



AMSSA

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION

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Newsletter June 2011 No. 02/11

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conference registration?**

**Notice of Biennial General
Meeting Friday 8 July 2011**

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Meeting 2011 Agenda**

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2007 AMSSA Biennial
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for 2007-2011**

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for Years ending June 30
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This is a last reminder about registering your staff and student participants at the 2011 Conference.

When you send your registration to Santa Maria College, you will receive a confirmation email.

NOTICE RE BIENNIAL GENERAL MEETING

Dear Colleagues

The Association's Biennial General Meeting will be held on Friday July 8 2011, at 8.20am, during the forthcoming Australasian Mercy Secondary Schools Association Conference in Perth. I have enclosed an agenda for the meeting with the relevant agenda papers.

Could I ask you to ensure that anyone from your school who is attending the conference immediately receives a copy of the agenda papers.

At the Biennial General Meeting the Executive for 2011 – 2013 will be appointed. You may wish to refer to the procedures for this in the AMSSA Statement of Purpose and By-Laws, which I have included here, on pages 8 and 9. Please note that the Statement of Purpose and By-Laws, which is also available to you on the AMSSA website, will not be printed with the Agenda Papers in the conference satchel.

I draw your attention to the two motions of which notice is given in the agenda. The first concerns the quantum of the levy and you are referred to the Treasurer's Report. The second concerns the office of President, which is set in the Statement of Purpose and By-Laws at one term. The motion proposes an exception to this solely for the 2011 – 2013 term. The motion in no way precludes nominations from other members. Nor is it certain that Jane Holloway will accept nomination for the position of President.

Yours sincerely
Sr Frances Fitzpatrick (for the Executive)

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION

BIENNIAL GENERAL MEETING

SANTA MARIA COLLEGE, PERTH

Friday July 8 2011, 8.20am

Agenda

1. Welcome
2. Attendance and apologies
3. Minutes of 2007 Biennial General Meeting - attached
4. President's Report - attached
5. Secretary/Treasurer's Report – attached
 - 5.1 Notice of Motion: Quantum of the Levy (see Treasurer's Report, page 8)
That there be an increase in the annual levy as follows:
An increase of \$50 in 2012 – a levy of \$650 in 2012
An increase of \$50 in 2013 – a levy of \$700 in 2013.
6. General Business
7. Election of President
 - 7.1 Notice of Motion: Nomination for President
In accordance with the Association's Statement of Purpose and By-Laws Section 6.6, and given that the 2013 conference is to be held in New Zealand, that the 2011 Biennial General Meeting have the option of nominating the current President for election to a second term.
8. Selection of Executive
9. 2013 Conference

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION
BIENNIAL GENERAL MEETING – AUGUST 17, 2007 – unconfirmed minutes
ALL HALLOWS SCHOOL, BRISBANE

1. Welcome

Lee-Anne Perry welcomed delegates to the meeting.

