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**Parents’ and Friends’ Association of
Australian Christian College – Moreton
Constitution**

To be ratified at the First P & F General Meeting

1. Name

- 1.1 The name of the association shall be “Parents’ & Friends’ Association of Australian Christian College – Moreton.
- 1.2 In these rules “School” means Australian Christian College - Moreton

2. Objects

2.1 The objects for which the association is established are:

- a) to support the objects of Australian Christian College – Moreton in delivering a total quality education programme within a Christian context;
- b) to foster the interest of parents of present and past students, and other friends of the School in all School activities;
- c) to promote good fellowship between parents, friends, teachers and students alike, for the general well-being of the School community;
- d) to represent the School community on working parties and other groups where a parent presence is requested;
- e) to foster and provide opportunities for community endeavours, including appropriate fundraising activities, for the furtherance of these objects and the welfare of the School community;
- f) subject to first obtaining the approval of the Principal, provide and improve amenities, equipment, instruments and any other support services for the use or benefit of the students of the School or the School community;
- g) to assist and support the School in all its activities;

- h) to provide a forum of communication between the members of the School community.

3. Acknowledgements by Association

- 3.1 Australian Christian College – Moreton has consented to the use of the name ‘Australian Christian College – Moreton Parents’ & Friends’ Association’ and to the use of certain School assets to assist the association in achieving its objectives.
- 3.2 The good name of the School is to be protected at all times.
- 3.3 The association is subject at all times to Policy and Procedure directives that may be issued from time to time by the Principal of Australian Christian College – Moreton.

4. Powers

4.1 The association may, for example:

- a) enter into contracts in carrying out its objects;
- b) make charges for services and facilities it supplies; and
- c) do other things necessary and convenient to be done in carrying out its affairs.
- d) the association may, with the consent of the Principal, carry on at the school businesses that are consistent with the objects of the constitution.

5. Membership

- 5.1 The membership of the association shall consist of ordinary members, and shall be open to parents or guardians of students attending the School, parents of past students, past students, and any friend of the School desirous of furthering the objects of the association. There shall be two types of ordinary membership: ‘parent’ membership for members who are parents or guardians of a current student at the school and ‘friend’ membership for those who are not current parents/guardians.

- 5.2 The number of ordinary members shall be unlimited.
- 5.3 Every applicant for ‘friend’ membership of the association shall be proposed by one (1) member of the association and seconded by another member.
- 5.4 The application for ‘friend’ membership shall be made in writing, signed by the applicant and the applicant’s proposer and seconder and shall be in such form as the management committee from time to time prescribes.
- 5.5 Parents or guardians of students currently enrolled at the school are automatically members of the association. Parents or guardians may choose not to take up this right by advising in writing the management committee.
- 5.6 At any general meeting of the Association a person who has given outstanding and meritorious service to the Association or school may be elected as an honorary life member.

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6. Admission and Rejection of ‘Friend’ Members

- 6.1 At the next meeting of the management committee after the receipt of any application from a friend and the applicable fee of \$10.00 for a ‘friend’ membership, such application shall be considered by the management committee, who shall thereupon determine upon the admission or rejection of the applicant.
- 6.2 Any applicant who received a majority of the votes of the members of the management committee present at the meeting at which such application is being considered shall be accepted as a member.
- 6.3 Upon the acceptance or rejection of an application for membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

7. Termination of Membership

- 7.1 A member may resign from the association at any time by giving notice in writing to the secretary.
- 7.2 Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- 7.3 If a member:
- a) Is convicted of an indictable offence; or
 - b) Fails to comply with any of the provisions of these rules; or
 - c) Has membership fees in arrears for a period of two months or more; or
 - d) Conducts himself or herself in a manner considered to injurious or prejudicial to the character or interests of the association,
- the management committee shall consider whether the member’s membership shall be terminated.

The member concerned shall be given a full and fair opportunity of presenting the member’s case and if the management committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.

- 7.4 Apart from the occurrence of an event as per clauses 8 (a) to 8 (d) above , a ‘parent’ membership shall automatically cease on the member ceasing to be a parent or guardian of a student attending the school.

