



ROSTREVOR COLLEGE

**CONSTITUTION OF THE
ROSTREVOR COLLEGE PARENTS & FRIENDS ASSOCIATION**
Updated March 2019

1. **The Association**

The name of the association is the Rostrevor College Parents & Friends Association.

2. **Definitions**

In this Constitution,

- “the College” means Rostrevor College;
- “the Board” means the Rostrevor College Board;
- “the Association” means the Rostrevor College Parents & Friends Association;
- “member” means a member of the Association;
- “Principal” means the Principal of Rostrevor College;
- “the Executive Committee” means the office bearers of the Rostrevor College Parents and Friends Association Executive Committee;
- “the Chair” means the person presiding at the meeting;
- “the President” means the President referred to in 7(2)(a);
- “the Vice President” means the Vice President referred to in 7(2)(b);
- “the Secretary” means the Secretary referred to in 7(2)(c);
- “the Treasurer” means the Treasurer referred to in 7(2)(d).

3. **Aims**

(1) The Association aims to:

- (a) foster friendship amongst the College community;
- (b) organise and host events to encourage participation amongst the College community;
- (c) raise funds for the College and to use these funds in consultation with the Principal in ways which will benefit the students;
- (d) ensure close liaison with the Principal and provide a parental perspective in the interests of the College;
- (e) provide assistance regarding selected College activities and needs;
- (f) encourage interaction and co-operation between various College support groups and the Association; and
- (g) support the public image of the College.
- (h) The property and income of the Association shall be used only towards the promotion of the aims of the Association and no part of that property or income may be paid or otherwise distributed to members, except in good

faith in the promotion of those aims and as reimbursement of agreed expenses.

4. Limitation

- (a) The Association will act with respect for the established protocols of the College and the authority and responsibility of the Principal and the College Board.
- (b) Any matter or dispute which is not resolved by the Association within a reasonable time shall be referred to the Principal for determination. The Principal's determination of any such matter shall be final and binding on the Association.
- (c) The association shall not borrow monies or otherwise incur any financial liability, either in its name or that of the College, except those day-to-day commercial liabilities incurred in the course of its activities. Any such liability incurred shall be discharged in full by the Association from its resources.

5. Membership

- (a) All parents/carers of students attending the College are members.
- (b) The members of the College Senior Leadership Team (SLT), and the Chair of the College Board are all ex-officio members of the Association.
- (c) Others willing to support the aims of the Association, may apply for membership in writing to the Committee, subject to approval by the Committee.

6. Financial Year

The financial year of the Association shall be the period from 1 January to 31 December.

7. The Executive Officers

- (a) The business of the Association shall be managed by the Executive Committee.
- (b) The office bearers include:
 - (i) the President,
 - (ii) the Vice President,
 - (iii) the Secretary,
 - (iv) the Treasurer
- (c) The Committee Members include:
- (d) the Association has a number of committee members, not less than 4 persons, to support office bearers and regularly attending meetings of the Association

who shall be elected at the Annual General Meeting and hold office for a period of 2 years unless unable to remain in Office, in which case election at the next Annual General Meeting will be held. The role of the Committee is to support the Executive and vote on issues.

- (e) Persons eligible for election as office bearers include:
 - (i) members of the Association, nominated by delivering notice of that nomination in writing signed by:
 - (A) the nominator; and
 - (B) the nominee to indicate willingness to stand for election, to the Secretary prior to the commencement of the Annual General Meeting, or the person is present at the Annual General Meeting and indicates to the Secretary his or her willingness to stand.

or

- (ii) a person who is present at the Annual general meeting and indicates to the Secretary his or her willingness to stand.
- (f) All retiring members of the Executive Committee are eligible for re-election provided that no Executive Office is held by the same person for a consecutive period in excess of five years.
- (g) A person who is eligible for election or re-election may at the Annual General Meeting:
 - (i) propose or second themselves for election or re-election; and
 - (ii) vote for themselves.
- (h) The Secretary shall ensure that notice of all persons seeking election as an office bearer is given to all members at the Annual General Meeting.
- (i) If the number of persons nominated for election as an office bearer does not exceed the number of vacancies in that membership to be filled the Chair shall declare those persons to be duly elected.
- (j) When a casual vacancy occurs in the membership of the Committee:
 - (i) the Committee may appoint a member to fill that vacancy; and
 - (ii) a Committee member appointed under this sub-rule shall hold office until the commencement of the next Annual General Meeting and be eligible for election as an office bearer at the next Annual General Meeting.
- (k) Absent members:
 - (i) the seat of any member absent from three (3) consecutive meetings without reasonable cause may be declared vacant.