2. Attendance:

2.1 Present:

Academy of Mary Immaculate: Adrian Fuller, Mark Hyland, Andrea Luscombe, Mary Moloney.
All Hallows School Brisbane: Shirley Coulson, Wendy Florey, Lee-Anne Perry, Glenda Rogers, Cheryl Stojanovic, Rosalie Toner. **Carmel College Auckland:** Kathleen Deady, Patricia Murfitt.
Catherine McAuley Westmead: Mary Chalkley, Kate Fogarty, Rachel Lechmere, Darren McGregor.
Damascus College Ballarat: Marie Davey, Tony Duggan. **Emmanuel College Warrnambool:** Marie Mansbridge. **Emmaus Catholic College:** Laraine Lawton, Michael Pate, Paul Ryan. **Fraynetwork:** Anne Walsh.
McKillop College Bathurst: Stephen Todd. **Mercedes College Perth:** Denise O'Meara. **Mercedes College Springfield:** Tony O'Doherty, Paul Wadsworth. **Mercy College Chatswood:** Kim-Maree Goodwin, Elizabeth Kayrooz, Ray Paxton. **Mercy College Coburg:** Kevin Sheehy, Elizabeth Monahan. **Mercy College Mirrabooka:** Jennie Jago. **Mercy Regional College Camperdown:** Andrew Watson. **Mercy Secondary Education Inc.:** Eugene Lynch, Patricia Ryan, Annette Schneider. **Mercy Secondary School Yrapos PNG:** Agnes Murphy. **Monte Sant' Angelo College:** Kylie Cogger, Carmel McDonough. **Mount Lilydale Mercy College:** Michael Johnston, Victor Miles, Mary Ryan. **Mount St Bernard College Herberton:** Hadyn Flynn. **Notre Dame College Shepparton:** David Findlay, Karen Fox, Leanne Lemon, Emma Reynoldson, Wendy Watt, Peter White. **Our Lady of Mercy College Cronulla:** Christina Trimble. **Our Lady of Mercy College Heidelberg:** Fiona Hyslop, Karen Rivalland. **Our Lady of Mercy College Parramatta:** Kathleen Guerin, Barbara McBride, Rhoda Patrick. **Paul VI College Samoa:** Malia Fetuli. **Sacred Heart College Geelong:** Jeffrey Burn, Franca Caruana, Laura Doherty, Anna Negro. **Sacred Heart College Kyneton:** John Arthurson, Elaine Dugdale-Walker, Brian Reed, Judith Staudte. **Santa Maria College Attadale:** Anne Pitos, Loretta Wholley. **Sisters of Mercy Parramatta:** Ailsa McKinnon. **Sisters of Mercy Townsville:** Marie Melville. **Sisters of Mercy WA:** Leonie O'Brien. **Sisters of Mercy West Perth:** Joan Buckham. **St Aloysius' College Adelaide:** Marian Elliott, John Konopka, Christine Simpson, Sue Holoubek. **St Aloysius' College Melbourne:** Robert Anastasio, John Davidson, Mary Dean, Michael Donovan. **St Brigid's College Lesmurdie:** Amelia Toffoli, Ivana Pardini. **St Catherine's College Wellington:** Maria Hubbard. **St Mary's College Auckland:** Patricia Adams, Sandy Pasley. **St Mary's College Wellington:** Mary Cook, Susan Green, Judy Houlahan. **St Monica's College Cairns:** Jan Neumann. **St Patrick's College Townsville:** Marg Hodgson, Linda Murdoch, Joyce Pankhurst, Kathleen Park. **St Saviour's College Toowoomba:** John Clarke, Mary Conaghan. **St Joseph's College Mildura:** Anthony Finn, Sylvia Williams. **St Mary's College Ipswich:** Karen Mulcahy. **Ursula Frayne Catholic College:** Lucio Cicchini. **Villa Maria College Christchurch:** Anna Nicholls.

2.2 In attendance: Anne Kelleher CEIST; Joan Smith, Mercy Works; Frances Fitzpatrick.

2.3 Apologies: Bernard Dobson, Mt Lilydale Mercy College; Jane Holloway, St Catherine's College Wellington.

3. Minutes of the 2004 Biennial General Meeting

Minutes as previously circulated were agreed to be a true and accurate record (Ray Paxton, Kitty Guerin).

4. Business Arising from the Minutes

Lee-Anne Perry spoke to matters arising, noting that action had been taken on all matters, including the appointment of an executive officer, student leadership, pastoral Care Conference, the 2006 Dublin Conference, the level for the levy and the sponsoring of Samoa and Papua New Guinea.

5. President's Report

This had been previously circulated and was accepted (Lee-Anne Perry, Kitty Guerin).

In speaking to her report, Lee-Anne referred to the initiatives to strengthen communication among the schools through the newsletter and the website, and to the correction to the Association name. She thanked Frances and the outgoing executive for their support and enthusiasm for the Association and for this conference.

