



CONSTITUTION  
OF  
SCOTS ALL SAINTS COLLEGE  
PARENTS AND FRIENDS ASSOCIATION

2019

## **NAME**

- 1 The organisation shall be known as the Scots All Saints College Parents and Friends Association.

## **REFERENCES**

- 2 The Scots All Saints College Parents and Friends Association Handbook should be used as a reference for Guidelines and Role Descriptions.
- 3 This Handbook along with the Constitution provides guidance for all members of the Scots All Saints College Parents and Friends Association.

## **AIMS**

The aims of the Association are:

- 4 To associate together with the purposes of assisting the College to advance its objects in providing an educational environment of the highest standard and to lend time, effort, and raise funds for this purpose.
- 5 To support and promote the College in its Vision and Mission.
- 6 To strengthen the relationship, build interest and goodwill between the College, its supporters and the wider community.
- 7 To act as a liaison between Parents and the College in matters to do with broad College policy and the advancement of the College.
- 8 To provide a forum where Parents can pose questions, express concerns and seek clarification regarding College policy and management.
- 9 To assist in providing facilities and equipment for the benefit of the students at the College through fundraising activities.

## **DEFINITIONS**

10 For this Document:

- a Association - Scots All Saints College Parents and Friends Association.
- b College - Scots All Saints College.
- c Executive - President, Vice President, Secretary and Treasurer.
- d Committee – 5 to 7 elected members.
- e Officer - Member of the Executive or Committee.
- f Office - Executive or Committee position.
- g Headmaster - Headmaster of Scots All Saints College.
- h Handbook - Scots All Saints College Parents and Friends Association Handbook.
- i Parent/carer - means the natural parents, legal custodians or people who are 'in loco parentis' i.e. someone who is legally acting in place of a parent on behalf of a minor.

- j Friends - teachers of the collage, staff, and other community members interested in pursuing the objectives of the Association by their membership and regular attendance at meetings.
- k Ordinary member - is a financial member of the Association.

## **MEMBERSHIP**

- 11 Membership of the Association is open to all members of the college community and the community at large.
- 12 All parents and guardians are eligible for membership upon enrolment of their child/ren at the College. This membership is endorsed by annual payment of the Association membership fee which will be an itemised amount in the first term's student fee instalment. These members shall be called ordinary members.
- 13 The annual fee shall be such a sum as shall be determined by the Executive and shall be payable by all members in advance. Membership payment covers both parents or guardians.
- 14 Membership entitles voting rights at Association meetings, membership of Association Sub-Committees and the ability to stand for election as a member of the Executive.
- 15 The Headmaster shall be an ex officio member of the Association.
- 16 The Executive may invite persons to be honorary members of the Association upon such terms as may be deemed proper. Honorary members shall not be required to pay any annual fee and shall not be entitled to vote at any meeting of the Association.
- 17 Employees of the College are invited to become members of the Association, however, where there are possible conflicts of interest, such members must excuse themselves from casting a vote on any motion moved by the Association.
- 18 Members of the community are eligible for membership of the Association. To apply for membership a person must be nominated by a current member and complete the application for membership form. The application will then be reviewed by the Executive and upon receipt of acceptance, membership will be endorsed when the standard membership fee has been paid to the Treasurer. Continuing membership of the Association requires payment of the annual fee.

## **EXECUTIVE**

- 19 The affairs of the Association shall be administered by an Executive consisting of:
  - a a President,
  - b a Vice President,
  - c a Secretary,
  - d a Treasurer.

- 20 The Executive shall be elected annually at the Annual General Meeting of the Association.
- 21 The Executive shall have the power to appoint a member to fill any casual vacancy on the Executive until the next AGM.
- 22 Any member so appointed shall retire at the next AGM but shall be eligible for election as a member of the Executive at such meeting.
- 23 The Executive of the Association, shall, subject to the direction of the Association as expressed by resolutions of general meetings, conduct the affairs of the Association and further its objects in all reasonable ways.
- 24 The Executive shall open and maintain an account with an Australian financial institution into which all sums of money received by or on behalf of the Association shall be paid and from which disbursements shall be made.
- 25 The Account shall be operated on by any two of the President, Vice President, Treasurer or Secretary.