8. Register of Members

- 8.1 The management committee shall cause a register to be kept in which shall be entered the names and residential addresses of all person admitted to membership of the association and the dates of their admission. The parent listing of the school roll, held by the School, with the exception of those parents electing not to be members, will be acceptable in this regard in order to ensure conformity with the Privacy Act.
- 8.2 Particulars shall also be entered in to the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the management committee or the members at any general meeting may require from time to time.
- 8.3 Subject to the constraints of the Privacy Act, the register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

9. Secretary

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- 9.1 If the association has not elected an interim officer as secretary for the association before its establishment, the members of the management committee must appoint or elect a secretary for the association within one month after establishment.
 - 9.2 If a vacancy happens in the office of secretary, the members of the management committee must appoint or elect a secretary within one month after the vacancy happens.
 - 9.3 The secretary must be an individual residing in Queensland, who is:
 - a) a member of the association elected by the association as secretary; or
 - b) a member of the association’s management committee appointed by the committee as secretary; or
 - c) appointed by the management committee as secretary (whether or not the individual is a member of the association)

The management committee may appoint and remove the secretary at any time.

1 Membership of Management Committee

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10.1 The management committee of the association shall consist of a President, Immediate Past President, Vice-President, Treasurer and Secretary, and Administration Officer, all of whom, with the exception of the Secretary (as per 9.3 c above) shall be members of the association, and such number of other members of the association at any general meeting may from time to time elect or appoint. The Principal shall be an ex-officio member of the management committee.

10.2 At the annual general meeting of the association, all the members of the management committee for the time being shall retire from office, but shall be eligible upon nomination for re-election provided that, unless the annual general meeting shall otherwise separately resolve, no person shall serve more than three consecutive terms in the same office.

10.3 The election of officers and other members of the management committee shall take place in the following manner:

- a) any two (2) members of the association shall be at liberty to nominate any other member to serve as an officer or other member of the management committee;
- b) the nomination, which shall be in writing and signed by the member and member’s proposer and seconder shall be lodged with the secretary at least 14 days before the annual general meeting at which the election is to take place;
- c) a list of the candidates’ names in alphabetical order, with the proposers’ and seconders’ names, shall be advertised in the School newsletter and posted in a conspicuous place in the office of usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting;
- d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;

- e) At the commencement of such meeting should there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

1 Resignation or Removal from Office of Member of 1. Management Committee

11.1 Any member of the management committee may resign from membership of the management committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office a general meeting of the association where that member shall be given the opportunity to fully present the member’s case.

11.2 The question of removal shall be determined by the vote of the members present at such a general meeting.

11.3 There is no right of appeal against a member’s removal from office under this section.

11.4 The Principal cannot be removed from membership of the management committee.

1 Casual Vacancies 2.

12.1 The management committee shall have power at any time to appoint any member of the association to fill any casual vacancy on the management committee until the next annual general meeting.

12.2 The continuing members of the management committee may act notwithstanding any casual vacancy in the management committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the management committee, the continuing member or members may act for the purpose of increasing the number of members of the management committee to that number or of summoning a general meeting of the association, but for no other purpose.

1 Functions of the Management Committee

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- 13.1 Except as otherwise provided by these rules and subject to resolutions of the members of the association carried at any general meeting the management committee shall have the general control and management of the administration of the affairs, property and funds of the association.
- 13.2 Position descriptions for executive officers, approved by the Principal, are to be complied with.
- 13.3 The management committee will cause to be prepared an annual business plan reflecting school priorities and resolutions of the association passed at general meetings. The annual business plan must be endorsed by the principal prior to being submitted for adoption by members of the association at the annual general meeting.

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1 Meetings of Management Committee

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- 14.1 The management committee shall meet at least twice every school term to exercise its functions.
- 14.2 The management committee must decide how a meeting is to be called.
- 14.3 Notice of a meeting is to be given in the way decided by the management committee.
- 14.4 A special meeting of the management committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the management committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted there at.

- 14.5 At every meeting of the management committee, which must be attended by the Principal or his/her nominee, a quorum shall consist of five (5) people, one of whom must be President or Vice President.
- 14.6 Subject as previously provided in this section, the management committee may meet together and regulate its proceedings as it thinks fit.
- 14.7 However, questions arising at any meeting of the management committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 14.8 A member of the management committee shall not vote in respect of any contract or proposed contract with the association in which the member is interested, or any matter arising thereout, and if the member does so vote the member’s vote shall not be counted.

