

Constitution

St Mary Star of the Sea College, Wollongong
Parents & Friends Association

22nd May 2018

CONSTITUTION OF ST MARY STAR OF THE SEA COLLEGE WOLLONGONG PARENTS AND FRIENDS ASSOCIATION

1. NAME

- 1.1. This body shall be known as the St Mary Star of the Sea College Wollongong Parents and Friends Association (“the Association”).

2. AIMS AND OBJECTIVES

- 2.1. To promote the faith, life and educational goals of Christian education generally and in particular in our relations with the College.
- 2.2. 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; and
 - d. the full development of individual values and endeavour.
- 2.3. To foster effective partnerships involving parents, students and staff and to provide material assistance in equipping and maintaining the College.
- 2.4. To be a forum where parents are afforded an opportunity to meet in a spirit of cooperation and friendliness.
- 2.5. Promote appropriate social contact among parents and friends of the College.

3. AFFILIATION

- 3.1. The Association shall be affiliated and remain affiliated with the Diocese of Wollongong Parents and Friends Association. Such affiliation will cease only if that Association 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.

4. LIMITATIONS

- 4.1. This Association cannot make decisions concerning the property of the College without consulting with and receiving the consent of the administrator of the College property. Such consultations will be undertaken through the Principal.
- 4.2. This Association shall have no authority over the patrimony of the school not its teaching staff, nor shall it interfere in any way with the control or management of the College.

5. MEMBERSHIP

- 5.1. Membership shall be open to
 - a. all parents and/or guardians of students at the College ;
 - b. all friends within the parish that the school services on the proviso that they are actively involved in the life of the school; and

- c. the staff of the school
- 5.2. The following may be ex-officio members of the P&F
 - a. Principal
 - b. Assistant Principal(s)
- 5.3. Parish Priests/Administrators of the Parishes and the Pastoral Care Coordinator of the College.
- 5.4. Membership shall be free of charge.
- 5.5. The secretary shall maintain a register of those members without daughters attending the school.
- 5.6. That register shall be kept at the College office.

6. MANAGEMENT OF THE ASSOCIATION

- 6.1. The management of the association shall be vested in an Executive Management Committee consisting of not less than five (5).
 - a. President,
 - b. Vice President – Pastoral Care
 - c. Vice President – Event Coordinator
 - d. Secretary; and
 - e. Treasurer
- 6.2. 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.
- 6.3. The Executive Committee shall be elected at the Annual General Meeting held in term one of the school year and will hold office until the next Annual General Meeting. The committee shall have the power to fill any casual vacancy occurring on the committee.
- 6.4. Members of the executive can serve on the Executive Committee for up to a total of six (6) consecutive years, no matter which position is held within that period.
- 6.5. Members of the P&F Executive Committee are deemed to be volunteers when performing their duties as office holders and as such are covered by the volunteer policy held with Catholic Church Insurance (CCI)
- 6.6. 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.

7. ANNUAL MEETING

- 7.1. The Annual General Meeting of shall be held in Term One (1) of the commencement of the school year, when the Annual report and audited financial records will be presented.
- 7.2. At least twenty on (21) days' notice of the time appointed for the Annual General Meeting shall be forwarded to each family attending the College.
- 7.3. An invitation to the AGM should be extended to all Ex-Officio members of the Association.
- 7.4. At this meeting all currently held executive positions will be declared vacant.
- 7.5. 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.
- 7.6. Motions at such meetings are to pass by 60% majority of those present.
- 7.7. The quorum for an Annual General Meeting will consist of a minimum of ten (10) members. If, within half an hour of the commencement of the meeting, a quorum is not met, the meeting shall be adjourned.
- 7.8. If at such adjourned meeting a quorum not be met, then those members present shall be deemed to be a quorum, provided, that the number of such members is not less than six (6).
- 7.9. No Annual General Meeting is to continue beyond half an hour unless a two-thirds majority of those present agree to an extension.

8. BUSINESS AT THE ANNUAL GENERAL MEETING

- 8.1. Opening Prayer
- 8.2. Apologies
- 8.3. Confirmation of minutes of previous year AGM
- 8.4. Principal's Report
- 8.5. President's Annual Report (and business arising, if any)
- 8.6. Adoption of audited Financial Report
- 8.7. Election of Office Bearers and Auditor
- 8.8. Correspondence
- 8.9. General Business
- 8.10. Dates for Executive and Ordinary Meetings shall be decided.

9. AUDITOR

- 9.1. The independent external Auditor shall examine all accounts, vouchers, receipts, books etc., and furnish a report thereon to the Annual General Meeting.
- 9.2. Audits shall be conducted at regular intervals of not more than twelve months.
- 9.3. An Auditor shall not be a member or closely related to a member of the Management Committee.

