

CONSTITUTION OF WAVERLEY COLLEGE

PARENTS' AND FRIENDS' ASSOCIATION

NAME:

1. The name of the Association shall be "Waverley College Parents' and Friends' Association."

OBJECTS:

2. The objects of the Association shall be:

- (a) To promote the cause of education in general and of Catholic education in particular and to co-operate, by affiliation or otherwise, with other organisations having similar objects.
- (b) By co-operation between parents, friends, pupils and the teaching staff of Waverley College, to provide amenities and teaching and recreational aids and equipment for the College and generally to give such assistance as will further the interests of the College and its pupils.
- (c) To raise funds for the carrying out of the objects of the Association.

MEMBERSHIP:

3. (a) All persons interested in the promotion of the above objects shall be entitled to become members on payment of the annual subscription.
- (b) Honorary members shall consist of the Principal and teaching staff for the time being of the College.
- (c) The Principal shall be an ex-officio member of all committees within the Association.

ANNUAL SUBSCRIPTION:

4. The annual subscription shall be as decided by the Annual General Meeting in each year. The Executive Committee may at its discretion and for good cause waive the subscription in any instance.

MANAGEMENT COMMITTEE:

5. The control of the Association shall be vested in a Management Committee consisting of the Principal, a President, two Vice-Presidents (or such other number as may be decided by the Annual General Meeting), an Honorary Secretary, an Honorary Assistant Secretary, an Honorary Treasurer, and twelve (or such other number as may be decided by the Annual General Meeting) other members.

EXECUTIVE COMMITTEE:

6. The management of the Association shall be vested in an Executive Committee, the members of which shall be the Principal, a President, the Vice-Presidents, an Honorary Secretary, an Honorary Assistant Secretary and an Honorary Treasurer.

PROPERTY:

7. The property of the Association shall be vested in the members for the time being of the Management Committee, which shall have power to use and expend the funds of the Association in such manner as it thinks fit in accordance with the constitution and the objects of the Association, provided however that no sum exceeding five hundred dollars shall be expended by the Management Committee without the approval of members at a General Meeting.

ELECTIONS:

8. The Management Committee shall be elected annually at the Annual General Meeting. The Principal or his nominated representative shall be the Returning Officer at any election and shall determine the form of ballot and declare the result. Any declaration of the Principal or his nominated representative as to the result of any ballot shall be conclusive. Any candidate for the Management Committee shall be nominated and seconded. Members of the Management Committee shall hold office for one year and shall retire at the next Annual General Meeting but shall be eligible for re-election.

CASUAL VACANCIES:

9. The Management Committee shall have power to fill any casual vacancy on the Management Committee arising from resignation or otherwise. Any person so appointed shall hold office until the next Annual General Meeting, when he shall retire but be eligible for re-election.

SUB-COMMITTEES:

10. The Management Committee may appoint such Sub-Committees, for special tasks, as it thinks fit and may co-opt any person to join or assist any such sub-committee.

MEETINGS:

11. The Annual General Meeting shall be held on the second Tuesday of the month of November in each year when the Annual Report and Balance Sheet for the year ended 30th September shall be presented. At least seven days' notice in writing shall be given of such meeting. General Meetings where practicable, shall be held when the College is in session on the second Tuesday of the months of February to November, of which at least seven days' notice shall be given. Executive and Management Committee meetings shall be held as required. Special General Meetings may be convened by the Management Committee when necessary, at least fourteen days' notice of such meetings shall be given in writing to members of the Association.

QUORUMS:

12. (a) Fifteen members personally present shall form a quorum of the Annual General Meeting;
- (b) Seven members personally present shall form a quorum of a General Meeting;
- (c) Four members personally present shall form a quorum of the Executive Committee and Management Committee.

FUNDS:

13. Moneys received by the Association shall be banked as soon as practicable to the credit of a Bank Account in the name of the Association. All operations on such account shall be by cheque signed conjointly by any two of the President, Secretary and Treasurer of the Association. A sum not exceeding \$10.00 at any time may be retained to meet petty cash expenditure. 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.

DISSOLUTION:

14. The Association shall be dissolved in the event of membership falling below five in number or upon the special resolution of two-thirds of members present at a Special General Meeting convened to consider such a resolution and the assets of the Association at the date of any such dissolution shall thereupon vest in the Principal for the time being of Waverley College for the purpose of the promotion of education within the College,

15. No member of the Management Committee shall be appointed to any salaried office of the Organization or any office of the Organization paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Organization to any member of the Management Committee except repayment of out-of-pocket expenses, interest at a rate not exceeding interest at the rate for the time being charged by Bankers in Sydney for money lent to the Organization and reasonable and proper rent for premises let to the Organization.

VACATION OF OFFICE:

16. The office of a member of the Management Committee shall become vacant:

- (a) Upon his decease;
- (b) If he becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) If he becomes mentally ill or a person whose person or estate is liable to be dealt with, in any way under the law relating to mental health;
- (d) If he resigns his office by notice in writing to the Organization;
- (e) If he is absent for more than six months without leave of the Committee from meetings of the Committee held during that period;
- (f) If he ceases to be a member of the Organization;
- (g) Upon a resolution being passed by a two-thirds majority of members present at a properly constituted general meeting specially called for the purpose, under the Organization;
- (h) If he holds any office of profit under the Organization;
- (i) If he is directly or indirectly interested in any contract or proposed contract with the Organization.

AUDIT:

17. (a) The auditor or auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books, etc., and furnish a report thereon to the members at the Annual 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.
- (c) Subject to paragraph (d) hereof notice of the intention to nominate an auditor to replace the current auditor shall be given to the Secretary at least twenty-one (21) days before the Annual General Meeting. The Secretary shall send a copy of the nomination to the current auditor at least seven (7) days before the Annual General Meeting. The current auditor shall be entitled to attend the Annual General Meeting and if he so wishes be heard at such Annual General Meeting.
- (d) Where the current auditor submits his resignation, or notifies the Secretary of his intention not to seek re-election as auditor, paragraph (c) hereof shall not apply.

MINUTES:

18. The Management Committee shall cause minutes to be made:

- (a) of all appointments of office-bearers and members of the Committee;
- (b) of the names of members of the Committee present at all meetings of the Organization and of the Committee;
- (c) of all proceedings at all meetings of the Organization 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 next succeeding meeting.

AMENDMENT OF RULES:

19. These rules may be amended by a resolution passed by a two-thirds majority of members present at any Annual General Meeting at which notice of the proposed amendment shall have been given or at a Special General Meeting convened for such purpose. Provided that the Minister of the Crown for the time being administering the Charitable Collections Act, 1934, as amended, shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made.

20. A notice may be given to any member either personally or by sending it by post to him at his address registered with the Organization or if he has no registered address to the place of abode of the member last known to the Management Committee. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter or an envelope containing the notice and to have been effected, in the case of the notice of a meeting, on the day after the date of its posting and in any other case the time at which the letter would be delivered in the ordinary course of post. A notice may also be given to any member by placing same in the College weekly newsletter presently known as Nurrunga. In that event service of the notice shall be deemed to be effected on the day after distribution of the newsletter through the College.