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- 14.9 Not less than 14 days notice shall be given by the secretary to members of the management committee of any special meeting of the management committee.
- 14.10 Such notice shall clearly state the nature of the business to be discussed there at.
- 14.11 The President shall preside as chairperson at every meeting of the management committee, or if there is no president, or if at any meeting the president is not present within 10 minutes after the time appointed for holding the meeting, one of the vice-presidents shall be chair person or if the vice-presidents are not present at the meeting then the members may choose one of their number to be chairperson of the meeting.
- 14.12 If within half an hour from the time appointed from the commencement of a management committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee, shall lapse.

1 Delegation of Powers of Management Committee

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- 15.1 The management committee may delegate any of its powers to a subcommittee of the association as the management committee thinks fit.
- 15.2 Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the management committee.
- 15.3 A subcommittee may elect a chairperson of its meetings.
- 15.4 If no such chairperson is elected, or if at any meeting the chairperson is not present within 15 minutes after the time appointed for holding the meeting, the members present may choose one of the number to be chairperson of the meeting.
- 15.5 A subcommittee may meet and adjourn as it thinks proper.
- 15.6 Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

1 Acts not affected by Defects or Disqualifications

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- 16.1 All acts done by any meeting of the management committee or of a subcommittee or by any person acting as a member of the management committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the management committee or person acting as aforesaid, or that any member of the management committee was disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the management committee, EXCEPT WHERE EITHER:-

- a) the presence of any such member was require to constitute a quorum at a meeting, in which event all acts done at any such meeting shall be invalid; or
- b) the member’s vote was required to pass a resolution at a meeting, in which case that resolution shall be invalid.

1 Resolutions of Management Committee Without a Meeting **7.**

17.1 A resolution in writing signed by all the members of the management committee, or an email response agreeing to the resolution from each individual member of the management committee for the time being entitled to receive notice of a meeting of the management committee shall be as valid and effectual as if it had been passed at a meeting of the management committee duly convened and held.

17.2 Any such resolution may consist of several documents in like form, each signed by one or more members of the management committee.

1 Annual General Meetings **8.**

18.1 Each subsequent annual general meeting must be held:-

- a) At least once each year; and
- b) Within six months after the end of the association’s previous financial year.

1 Business to be Transacted at Annual General Meeting **9.**

19.1 The following business must be transacted at every annual general meeting:-

- a) the receiving of the audited statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the association for the last financial year;
- b) the receiving of the auditor’s report on the financial affairs of the association for the last financial year;
- c) the presenting of the audited statement to the meeting for adoption;
- d) the election of members of the management committee;
- e) the appointment of an auditor (who shall be the same auditor as that of the School);
- f) any general business of business on notice

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20. Special General Meeting

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20.1 The secretary shall convene a special general meeting by sending out notice of the meeting within 14 days of:-

- a) being directed to do so by the management committee; or
- b) being given a requisition in writing signed by not less than one-third of the members presently on the management committee or not less than the number of ordinary members of the association which equals double the number of members presently on the management committee plus one;
- c) being given a notice in writing of an intention to appeal against the decision of the management committee to reject an application for membership or to terminate the membership of any person.

- 20.2 A requisition mentioned in subsection 23.1 (b) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

2 Quorum at General Meeting

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- 21.1 At any general meeting, the number of members required to constitute a quorum shall be double the number of committee members present plus one.
- 21.2 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 21.3 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee or association, shall lapse.
- 21.4 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the management committee may determine, and it at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 21.5 The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 21.6 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

- 21.7 Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

2 Notice of General Meeting

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- 22.1 The secretary shall convene all general meetings of the association by giving not less than 14 days notice of any such meeting to the members of the association.

- 22.2 The manner in which such notice shall be given shall be determined by the management committee.

- 22.3 However, notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his/her membership by the management committee, shall be given in writing.

