

**THE CONSTITUTION OF  
ST ALOYSIUS' COLLEGE  
PARENTS AND FRIENDS'  
ASSOCIATION**

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**1 NAME**

This body shall be known as **THE ST ALOYSIUS' COLLEGE PARENTS AND FRIENDS' ASSOCIATION** (“The Association”).

**2 AIM**

Recognising and valuing the primary role that parents play in the education of their children and seeking to strengthen the partnership between the College and its community of families for the benefit of students' overall formation and learning in the Ignatian tradition, the aim of this Association shall be:

- a. To reach out to all associated with St Aloysius' College (“the College”) to build a friendly and welcoming community which seeks to involve all its members;
- b. To act as a mechanism for representing parents when it is appropriate to do so;
- c. To provide a forum where matters relating to the education and development of students can be discussed productively;
- d. To promote and facilitate co-operation between parents and friends and the College in its community-wide activities; and
- e. To disburse any profits generated through the Association's activities in a manner which enriches the learning environment of the College and supports its community initiatives.

**3 LIMITATIONS**

- a. The Association has no legal identity separate from the College.
- b. The Association has no role or authority in the day-to-day operation or management of the College.
- c. The Association shall seek consent of the Rector or Principal for activities and any use of College property.

**4 MEMBERSHIP**

- a. All parents/carers of a current student of the College, College staff and friends of the College who are interested in furthering the aim of the Association are entitled to be members.
- b. The Rector and Principal are Ex-officio members of the Association and its Committees.

## **5 MANAGEMENT**

- a. The Executive Committee is the group responsible for the management of the Association.
- b. The Executive Committee consists of those members elected at an Annual General Meeting and ordinarily comprises of a Chairman, a President, a Vice-President (being the President-elect), a Secretary and Assistant Secretary, a Treasurer and Assistant Treasurer, together with the Ex-officio members and any other members who may from time to time be elected at a General Meeting.
- c. The Executive Committee has the power to make decisions on behalf of the Association at Executive Meetings when appropriate and within the limits of Clause 10 (Funds).
- d. The Executive Committee is responsible for ensuring that the Association works collaboratively and co-operatively with the Rector and Principal, ensuring the Association's financial accountability (see Clause 10), organising General Meetings and other Fora (see Clause 8), and setting up and supervising Committees that assist with the work of the Association (see Clause 11).
- e. The Executive Committee shall meet by arrangement from time to time when required, but it must meet at least once in each school term. A quorum for an Executive Committee Meeting shall be 4 members exclusive of the Ex-officio members.
- f. A Parents and Friends' General Meeting and Forum shall be held in each term of the school year.
- g. The Executive Committee shall appoint a delegate to the NSW Parents Council.

## **6 FORMATION OF THE EXECUTIVE COMMITTEE**

- a. Nomination Forms shall be available to all Association members along with the Notification of Annual General Meeting (AGM). Candidates for the Executive Committee are to be nominated and seconded. If more candidates nominate than are required, an election is to be held at the Annual General Meeting and shall be decided by a simple majority of those persons present.
- b. Notwithstanding Par. 6 (a), the Vice-President newly appointed to the Executive Committee in a current year will be appointed to the position of President for the following year.
- c. The term of office for the Chairman shall be twenty-four (24) months from one AGM to the AGM two years hence.
- d. The term of office for all other positions shall be twelve (12) months, from one AGM to the next. At the AGM all officers of the Executive Committee shall retire (except for the Chairman in the case that only twelve months duty in the position has been served to this time) but may be eligible for election to a different position.
- e. Any vacancy on the Executive Committee shall be filled by election by the members of the Association at any General Meeting.

- f. The Rector will retain the right to veto any appointment, or to terminate the position of any officer, if he forms the view that the person is not acting in accordance with the aims of the Association and/or the College.

