

**AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION
BIENNIAL GENERAL MEETING
ADELAIDE
Sunday August 16 2015, 8.45 am**

Agenda

1. Welcome
2. Attendance and apologies
3. Minutes of 2013 Biennial General Meeting - attached
4. President's Report - attached
5. Treasurer's Report – attached

6. General Business

6.1 Notice of Motion:

That the AMSSA Constitution as amended and approved by the Congregational Leaders be adopted.

6.2 Notice of motion:

That the Proposal to change the AMSSA Fee Structure be approved

6.3 Item for discussion:

The views of the member schools and colleges are invited concerning possible directions and involvements for AMSSA.

7. Election of President
8. Selection of Executive
9. 2017 Conference

**AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION
BIENNIAL GENERAL MEETING – JULY 15, 2013
CARMEL COLLEGE, AUCKLAND**

1. Welcome

Lee-Anne Perry welcomed delegates to the meeting.

2. Attendance:

2.1 Present:

Academy of Mary Immaculate: Andrea Luscombe, Karen Fogarty, Frank Bonavia. **All Hallows School Brisbane:** Lee-Anne Perry, Christine Clark, Helen Crow, Claire Easton, Wendy Florey, Kate Hall. **Aranmore College Leederville:** Jim Elliott. **Carmel College Auckland:** Kath Deady. **Catherine McAuley Westmead:** Margery Jackman. **Catholic College Bendigo:** Darren McGregor. **James Sheahan Catholic High School Orange:** Mark Pauschmann. **Mackillop College Bathurst:** Sue Lyne.

Marian College Christchurch: Anna Heffernan, Dave Christianson. **McAuley Catholic College Grafton:** Kate Thomson. **Mercedes College Adelaide:** Pat Terminello, Alessandra Miles. **Mercedes College Perth:** Sheena Barber, Rosa Speranza, Sabrina Hughes, Chris Cole, Liana Strutt. **Mercy College Coburg:** Michelle Cotter, Jenni Hickey, Jackie Webb, Judy Sailors. **Mercy College Kanahooka:** Tony Curry, Melissa Carter, **Mercy Ethos Office, ISMAPNG:** Carmel Crowford

Mercy 5, Sydney: Kate Anderson. **Mercy Education Ltd:** Eugene Lynch, Tony Wheeler, John Brick, Lucy Moloney, John Shannon, Liz Monahan. **Mercy Secondary School Yarapos:** Susan Nianguma, Alex Marcus. **Mercy Works:** Monica Whelan. **Monte Sant' Angelo College Sydney:** Deanna Addicoat, Carmel McDonough. **Mount Lilydale Mercy College:** Michael Johnston, Elizabeth Keogh, Philip Morison. **Notre Dame College Shepparton:** Adrian Drane. **Our Lady of Mercy College Burraneer:** Gilda Pussich. **Our Lady of Mercy College Parramatta:** Kathleen Guerin, Claire Thomas, Anne-Maree Donnelly. **Paul VI College Samoa:** Silva Sala. **Sacred Heart College Geelong:** Anna Negro, Martina Mlard, Trish Hatzis, Sharon Gillett. **Sacred Heart College Kyneton:** Craig Holmes, Brian Reed. **Santa Maria College Attadale:** Ian Elder, Helen Chaffer. **Shalom College Bundaberg:** Dan McMahon, Janet Brennan, Kim O'Shea-Hard. **St Aloysius' College Adelaide:** Paddy McEvoy, John Konopka, Christine Simpson, Marian Elliott. **St Aloysius' College Melbourne:** Mary Farah, Anne Henderson. **St Brigid's College Lesmurdie:** Lesley Elder. **St John's College Roma:** Clinton McGoldrick. **St Mary's College Ponsonby:** Christine Barlow, Mariette Poortman.

St Catherine's College Wellington: Donne Sklenars. **St Mary's College Wellington:** Susan Green.

St Monica's College Cairns: Kristen Sharpe. **St Patrick's College Townsville:** Marcia Chock Man, Bernadette Hyde-Mewburn. **Takuilau College Tonga:** Febo Kautai. **Villa Maria College Christchurch:** Deborah Brosnahan. **Mercy Regional College Camperdown:** Darren Egberts.