- (l) Attendance:
 - (i) An attendance register will be kept by the Secretary requiring attendees at all meetings to declare their attendance by signing in.

8. **President**

The President's duties will include:

- (a) providing leadership and direction of the Association by working co-operatively and collaboratively with the Principal and the Senior Leadership Team of the College;
- (b) promoting the aims of the Association;
- (c) chairing all the meetings;
- (d) preparing agendas in consultation with the Executive Committee;
- (e) representing the Association at College activities wherever possible;
- (f) presents the annual report at the Annual General Meeting; and
- (g) has the option of calling a Special General Meeting at any time.

9. **Vice President**

The Vice President's duties will include:

- (a) supporting the President and standing in for the President whenever necessary.

10. **Secretary**

The Secretary's duties will include:

- (a) co-ordinating the correspondence of the Association and keeping full and correct minutes of the General Meetings;
- (b) prepare and circulate a new agenda and minutes of the previous meeting to all members prior to each meeting;
- (c) keeping a register of members;
- (d) keeping all books, documents, records and registers of the Association other than those to be kept and maintained by the Treasurer;
- (e) passing on all records, in good order, to the incoming Secretary.

11. **Treasurer and financial procedures**

The Treasurer's duties will include:

- (a) liaising with the College Finance Office to ensure accurate recording of income and expenditure for the Association;

- (b) presenting a statement of accounts showing current receipts and expenditure with outstanding balance, as provided by the College Finance Office at each general meeting;
- (c) presenting an annual report of accounts at the Annual General Meeting;
- (d) passing on all records, in good order, to the incoming Treasurer.
- (e) expenditure of the Association is to be approved by the Executive Committee.

12. **Vacancy of Executive Committee positions**

If a vacancy occurs during the office of an Executive Committee member due to:

- (a) death; or
- (b) resignation in writing delivered to the President or, if the Committee member is the President, to the Vice President;

then the Association members will be notified of the vacancy and an election will be held to fill the vacancy.

13. **Meeting procedures**

- (a) The Annual General Meeting will be held in February of each calendar year.
- (b) Committee Meetings will be held on the second Tuesday of each month, or as agreed by the Committee, not less than 5 times in any calendar year and the President may convene a meeting at any time.
- (c) Executive meetings will be held on a term basis or as need arises.
- (d) The order of business for meetings is as follows, unless the majority of those present agree to change it:

Welcome and prayer
 Record of attendance and apologies
 Confirmation and acceptance of the Minutes of previous meeting
 Business arising from those Minutes
 Correspondence in / out
 Reports
 New business
 Next meeting date
 Conclusion

- (e) Members will be notified of meeting dates for the next calendar year at the AGM, at the end of each general meeting the date for the next meeting will be announced. Dates of meetings will also be advertised in the College newsletter.
- (f) Minutes of the meeting will be taken by the secretary. Once the minutes have been checked and agreed by the Chair they will be circulated to all members prior to the next meeting.

- (g) The President will Chair the meetings, but if absent the Vice President will Chair. If both absent, then another member elected by those present will Chair the meeting.
- (h) The following rules shall apply to the procedure at all meetings of the Association:
 - (i) half of the elected Committee not less than 6 members constitutes a quorum;
 - (ii) each member has a vote;
 - (iii) any member may move or second motions;
 - (iv) a vote shall be decided by a majority, but if there is an equality of votes, the Chair shall have a casting vote in addition to his or her deliberative vote;
 - (v) the procedure and order of business to be followed at a meeting shall be determined by the members present at the meeting;
 - (vi) a member having any financial interest in any business to be conducted by the Association shall declare this to the members prior to any related decision being made;
 - (vii) minutes of the previous meeting cannot be accepted by a member not present at that meeting.

14. Review of the Constitution

The Association may alter the Constitution by a special resolution passed at a general meeting at which 10 members present in person or by proxy constitute a quorum; all changes must be accepted by a majority of 75%. Also, the Constitution will be reviewed in consultation with members every 3 years.

15. Inspection of records

Any member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

16. Dissolution

- (a) The Association can be dissolved following a Special General Meeting, which can be called specifically for the purpose of providing the College community an opportunity to discuss the issue to dissolve the Association. At least two thirds of the members present must vote in favour of the resolution to dissolve the Association for the motion to be carried.
- (b) The Association is automatically dissolved if the College closes down or is amalgamated.
- (c) All monies and assets of the Association at the time of dissolution will be donated to a body decided by the Association Executive and College Board prior to dissolution.