## **7 DUTIES OF EXECUTIVE COMMITTEE**

- a. The President shall provide leadership and direction for the Association by working cooperatively and collaboratively with the Rector and Principal. The President promotes the aim of the Association in dealings with its members; supports the Executive Committee Members; prepares and presents the Annual President's Report of the Association.
- b. The Chairman shall preside over the Parents and Friends' General Meeting and Forum convened each school term and shall provide ongoing support to the President.
- c. The Vice-President (President-elect) shall take responsibility for assisting the President particularly with respect to convening sub-committees.
- d. The Chairman or President shall preside at all meetings of the Association or, if both are absent, another member of the Executive Committee is to be nominated by the President to preside. They shall ensure the efficient running of meetings, prepare an agenda in consultation with the Executive Committee, and ensure that the minutes of the previous meeting are endorsed as being an accurate record of what took place.
- e. At least one of the Secretaries shall attend all meetings and take the minutes of the meeting. The Secretaries manage the day-to-day communications and records of the Association, organise meetings, record accurate Draft Minutes in a style agreed upon by the Executive Committee and have them formalised as agreed by the Executive Committee. The Secretaries shall receive and deal with correspondence in a manner agreed upon by the Executive Committee, maintain copies of Minutes and such correspondence as is appropriate; receive agenda items as set out in Clause 8.(b); and pass on records, in good order, to the incoming Secretaries.
- f. The Treasurers shall receive and bank all monies into the accounts of the Association. They are responsible for ensuring that all the financial dealings of the Association are carried out in accordance with the Constitution. They present at each general meeting, a statement of accounts showing current receipts and expenditure together with the outstanding balance. They shall organise the Annual Audit of accounts, and present the Annual Financial Report of the Association. The Treasurers pass on records, in good order, to the incoming Treasurers.
- g. An Executive Committee member can be called upon to assist in whatever way required and carry out tasks that the Executive Committee undertakes.
- h. The President shall have the power to appoint people or persons to coordinate Sub-Committees required for the running of the Association or events undertaken by the Association.

## **8 PARENTS AND FRIENDS' MEETINGS AND QUARTERLY FORA**

- a. The Executive Committee shall convene one Parents' and Friends' General Meeting and Forum each school term and shall convene other meetings of the Parents' and Friends' as it considers necessary from time to time.
- b. At least fourteen (14) days notice shall be given in the College newsletter *The Gonzagan* prior to a Parents and Friends' General Meeting and Forum, and agenda items must be received in writing by the Secretary at least seven (7) days prior to the meeting.
- c. A quorum for a monthly meeting shall be six (6) members including at least three (3) Executive Committee members.
- d. A quorum for a General Meeting shall be fifteen (15) members including at least three (3) Executive Committee members.
- e. A period of fifteen minutes is to be allowed before a monthly Parents and Friends' meeting or a General Meeting is cancelled, and no meeting is to continue beyond two hours unless a two-thirds majority of those present agree to an extension.
- f. All meetings shall be conducted in accordance with standard meeting procedures. In the case of a tied vote the Chairperson shall be entitled to exercise a casting vote.
- g. The order of business is as follows:
  - Prayer and Welcome
  - Record of Attendance and Apologies
  - Confirmation and acceptance of the Minutes of previous meeting
  - Business arising from those Minutes
  - Correspondence: incoming & outgoing
  - Reports
  - Motions of which due notice has been given
  - General Business
  - Matters for future consideration
  - Confirmation of next meeting date
  - Guest Speaker and/or Discussion Session on nominated topic
  - Conclusion
- h. The last General Meeting of the year shall be the Annual General Meeting, and will be the occasion for the formal presentation of the Annual Reports, Accounts (pending audited Accounts to be prepared by October 31) and election of office bearers (whose term commences at this General Meeting).

## **9 SPECIAL GENERAL MEETINGS**

- a. A Special General Meeting is a mechanism for supporting the continued operation of the Association in unusual circumstances.
- b. A Special General Meeting can be called on the authority of the Executive Committee or on written request to the Executive Committee by members of ten (10) individual families.
- c. A Special General Meeting must be held within 28 days of the request being appropriately registered or, if that 28 day period expires on a date which is not

within a school term, within 14 days of the commencement of the next school term.

- d. At least seven (7) days notice of the Special General Meeting shall be given in the Collage newsletter *The Gonzagan*. The object of the meeting shall be clearly stated.
- e. A quorum for a Special General Meeting shall be fifteen (15) members and must include the Rector and/or Principal and three (3) members of the Executive Committee.
- f. A Special General Meeting can also be called on the authority of the Rector in the event of there not being an appropriately constituted Executive Committee or, if, in the opinion of the Rector, the Association is not fulfilling its aim.