Conf sec Mary

2.2 In attendance: Sr Annette Schneider, ISMAPNG, Mary Lynch (Conference Secretary), Sr Frances Fitzpatrick.

2.3 Apologies:

Academy of Mary Immaculate: Sr Mary Moloney. St John's School Roma: Nicholas Lynch. Notre Dame College: Peter White, John Cortese.

3. Minutes of the 2011 Biennial General Meeting

Minutes were agreed to be a true and accurate record (Kitty Guerin, Sheena Barber).

4. President's Report

This had been previously circulated and was accepted. (Kath Deady, John Shannon)

5. Treasurer's Report

This had been previously circulated. Kitty Guerin elaborated on reasons for the 2012 audit of accounts and accountability requirements with the Australian Not-for-profits Commission. The treasurer's report was accepted (Kitty Guerin, Rosa Speranza).

6. Sponsoring congregations

The motion that section 7 of the AMSSA Statement of Purpose be altered in light of the changed configuration of the sponsoring Mercy congregations for the Association was put to the meeting.

6.1 Resolved:

Section 7 of the AMSSA Statement of Purpose is amended to read:

- 1. The Leaders of The Institute of Sisters of Mercy of Australia and Papua New Guinea, Sisters of Mercy Brisbane, Sisters of Mercy Parramatta, Sisters of Mercy North Sydney, Nga Whaea Atawhai o Aotearoa Sisters of Mercy New Zealand and the Chair of the Council of Mercy Partners, hereafter called the Leaders, reserve all powers pertaining to institutions under their sponsorship.**
- 2. The association will report to the Leaders through their appointed representative, hereafter called the representative.**
- 3. The Association will communicate with the Leaders concerning educational issues arising from the Association through the representative.**

(Kitty Guerin, Anna Heffernan).

7. Employment of staff

The motion that section 5 of the AMSSA statement of Purpose be altered in light of the Association's need to engage executive staff was put to the meeting.

Resolved:

Section 5 of the AMSSA Statement of Purpose is amended to read:

5.1 The Executive Committee may appoint a part-time Executive Officer.

- **The duties of the Executive Officer shall include:**
- **Preparation for Executive Committee and general Association meetings**
- **At the direction of the Executive Committee calling general meetings of the association**
- **Planning and assisting in the implementation of a Biennial Australasian Mercy Secondary Schools Conference**
- **Facilitating the work of any special purpose committees established by the Executive Committee**
- **Maintaining a full and correct record of activities, including financial operations for presentation to members at the Biennial General Meeting**
- **Meeting at least twice a year with the executive committee**
- **Any other duties assigned by the executive committee to further the aims of the association**

5.2 The Executive Officer will be employed on behalf of the Association by a school sponsored by the Sisters of Mercy whose principal is a member of the association. This school shall be reimbursed for the salary and associated costs.

5.3 The conditions of employment of the Executive Officer will be determined by the Executive Committee in association with the employing school.

(Ian Elder, Kath Deady).

8. The Mercy Leaders

Sr Annette Schneider, representative of the Leaders, addressed the meeting. She brought the good wishes of the Leaders, and thanked the members of AMSSA for their leadership in Mercy. She asked members to look more deeply and feel more deeply at what they do in their work as Mercy educators.

The next AMSSA Conference will mark 25 years of the Association. In those 25 years there have been tremendous changes in education, in the Mercy groups and in their ability to connect with one another. It would seem timely to look again at how AMSSA expresses its purpose and identity. The Leaders would be very happy to engage with AMSSA to look again at the wording of the Statement of Purpose in light of this. Annette thanked the AMSSA executive for the tremendous amount they do, and indicated that she would take back to the Leaders her experience of how wonderful that work is.

9. Future directions for AMSSA

Rosa Speranza led a conversation on the agenda item to hear from the member schools and colleges concerning possible directions and involvements for AMSSA. The matters raised in this conversation will be referred to the incoming AMSSA Executive.

Points raised were:

It is wonderful to have the student conference but should we consider separating the conferences so that each year there is something happening from AMSSA. For example, in 2014 there could be a student conference, and in 2015 an AMSSA conference.

