

CONSTITUTION OF ST MARY'S COLLEGE PARENTS AND FRIENDS ASSOCIATION

NAME

The Association shall be known as the St Mary Star of the Sea College (Wollongong) Parents and Friends Association.

OBJECT

1. To foster and promote Christian Education generally and in particular in our relations with St Mary's college. 2. To support the endeavour of the College to provide a wholesome atmosphere for the fostering of: (a) a solid spiritual and moral foundation (b) a worthwhile scholastic achievement (c) a spirit of citizenship (d) the full development of individual values and endeavour. 3. To provide material assistance in equipping and maintaining the college. 4. To be a forum where parents are afforded an opportunity to meet in a spirit of cooperation and friendliness.

AFFILIATION

The Association shall be affiliated and remain affiliated with the Wollongong Diocesan Federation of Catholic Parents and Friends Associations. Such affiliation will cease only if the Federation ceases to exist, or by a resolution passed by a two-thirds majority of members present at an Annual General Meeting, or at a Special General Meeting convened for such purpose.

MEMBERSHIP

Shall be open to all parents and/or guardians of students at the College and to others concerned to further the aims of the Association. Membership shall be free of charge.

The secretary shall maintain a register of those members without daughters attending the school. That register shall be kept at the College office.

MANAGEMENT

The management of the association shall be vested in a Management committee consisting of the Executive (office bearers). The Executive shall consist of the President, Secretary, Treasurer and 2 Vice Presidents.

No member of the Association either office bearers or otherwise shall receive any salary, honorarium or fees, except by way of reimbursement of out-of-pocket expenses.

OFFICE BEARERS

The Executive and members of the committee shall be elected at the Annual General Meeting held in term one of the school year. The Executive shall consist of the following: - President - (2) Vice Presidents - Secretary - Treasurer

Further positions considered necessary such as assistant secretary or assistant treasurer may be appointed from time to time to assist in the fulfilment of these roles. They will be considered part of

the executive only when fulfilling roles and functions on the executive committee. They will be considered ex-officio positions at other times.

COMMITTEES

The Principal of the College shall be an ex-officio member of the Executive and all committees. The Management Committee shall have the power to co-opt members for specific purposes. Committees for specific purposes may be set up from an Executive or General Meeting.

VACATION OF OFFICE

A position on the executive committee shall become vacant if: (a) Upon his/her decease (b) If he/she becomes ill and unable to attend meetings and functions (c) If he/she resigns his/her office in writing to the Association. (d) If he/she is absent for more than six months without leave from meetings of the committee held during that period. (e) If he/she ceases to be a member of the Association. (f) Upon a resolution passed by a two-thirds majority of members present at a properly constituted General Meeting specially called for the purpose, to remove him/her from office. (g) If he/she is directly or indirectly interested in any contract with the Association. (h) Upon he/she having served in a particular office for four years or having served on the Management Committee for six years. (i) If he/she becomes involved in business which presents a conflict of interest in them undertaking the role which best represents the interests of the P&F.

FINANCIAL YEAR

The Financial year will conclude on 31st December.

ANNUAL MEETING

The Annual General Meeting of the Association shall be held in term one of the commencement of the school year, when the Annual report and audited financial records will be presented.

At this meeting all currently held executive positions will be declared vacant.

Only those persons who currently have daughters enrolled in the school or who have been members of the P&F for 6 months are eligible to vote.

Motions at such meetings are to pass by 60% majority of those present.

GENERAL MEETINGS

General meetings will be held not less frequently than once per College term. Executive Committee meetings will be held not less frequently than bi-monthly.

Motions at such meetings shall be passed by simple majority.

SPECIAL GENERAL MEETINGS

Special General Meetings of the Association shall be convened by the Secretary:

i. Upon request of the Executive Committee ii. Upon the written request of not less than five per centum in numbers of the members of the Association iii. When business arising from a general meeting identifies that change is required to the Associations Constitution.

