



## **Constitution of the Padua College Parents and Friends' Association**

### 1. NAME

The name of the Association shall be:

"PADUA COLLEGE PARENTS AND FRIENDS' ASSOCIATION"

### 2. AIMS AND OBJECTIVES

The Aims and Objectives of the Association shall be:

- (a) to foster the welfare and progress of Padua College and the pupils thereof;
- (b) to seek to create a close and harmonious relationship between the teaching staff and the parents of students, and to assist whenever it is possible for the betterment of the College and its pupils;
- (c) to work for the betterment of education at the College;
- (d) to assist and to join any federation or union of similar associations sharing similar aims and objectives; and
- (e) to raise funds and apply them for the purpose of furthering such aims and objectives for the College.

### 3. JURISDICTION

The association and its members shall not attempt to exercise authority over the teaching staff of the College, nor shall they presume or attempt to interfere with the management of the College.

4. MEMBERS OF THE ASSOCIATION

(a) Every parent of a student currently enrolled at the College who has paid the Association's compulsory annual levy shall be an automatic member of the Association.

(b) All teaching staff of the College shall be associate members of the Association, with the right to speak at meetings but without power to move motions or vote on any matter, unless they are parents of boys at the College.

5. MEMBERSHIP FEES

(a) The membership fees for parents who have paid the Association's Annual Levy is included in the Association's Annual Levy.

(b) The membership fees for all other persons shall be such sum as the members shall from time to time at any general meeting so determine, and shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

(c) An annual levy is compulsory for each family in the College and is payable with College fees.

6. TERMINATION OF MEMBERSHIP

A member may resign from the Association at any time by giving notice in writing to the secretary and such resignation shall take effect at the time such notice is received by the secretary.

7. MEMBERSHIP OF THE MANAGEMENT COMMITTEE

Management of the Association shall consist of the Rector of the College or his

nominee, a President, Vice-President, Secretary, Treasurer and six (6) other members of the Association, all of whom shall be members of the Association.

The Management Committee shall have the power and authority to act for and on behalf of the Association in implementing decisions of the general meetings of the Association. Decisions on policy and expenditure can be made at any meeting where two thirds of the Management Committee is present. Decisions shall be made by the Management Committee only when the Committee believes that a decision must be made before the next general meeting and upon all members of the Management Committee having been informed of the decisions.

The Committee at its discretion may appoint a sub-committee for any purpose whatsoever. The Management Committee may appoint any delegate, or delegates, to represent the Association at any meeting of any organisation, federation or union with which the Association is affiliated or has an interest in. Provided always that no such appointee(s) shall have the authority to bind the Association without the express direction of the Management Committee.

The Rector and President shall make a report to each general meeting of the Association of its acts and decisions since the last preceding general meeting.

8. ELECTION AND RETIREMENT OF OFFICE BEARERS AND COMMITTEE MEMBERS AND THE FILLING OF VACANCIES

- (a) Members of the Management Committee, apart from the Rector, shall be elected at the Annual General Meeting of the Association and shall retire immediately before the commencement of the conduct of the elections at the Annual General Meeting.
- (b) Any members of the Association shall be eligible for election to the Management Committee.
- (c) Every member of the Management Committee who remains a member

of the Association shall be eligible for re-election.

- (d) Nominations for members of the Management Committee, apart from the Rector, shall be made in writing and signed by the nominating member and by the nominee, and shall be in the hands of the Secretary seven days before the date of the Annual General Meeting. Verbal nominations will also be permitted at the Annual General Meeting if a simple majority so decides.
- (e) The election of each member of the Management Committee, apart from the Rector, shall be determined by simple majority. Voting shall be by ballot unless the meeting, by simple majority, otherwise decides.
- (f) If a vacancy occurs in the Management Committee during the year the members of the Management Committee shall have the power to fill such a vacancy by appointing some other member of the Association who shall hold office until the next Annual General Meeting of the Association.

9. MANAGEMENT COMMITTEE MEETINGS

- (a) The Management Committee shall meet at a time or times to be determined by it.
- (b) The Rector of the College or his nominee, shall have the authority to call a meeting of the Management Committee at 24 hours notice.
- (c) A quorum of any Management Committee meeting shall consist of six members, one of whom shall be the Rector of the College or his nominee.
- (d) All resolutions of the Management Committee shall be determined by a simple majority on the voices or on a show of hands with the Chairperson having the casting vote if necessary.
- (e) Proper meeting procedure is to be adopted at each meeting of the

Management Committee.