Benefits of a separate conference for students:

- There would be less pressure on staff attending the conference.
- Difficulties with billeting could be lessened.
- A separate student conference could include some of the younger staff to promote that adult element.
- The student conference would need to draw from a wider, different (younger?) group than eg the Young Mercy Justice Tree.
- A different host school/region would need to take responsibility for the student conference than the host for the AMSSA conference. There are huge challenges to organisers running two conferences at once.
- There are already people interested in getting a student conference up and running.

Benefits of the dual conference:

- This conference has given the students wonderful access to international speakers – we don't want to lose that opportunity for them.
- It has been great to have the students alongside us at this conference.
- There is a big advantage in having dialogue with the students over the keynote presentations.
- The financial implications of separating out the student conference need to be considered. AMSSA would need to keep the costs of the student conference reasonable.

6. Election of President

Sheena Barber was nominated for President (Rosa Speranza, Kitty Guerin) and elected by acclamation.

7. Selection of Executive for 2013 - 2015

The meeting endorsed the following state/area representatives for the Executive:

Gilda Pussich, OLMC Burraneer	NSW
Lee-Ann Perry, All Hallows School Brisbane	Queensland
Paddy McEvoy, St Aloysius' College Adelaide	South Australia
Rosa Speranza, Mercedes College Perth	Western Australia
Julie Ryan, OLMC Heidelberg	Victoria/Tasmania
Deborah Brosnahan, Villa Maria College Christchurch	New Zealand.

8. Next Conference

Lee-Anne announced that that the next conference, in 2015, will be held in Adelaide.

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION

PRESIDENTS REPORT 2015

Conference – Auckland 2013

It seems no time since we gathered at Carmel College Auckland for the 12th AMSSA Conference to explore “Mercy Alive “. There were 148 staff and 52 students at the Auckland Conference coming from New Zealand, Australia, PNG and Samoa. During the conference we were inspired by Keynote speakers, Sister Marilyn Lacey, Megan McKenna and Deborah Stevens. They challenged us to keep Mercy alive by looking again at the biblical words, compassion, justice and mercy and to question our own attitudes and practice but also to reflect on the scripture around awakening, joy and hospitality. The challenge from the conference was not only to reflect on our attitude to others but also to use the understanding of these values as we lead students in engaging in the moral and ethical challenges of our time.

Following the success of the student participation in the Perth conference in 2011, the Student Conference ran again in New Zealand and the students who attended engaged fully in the experience with only disappointment for some of them being that it should have been longer. We thank the Mercy schools in New Zealand for their organisation and hospitality and for introducing us to the Maori traditions in the welcome and liturgies. Thank you particularly to the Carmel College community and to Kath Deady and the Conference Committee.

Student Conference 2014

After the New Zealand conference the Executive decided that we should trial a separate student conference in the alternative year to the staff conference. This initiative was based on the view that we would be able to shape the conference more directly to student needs if it ran as a stand alone conference.

Rosa Speranza took the lead and organised a creative and energetic group from across Australia to develop the conference for October 2014 in Melbourne. When October came 75 students from Australia, New Zealand and PNG gathered for dialogue, immersion and fun at Amberley Conference Centre in Melbourne.

The passion and work of the organising committee ensured a very powerful experience for the students. We are grateful to Rosa Speranza, Melissa Trolio, Ann-Marie Herd, Kate Anderson, Maddie Kelly, Kate Garrone, Sam Weir, Craig Dowsett and Andy Kuppe for their work. The enthusiasm of those gathered was so strong that, by the end of the conference, the Sydneyiders had decided that they would like to host the next conference. Planning is now on the way for 2016.

Conference 2015 *Making Mercy a verb*

As we gather for the 13th AMSSA conference we recognise that it is 25 years since the first AMSSA conference. We are pleased to have as our special guests at this conference two of the members of the original organising committee Srs Maureen McGuirk and Anne O’Farrell. Sr Frances Baker who was also on the committee is unable to join us. We are very grateful to these women for their vision that in gathering people with shared stories there could be a synergy that would strengthen the understanding of what it means to be a Mercy school in these times.

Thank you to Paddy McEvoy and the Committee for their work in preparing for this conference.

