of couples comprising ordinary members meeting throughout Oceania on a monthly basis and is chaired by a **Responsible Couple** who is appointed annually by the Base Team members.

Education and formation of couples means the provision of educational resource materials (e.g. study topic booklets, website, newsletters) and programs (e.g. monthly meetings, leadership formation days) by means of which couples learn more about their relationships from personal, psychological, social and spiritual perspectives to enrich and strengthen their marriages and to assist them to support other couples in their relationships.

Term means the duration of an appointment to an office.

Statutes

1. Name

The name of the Association in Australia shall be Equipes Notre-Dame, Teams Incorporated.

2. Statement of Purposes

- 2.1** The aim of the association is to promote and support Christian marriage and family life in the Catholic tradition by encouraging the continuing education and formation of married couples and the development of their marital spirituality. The Association follows the guidelines and methodology developed by the Equipes Notre-Dame, established by Charter in 1947 in Paris and since incorporated internationally.
- 2.2** In accordance with this aim, the Association will have the following outcomes. Teams will:
- 2.2.1 Develop an awareness of the vocation of marriage and of the need for ongoing enrichment for this vocation in the community;
 - 2.2.2 Provide a forum for those involved in Teams so that they may share and help each other in their formation and spiritual development;
 - 2.2.3 Act as an advisory body to the Australian Catholic Bishops' Conference through the Bishops Commission for Pastoral Life in matters relating to marital spirituality and marriage and family issues;
 - 2.2.4 Liaise with the similar movements, organisations and agencies on matters relating to the promotion of marriage and marriage education;
 - 2.2.5 Be a resource body for Catholic agencies and individuals engaged in marriage preparation, education and marriage growth;
 - 2.2.6 Promote, coordinate and provide education and formation in Teams leadership and communications at regional, state and national levels;
 - 2.2.7 Promote and coordinate national meetings, conferences and training sessions for Christian couples and Teams at the national level and assist in regional and state conferences when requested;
 - 2.2.8 Establish and maintain a public website; to publish newsletters, documents, brochures, educational and formation materials for the promotion and formation of Teams, their members and the public.

3. Not for Profit

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

4. Accountability

The Association is accountable to its members.

5. Interpretation

In the rules the following expressions shall have the following meanings unless the context otherwise requires:

- 5.1** "The Act" shall mean the Associations Incorporation Act (Vic 1981 Amended 8/4/2009) as it may be amended from time to time;
- 5.2** "The Association" shall mean the Equipes Notre-Dame, Teams Incorporated;

5.3 “The Committee” shall mean the Executive Committee of the Teams, comprising the members of the Oceania Team.

6. Membership

There shall be one category of membership:

6.1 **Ordinary membership** is open to all Christian married couples through the Catholic Church who subscribe to the aims and objectives of Teams, according to the method established by the Teams Movement.

6.2 **A register of the members** must be maintained and kept by the secretary and copies with the treasurer and the public officer. The register will be available at the Annual General Meeting for inspection by any member on request.

7. Executive Committee

The governing body of the Teams movement in Australia shall be the Oceania Team:

7.1 The Oceania Team shall consist of thirteen members:

7.1.1 These shall be officially appointed from amongst the ordinary members at the Annual General Meeting after a consultation/ discernment process with the membership.

7.1.2 Official appointments shall be held as the term of office for each couple or spiritual counsellor falls due at the annual meeting of that year.

7.2 The term of office for Executive Committee members shall be

7.2.1 Five years for the Oceania Super Regional Couple

7.2.2 Five years for the Oceania Super Regional Spiritual Counsellor

7.2.3 Four years for Regional Couples

7.3 The Oceania Team shall meet at least once each year, and at other times as determined by the Committee.

7.4 The quorum of a committee meeting of the Oceania Team will consist of seven members.

7.4.1 No business shall be conducted unless a quorum is present.

7.4.2 If within half an hour of the time appointed for the meeting a quorum is not present –
(i) in the case of a special meeting – the meeting lapses
(ii) in any other case - the meeting shall stand adjourned to the same place and the same time and day in the following week.

7.5 Vacancies: The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member.

7.5.1 Ceases to be a member of the Association; or

7.5.2 Becomes an insolvent under administration within the meaning of the Corporations Act; or

7.5.3 Resigns from office by notice in writing given to the Secretary.

7.5.4 The Oceania Team shall have the power to co-opt and may fill casual vacancies. Vacancies occurring within six months of an election having been held, shall be filled

7.6 The Committee shall prepare all the documents required by the regulations of the Act each year and lodge them with the Registrar General’s Office.