6. Treasurer's Report

This had been previously circulated, along with notice of two motions. Kitty Guerin outlined the reasons for keeping the levy at its present level and for invoicing the schools in Term1 of the academic year. The treasurer's report was accepted (Kitty Guerin, Loretta Wholley).

Resolved:

6.1 Quantum of the Levy

In light of the fact that the present quantum of the levy is adequately providing for running costs and other association initiatives, the quantum of the levy remain to as is for 2008, 2009 (Kitty Guerin, Amelia Toffoli).

6.2 Invoicing of Schools

Given the preference of schools to be invoiced early in the calendar year, schools to be invoiced in Term 1 of the school year, with the next invoice to be sent in Term 1 2008 (Kitty Guerin, Denise O'Meara).

7. Election of President

Lee-Anne called for nominations for president. Jane Holloway, who has sent an apology for this meeting, was nominated (Christine Simpson, Kitty Guerin). There were no other nominations.

Resolved:

Association president for 2008 and 2009 is Jane Holloway.

8. Selection of Executive for 2008 and 2009

Lee-Anne informed the meeting that the state/area representatives had met prior to this meeting and have appointed their representative to the Executive as follows:

Kitty Guerin, OLMC Parramatta	NSW (Secretary/Treasurer)
Kathleen Park, St Patrick's Townsville	Queensland
Christine Simpson, St Aloysius' Adelaide	South Australia
Loretta Wholley, Santa Maria Attadale	Western Australia
Sr Mary Moloney, Academy of Mary Immaculate	Victoria/Tasmania
Kathleen Deady, Carmel College Auckland	New Zealand.

9. Next Conference

It is hoped that the next conference, in 2009, will be held in Perth.



AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION

PRESIDENT'S REPORT 2011

The President's Report to the Biennial General Meeting usually looks back over two years in the life of the Association. This year, however, we look back over four years, and once again offer our thanks and congratulations to the Western Australian community of Mercy schools and colleges, for their enlightened and thorough preparation, in 2009, for our Biennial AMSSA Conference. Unfortunately this hard work came to nothing in the face of the Swine Flu epidemic. They have now been working extraordinarily hard to bring the Conference back to life two years later, planning to engage all participants in a deep experience of Mercy. We thank them for their marvellous hospitality in accepting to host the Conference. Particular gratitude goes to the WA Mercy principals and their senior staff, who have supported every initiative about the Conference; to the Conference Planning Committee who have brought together the spirit and talents of staff from all the WA schools, and whose preparations are so obvious to us all; to Rosa Speranza, the Conference Convenor, for her vision, her tireless efforts and her creative inclusion of the parallel programme for students; and to all at Santa Maria College.

The Association Executive has been painfully aware of the inconvenience caused to members in 2009, and in light of this the 2010 levies were reduced by half. Even so, as can be seen from the Treasurer's Report, the Association has been active in situating itself in a financial position which is now more secure, and from which it can support initiatives such as the funding of the student delegates to this year's Conference.

MERCY IN ACTION - 9th BIENNIAL AMSSA CONFERENCE 2007

A full report from this Conference is on the Association's website. We are indebted to Lee-Ann Perry and the staff of All Hallows School Brisbane, supported by St Saviour's College Toowoomba, who hosted the Conference, and to the Conference sponsor, Catholic Church Insurances. International guests were Sister Carol Rittner and Sister Deirdre Mullan, from Mercy Global Concern, and speakers from Australia included Professor Erica McWilliam, Sister Adele Howard and Sister Jan Gray. One hundred and twenty delegates came from Mercy schools across Papua New Guinea, Samoa, New Zealand and Australia. The theme of the Conference, *Mercy in Action*, was brought home by the keynote speakers, in workshops and in visits to the various Mercy works in Brisbane and surrounds. Feedback in the conference evaluations has been used in developing the 2011 Conference.

2007 Biennial General Meeting

The Biennial General Meeting was held during proceedings and Jane Holloway, from St Catherine's College, Wellington, New Zealand, was elected president.