The theme “Making Mercy a Verb” certainly builds the learnings from the New Zealand conference.

I am sure we all look forward to our visit to Adelaide.

Committee

In New Zealand the new committee for 2014/2105 was elected/nominated. Sheena Barber, Principal of Mercedes College Perth accepted the role as president and other members were Gilda Pussich, Our Lady of Mercy College Burraneer; Deborah Brosnahan, Villa Maria College Christchurch; Lee-Anne Perry, All Hallows School Brisbane; Paddy McEvoy, St Aloysius' College Adelaide; Julie Ryan, Our Lady of Mercy College Heidelberg and Rosa Speranza, Mercedes College Perth.

Sheena retired from Mercedes College at the end of 2014 and hence from the Executive Committee. We also farewelled Lee-Anne Perry AM from the Executive Committee and Mercy Education at the beginning of 2015 when she moved to the role of Executive Director of the Queensland Catholic Education. Thank you to Sheena and Lee-Anne for the generous service to AMSSA.

Sr Frances Fitzpatrick, our esteemed Executive Officer, retired from her AMSSA role at the end of 2013. Her contribution over so many years created an excellent foundation for the continued work of the association. We are very grateful for all she did for AMSSA. We were very fortunate to recruit Kitty Guerin to take over the role at the beginning of 2015 when she finished as Principal of OLMC Parramatta. Kitty has moved smoothly into the role with the advantage of many networks in Mercy and wider Catholic education. She has already initiated some changes which will support the work of the association including the new website.

Issues for the General Meeting

With the changes in the structure of the Mercy Congregations in Australia and PNG, it was timely to review the AMSSA Constitution. We are grateful to Sr Eileen Ann Daffy for her work of the new constitution and Sr Annette Schneider from ISMAPNG has recently informed us that all the Mercy Congregation Leaders in Australia, Papua New Guinea and Aotearoa New Zealand and Mercy Partners have now approved the new Constitution. It will be tabled for adoption by AMSSA schools at this Biennial General Meeting.

Another issue that we have reviewed is the membership subscriptions. The Executive Committee was keen that there was some correlation between the size of a school and the level of the membership fee. This should provide transparency and some equity. The proposal will be also tabled at the BGM.

We currently have 65 members of AMSSA . The large number of member schools reflects the enormous contribution of the Sisters of Mercy in secondary education across Australia, New Zealand and PNG . We hope that the work of AMSSA supports these member schools in their commitment to the vision of Catherine McAuley and the honouring of the enormous work of the Sisters of Mercy in this region.

Julie Ryan

Acting President 2015

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION



TREASURER'S REPORT 2013-2015

1. CURRENT FINANCIAL POSITION

AMSSA continues in a satisfactory financial position, with predictable income from the levy and from our investments. The Association is now able to employ a part-time lay Executive Officer. Because of this sound financial position, the Executive made the decision to use some of our reserves to subsidise the Student Conference in 2014 to enable as many schools as possible to send students. The Executive is committed to continue to subsidise the Student Conference.

Financial Reports for the years 2013, 2014 and January – June 2015 are provided with this report.

2. MEMBERSHIP

The Association has 65 members, of whom 47 pay the full levy and 18 provide a donation. There is a proposal to be put to the BGM to change the way the levy is calculated which will provide AMSSA with an increase in its income to enable it to continue comfortably into the future.

3. AUDITING OF ASSOCIATION ACCOUNTS

While there is no requirement for AMSSA to have its annual accounts audited, in 2014 the Executive decided that this will be done on an annual basis. The auditor's report for 2014 is provided in a separate file.

As a result of a recommendation in the 2012 Audit, AMSSA has taken out policies with CCI for Public Liability and Directors and Officers Liability.

4. AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION

New accountability requirements for the Australian Charities and not-for-profits Commission were introduced in 2013. AMSSA has completed the Annual Information Statement for 2013 and 2014.

While classified as a small charity with an annual turnover of less than \$250,000 AMSSA is required to keep proper books and financial records; to be able to present true and fair financial statements; its financial records need to keep track of assets; and records need to be kept for 7 years. Accounts must keep track of investments (so all bank balances are to be shown on annual financial statements).

