



ONE MISSION CONSTITUTION



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Name

- The name of the organisation is One Mission.

Purpose

- The purpose of One Mission is to provide opportunities for Avondale College Students to engage in overseas volunteer mission programs.

Membership

- All students and staff members of Avondale College and other such persons as recommended by the One Mission Committee are entitled to be members of the organisation.

Fees

- An administration fee will be incurred to those who take part in upcoming trips.

The Working Team

One Mission organisation is administered by the Working Team.

1. Deals with the ongoing management of planning for trips, recruiting of volunteers and implementation.
2. Oversees the protocols, insurance, and supports with the overall direction of the organisation.

Officers

The officers of the Working Team are both appointed annually at the AGM.

The officers of One Mission will include:

- One Mission Student Director (Chair)
- Assistant Student Leaders
- Secretary
- Staff Advisor
- Treasurer
- Avondale College Chaplain
- Marketing and Advertising Co ordinator
- Trip Co ordinators

One Mission Student Director

- One Mission Student Director will chair all meetings. If the Director is absent, the Assistant Student Leader shall chair meetings.

Assistant Student Leader

- The Assistant Student Leader will work along side the director to coordinate all responsibilities on campus including trip management, recruitment, promotions, and projects.

Secretary

- The Secretary maintains a database of members, keep minutes of all meetings, assist in planning of training for the trip leaders, newsletter, update letter to donors of the allocation of their funds.



Treasurer

- Maintain accurate financial records of the income, expenditure and assets of One Mission and donations to One Mission
- Reconcile these records with the accounts of One Mission prepared by Avondale's Office of Financial and Business Services
- Acknowledge, receipt and deposit in the Avondale Office of Financial and Business Services all donations;

Staff Advisor

- The Staff Advisor is to give support, consultation and leadership. In addition the Staff Advisor will liaise between the College and the Organisation.

College Chaplain

- Organise trip leader training, The Staff Advisor is to give support, consultation and leadership. In addition the Staff Advisor will liaise between the College and the Organisation.
- Trip Coordinator
- The project Team Manager will scope out opportunities and choose mission trips of merit to be presented for selection as the projects of One Mission.

Working Committee

- The committee shall meet at least monthly intervals (during the college year). Five Committee members present at a Committee meeting shall constitute a quorum.

Term of Office

- The term of office of the Working Team members is one year from AGM to AGM. Retiring Committee members will be eligible for re-election each year.

Resignation of Officers or Committee Members

- If resignation of officers is received in the period between AGMs, the relevant Committee shall have the authority to appoint new personnel to the vacant position/s.



Annual General Meeting (AGM)

- An AGM shall be conducted each year at an approximate time towards the end of Second Semester. The new officers will commence their position at the beginning of the new College year.

Finance

- Finance to operate One Mission will be provided by administration fees from participants and fundraising. All One Mission funds shall be deposited in the College Office of Financial Business Services.

Fundraising by One Mission

- One Mission shall, as it deems appropriate, conduct projects to raise funds to assist the organisation. The Treasurer shall acknowledge, receipt and deposit in the College Office of Financial and Business Services all donations to One Mission. The Secretary will regularly inform donors of the use of their donated funds.

Amendments to the Constitution

- Amendments to the Constitution will require a two-thirds majority of the Working Team. Notification shall be sent to members at least five days before the meeting.

Parliamentary Procedure

- Unless specified in this document, the usual rules of Parliamentary Procedure will be followed for all meetings of One Mission and its committees.

The above Constitution was last revised on March 30, 2009.