

SUNDAY SCHOOL CONSTITUTION
Constitution of Coptic Orthodox Sunday School New South Wales, Australia

PART ONE
DEFINITIONS

- 1)
- a) The Sunday School means The Coptic Orthodox School, known as The Coptic Orthodox Sunday School, New South Wales, Australia.
 - b) "His Holiness", or "The Pope", means the Pope of Alexandria and the Patriarch of the Sea of St Mark. His Holiness is the leader, the overseer and the Shepherd of the Coptic Orthodox Church in Egypt and the whole world.
 - c) "The Bishop of Church Education and Sunday School" means the permanent bishop ordained and appointed by His Holiness under a canonical praxis to be the overseer of all educational services of the Coptic Orthodox Church. This bishop is a member of the Holy Synod of The Coptic Orthodox Church. And is the Chairman of the Sunday School Central Committee.
 - d) "The Delegated Bishop" or "his delegate" means such bishop (if any) as may be delegated in writing from time to time by His Holiness The Pope in order to supervise the Coptic Orthodox Church, New South Wales, Australia upon such terms and conditions as may be specified by His Holiness.
 - e) "The Sunday School Central Committee" or the Central Committee appointed by His Holiness The Pope, The Delegated Bishop or The Bishop of Education and Sunday School, to run the affairs of the Sunday School in New South Wales, Australia.
 - f) "The General Sunday School Superintendent" or the "General Superintendent" is the Deputy Chairman of The Sunday School Central Committee, and is appointed by His Holiness The Pope, The Delegated Bishop or The Bishop of Education and Sunday School.
 - g) "The Sunday School Local Committee" or the "Local Committee" is the committee appointed by The Sunday School Central Committee to run The Sunday School of any Coptic Orthodox Parish in New South Wales.
 - h) "The Local Sunday School Superintendent" or "The Local Superintendent" is the chairman of any "Local Committee".
 - i) "The Church" means the religious body known as Coptic Orthodox Church, New South Wales, Australia.
 - j) "The Coptic Orthodox Church Property Trust" means the legal entity for the time being constituted under the laws of the State of New South Wales for the Purpose of Holding all the property and assets of the Church. This Trust, once proclaimed, will take over all the Church assets currently held by The Coptic Orthodox Church, Diocese of Australia, Parish Of New South Wales (Holdings) Limited.
 - k) "The Board" means the Board of Deacons of the Church.
 - l) "Parish" means a local congregation of the Church within the State of New South Wales.
 - m) "The Council" means the Council of The Coptic Orthodox Church, New South Wales, Australia.

RELATION TO THE CHURCH

- 2)
 - a) The Coptic Orthodox Sunday School is an indivisible part of the Coptic Orthodox Sunday School in Australia and Egypt and is an indivisible part of The Coptic Orthodox Church in Australia and Egypt, which has its visible head His Holiness The Pope, and derives its spiritual authority to function from the Holy Synod of The Coptic Orthodox Church in Cairo, Egypt. Such authority cannot be changed, altered, modified or revoked.
 - b) His Holiness the Pope is the head of the said Synod.

OBJECTIVES

- 3)
 - a) Provide all educational services necessary for the young Copts in Australia.
 - b) Establish and manage all types of Coptic Orthodox Christian schools.
 - c) Strengthen the religious, cultural and historical interaction between the young Copts in Australia and the Australian community in general.
 - d) Provide a translation of the entire Coptic Church heritage to the English language and publish all the translated material in well-presented books for the use in ALL Christian homes by ALL Christians.
 - e) Publish magazines, papers and pamphlets in English, Coptic and any other language.
 - f) Organise educational tours to any place and by all available means of transport for the benefit of all the Coptic Church.
 - g) Organize and assist in the outreach of the students and their families by all means, e.g. direct visitations, correspondence and/or any other available means.
 - h) Support without reservation all the objectives of The Coptic Orthodox Church, both in Australia and abroad.

PART TWO

THE COMMITTEES AND THE SUPERINTENDENTS

THE CENTRAL COMMITTEE

- 4) The Sunday School Central Committee shall consists of: Any members appointed by His Holiness The Pope, The Delegated Bishop or The Bishop of Education and Sunday School, including the "General Sunday School Superintendent", and all the "Local Superintendents". This committee is chaired by His Holiness The Pope, The Delegated Bishop or The Bishop of Education and Sunday School. All the Parish priests shall be ex-officio members of the Central Committee.

THE LOCAL COMMITTEE

- 5) The Sunday School Local Committee shall consist of any members appointed by The Sunday School Central Committee including;
 - (a) The Local Sunday School Superintendent as the Convener
 - (b) The local leaders of each educational stage;
 - (b.1) The infants (kindergarten) stage.
 - (b.2) The primary stage.
 - (b.3) The junior High School stage
 - (b.4) The senior High School stage (Youth meetings)

The Chairman of the Sunday School Local Committee is His Holiness The Pope, The Delegated Bishop or The Bishop of Education and Sunday School. The Parish priest and the General Sunday School Superintendent shall be members of the Sunday School Local Committee.