- 22.4 Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

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2 Procedure at General Meetings

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- 23.1 Unless otherwise provided by these rules, at every general meeting:-
- a) the president shall preside as chairperson, or if there is no president, or if the president is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, one of the vice-presidents shall be the chair person or if the vice-presidents are not present then the members present shall elect one of the number to be chairperson of the meeting; and
 - b) the chairperson shall maintain order and conduct the meeting in a proper and orderly manner: and

- c) every question, matter or resolution shall be decided by a majority of votes of the members present; and
- d) every member present shall be entitled to one vote and in the case of an equality of votes the chairperson shall have a second casting vote; and
- e) however, no member shall be entitled to vote at any general meeting if the member’s annual subscription is more than one month in arrears at the date of the meeting; and
- f) voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which even there shall be a secret ballot; and
- g) the chairperson shall appoint two members to conduct the secret ballot in such manner as the chairperson shall determine and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded; and
- h) a member may vote in person and on a show of hands every person present who is a member shall have one vote and in a secret ballot every member present in person shall have one vote: and
- i) the secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every management committee meeting and general meeting to be entered in a book to be open for inspection;
- j) for the purposes of ensuring the accuracy of the recording of such minutes of every management committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding management committee meeting to verify their accuracy.
- k) similarly, the minutes of every general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting.

2 By-Laws

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- 27.1 Subject to sections contained in this document, the management committee may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association and any by-law may be set aside by a general meeting members.

2 Alteration of Rules

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- 25.1 Subject to the written consent of the Principal these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.

2 Funds and Accounts

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- 26.1 The funds of the association must be kept in the name of the association in a financial institution decided by the management committee.
- 26.2 Proper books and accounts shall be kept and maintained either in written, printed or electronic form in the English language showing correctly the financial affairs of the association and the particulars usually shown in books of a like nature.
- 26.3 All monies shall be deposited as soon as practicable after receipt thereof.

- 26.4 Payments may be made by cheque signed conjointly by an two of the president, vice-president, secretary, treasurer or other member authorized from time to time by the management committee. Alternatively, electronic funds, transfers may be utilised for payment of accounts. The same rules for signing and authorization of cheques apply to electronic funds transfers. Payments for accounts shall not be made from Cash Receipts.
- 26.5 All expenditure shall be approved or ratified at a management committee meeting through the presentation of the Treasurer’s Report.
- 26.6 As soon as practicable after the end of each financial year but within sufficient time for audited financial statements to be presented to the Annual General meeting the treasurer shall cause to be prepared a statement containing the particulars of:-
- a) the income and expenditure for the financial year just ended; and
 - b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the association at the close of that year.
 - c) the auditor must examine the statement prepared under subsection 29.6 and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.
 - d) the income and property of the association must be used solely in promoting the association’s objects and exercising the association’s powers.

2 Equipment/Assets – Purchase for use by the School

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- 27.1 Normally the P & F and/or its Support Groups will donate money to the School for these acquisitions. The School will then purchase the items and record them in its asset registers. All such assets remain the property of the School.

2 Documents

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- 28.1 The management committee shall provide for the safe custody of books, documents, electronic records, instruments of title and securities of the association.

2 Financial Year

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- 29.1 The financial year of the association shall close on December 31 in each year.

3 Directions by the Principal

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- 30.1 The management committee must endeavor to work in conjunction with and subject to the reasonable direction of the Principal.

- 30.2 Without limiting section 33.1 the management committee must comply with the By-Laws contained in Schedule 1 as they may be amended from time to time.

- 30.3 The By-Laws contained in Schedule 1 may only be amended by the management committee with the consent of the Principal.

Schedule 1 – By-Laws for the Purposes of Clause 33.2 – Directions by the Principal

1. The management committee must:-
 - a) promptly provide to the Principal a copy of the auditor’s report on the financial affairs of the Association for the last financial year, as soon as that report has been prepared;
 - b) first obtain the approval of the Principal both as to application and timing, prior to spending any money above an amount agreed from time to time between the Head and the management committee, on school equipment, services or facilities.

2. The Association must:-
 - a) not (either through the management committee or its various subcommittees including Support Groups) employ any person to conduct any activity at or on behalf of the School without first obtaining the approval of the Principal; and
 - b) comply with the school’s policy from time to time on sponsorship and promotion.