

THE CONSTITUTION OF

Parents and Friends Association of The McDonald College

1. Name

- a. The name of the Association is Parents and Friends Association of The McDonald College, including the McDonald Performing Arts College. The Parents and Friends Association of the McDonald College is an unincorporated association.

2. Definitions and Interpretations

- a. In this constitution, unless the contrary intention appears:-
- b. **Association** means the Association referred to in rule 1;
- c. **Association Year** means a 12 month period;
- d. **Committee** means the office bearers and management committee of the Association;
- e. **Members** mean parents, friends and guardians of students upon payment of an annual membership levy;
- f. **Member** has a corresponding meaning;
- g. **Principal** means the Principal of the School;
- h. **School** means The McDonald College or McDonald Performing Arts College;

3. Management of affairs

- a. The Association will manage the business and affairs of the Association for the benefit of the School.
- b. The aim of the Association is to raise funds to provide resources for the support of students of the School; to identify worthwhile projects that will support the school community; to allocate and approve expenditure of Association funds raised through fundraising or membership levy funds; to provide opportunities within the parent body of the school to table matters affecting the development and education of the students; and to promote the development of the school community as a whole.

4. Election of the Office bearers

- a. The officers of the Association (the Executive) will be:
 - i. A chairperson/president
 - ii. A deputy chairperson/president
 - iii. A secretary
 - iv. A treasurer

- b. Office bearers will be elected at the first parent meeting at the commencement of the school year.
- c. The term of office for all office bearers will be 12 months from the date of election. These office bearers are eligible for re-election at the beginning of the next Association year.
- d. Committee members may also be elected annually to co-ordinate set projects as required by the Association.

5. Vacation of office

The office of an Executive Committee member becomes vacant if the member:

- a. Dies;
- b. Resigns his or her office in writing addressed to the Committee;
- c. Without leave of absence, fails to attend 3 consecutive Committee meetings;
- d. Is removed from office by the Association in a general meeting;

6. Committee meetings

- a. The Executive in conjunction with the Principal will determine the annual membership levy prior to the commencement of the calendar year, which will apply to all parents and guardians of students attending the School.

The Committee must meet at such times and at such place as determined by the Committee.

- b. Dates for all Committee meetings shall be established at the first Committee meeting following the Annual General Meeting, for the following twelve (12) month period.
- c. Four (4) members shall constitute a quorum for a Committee meeting, two (2) of whom must be members of the Executive. A Committee meeting must not deal with any business unless a quorum is present.
- d. The chairperson must preside at all meetings at which he or she is present. If the chairperson is absent from any scheduled meeting, the deputy chairperson must preside at the meeting. If both the chairperson and deputy chairperson are absent from a meeting, the members of the Committee who are present must appoint a member of the Committee to preside.
- e. Members of the Committee-who represent sub-committees of the Association must regularly report to the Committee on the activities of those sub-committees and groups.
- f. A resolution is carried at a meeting of the Committee or a general meeting, through a simple majority of those present and voting,. Each eligible person-present is entitled to

one vote unless the member is disqualified from voting. Where there are an equal number of votes of the members present, the chairperson has a casting vote. Any member, including the chairperson, may abstain from voting on any question.

- g. Any member of the Committee must disclose any conflict of interest at the first meeting of the after which the member becomes aware of the conflict of interest. Such a member must not vote any Committee meeting in relation to the subject of that conflict of interest and must leave the meeting while any such matter is being discussed.

7. General meetings

- a. There will be at least four general meetings of the parents and friends during the year, at a time set by the Committee before the end of the previous calendar year.
- b. Eight (8) members shall constitute a quorum for a general meeting, two (2) of whom must be members of the Executive.
- c. A general meeting must not deal with any business unless a quorum is present.
- d. The Chairperson or any three (3) members of the parents and friends may request a special general meeting.
- e. The secretary must give written notice of such special meetings within seven (7) days of receiving a request. The special general meeting must then be held no earlier than seven days, and no later than twenty eight (28) days after written notice is given.
- f. The chairperson must preside at all meetings at which he or she is present. If the chairperson is absent from any scheduled meeting, the deputy chairperson must preside at the meeting. If both the chairperson and deputy chairperson are absent from a meeting, the members of the parents and friends who are present must appoint a member of the Committee to preside.

8. The Principal must provide to the parents and friends general meetings:

- a. The annual report of the school;
- b. Any other information that will allow the Association to carry out its functions and powers effectively.

9. Functions of the Association

- a. The Association must work within the goals, priorities and policies of the school for the benefit of the school.

- b. The functions and objective of the Association are to fundraise in order to provide, or assist in the provision of financial, or other resources or services for the benefit of the school.
- c. The Association may do anything necessary or convenient to perform its functions.
- d. The Association must exercise its powers in accordance with any instructions issued by the principal.

10. Responsibilities of the Association

- a. All actions of the Association must be carried out in support of the benefit of the School.
- b. The Association must provide suitable public forums open to any Member.

11. Administration

- a. The income and the property of the Association must be used and applied solely to the promotion of its objectives and functions and the exercise of its powers as set out in these Rules.
- b. The Association must not pay, give or apply (directly or indirectly) the income, profits or property of the Association to any Member.
- c. Nothing prevents the Committee paying in good faith to a Member:
- d. Reasonable remuneration in return for service actually rendered to the Association by the Member or for goods supplied to the Association by the member in their ordinary course of business;
- e. A reasonable rent for any property let to the Association by the Member;
- f. Reasonable out-of-pocket expenses of the member incurred with the authority of the Committee and for the proper purposes of the Association.

12. Record and Accounts

- a. The Treasurer of the Association must ensure that true and proper records and accounts of receipts and expenditure connected with the operations and business of the Association are kept.
- b. The Secretary must ensure that minutes are recorded of all Committee meetings and general meetings and annual general meetings of the Association are kept. The Secretary must also keep a register of members and office bearers of the Association.

~~13.~~ Banking and finance

- a. The bank accounts of the Association must be kept with the school.

- b. Where the School or the Committee has provided the Treasurer with moneys to meet minor expenditure, the Treasurer must comply with all conditions imposed by the School or the Committee.

14. Alteration

- a. Any proposal to alter this Constitution must first be presented by the member or members proposing the alteration in writing to the Committee for consideration.
- b. A notice convening a general meeting, at which an alteration to this Constitution will be proposed, must set out all the alterations proposed and the reasons for the alterations.
- c. The Constitution may only be altered by special resolution, passed by 75% of members present and voting at a general meeting of the Association. Any alteration to this Constitution is of no effect until the Principal has approved the alteration.

15. Notice to members

- a. Any notice to a Member required by this Constitution is sufficient if posted or delivered to the last address of that Member notified in writing to the Secretary, including an email address. Notice to a member, is deemed to have been received on the second day after it was posted or if sent electronically, on the day it was sent.

16. Indemnity

- a. Every Member of the Association, employee or agent of the Association, must be indemnified out of the property of the Association against any liability incurred by that person in that capacity in defending any proceedings:
 - b. In which judgment is given in favour of that person; or
 - c. In which the person is acquitted; or
 - d. In connection with any application in relation to any such proceedings, in which relief is granted to that person.

17. Liability of Members and Officers

A Member or officer of the Association shall not, by reason only of his being such a Member or officer, be liable to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding-up of the Association.