A minimum notification period of 1 month shall be made for the meeting, the notification appearing in the college news letter. Notification shall include the reason for the meeting together with details of the meeting date and time.

Motions at such meetings shall pass by simple majority.

QUORUM

At meetings of members a quorum shall consist of a. Nine (9) members for a General meeting b. Three (3) Executive members for a Management Committee c. Twenty (20) members for an annual or Special General meeting

Should, within half an hour of the time set down for the meeting to commence a quorum be not present, then the meeting shall be adjourned to a time and place within one month of the date of such meeting, to be determined. If at such adjourned meeting a quorum be not present, then those members present shall be deemed to be a quorum, provided, that the number of such members is not less than three (3).

PROCEEDINGS AT GENERAL MEETINGS

(a) The President shall preside at every General Meeting of the Association. If he/she is not present within fifteen minutes after the time appointed for the holding of the meeting, or is unwilling to act; 1. Either Vice President to act. 2. The members present, shall elect one of their members to be Chairman of the meeting, a simple majority sufficing. (b) The Chairman may, with consent of any meeting, adjourn the meeting from time to time and from place to place. No business may be transacted at the adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. Formal notification of the new meeting date/time shall appear in the next school news letter. (c) At any General Meeting, a resolution put to the vote of a meeting shall be decided on a show of hands. (d) If a poll is required due to closeness of the poll or sensitivity of the motion, it shall be taken in such manner as the Chairman directs. The result of such poll shall be the resolution of the meeting at which the poll was demanded. (e) In the case of an equality of votes, whether on show of hands or on a poll, the Chairman of the meeting at which a show of hands or a poll takes place, shall be entitled to a casting vote. (f) Each member present and voting at a General Meeting of the Association shall be entitled to one vote.

NOTICE OF MEETINGS

The Secretary shall give at least seven days notice in writing of all General Meetings to members of the Association giving the time and place of the meeting and the general nature of the business to be dealt with at the meeting.

Annual General Meetings and Special General Meetings shall have one months notice in writing to members. The call to Special General Meetings shall include the specific reason for the meeting.

FUNDS

(a) All moneys received by the Association shall be deposited intact at the earliest possible date to the credit of the Association Bank Account. Fund surplus to the day to day needs of the Association shall be invested in the Wollongong Diocesan Provident Fund. (b) All payment made by the Association shall be paid by cheque signed by any two of the President, Secretary and Treasurer.

AUTHORISATION OF ACCOUNTS

All accounts shall be presented to and passed for payment at a Management Committee meeting and full details of such approvals shall be entered in the minute book.

AUDIT

(a) The Auditor or Auditors shall be nominated and approved at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books etc., and furnish a report thereon to the Annual General Meeting. Audits shall be conducted at regular intervals of not more than twelve months. (b) An Auditor shall not be a member or closely related to a member of the Management Committee.

MINUTES

The Management Committee shall cause minutes to be made:- (a) Of all appointments of office Bearers and members of the Committee; (b) Of all proceedings of all meetings of the Association and of the Committee. Such minutes shall be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the succeeding meeting. (c) To be posted on the College Web site as soon as possible, at least within 7 days of the general or executive meeting. Disagreement/ dispute of the minutes shall be resolved at the following meeting. (d) Formal written record of the minutes shall be kept by the Secretary and achieved in the College papers.

DISSOLUTION

(a) Upon a resolution being passed at a Special General Meeting convened for the this purpose. All assets and funds of the Association on hand, shall, after payment of all expenses and liabilities, be handed over to the St Mary's Star of the Sea College.

INDEMNITY

Members of the Management Committee jointly and severally as such, shall be held indemnified personally in respect of their bona-fide official act. Any legal liability arising by process of law or otherwise arising through any bona-fide official act of the Management Committee or any of its members shall be the responsibility of the St Mary's College (Wollongong) Parents and Friends Association.

AMENDMENT TO RULES

These rules may be amended by a resolution passed by a 60% majority of members present at any Special or Annual General Meeting at which notice of the proposed amendment shall have been for such purpose.