

# **CONSTITUTION**

of

# **CSD Australia**

## **1. Definition**

CSD Australia (Conference of Spiritual Directors, Australia) is a voluntary unincorporated association of persons in Australia engaged in the ministry of spiritual direction. Its origin and its philosophy stem from the contemplative approach to spiritual direction formerly practised and taught at the Centre for Religious Development in Cambridge, Ma. USA.

The association is a not-for-profit organisation and any monies held shall be applied exclusively for the aims and objectives of the association and shall not be redistributed to members, except in the eventuality that the association is dissolved.

## **2. Aims and Objectives**

The association exists primarily to foster and develop the ongoing formation of its members, particularly through ongoing supervision and support. The following three-year cycle of conferences is designed to promote this aim.

A national conference is held every three years, providing opportunity for the whole membership to assemble and benefit from the sharing of experience; it also offers the possibility of speakers or facilitators to present material on a conference theme and to promote reflection and interchange between the members.

A national e-conference (or some equivalent) is held every three years, making attendance possible for members (and invited non-members) without the expense of travel and accommodation.

Regional conferences also are held every three years, normally in each state of Australia.

Over and above these conferences, regular meetings of members can be arranged at a local level for purposes of supervision and discussion.

### **3. Membership**

The following are encouraged to apply for membership of CSD Australia:

- those who have graduated from the program in spiritual direction offered by the Centre for Religious Development, Cambridge, Ma.,
- those who have graduated from the shorter programs offered by CRD in Australia and New Zealand between the years 1985 and 1998,
- those who have graduated as spiritual directors from other courses or institutes whose principles are in harmony with those upon which this association is based.

### **4. Structures**

Structures are to be kept to the minimum level consistent with the promotion of CSD's aims and objectives.

At the national level, there shall be a national Chairperson of CSD Australia, elected by the 'AGM' every three years. Nominations for the position of Chair are invited prior to the 'AGM' and during the 'AGM'. The chair shall be eligible for re-election to a second subsequent term of office, but not for a third consecutive term.

The role of the Chair of CSD is

- to be national coordinator of CSD's activities
- to animate, encourage and support CSD members
- to review and accept new members of CSD
- to oversee the planning and conduct of CSD conferences
- to prepare the agenda for the 'AGM'
- to attend to such items of business and decision-making required for the sake of CSD's life and mission

The Chair is assisted by a Secretary/Treasurer and Website Manager, both paid positions (part-time, casual), and both appointed by the Chair and ratified by the 'AGM'.

The role of the Secretary/Treasurer is

- to act as administrative assistant to the Chair
- to be first point of contact for CSD members
- to distribute letters and other items of information to membership (in most instances, electronically)
- to maintain confidential CSD records and archives, including membership, minutes of 'AGM's and other meetings
- to attend, as minute secretary, 'AGM's and other meetings, at discretion of the Chair
- to collect annual subscriptions from membership
- to care for CSD finances, banking, financial statements

The role of the Manager of the Website is

- to maintain and develop the CSD website
- to update the website regularly with new material from the CSD Chair and from members
- to support communication between CSD coordinating teams and CSD members in creative ways

The Chair is further assisted by volunteer members whom she/he invites and appoints: two to form a national coordinating team and several others to act as regional coordinators. These appointments are ratified by the 'AGM'.

The role of the coordinating team is

- to support the Chair
- to be available for consultation and whatever meetings are called for by the Chair

The role of a regional coordinator is

- to assist as a resource person for local CSD members, where needed
- to organise regional conferences every third year – with help from local teams and the support of the Chair and the national coordinating team
- to be available to the Chair for occasional consultation

At the local level, members shall arrange their affairs as they see fit to suit the mutual convenience and benefit of the members.

## **5. Annual General Meeting**

The 'Annual General Meeting' is held every three years. All current financial members may attend as of right and with active voice. All members are eligible for election. It will be the task of the Annual General Meeting:

- to deal with the agenda prepared by the Chair and coordinating team and to approve the reports submitted;
- to receive and deal with any matters raised by the Chair or by CSD members. It shall not be necessary to give notice of motion, except as provided in n. 6 of this Constitution;
- to elect a new Chairperson, in accordance with the provisions of n. 4 above;
- to accept or reject recommendations as to membership fees.

## **6. Approval of Constitution**

The Constitution of CRD Australia (the former name of CSD Australia) was approved and adopted by the Annual General Meeting held in Adelaide on 25 July 1999. The Constitution was revised, approved and adopted by the Annual General Meeting held in Melbourne on 2 July 2006. This revised Constitution of CSD Australia was approved and adopted by the Annual General Meeting held in Melbourne on 21 September 2012. It may be amended in whole or in part by subsequent General Meetings on motion passed by a two-thirds majority of members present and voting, provided that notice of such motion to amend the Constitution is communicated to the members not less than three calendar months before the General Meeting.

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