10. PRESIDENT'S AND AUDITOR'S REPORT

- 10.1. A copy of the President's Annual Report and a copy of the Auditor's Financial Report shall be forwarded to the Principal each year prior to the Annual General Meeting.

11. CONDUCT OF ELECTIONS

- 11.1. The Principal, or representative of the Principal, shall act as chairperson and conduct the election of at the AGM.
- 11.2. Any candidate for the Executive shall be nominated and seconded by a member of the P&F. The nominee must indicate his or her consent. If required, the election may be by ballot. Self-nomination is acceptable.
- 11.3. Proxy votes for executive positions are not acceptable. Only members present at an Annual General Meeting, or an Ordinary Meeting, can cast a vote in an election for any committee position.
- 11.4. No ex-officio members or their representatives may be elected to an executive position.

12. VACATION OF OFFICE

- 12.1. The term of Executive and Committee Members will be one year, at the conclusion of which period they shall vacate their position but shall be eligible for re-election subject to 12.2 below.
- 12.2. A person shall not hold the same executive position for more than four (4) consecutive years.
- 12.3. 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 (6) 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 (4) consecutive years or having served on the Management Committee for six (6) consecutive 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.

13. ORDINARY (GENERAL) MEETINGS

- 13.1. General meetings will be held at least once per College term within the precincts of the school.
- 13.2. 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; either Vice President to act; or the members present, shall elect one of their members to be Chairman of the meeting, a simple majority sufficing
- 13.3. The Secretary shall give at least seven (7) 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
- 13.4. The quorum for an ordinary meeting shall be a minimum of six (6) of which two (2) will be executive members.
- 13.5. Should, within half an hour of the time set down for the meeting to commence a quorum (see 13.2) 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.
- 13.6. 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)
- 13.7. Minutes shall be take of all rulings and proceedings of ordinary meetings and shall be open to inspection by any member of the Association who applies to the Secretary.
- 13.8. At any General Meeting, a resolution put to the vote of a meeting shall be decided on a show of hands.
- 13.9. Motions at such meetings shall be passed by simple majority.
- 13.10. 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.
- 13.11. 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.
- 13.12. Each member present and voting at a General Meeting of the Association shall be entitled to one vote.

- 13.13. No ordinary meeting is to continue beyond one and a half hours (1.5hrs) unless a two-thirds majority of those present agree to an extension.

14. EXECUTIVE MEETINGS

- 14.1. The Executive Committee meetings shall meet either in person or via electronic communication at a minimum once per school term to examine the accounts and arrange the affairs of the Association.
- 14.2. Three (3) members shall form a quorum of Executive Meetings.

15. SPECIAL GENERAL MEETINGS

- 15.1. Special General Meetings of the Association shall be convened by the Secretary:
- a) Upon request of the Executive Committee
 - b) Upon the written request of not less than five per centum in numbers of the members of the Association
 - c) When business arising from a general meeting identifies that change is required to the Associations Constitution.
- 15.2. A minimum notification period of 1 month shall be made for the meeting, the notification appearing in the college newsletter.
- 15.3. Notification shall include the reason for the meeting together with details of the meeting date and time.
- 15.4. Motions at such meetings shall pass by simple majority.
- 15.5. A quorum for Special General Meetings shall be a minimum of ten (10) members.
- 15.6. No Special General Meeting is to continue beyond half an hour unless a two-thirds majority of those present agree to an extension.

16. FINANCIAL YEAR

The Financial year will conclude on 31st December.

17. FUNDS

- 17.1. All moneys received by the Association shall be deposited intact at the earliest possible date to the credit of the Association Bank Account.
- 17.2. All payment made by the Association shall be paid by cheque signed by any two of the President, Secretary, Treasurer and Vice Presidents.

18. AUTHORISATION OF ACCOUNTS

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

19. AUDIT

- 19.1. 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.
- 19.2. An Auditor shall not be a member or closely related to a member of the Management Committee.

20. MINUTES

- 20.1. 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.

21. INDEMNITY

- 21.1. 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.

22. ALTERATION TO THE CONSTITUTION

- 22.1. 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.
- 22.2. Notice of any proposed alteration shall be submitted in writing at least fourteen (14) days before it is intended to submit such proposed alteration to a meeting of the Association.
- 22.3. Notice of proposed changes to the Constitution must be provided to members at least twenty-one (21) days before proposed meeting set down to discuss those changes.

23. DISSOLUTION

- 23.1. Upon a resolution being passed at a Special General Meeting convened for this purpose

- 23.2. All assets and funds of the Association on hand, shall, after payment of all expenses and liabilities, be handed over to St Mary's Star of the Sea College.