In accordance with the Association Statement of Purpose and By-Laws, the members of the 2007-9 Executive were locally nominated/elected as follows:

New South Wales: Kitty Guerin, OLMC Parramatta

New Zealand: Kathleen Deady, Carmel College Auckland

Queensland: Kathleen Park, St Patrick's Townsville

South Australia: Christine Simpson, St Aloysius' Adelaide

Victoria/Tasmania: Sr Mary Moloney, Academy of Mary Immaculate

Western Australia: Loretta Wholley, Santa Maria Attadale.

MERCY AT THE HEART - MERCY GATHERING FOR WORLD YOUTH DAY

Grants from Catholic Church Insurances to the Australian Mercy Congregations funded the WYD gathering at Monte Sant' Angelo College North Sydney. Ann-Marie Herd convened the gathering, ably supported by the staffs of the five Sydney Mercy schools and colleges. Thanks to Anne-Marie and her team: Belinda Antaw from OLMC Parramatta, Kylie Cogger, Joe Galletta and Jacqui McGurren from Monte, Genine D'Arcy from Mercy Chatswood, Sr Helen Law and Petah Foran from McAuley at Westmead, and Lisa Overton from OLMC Burraneer.

Over nine hundred students and staff gathered for the day, features of which were quality presentations and workshops and access to staff from aid and justice agencies. Students were encouraged to meet and make connections across Australia and the Pacific, and a Post WYD forum was set up on www.mercywyd.org.au.

It was a consequence of the Mercy YWD day for students that the AMSSA Executive decided to propose to the Perth Conference planners that provision be made to include student delegates at our present Conference.

LOCAL/REGIONAL INITIATIVES

It is pleasing to see the ways groups of Mercy schools are creating opportunities for senior students and recent ex-students to network, invigorate Mercy values and participate in Mercy works. The schools in Victoria, South Australia and Western Australia and in Sydney are giving priority to these programmes, while in New Zealand, Mercy youth from the seven Mercy schools around the country participate in Mercy Youth Days in conjunction with the biennial Catholic Education Convention.

I am grateful to all the AMSSA Executive, both to those who are no longer able to continue in the role and to those who can, for their generous and committed contributions to the Association through the Executive. A huge thanks must go to Sr Frances Fitzpatrick, without whom we would not run as effectively as efficiently as we do. She is the powerhouse behind our organisation and we are very grateful for the incredible work she does on our behalf.

Jane Holloway
President
8 July 2011

TREASURER'S REPORT 2007-2011

1. CURRENT FINANCIAL POSITION AND RECOMMENDED CHANGE TO THE LEVY

The Association is in a satisfactory financial position, due to the regular payments from schools each year and to Sr Frances' not accepting her 0.2 stipend in every quarter. Financial Reports for the years ending 30 June 2008, 2009 and 2010 are given below on pages 10, 11 and 12.

2. NOTIONAL BIENNIAL BUDGET (see below, page 9)

Included with the annual financial statements for the last three years is a Notional Biennial Budget for the Association. This budget is based on the 2010-2011 figures. The aims are:

- to make adequate financial provision for conferences, given that much of the work for each conference can be done only at the host school
- to make adequate payment for the stipend or salary of the Executive Officer
- to make adequate financial provision for the day-to-day running of the Association.

It is prudent also to plan for any or all of the following:

- Ordinary rises in running costs
- Provision for the salary of an Executive Officer who is not a religious
- Initiatives such as this year's subsidy of \$15,000 for the students attending the Perth Conference
- Adding to our term deposits in order to increase our return and provide a further regular source of income.

The surplus shown in the Notional Biennial Budget is not sufficient.

An increase in the levy is desirable. It is therefore proposed that there be:

An increase of \$50 in 2012 – a levy of \$650 in 2012

An increase of \$50 in 2013 – a levy of \$700 in 2013.

3. MEMBERSHIP

The Association has 59 financial members, of whom 47 pay the full levy and 12 provide a donation.