THE GENERAL SUNDAY SCHOOL SUPERINTENDENT

- 6) The General Sunday School Superintendent is the Convener of the Sunday School Central Committee, and is appointed from time to time by His Holiness The Pope, The Delegated Bishop or The Bishop of Education and Sunday School with the recommendation of the Central Committee.

THE LOCAL SUNDAY SCHOOL SUPERINTENDENT

- 7) The Local Sunday School Superintendent is the Convener of the Sunday School Local Committee.

OFFICE BEARERS, GENERAL ASSEMBLY AND MEETINGS

- 8) Any member of the Central Committee shall be elected as Treasurer of the Sunday School Central Committee. The Local Sunday School Superintendent shall be the treasurer of the Sunday School Local Committee.
- 9) The Secretary of either committee shall be elected by the respective committee.
- 10) Assistant Secretary and assistant treasurer may be elected from time to time.
- 11) The Sunday School Central Committee and the Sunday School Local Committees shall meet regularly, at least four times every year. The Chairman or the Convener shall call for any meeting one week in advance.
- 12) The General Assembly The Sunday School is the total membership of The Sunday School Central Committee and all The Sunday School Local Committees. The General assembly shall be convened once a year to receive the annual report.
- 13) Special purpose meetings may be called for by four members informing the Chairman or the Convener, who shall call the meeting within 4 weeks from the date of receipt of the application. In the case of the General assembly Special purpose meetings shall be called after 6 weeks from the receipt of written application or 25 members. The application for a special purpose General Assembly shall be presented to The General Sunday School Superintendent.

PART THREE

FINANCIAL PROCEDURES

- 14) The Sunday School is a non-profit organization, observing all the financial rules and regulations stipulated in the constitution of the Coptic Orthodox Church and this constitution.
- 15) The Sunday School may be financed via the following sources;
 - a) Gifts from the Coptic Orthodox Church,
 - b) Government grants,
 - c) Various fund raising activities and/or
 - d) Individual and other gifts.
- 16) All payments in excess of 250.00 "cost units" shall be presented to and passed for payment at a committee meeting and details of such approval shall be entered in the minutes.

SUNDAY SCHOOL ACCOUNTS

- 17) The Sunday School shall open and maintain the following accounts;
 - a) a general account, the signatories on which shall be the General Sunday School Superintendent and one other member of the Central Committee;
 - b) Two local accounts, the signatories on which shall be the local Sunday School Superintendent and any other Sunday School servant.

BANKING AUTHORITY

- 18) The Sunday School accounts shall be special purpose accounts and shall be opened with the same bank used by the Coptic Orthodox Church.
- 19) The Board of Deacons may from time to time by resolution;
 - a) Determine the identity of the bank;
 - b) Change the bank; and
 - c) Open and close bank accounts. The persons authorised to notify the bank of the opening or closing of the Sunday School accounts and the signatories and changes to such signatories are
 - (C1) His Holiness The Pope, The Delegated Bishop or The Bishop of Education and Sunday School; or
 - (C2) The general treasurer and the general secretary jointly.

AUDITING AND BOOKS OF ACCOUNTS

- 20) The Sunday School shall follow the financial regulations laid from time to time by the Church constitution.
- 21) The Sunday School books of accounts shall be audited according to the financial regulations of The Coptic Orthodox Church, New South Wales, Australia.

PART FOUR

REAL ESTATE AND MAJOR ASSETS

- 22) Any Real Estate purchased or donated to the Sunday School shall be held on its behalf by The Coptic Orthodox Church Property Trust.
- 23) No real estate held by or on behalf of the Sunday School shall be sold or otherwise disposed of unless
 - a) Both the Council and the Board have passed special resolution in favour of the proposal; and
 - b) The general secretary of The Coptic Orthodox Church, New South Wales, Australia has received the written consent of the Pope.

PART FIVE

AMENDMENTS TO THE CONSTITUTION

- 24) Any 5 members of The Sunday School Central Committee or The Sunday School Local Committee may present a motion to amend this constitution.
- 25) Such amendment shall be inserted if it was passed twice by The Sunday School Central Committee by a majority of three quarters of the quorum present, of 2 legally convened meetings separated by at least one calendar month.

PART SIX

DISSOLUTION

- 26) The Sunday School will be dissolved if so instructed in writing by His Holiness The Pope, The Delegated Bishop or The Bishop of Education and Sunday School.
- 27) In the event of a dissolution, all assets and funds on hand shall, after payment of all expenses and liabilities, be handed over to an organisation or organisations satisfying the provisions of item 63A in the First Schedule to the sales tax (Exemption and Classification Act)".