



ST MARY'S
COLLEGE

St Mary's College

P & F Constitution

1 Name

St. Mary's College Parents and Friends' Association (hereinafter called "The Association", operating as an unincorporated association of St Mary's College).

Objectives

The objects of The Association shall be to promote and further the interests of St. Mary's College, Hobart and its students and shall include, but not be limited to:

- Furthering the community and wellbeing of students, staff and parents as well as the educational, social and financial interests of the college;
- Support the Catholic ethos of the college;
- Be a voice for parents and guardians on matters of education, the development of students and the school community; and
- Joining any organisation which has similar objectives, whether at a local, State or Federal level in relation to this and other schools with the approval of the principal and/or college board.

2 Membership

Parents and Guardians of present and past pupils, Old Scholars of the School and other persons approved by the Executive Committee may become members of The Association on paying the annual subscription.

The immediate Past-President shall be an ex officio member of The Association.

3 Subscription

Annual subscription shall be such sum as determined at the Annual General Meeting with payment to be made through school account levy.

One Face Beyond...

4 Executive Committee

The Association shall have an Executive Committee, elected at the Annual General Meeting consisting of:

- a) President
Vice President
Secretary
Treasurer
- b) A minimum of four other members

The term of the President shall be no longer than three years. If a vacancy occurs the Executive Committee may appoint a new member. The Executive Committee shall meet at times determined by the President.

Executive Committee members who miss three consecutive meetings without reasonable cause shall forfeit their membership of the committee.

5 Meetings

The Association shall hold a minimum of seven General Meetings during the school year at a location determined by the Executive Committee with at least fourteen days notice of meetings.

The Principal of the College, the Head of the Junior school or their representatives are invited to attend meetings.

At an Association meeting a quorum shall consist of not less than seven members including at least two office bearers.

The Annual General Meeting of The Association shall be held not later than the 31st October at which an Executive Committee shall be elected and an Auditor appointed for the ensuing year.

An Annual Report and audited financial statements will be presented and any other business as per agenda may be considered.

A Special General Meeting may be called at any time by the Executive Committee. The President or Secretary shall convene a Special General Meeting upon receiving a written request from at least ten financial members. At least fourteen days notice must be given indicating the purpose of the Meeting.

The President or Acting Chair may exercise a casting vote at all meetings.

Members will declare any conflicts of interest they have in any meeting topic.

A meeting agenda will be distributed by the Secretary to The Association members seven days in advance of The Association meeting.

Meeting minutes will be distributed by the Secretary to The Association members within seven days following The Association meeting.

6 Accounts & Audit

All monies raised by The Association shall be placed in the name of The Association in such Bank or Banks as the Executive may from time to time determine.

All cheques shall be signed by any two of the President, Secretary, Treasurer or Principal of the College.

A report outlining the following will be presented at each general meeting:

- Receipts and payments since the last meeting,
- Accounts due for payment be presented for payment approval
- Current bank account balance including term deposits (and expiry date).

The Financial Year will be 1st September – 31st August.

An audit of accounts will be presented at the Annual General Meeting.

All money received by The Association will be banked within a reasonable time.

7 Amendments

This constitution may be amended at an Annual General Meeting or a Special General Meeting, provided that at least fourteen days notice is given to members.

The constitution must be reviewed at least every three years.

No amendment shall be effected unless passed by a two thirds majority of the Executive Committee members present and voting.

Such amendments to the Constitution must be approved by the College Board before they become operative.

8 Dissolution

Dissolution of The Association requires the approval of the College Board.

In the event of the dissolution of The Association, the assets of The Association shall become the property of St. Mary's College.