4. LEVY

The present rate of the levy is \$600, set at the 2004 Biennial General Meeting. Income from the 2009 levy was \$29,848.49. In 2010, following the postponement of the Perth conference, the levy was charged at half its rate, and income was \$14,738.34.

5. INTEREST ON INVESTMENTS

We have been increasing our reserves and at present have a term deposit of \$80,000, at 6% interest. We can expect in the region of at least \$5,000 in interest each year.

6. RUNNING COSTS

Annual running costs for the Association are below \$15,000. The annual rate for Sr Frances' stipend (0.2 of a full stipend, for her work one day a week for the Association) and office expenses is currently \$10,484. She did not accept the stipend for part of each conference year, as much of the conference organization is done at the host school. The saving for 2010–11 is \$9,640, and has been transferred to Santa Maria College to support Conference preparation.

On present rates, 0.2 of a full salary for an executive officer who is not a religious is approximately \$23,500. No office expenses are included in this estimate.

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION NOTIONAL BIENNIAL BUDGET	
INCOME	
Levy Year 1	\$ 28,000.00
Levy Year 2	\$ 28,000.00
Interest Year 1	\$ 5,000.00
Interest Year 2	\$ 5,000.00
TOTAL INCOME	\$ 66,000.00
EXPENDITURE	
Phone Conferences Year 1	\$ 2,000.00
Phone Conferences Year 2	\$ 2,000.00
Office expenses (postage, stationery) Year 1	\$ 600.00
Office expenses (postage, stationery) Year 2	\$ 600.00
Fraynetwork (website hosting) Year 1	\$ 500.00
Fraynetwork (website hosting) Year 2	\$ 500.00
Sisters of Mercy Chisholm - Office & phone Year 1	\$ 600.00
Sisters of Mercy Chisholm - Office & phone Year 2	\$ 600.00
Sisters of Mercy Goulburn - 0.2 of full stipend Year 1	\$ 9,000.00
Sisters of Mercy Goulburn - 0.2 of full stipend Year 2	\$ 9,000.00
Sisters of Mercy Goulburn - car allowance Year 1	\$ 900.00
Sisters of Mercy Goulburn - car allowance Year 2	\$ 900.00
Conference	
Income from conference (see Note 1)	\$ -
Conference Support Allocation	
Conference support for host school (see Note 2)	\$ 20,000.00
TOTAL EXPENDITURE	\$ 47,200.00
SURPLUS/(DEFICIT)	\$ 18,800.00

NOTE 1 – CONFERENCE

The host school for the conference prepares a conference budget.

All costs directly relating to the conference are covered by conference fees etc.

Any monies remaining when the conference accounts are finalised are transferred to AMSSA accounts.

NOTE 2 - CONFERENCE SUPPORT ALLOCATION

This is given to the host school to be used for expenses in preparation and running the conference, for example, clerical support, allowance for a conference convenor, payments to staff with extra duties at the conference, preparation, maintenance and cleaning of conference venues.

The sum in this budget is notional. The actual quantum of the allocation is fixed by the AMSSA Executive in light of the Association's current financial position.

Any monies remaining in the Conference Support Allocation after the conference accounts are finalised are returned to the AMSSA accounts.

**AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2008**

OPENING BANK BALANCE		\$ 76,545.25
RECEIPTS		
Levy		\$ 28,978.55
GST		\$ 70.00
Interest		\$ 5.23
2007 Brisbane Conference		\$ 35,308.05
TOTAL RECEIPTS		\$ 64,361.83
PAYMENTS		
2007 Brisbane Conference Payments		
Srs Carol and Deirdre - airfares	\$15,549.86	
Srs Carol and Deirdre - gifts	\$ 500.76	
Sr Deirdre - postage for publications	\$ 734.77	
Sr Jan Gray - travel expenses	\$ 520.00	
Sr Adele Howard and Anne Walsh - travel expenses	\$ 1,077.18	
Conference expenses - Sr Frances	\$ 943.73	
Brisbane Conference Payments Subtotal		\$ 9,326.30
Phone Conferences 8/05/2007, 31/07/2007, 17/10/2007		\$ 1,074.12
Phone Conferences 19/03/2008, 13/05/2008		\$ 1,045.11
Stationery		\$ 70.07
Software for website management		\$ 594.99
GST		\$ -
Fraynetwork (website hosting July 2007 - June 2008)		\$ 480.00
Fraynetwork (2006 website development - unresented cheque)		\$ 8,000.00
Sisters of Mercy Goulburn - Office Expenses July 2007-June 2008		\$ 599.80
Sisters of Mercy Goulburn - stipend July 2007-June 2008		\$ 7,968.00
Sisters of Mercy Goulburn - car allowance July 2007-June 2008		\$ 900.00
Travel Expenses - website training for Frances, Maureen Smyth		\$ 100.00
TOTAL PAYMENTS		\$ 40,158.39
SURPLUS		\$ 24,203.44
CLOSING BANK BALANCE		\$100,748.69

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2009		
OPENING BANK BALANCE		\$ 100,748.69
RECEIPTS		
Levy		\$ 29,848.49
GST		\$ 13.00
Interest		\$ 5,633.26
Donations from 3 Mercy Congregations for M Reynolds fares		\$ 3,000.00
TOTAL RECEIPTS		\$ 38,494.75
PAYMENTS		
2009 Perth Conference Payments		
Sr M Reynolds and A Kelleher - airfares	\$ 15,454.21	
300 copies 'Little Book of Catherine'	\$ 592.75	
Conference float	\$ 15,000.00	
Conference fee - Sr Frances	\$ 550.00	
Perth Conference Payments Subtotal		\$ 31,596.96
Phone Conferences 29.7.08, 14.10.08, 12.2.09, 12.5.09, 12.5.09		\$ 1,736.91
Postage		\$ 124.40
Subscription for Listen		\$ 25.00
GST		\$ 75.00
Fraynetwork (website updates and hosting July 2008 - June 2009)		\$ 1,010.00
Sisters of Mercy Chisholm - Office & phone July 2008 - June 2009		\$ 450.00
Sisters of Mercy Goulburn - stipend July 2008 - June 2009		\$ 6,210.00
Sisters of Mercy Goulburn - car allowance July 2008 - June 2009		\$ 900.00
TOTAL PAYMENTS		\$ 42,128.27
SURPLUS/(DEFICIT)		\$ (3,633.52)
CLOSING BANK BALANCE		\$ 97,115.17

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2010		
OPENING BANK BALANCE		\$ 97,115.17
RECEIPTS		
Levy - reduced rate for 2010		\$ 14,738.34
Tax refund (GST)		\$ 139.00
Interest		\$ 3,427.47
Donation from Sisters of Mercy for M Reynolds fares		\$ 3,000.00
Refund (2009 Conference float)		\$ 7,831.41
Refund (2009 Conference fee Sr Frances)		\$ 525.00
TOTAL RECEIPTS		\$ 29,661.22
PAYMENTS		
2009 Perth Conference Payments		
Fraynetwork Multimedia - production of Ray Paxton's CD	\$10,225.11	
CLRI - 20 copies of booklet 'The Congregational School'	\$ 20.00	
Postage of CD and booklet to member schools	\$ 567.65	
Perth Conference Payments Subtotal		\$ 10,812.76
Phone Conferences 25.6.09, 23.7.0, 27.10.09, 16.2.10, 16.4.10		\$ 1,692.30
Postage		\$ 972.80
Subscription for Listen		\$ 25.00
GST		\$ 1.00
Fraynetwork (website hosting July 2000 - June 2010)		\$ 960.00
Sisters of Mercy Chisholm - Office & phone July 2009 -June 2010		\$ 549.00
Sisters of Mercy Goulburn - stipend July 2009 - June 2010		\$ 4,248.00
Sisters of Mercy Goulburn - car allowance July 2009 - June 2010		\$ 675.00
TOTAL PAYMENTS		\$ 19,935.86
SURPLUS/(DEFICIT)		\$ 9,725.36
CLOSING BANK BALANCE		\$106,840.53