7.7 The affairs of the Association shall be managed by the committee of management.

The committee –

7.7.1 shall control and manage the business and affairs of the Association; and

7.7.2 may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and

- 7.7.3 subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

8. Officers

- 8.1 The officers of the Association** shall be the Oceania Super Regional Couple (one of whom will be the Chair of the Association and the other the Secretary), a Deputy Chair and the Treasurer.
- 8.1.1 The Oceania Super Regional Couple is appointed after a discernment process from among the members.
- 8.1.2 The Deputy Chair and the Treasurer are elected, at the next meeting of the Executive Committee prior to such vacancies occurring.
- 8.1.3 No office may be held by the same member for a consecutive period longer than one term except by a specific motion being passed to that effect at the AGM prior to the term falling due.
- 8.2 Chair:** The chief executive officer of the Association shall be one member of the Oceania Super Regional Couple.
- 8.2.1 The Oceania Super Regional Couple or a delegated person or couple will chair all meetings of the Executive Committee.
- 8.2.2 The Oceania Super Regional Couple will be responsible for the preparation of the Agenda for the Annual General Meeting.
- 8.2.3 The Oceania Super Regional Couple, in collaboration with the Executive Committee, will prepare formal reports to the Annual General Meeting and to the International Leading Team.
- 8.3 Secretary:** The Secretary shall be responsible for the compilation and distribution of the minutes of the Executive Committee and all meetings of the Association.
- 8.3.1 Except as otherwise provided in these Rules, the Oceania Super Regional Couple shall keep in their custody or under their control all books, documents and securities of the Association.
- 8.4 Treasurer:** The Treasurer is responsible for the arrangements and recording of financial transactions of the association.
- 8.4.1 The Treasurer shall maintain an up-to-date register of financial members.
- 8.4.2 The Treasurer shall complete an annual financial statement, a statement of receipts and expenditure, assets and liabilities at least fourteen days prior to the Annual General Meeting of the Association and present them to the members at the meeting.
- 8.5 Public Officer:** A public Officer shall be appointed in accordance with the requirements of the Association Incorporations Act

9. Finance

All monies received shall be deposited in the Association's bank accounts.

- 9.1** The Signatories of these accounts shall include:
- 9.1.1 Each member of the Oceania Super Regional Couple, the Treasurer and one other Executive Committee member, or
- 9.1.2 A person or persons delegated by the Executive, based on written procedures approved by the Executive.
- 9.2** Amounts shall be paid by cheque signed by any one of the above signatories.
- 9.2.1 Amounts may also be paid by Electronic Funds Transfer from nominated accounts. Procedures for such payments shall be approved by the Executive Committee.
- 9.3** All books and financial records shall be available for open scrutiny by financial members of the association at the Annual General Meeting of the Association in accordance with the Act.
- 9.4** The funds of the Association shall be derived from annual subscriptions, donations and other such sources as the committee determines

10. Subscriptions

Membership subscriptions shall be determined at each Annual General Meeting of the Association.

11. General Meetings

- 11.1** The Secretary of the Association, at least 14 days, or if a special resolution has been proposed, at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- 11.2** Notice may be sent
 - 11.2.1** By electronic transmission or facsimile.
 - 11.2.2** Or if the member requests by prepaid post to the address appearing in the register of members or to the responsible couple of their base team
- 11.3** No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- 11.4** A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.
- 11.5** A Quorum for a general meeting will be 15 members present.

12. Annual General Meetings

- 12.1** The Committee shall determine the date, time and place of the Annual General Meeting of the Association.
- 12.3** The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- 12.4** The ordinary business of the annual general meeting shall be—
 - 12.4.1** to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - 12.4.2** to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
 - 12.4.3** to officially appoint officers of the Association and the ordinary members of the committee; and
 - 12.4.4** to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- 12.5** The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

13. Proceedings at Meeting

All business that is transacted at general meetings and all business that is transacted at the Annual General Meeting with exception of that specifically referred to in these Rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.

14. Quorum

- 14.1** No item of business shall be transacted at meetings of the Association unless a quorum of Members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- 14.2** Fifteen Members personally present, being Members entitled under these Rules to vote at meetings of the Association, constitute a quorum for the transaction of business at an Annual General Meeting.