### **DUTIES OF THE EXECUTIVE**

- 26 Reference is made to the Association Handbook for clear role descriptions of the Executive.

### **TERM**

- 27 Each member of the Executive is eligible for re-election provided they have not held the role for more than four (4) continuous years in the preceding six (6) years.
- 28 No member of the Executive may hold the same position for more than four continuous years unless a special resolution approving a higher limit in respect of the incumbent is passed at an Annual General Meeting.

### **SUB-COMMITTEES/SPECIAL INTEREST GROUPS**

- 29 The Executive may approve the establishment of Sub-Committees constituting special interest groups. These groups may have an ongoing purpose or be formed for a specific activity.
- 30 All requests for the establishment of Sub-Committees must be forwarded for approval by the Executive.
- 31 Sub-Committees shall remain, at all times, under the general control of the Executive and shall act in accordance with any directions of the Executive.
- 32 The Executive may also at its discretion approve or ratify the dissolving of Sub-Committees of the Association.
- 33 Each Sub-Committee shall be administered by a Sub-Committee Executive consisting of a Chairperson, Secretary and/or a Treasurer who shall act in accordance with the provisions prescribed by this Constitution for the Sub-Committees of the Association.

- 34 Where a Sub-Committee is not represented by a prescribed executive the Association Executive will manage the Sub-Committee funds in accordance with the Association.
- 35 The Executive shall ensure that each Sub-Committee is kept advised of the affairs of the Association as a whole by the timely provision of a copy of the minutes of each meeting to the secretary of each Sub-Committee.
- 36 Each Sub-Committee shall prepare a report for the Week 7 meeting of each term and can send a representative to each General Meeting.
- 37 Each Sub-Committee will always act in accordance with the Association Funds Protocol as defined in the Association Handbook.

### **GENERAL MEETINGS**

- 38 General meetings are held in Week 2 and Week 7 of each term and deal with the ongoing business of the Association.
- 39 The structure and procedures of these meetings are outlined in the Association Handbook.
- 40 Every member present shall be entitled to one vote upon every motion and in case of an equality of votes the President/Chairman shall have a casting vote.
- 41 The quorum at General Meetings shall be seven (7) members.

### **ANNUAL GENERAL MEETINGS**

- 42 An Annual General Meeting of the Association shall be held every year.
- 43 This Annual General Meeting will be held after Term 4 Parent Weekend or last weekend in October in Term 4, unless otherwise advised.
- 44 The Business of this meeting will include:
  - a election of members of the Executive and the Committee;
  - b adoption of a statement of the Association's accounts to the end of the preceding financial year;
  - c appointment of an auditor or reviewer as required; and
  - d consideration of any alteration of the Constitution of the Association.
- 45 The quorum at Annual General Meetings shall be fifteen (15) members.

### **EXECUTIVE MEETINGS**

- 46 An Executive Meeting may need to be held to allow for:
  - a decision making of a sensitive or controversial matter before being included in a General Meeting; or
  - b Decisions on an issue that cannot wait until the next General Meeting.
- 47 Executive Meetings must be minuted by the Secretary or another Executive Member.

48 The quorum at Executive Meetings shall be three (3) members.

### **SPECIAL MEETINGS**

49 Special Meetings may be called by;

- a the Executive; or
- b by resolution of any General Meeting of the Association; or
- c on request in writing, stating the reasons for the Special Meeting, signed by no less than ten (10) Association Members.

50 A Special Meeting must be held within 14 days of being called.

51 The business at a Special Meeting shall be that which is specified in the notice and no other.

52 The quorum at Special Meetings shall be twenty-one (21) members.

### **APPLICATION OF FUNDS**

53 All funds of the Association and any Sub-Committee shall be promptly deposited into the Association bank account.

54 The investment of Association funds shall be limited to deposit accounts and term deposits at the Association's financial institution.

55 The Association shall not, at any time, enter into a loan or deferred payment arrangement with any party.

56 At an Executive meeting the Executive has approval to spend up to one thousand dollars (\$1,000.00) in line with the aims of the Association or the running of the Association.

57 Expenditure above this designated amount requires approval of the Association in a General Meeting, or by the Executive under the direction of a resolution of a General Meeting.

