

PROPOSED CONSTITUTION OF ST MARY'S COLLEGE ALUMNI 2023 (To be read on conjunction with 'Agreement between St Mary's College Alumni and St Mary's College').

Draft 3

References: In this document, unless otherwise specified,

The College will refer to **St Mary's College**.

The Alumni will refer to **St Mary's College Alumni**.

Members will refer to those who attain membership per the qualification and process described under 'Membership'.

The Principal will refer to the **Principal of St Mary's College**.

Staff will refer to **teaching and non-teaching staff of St Mary's College**.

Students will refer to current students of St Mary's College.

The Committee will refer to the **Committee of St Mary's College Alumni**.

College/Alumni Agreement will refer to the Agreement between the College and Alumni recognising the Alumni as an integral part of the College.

Title: The name of this organisation is: **St Mary's College Alumni**.

Preamble: The St Mary's College Alumni is an association of past students of St Mary's College and St Columba's School, Presentation Sisters and staff (past and present) of the College.

The Alumni is an integral part of the College and is a committee of the College.

Aims and Objectives of the Alumni are:

1. To promote the charism of Nano Nagle, the foundress of the Order of the Presentation Sisters.
2. To support the Principal and Staff in their role of upholding the Catholic tradition and high standard of education within the College.
3. To encourage past students of the College to participate in Alumni activities and to foster mutual support between members.
4. To raise awareness among current students of the value in maintaining an association with the College and Alumni in their post school lives.

Membership of the Alumni is open to Presentation Sisters, past students of St Mary's College and St Columba's School and staff, past and present, of St Mary's College.

'Financial Membership' of the Alumni is obtained upon payment of an annual membership fee due on 1 October each year. The membership fee for the following financial year will be decided at the

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Annual General Meeting. Presentation Sisters are regarded as financial members with full voting rights.

'Life Membership' is obtained by a 'one-off' payment of a Life Membership Fee. The cost of this fee is determined by the Annual General Meeting. Life Memberships secured under previous Constitutions of the Alumni will remain current under this Constitution.

'General' or 'Non-Financial Membership' of the Alumni is available upon request from past students of St Mary's College, St Columba's School, staff, past and present, of St Mary's College at no cost but does not carry voting rights.

Management of Alumni Affairs will be undertaken by a committee elected at the Annual General Meeting of the Alumni. The committee will be primarily responsible for ensuring that the Alumni meets its obligations under the 'College/Alumni Agreement' and arranges an Alumni Mass, Reunion and Annual General Meeting of members (AGM).

Composition of Committee:

Executive Committee: President, Vice-President, Secretary, Treasurer.

General Committee: Minimum of three, maximum of five members.

All committee positions become vacant on the day of the AGM. Nominations for committee positions may be forwarded in writing to the secretary prior to the AGM or accepted at the meeting.

Casual committee vacancies occurring between AGMs can be filled by the committee by a majority vote.

Committee Meetings will be held at least four times per year with committee members given two weeks' written notice of meetings.

Committee meetings will follow standard meeting procedure including review of Minutes of the previous meeting and Finance Report as well as addressing agenda items. Matters will be decided by a simple majority with the Chair of the meeting having a casting vote.

A quorum for committee meetings is four.

Financial Management: All finances of the Alumni will be held in an Alumni account within the College finance system. The Treasurer will issue receipts as required and deposit all moneys in the Alumni account. Withdrawals from the Alumni account or transfer of money from the account by the College Finance Department, will be directed by the Committee and authorised by two of the signatories of the Executive Committee. The Treasurer will obtain from the College, a financial statement for presentation at each Committee meeting. The Treasurer will keep accurate records of all money received and paid out during the Financial year. These records will be audited against a balance sheet obtained from the College Finance Department at the end of the Financial Year. The balance sheet will be presented to the Annual General Meeting for acceptance.

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The Financial Year for the Alumni will be 1 October to 30 September.

General Meetings of Alumni:

Annual General Meeting will be held annually in November, with members receiving 21 days' written notice of meeting. This meeting will receive a President's and Treasurer's report, for the previous twelve months. A financial statement and balance sheet will be presented.

Election of President and Committee for the next twelve months will be held. **Motions on Notice** as agenda items to the AGM must be in writing and with the Secretary, 14 days prior to the meeting and distributed to members, 7 days prior to the meeting.

Except for changing the Constitution, all matters will be resolved by a majority vote on a show of hands. The Chair of the meeting will have a casting vote. Only those who have been financial members in the previous financial year will be entitled to vote. In meetings conducted wholly or partly via video technology, remote voting will occur by use of the polling facility relevant to the particular streaming platform.

No other business will be conducted at the AGM but a General Meeting can follow.

Special General Meetings can be called by the President at the direction of the Committee or at the written request of at least five Alumni members. 21 days' written notice of such meetings will be given to members. Voting will be per AGM.

General Meetings will follow standard meeting protocol and will require a quorum of 14. Voting will be per AGM.

Changing this Constitution: This constitution can only be changed at a General Meeting (either AGM or Special General Meeting) when members have been given 21 days' written notice of proposed change and two-thirds of the meeting votes in favour of the change. The Chair has a casting vote. Video participants will use voting options per AGM.

Winding up of Alumni: Should the Alumni cease to exist or to function as an organization, all money held in the name of the Alumni will be transferred to the College finances. Any documents or memorabilia held by the Alumni will be passed to the College Archives.

Closure of College or Major Departure from being a Catholic College:

In the event of the above circumstance, the Alumni reserves the right to withdraw any or all Alumni money held in the College Finance system and to either

1) Donate funds to a Catholic Education Facility to be determined by existing financial members and wind up its activities, thus ceasing to exist

or

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2) To transfer the funds to a bank account opened in the name of the Alumni and continue to function as the Alumni of St Mary's College under a new Constitution.

Attachment: *Agreement between St Mary's College Alumni and St Mary's College.*

**ADOPTED AS THE CONSTITUTION OF ST MARY'S COLLEGE ALUMNI AT THE ANNUAL
GENERAL MEETING ON/...../.....**

SIGNED: -----

NAME:-----

PRESIDENT