## **10 FUNDS**

- a. The Executive Committee develops a strategy for major fundraising activities, and proposals are presented to the monthly Parents and Friends' Meeting for discussion and approval.
- b. Funds raised are to be used solely to further the Aims of the Association.
- c. All funds raised by or on behalf of the Association must be banked promptly and fully intact into an account in the name of the Association, and all expenses must be paid by cheque.
- d. Authorised signatories to the account are the President, Treasurers, Rector and the Principal. At the end of their term of office, the signatures of the President and Treasurers must be removed and replaced by the signatures of incoming officers.
- e. The Association may only allocate and disburse funds for College purposes after consulting with the Rector and Principal, and agreed funds should be presented as soon as practicable.
- f. With the exception of major expenditure, the Executive Committee has the authority due to incur reasonable running costs.
- g. Major expenditure is defined as an amount or payment in excess of \$5,000.00. Major expenditure must be approved or ratified by the Association at a monthly Parents and Friends' Meeting.
- h. The distribution of disbursements from the Association's yearly profits must be ratified by the Association at the Annual General Meeting.

## **11 SUB-COMMITTEES**

- a. The Association may set up Sub-Committees to carry out particular functions on its behalf. These Sub-Committees are to have specific Terms of Reference and are to report their operations to monthly and General Meetings of the Association. Where possible, they should include at least one member of the Executive Committee.
- b. After paying expenses (receipted) of their operations, the balance of funds of above Sub-Committees are remitted to the funds of the Association as soon as it is practical to do so.
- c. The Association Treasurer is responsible for the receiving, banking and reconciliation of all funds raised by the Sub-Committees.

## **12 AMENDMENT OF CONSTITUTION**

- a. This Constitution may only be changed by resolution at a General Meeting and only after twenty-one (21) days notice has been given in *The Gonzagan* of this intent. Changes must be consistent with the Aims of the Constitution.
- b. The amendments must be accepted by at least three-quarters of those present and must be in accordance with the aims of the Constitution.

## **13 RESOLUTION OF DISPUTES**

- a. Any dispute between the Association and a member or between members will be resolved by the Rector or his nominee appointed for this purpose.

## **14 DISSOLUTION**

- a. The Association can be dissolved following a Special General Meeting, in accordance with Clause 9, which has been called for this purpose. Following due discussion, at least three-quarters of the members present must vote in favour of the resolution to dissolve the Association for the motion to be carried.
- b. Upon dissolution assets and funds on hand shall, after payment of all expenses and liabilities, be handed over to St Aloysius' College.

We the undersigned hereby certify that this Constitution was adopted at a General Meeting of the Association held on the.....day of  
.....2007.

President.....

Secretary.....

Date.....

## **DEFINITIONS**

**“Annual General Meeting”** means the last meeting of the Association for the College year at which Annual Reports and Financials are presented and tabled.

**“The Association”** means the St Aloysius’ Parents and Friends’ Association as formed under this Constitution.

**“The College”** means St Aloysius’ College which is located at 47 Upper Pitt Street, Milsons Point, New South Wales.

**“Executive Committee”** means the Committee elected in accordance with Clause 6 of this Constitution.

**“Ex-officio Members”** means members by right of office held. Ex-officio members have the same rights as ordinary members, including voting.

**“Forum”** means the event usually held in conjunction with the Quarterly General Meeting and involves a presentation by a guest speaker on a topic relevant to the College community.

**“General Meeting”** means a meeting of at least 15 members of the Association including 3 Executive Committee Members of which 14 days prior notice has been given.

**“Principal”** means the Principal of the College.

**“Rector”** means the Rector of the College.

**“Running costs”** means expenditure other than major expenditure, including the purchase of office supplies, College Oval operational expenditure, refreshment supplies and any other necessary expenditure relating to Parents and Friends’ events.

We the undersigned hereby certify that this Constitution was adopted at a General Meeting of the Association held on the 31<sup>st</sup> day of May.2007.

President.....

Secretary.....

Date.....