15. Voting Procedures

- 15.1** A question arising at a meeting of the Association shall be determined on a show of hands, and unless before or on the declaration of the show of hands, a poll is demanded, a declaration by the Chair that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.
- 15.2** All votes shall be given personally or by proxy.
- 15.3** In the case of an equality of voting on a question, the Chair of the meeting is entitled to exercise a second or casting vote.
- 15.5** If at a meeting a poll or question is demanded by three or more members, it shall be taken at that meeting in such manner as the Chair may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 15.6** A poll that is demanded on the election of a Chair or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chair may decree.

16. Proxy Voting

- 16.1** Each member entitled to vote shall be entitled to appoint another member as his or her proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 16.2** The notice appointing the proxy must be for a meeting of the Association according to the rules herein and shall be in the form determined by the Committee

17. Adjourned Meetings

- 17.1** The Chair of a meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no other business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place;
- 17.2** Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the original meeting;
- 17.3** Except as provided in sub-clause 16.1 and 16.2, it is not necessary to give notice of an adjournment or of the business to be transacted at the adjourned meeting.

18. Notices

A notice may be served by or on behalf of the Association upon any member either personally or by sending it to the Member at his or her postal or electronic address shown in the Association's Register of Members.

19. Seal

- 19.1** The Common Seal of the Association shall be kept in the custody of the Secretary.
- 19.2** The Common Seal shall not be affixed to any instrument except by authority of the Committee and the affixing of the Common Seal shall be attested to by signatures any two Members of the Committee.

20. National Conference

- 20.1** The Association will promote National Conferences to fulfil the aims of the Association, provide mutual support to members and deepen the community awareness of the Vocation to Marriage.

20.2 Times and places for the annual National Conferences shall be determined by the Executive Committee in consultation with Regional Teams and after considering recommendations of the Annual General Meeting.

21. Disputes and mediation

21.1 The grievance procedure set out in this rule applies to disputes under these Rules between

21.1.1 a member and another member; or

21.1.2 a member and the Association.

21.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

21.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

21.4 The mediator must be

21.4.1 a Regional Spiritual Counsellor; or

21.4.2 a person chosen by agreement between the parties; or

21.4.3 in the absence of agreement

i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or

ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

21.5 A member of the Association can be a mediator.

21.6 The mediator cannot be a member who is a party to the dispute.

21.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

21.8 The mediator, in conducting the mediation, must—

21.8.1 Give the parties to the mediation process every opportunity to be heard; and

21.8.2 Allow due consideration by all parties of any written statement submitted by any party; and

21.8.3 Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

21.9 The mediator must not determine the dispute.

21.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law

22. Discipline

22.1 The membership of a member convicted of an indictable offence may be terminated, without right of appeal, by decision of the members at a General Meeting.

22.2 The membership of a member may be terminated should such a member not comply with the provisions of these rules or act in a manner considered injurious or prejudicial to the character or interests of the Association.

22.3 The membership of such a member may be terminated at a General Meeting of the Association if a majority of members present at the meeting vote in favour of removing the member.

22.4 Before a vote of members is taken about termination of membership, the member must be given a full and fair opportunity to show cause why there should not be a termination of membership.

22.5 If after considering all representations made by the member, the meeting decides to terminate the membership, the Secretary must give the member written notice of the decision within seven days thereof.

- 22.6** Should the member give written notice of appeal to the Secretary within one month of the decision, a meeting must be held within two months of receipt to consider the appeal. In the event of the appeal being rejected the Secretary must give the member written notice of the decision within seven days thereof.
- 22.7** At that meeting, before a vote of members is taken, the member must be given a full and fair opportunity to show cause why the application should not be rejected or why the membership should not be terminated.

23. Dissolution

23.1 The Association shall be dissolved:

- 23.1.1 By a resolution to this effect carried by a three quarters majority of voting members present at a Meeting of the Association, with notice of no less than twenty-one days of the proposed resolution having been given to all members, or
- 23.1.2 By resolution of the Executive Committee if the financial membership drops to ten or less members.

23.2 In the event of dissolution:

- 23.2.1 All records of the Association will be transferred to the Australian Catholic Bishops' Conference.
- 23.2.2 Any surplus assets remaining after the payment of the Association's liabilities shall be transferred to another organisation with similar status and purposes in accordance with the provisions of the Act

24. Amendments to the Constitution

This constitution may be amended by a three quarters majority of voting members present at a Meeting of the Association, provided notice of the proposed amendment(s) has been given to the Secretary two months prior to voting; and all financial ordinary members have been sent the proposed changes by postal or electronic mail not less than twenty- one days prior to voting. Any changes to these rules will be altered in accordance with the Act.