Gilda Pussich
Treasurer

**Australasian Mercy Secondary Schools Association
Independent Auditor's Report
to the Members of
Australasian Mercy Secondary Schools Association**

Report on the Financial Report

We have audited the accompanying financial report of Australasian Mercy Secondary Schools Association (the association), which comprises the committee's report, the assets and liabilities statement as at 31 December 2014, the income and expenditure statement for the year then ended.

Committee's Responsibility for the Financial Report

The committee of Australasian Mercy Secondary Schools Association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Associations Incorporation Act and for such internal control as the committee determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

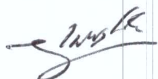
Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Opinion

In our opinion:

- a. the financial report of Australasian Mercy Secondary Schools Association is in accordance with the Associations Incorporation Act, including:
 - i. giving a true and fair view of the Association's financial position as at 31 December 2014 and of its performance for the year ended on that date; and
 - ii. complying with Australian Accounting Standards and the Associations Incorporation Act



Dated this 9 day of March 2015

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

OPENING BANK BALANCE	\$ 132,952.02
RECEIPTS	
Levy	\$ 32,212.82
Tax refund (GST)	\$ 83.00
Interest	
Business Cash Maximiser Account	\$ 848.86
Cheque Account	\$ -
Term Deposit	\$ 7,056.58
2013 Auckland Conference Surplus	\$ 17,031.17
TOTAL RECEIPTS	\$ 57,232.43
PAYMENTS	
Staff	
ISMAPNG Alphington Stipend	\$ 7,229.00
2013 Auckland Conference	
Conference Support	\$ 998.02
Website	
Fraynetworks Hosting	\$ 480.00
Fraynetworks Maintenance	
General Administration	
Sisters of Mercy Curtin Office Services	\$ 2,400.00
Sr Frances Conference Costs	\$ 2,165.69
TOTAL PAYMENTS	\$ 13,272.71
SURPLUS/DEFICIT	\$ 43,959.72
CLOSING ACCOUNT BALANCE	\$ 176,911.74
CLOSING BANK BALANCE	\$176,974.71
Less unrepresented cheque \$62.97	-\$62.97
CLOSING ACCOUNT BALANCE	\$176,911.74

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014**

OPENING BANK BALANCE	\$176,974.71
RECEIPTS	
Levy	\$ 32,567.65
Tax refund (GST)	\$203
Interest	
Business Cash Maximiser Account	\$620.35
Cheque Account	\$ -
Term Deposit	\$ 4,678.46
Student Conference	\$ 500.00
TOTAL RECEIPTS	\$ 38,569.46
PAYMENTS	
Staff	
EO Salary	\$ 10,619.62
2014 Student Conference	
Conference Support	\$ 5,529.47
Website	
Fraynetworks Hosting	\$ 480.00
General Administration	
EO Office Expenses	\$ 2,402.25
Meeting Expenses	\$ 3,606.97
Insurance	\$ 2,053.60
Gifts	\$ 587.85
TOTAL PAYMENTS	\$ 25,279.76
SURPLUS/DEFICIT	\$ 13,289.70
CLOSING ACCOUNT BALANCE	\$190,264.41
CLOSING BANK BALANCE	\$190,264.41

AMSSA FINANCIAL REPORT JANUARY - JUNE 2015

	\$	\$
NAB Business Cash Maximiser Account 1.1.2015	26,871.52	
AMSSA Cheque Account 1.1.2015	68,714.43	
NAB Term Deposit 1.1.2015	94,678.46	
TOTAL	190,264.41	
OPENING BANK BALANCE		190,264.41
RECEIPTS		
Levy payments		32,797.25
Tax refund		1,141.00
Interest from Business Cash Maximiser Account		211.54
Interest from Term Deposit		1,454.06
Interest from Cheque Account		0.00
TOTAL RECEIPTS		35,603.85
PAYMENTS		
Student Conference		23,502.27
Staff Conf Support		18,000.00
Meeting expenses		314.45
EO Salary Reim		9,105.18
EO office expenses 1.1.2015 - 30.6.2015		1,200.00
Website development		2,919.40
Website hosting		960.00
Insurance		2,127.72
Guest Conf Reim		822.45
EO Conf Exp		285.02
Audit Expenses		500.00
Gift to L Perry		167.90
TOTAL PAYMENTS		59,904.39
SURPLUS/(DEFICIT)		-24,300.54
CLOSING BANK BALANCE		165,963.87
<i>Balance in Business Cash Maximiser 30.06.2015</i>	27,082.89	
<i>Balance in AMSSA Cheque Account 30.06.15</i>	42,748.29	
<i>Term Deposit due 31.06.15</i>	96,132.69	
TOTAL BANK BALANCE	165,963.87	
TOTAL ACCOUNT BALANCE	165,963.87	