58 All other financial transactions of the Association will be in line with the Guidelines for Financial Management found in the Association Handbook.

59 Disbursement of funds must be signed or authorised by any two officers appointed as signatories by the Executive.

60 Further, the Association shall restrict the disbursement or application of funds to the balance of money on hand less such working capital as the Executive deems necessary to fund the activities of the Association.

61 Expenditure on College facilities, buildings, equipment, or furniture shall be in consultation with the College and College Council through the Headmaster to align with the aims of the College and the College Council where appropriate.

62 The Financial Year of the Association shall end on 30 June.

- 63 Audited financial statements shall be provided to the Association and the College within 14 days of their presentation at the Annual General Meeting.

### **ORGANISATIONAL STRUCTURE / NON-PROFIT CLAUSE**

- 64 The Association shall, in undertaking any fundraising or related activities for the purpose of this Constitution, comply with any standards generally applicable to the College.
- 65 The Executive shall obtain the prior approval of the Headmaster or the College Council to any proposed new method of fundraising or activity not previously approved by the College Council.
- 66 The use of the College name is, at all times, subject to the approval of the Headmaster or College Council.
- 67 The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the aims of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to members of the Association provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Association or to any member of the Association in return for any services actually rendered to the Association or to reimburse any member of the Association for his/her out of pocket expenditure on behalf of the Association.
- 68 To facilitate the extension of insurance cover from The Presbyterian Church (New South Wales) Property Trust (the Trustees) to the Association and in particular to the individual members of the managing committees of the Association and its Sub-Committees, the Executive shall ensure that in carrying out the management activities of the Association, it procures that the expectations from time to time of any relevant insurer for the Church and/or College are complied with including any risk, compliance or operational directive given by the Trustees.

### **LIMIT OF OPERATION**

- 69 The Association may give advice to the College Council and the Headmaster regarding College policy but has no authority to make or change College policy.
- 70 The Headmaster shall have the power to veto any decision made at any meeting or at any meeting of the Executive of the Association that relates to the operation of the College.

### **ALTERATION OF CONSTITUTION**

- 71 The Executive shall have the power to alter the Constitution, but no such alteration shall take effect until the same has been passed at the Annual General Meeting or a Special General Meeting convened for that purpose and approved by the College Council.

## **DISSOLUTION**

- 72 The Association may be dissolved in terms of a resolution carried at a General Meeting or a Special Meeting of members providing at least seven (7) days' notice has been given to members and subject to the concurrence of the Headmaster.
- 73 In the event of the dissolution of the Association, the financial records and other records of the Association together with the residue of all funds and assets of the Association shall be given or transferred to the College.
- 74 Any such residual funds and assets given or transferred to the College may be applied at the absolute discretion of the Headmaster in consultation with the College Council in the spirit of the Aims of the Association.

## **GRIEVANCE RESOLUTION**

- 75 Reference is made to the Association Handbook for the Grievance Resolution procedure.

## **VACANCIES**

- 76 An office becomes vacant when an officer:
- a Dies;
  - b Resigns in writing to the President/Chairman of the Association; or
  - c Without prior leave of absence does not attend three or more consecutive Association meetings.
- 77 Where an office becomes vacant the Executive shall appoint a member to fill the vacancy.

## **VOTING AND ELECTIONS**

- 78 Each member present at an Annual General, General or Special Meeting shall have one vote.
- 79 At Executive, except for the Chair, each officer will have one vote.
- 80 The Chair at Executive meetings shall have a deliberative and a casting vote.
- 81 Voting at meetings and Executive meetings, except for elections at the Annual General Meeting, shall be by voice or show of hands, provided that any member may move a motion for a ballot.
- 82 Elections at the Annual General Meeting shall be by either a show of hands or secret ballot. Where there are two or more candidates for an office, the candidate who receives the highest number of votes shall be elected.
- 83 The Headmaster or his/her nominated representative will occupy the Chair only for the election of the President at the Annual General Meeting and shall not have a deliberative or casting vote.



- 84 Each candidate for office shall be a member of the Association, shall be nominated and seconded and give consent to their nomination prior to the election.
- 85 Proxy votes shall not be accepted at meetings and Executive meetings.