10. FINANCE

- (a) Bank accounts shall be conducted in the name of the Association at such Bank or financial institution as shall be approved by the Rector of the College or his nominee.
- (b) All operations on the Association's bank accounts shall be signed by two persons who must include the Rector of the College or his nominee, or the President, or the Secretary, or the Treasurer of the Association, or designated fund raising operator as shall have been approved by the Management Committee.
- (c) The Treasurer shall control all financial business of the Association including the preparation of periodical and annual financial statements for the information of the Association.

11. BORROWING POWERS

The Management Committee shall have no power or authority to borrow any monies on behalf of the Association without the prior consent of the Association in general meeting.

12. HONORARY AUDITOR

An Honorary Auditor shall be appointed at each Annual General Meeting and shall retire at the next Annual General Meeting, but shall be eligible for re-election. The auditor shall not be a member of the Management Committee and need not be a member of the Association.

The auditor shall carry out the normal audit procedures of the Association's books and shall furnish a report thereon in time to be submitted to the Annual General Meeting each year.

13. GENERAL MEETINGS OF THE ASSOCIATION

(a) Annual General Meeting

The Annual General Meeting shall be held in the month of November each year on a date to be determined by the Management Committee or by the Rector of the College.

(b) Ordinary General Meetings

Ordinary General Meetings of the Association shall be held once per term each year on a date to be determined by the Management Committee or by the Rector of the College.

(c) Extraordinary General Meeting

An Extraordinary General Meeting of the Association may be called at any time and place by the Management Committee or may be requisitioned at any time by notice in writing addressed to the Secretary and signed by twenty financial members of the Association. Seven days notice of intention to hold such meeting must be given to all members of the Association by way of notice inserted in the Padua Bulletin.

(d) Quorum

The quorum of any general meeting shall consist of the Rector of the College or his nominee, any two members of the Management Committee and six other financial members of the Association none of whom shall then be a member of the Management Committee.

(e) Chairperson of Meetings

The Rector of the College or his nominee, shall be Chairperson of the Annual General Meeting until the President for the ensuing year is elected, who shall then act as Chairperson thereof.

(f) Conduct of Meeting

The Chairperson will see that proper meeting procedures (including the taking of Minutes) are enforced at meetings. Whenever possible Notices of Motions should be in the hands of the Secretary before the commencement of each meeting.

(g) Voting

Members of the Association shall be entitled to vote at any general meeting and, except for elections of members of the Management Committee, the result shall be determined by a simple majority on a show of hands of members present and voting. The Chairperson may exercise his own vote and in the event of a draw shall vote to maintain the status quo. No proxies will be allowed at any general meeting.

14. ALTERATION OF THE CONSTITUTION

(a) This Constitution may only be amended by a two-thirds majority of members present and entitled to vote at an Annual General Meeting or Extraordinary General Meeting at which the amendment is proposed.

(b) Notice of the proposed amendment shall be lodged with the Secretary in writing at least twenty-one days prior to the date of the said Annual General Meeting or Extraordinary General Meeting.

(c) The notice convening the meeting at which it is proposed to amend the Constitution shall also specify the proposed amendment and be made available at the College office to every member no less than fourteen days prior to the meeting.

15. INSURANCE

The Secretary shall ensure that all members of the Management Committee are covered at all times by public liability insurance and for negligence in the running of the Association. Evidence of such coverage shall be tabled at each Annual

General Meeting.

16. INCOME AND PROPERTY

The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its aims and objectives and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association, provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by the member to the Association or otherwise owing by the Association to the member or other persons in return for any services actually rendered to the Association, provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

17. DOCUMENTS

The Management Committee shall provide for the safe custody of all books and documents of the Association.

18. FINANCIAL YEAR

The financial year of the Association shall close on 30 September in each year.

19. DISSOLUTION

The organisation shall be dissolved:

- (a) if the membership is less than three persons; or
- (b) if a resolution to that effect is carried by a vote of a three-quarters majority of the financial members present at a general meeting



convened to consider the question.

The property and other assets of the organisation remaining after the payment of all expenses and other liabilities shall be handed over to Padua College Pty Ltd.