AMSSA

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION ABN 18 217 072
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Constitution for the Australasian Mercy Secondary Schools Association (2015)

1. NAME

The name of the Association is the Australasian Mercy Secondary Schools Association, hereafter called the Association.

2. PURPOSE

The predominant purpose for which the Association is established is

- I. To further the Mercy spirituality and ethos for Secondary Education and to continue the tradition in a systematic way.
- II. To contribute to staff and student formation.
- III. To facilitate the development and sharing of ideas, curriculum and resources.

3 DEFINITIONS

In this Constitution

Affiliated School means a school which previously has been governed by or staffed by Sisters of Mercy and has been deemed an affiliated school by the Executive of the Association.

Australasia means Australia, Aotearoa New Zealand, Papua New Guinea, Samoa and Tonga.

Co-sponsored School means a school for which the Sisters of Mercy share with another juridic person governance responsibility.

Leaders' Representative means the person appointed by the leaders of the Sisters of Mercy and the Chair of the Council of Mercy Partners.

Member means the principal or the person nominated by the principal to exercise the membership rights of the school which has been accepted as a school member of the Association

Regional Groups means members in the geographic areas of New Zealand; New South Wales and the ACT; Queensland; South Australia and Northern Territory; Victoria and Tasmania; Western Australia

Secondary refers to two or more year levels of Year 7 to 13.

Sisters of Mercy means any religious congregation of Sisters of Mercy operating in Australasia.

Sponsored School means a school for which the Sisters of Mercy have governance responsibility or for which the Sisters of Mercy have transferred governance responsibility to Mercy Partners.

4 MEMBERSHIP

4.1 Membership is open to any Sisters of Mercy sponsored, co-sponsored or affiliated school in Australasia that has a secondary component.

4.2 Normally School membership shall be exercised by the principal of that school; however, the principal may nominate in writing to the Executive Committee, another person holding a senior position in that school.

5 EXECUTIVE COMMITTEE OF THE ASSOCIATION

5.1 The Executive Committee shall consist of

- I. The President who shall be elected by the members at the Biennial General Meeting
- II. A member from each regional group elected by the members of that group
- III. One member elected by the members at the Biennial General Meeting

5.2 Members of the Executive Committee shall be elected for a term of two (2) years.

5.3 Executive Committee members may serve for a maximum of three consecutive terms.

5.4 The Executive Committee will meet at least four times per year with at least one of these meetings being face to face.

5.5 Voting for positions on the Executive shall be by simple majority of members voting after nominations have been called.

6 OFFICERS OF THE ASSOCIATION

6.1 The Executive Committee shall elect from among its membership a Deputy Chair and a Treasurer

6.2 The President of the Association shall serve as Chair of the Executive Committee.

6.3 Casual vacancies from within the Executive Committee shall be filled by nomination and election at the appropriate level.

6.4 The President shall call and preside at a General Meeting of the membership during the Biennial AMSSA Conference.

7 EXECUTIVE OFFICER

7.1 The Executive Committee may appoint a part-time Executive Officer to further the purposes of the Association and to assist the Executive Committee in its operation

7.2 The duties of the Executive Officer shall include:

- Preparation for the Executive Committee meetings and the Biennial General Meeting
- At the direction of the Executive Committee, calling a Biennial General Meeting of the association
- Planning and assisting in the implementation of a Biennial Australasian Mercy

Secondary Schools Conference

- Facilitating the work of any special purpose committees established by the Executive Committee
- Maintaining a full and correct record of activities, including financial operations for presentation to members at the Biennial General Meeting
- Attendance at Executive Committee meetings
- Any other duties assigned by the executive committee to further the aims of the Association

7.3 The Executive Officer will be employed on behalf of the Association by an organization sponsored by the Institute of the Sisters of Mercy Australia and Papua New Guinea which will be reimbursed for salary and on-costs. The Contract will include salary and associated costs and will be for a period of two consecutive years, with the possibility of a further contract.