AMSSA

AUSTRALASIAN MERCY SECONDARY SCHOOLS ASSOCIATION

ABN 18 217 072 718

STATEMENT OF PURPOSE AND BY-LAWS

1. NAME

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

2. PURPOSE

- 2.1. To further the Mercy spirituality and ethos for Secondary Education and to continue the tradition in a systematic way.
- 2.2. To share expertise.
- 2.3. To contribute to staff formation and encourage the interchange of staff.
- 2.4. To represent the views of Mercy Secondary Schools at the national level.
- 2.5. To facilitate the development and sharing of curriculum items and resource materials relating to Mercy Secondary Education and the traditions of Catherine McAuley, particularly the needs of women and deprived groups in society.

3. MEMBERSHIP

Members and voting rights will be open to:

- 3.1. Persons who are currently involved in Mercy sponsored or co-sponsored secondary schools.
- 3.2. Persons who have been involved in mercy sponsored or co-sponsored secondary schools for a period of five years or more during their ministries in education.
- 3.3. Sisters of Mercy involved in education in institutions other than those that are Mercy sponsored.

4. OFFICERS OF THE ASSOCIATION

These shall be a President of the Association and an Executive Committee.

- 4.1. The President of the Association shall be elected by nomination and simple majority vote of members at the Biennial General Meeting, for a two-year term.
- 4.2. The President of the Association shall serve as Chair of the executive Committee.
- 4.3. The Executive Committee shall consist of a member from each State and Territory and one from New Zealand, each member to be locally nominated/elected for a two-year term.
- 4.4. The Executive Committee shall elect from among its membership a Deputy Chair and a Secretary/Treasurer.
- 4.5. Vacancies from within the Executive Committee shall be filled by nomination/election at the appropriate level.
- 4.6. Executive Committee members may serve for a maximum of three consecutive terms.

5. ROLE OF EXECUTIVE OFFICER

- 5.1. To further the purposes of the Association.
- 5.2. To represent the interests of the Association at the national level.

- 5.3. To meet the Executive Committee at least twice a year.
- 5.4. To plan and conduct a Biennial Australasian Mercy Secondary Schools Conference.
- 5.5. To call and preside at a General Meeting of the membership during the Biennial Conference.
- 5.6. To maintain a full and correct record of activities, including financial operations for presentation to members at the Biennial General Meeting.
- 5.7. To appoint special purpose committees as appropriate.

6. BIENNIAL GENERAL MEETING

- 6.1. The president of the Association shall preside over the meeting.
- 6.2. The executive Committee of the Association shall develop and circulate the Agenda for this meeting to all members at least one month prior to the Conference.
- 6.3. The President of the Association shall present a biennial report.
- 6.4. The Secretary/Treasurer shall present a biennial report of all business/financial operations of the Association since the previous General Meeting.
- 6.5. This report shall include a recommendation regarding annual membership subscription, which shall be, in due course, determined by the Executive.
- 6.6. Any changes, amendments or additions to the By-Laws of the Association will be notified via the Agenda and must be fully ratified by the Meeting before being adopted.
- 6.7. In any matters where a vote is called, a simple majority will rule.

7. PARAMETERS

- 7.1. Congregation Leaders reserve all powers pertaining to institutions under their sponsorship.
- 7.2. The Association will communicate with the President of ISMA and the National Plenary Council concerning educational issues arising from the Association.

PRAYER TO THE HOLY SPIRIT *(adapted from Morning and Evening Prayer of the Sisters of Mercy)*

*Spirit of God, you came in the form of fire and wind
to the apostles and disciples.
In your coming you changed their timidity into boldness
and their fear into prophetic witness.
Come to us, we pray, and transform our hearts.
Enkindle in us your fire on the earth.
This we ask in the name of Jesus. Amen.*