7.4 The conditions of employment of the Executive Officer will be determined by the Executive Committee in association with the employing organisation.

8 BIENNIAL GENERAL MEETING

8.1 The President of the Association shall preside over the meeting.

8.2 The Strategic Plan for the Association will be approved at the Biennial General Meeting

8.3 The Executive Officer of the Association shall develop and circulate the Agenda for this meeting to all members at least one month prior to the Conference.

8.4 The President of the Association shall present a biennial report.

8.5 The Treasurer shall present a biennial report of all business/financial operations of the Association since the previous Biennial General Meeting.

8.6 This report shall include a recommendation regarding the annual subscription, which shall be, in due course, determined by the Executive Committee.

8.7 Any changes, amendments or additions to the Constitution of the Association will be notified via the Agenda and must be fully ratified by the Meeting before being adopted.

8.8 In any matters where a vote is called, a simple majority will rule.

9 PARAMETERS

9.1 The Leaders of the Institute of Sisters of Mercy of Australia and Papua New Guinea, Sisters of Mercy Brisbane, Sisters of Mercy Parramatta, Sisters of Mercy North Sydney, NgaWhaeaAtawhai o Aotearoa Sisters of Mercy New Zealand and the Chair of the Council of Mercy Partners, hereafter called the Leaders, reserve all powers pertaining to institutions under their sponsorship.

9.2 The Association will report biennially to the Leaders through their appointed leaders' representative. This report will be presented prior to the Biennial General Meeting.

9.3 The Association will communicate with the Leaders concerning educational issues arising from the Association through the leaders' representative.

Proposal to change the AMSSA Levy Structure

The current system in Australia that has been in use for, at least, the last ten years, is one that appears to be based on the historic allegiance of the particular school to the Sisters of Mercy as the founding order. In many cases the schools tend to be still closely linked to the Mercies and many are in fact still owned and run by the Sisters using a range of governance structures.

A number of other schools that tend not to have a close link to the Sisters although were founded by them and/or may be in rural locations were offered the option of paying a donation in lieu of the levy of either \$100 or \$50.

Using this model the total amount the levy raised in 2015 (assuming all Australian and New Zealand schools paid) was \$34,950.

Another factor in determining the amount of the levy over the years has been the need to build up enough funds to support a lay Executive Officer. A lay Executive Officer was employed in 2014 for one day a week to replace Sr Frances Fitzpatrick who was paid a part stipend. The AMSSA Executive is keen to also subsidise the Student Conference to allow as many students across the country and NZ to attend. Currently AMSSA costs are just met by the levy with no surplus. Therefore any subsidy to support AMSSA activities must come from reserves.

In terms of a particular's schools connection to AMSSA over the years it has varied. Many of the schools that have paid a donation have attended either the staff conferences and/or the student conference. There has been great interest in schools identifying with their founding order so a number of schools belong to AMSSA and one assumes the organisation for their other founding order. Many are keen to make the connection stronger.

Proposal to change the levy structure for the future from 2016

It has been suggested that there needs to be greater equity to the way the levy is calculated. One suggestion has been that the levy should be based on school size. This is a method that is used for membership of state based Catholic Principal Association. Data from the myschool website has been used to calculate school size for the purpose of developing this proposal in Australia. The data has also been provided for the New Zealand schools. Obviously the cutoffs for school size just as the amount to be paid in each band could be varied. However to achieve a small increase in the levy, the following cutoffs are suggested:

School Size	Levy	No of schools
600 – 1000+	\$800	45
400 – 599	\$600	14
Less than 400	\$200	6

On our current membership the change to the levy would generate income of \$45,600 an increase that would enable AMSSA to be able to continue with its current activities and continue to subsidise the Student Conference into the future.