



CONSTITUTION FOR THE

Oxley College Parents & Friends Association

Amended on 16 February 2015

1 TITLE

The title of the association shall be;

OXLEY COLLEGE PARENTS' & FRIENDS' ASSOCIATION, hereafter referred to as the Association.

2 OBJECTS

- a) To render to the Board of Governors all possible assistance in promoting the educational interests of the school community by bringing the College Executive, the teaching staff, parents and students into close partnership.
- b) To confer with the Head of College in matters relating to the educational needs of the College, the staff and students
- c) To assist in the provision of teaching and learning equipment and other amenities for the College.
- d) To give public expression within meetings of the Association to matters affecting the education, safety and welfare of school children.

3 POWERS

- a) To impose and collect subscriptions, fees and other charges from members or to raise money only by such methods as are approved by the Board of Governors.
- b) To apply the income derived to the fulfillment of the objects of the Association. This application must be aligned to the College's Strategic Directions and in consultation with the Head of College.
- c) To appoint sub-committees from time to time to perform such functions as may be delegated to them, and to encourage such sub-committees in their functioning.

The Association shall not exercise any authority over the teaching staff, nor shall it interfere in any way with the control or management of the College.

4 MEMBERSHIP

All parents/guardians of currently enrolled pupils are automatically members of the Association. Other persons favourably disposed towards the College, may become members by applying to the Secretary.

The members of the College staff shall be honorary non-voting members of the Association.

5 LIFE MEMBERSHIP

The Association may confer the honour of Life Membership on a member who has made an outstanding contribution to the work of the Association.



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6 EXECUTIVE OFFICERS

The Executive Officers of the Association shall consist of the President, Vice President, Secretary and Treasurer.

Members of the Association elected as Executive Officers in accordance with Clause 10 perform their role in an honorary capacity.

7 MANAGEMENT

Management of the Association shall be vested in the Executive Committee which shall consist of the Executive Officers and eight other members elected at the Annual General Meeting.

Any vacancy occurring on the Executive Committee shall be filled by appointment at the next meeting of the Executive Committee.

The Executive Committee shall have the power to co-opt as additional members of the Executive and for a period not exceeding six months, no more than two members who were officers of the immediate past Executive Committee. These members may be co-opted notwithstanding that they may otherwise be ineligible to serve by reason of Clause 10. They shall serve in an advisory capacity only and shall not be entitled to vote.

The Executive Committee shall have the power to co-opt up to two additional members.

8 DUTIES OF OFFICERS

a) President

The President shall chair all Meetings of the Association and carry out all other duties consistent with such office. In his/her absence the Vice President or in his/her absence a member nominated by those present shall take over such duties.

The President at any meeting shall have a casting vote in case of equal voting.

The President shall be a member, ex officio, of all sub-committees.

The President shall prepare a report for submission to the Annual General Meeting.

A copy of this Constitution shall be made available to the President at all meetings.

The procedure at all meetings where not defined in this Constitution shall be as defined by P.E. Joske.¹

b) Vice President K-6

Vice President K-6 - The Vice President K-6 shall prepare and submit a report regarding any issues raised from the K-6 parents and friends. The Vice President shall be a member, ex officio, of all sub-committees pertaining to the K-6 parents and friends. The Vice President K-6 shall be responsible for a fundraiser during the year of office;

¹ Joske, P.E., *The Law and Procedure at Meetings*, The Law Book Company of Australia, Sydney,



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c) Vice President 7-12

Vice President 7-12 - The Vice President 7-12 shall carry out all the duties of the President in the President's absence including chairing all General Meetings. The Vice President 7-12 shall be responsible for a fundraiser during the year of office.

d) The Secretary

The Secretary shall keep a true and correct record of the Association's proceedings, which must be confirmed at each successive meeting.

The Secretary shall carry out the instructions of the resolutions passed and keep a record of all matters in connection with the Association.

The Secretary shall receive all correspondence and shall produce all inward and outward correspondence at the meeting following.

e) The Treasurer

The Treasurer shall receive all moneys paid to the Association and deposit them with the Association's account.

The Treasurer shall record in detail all financial transactions and this, together with the Minute book and all other records, must be made available to the Association's Auditors on demand.

The Treasurer shall produce a Balance Sheet and Statement of Income and Expenditure made up to the end of the financial year at the Annual General Meeting. A financial statement shall also be presented at each General Meeting.

9 ABSENT OFFICERS

The seat of any Officer, or Executive Committee member, absent from three consecutive committee meetings without reasonable cause, may be declared vacant, by a majority of the persons present and voting at a General Meeting.

10 ELECTIONS

a) Executive Committee

The Head of College and their nominated College representative shall be a member ex officio of Executive Committee of the Association and either or both may be a member of all sub-committees.

Nominations for the Executive Committee of the Association will be received at the Annual General Meeting and election will be by vote at such meetings which shall be conducted by a Returning Officer who shall be appointed by the retiring President from among those present at the Meeting and who is not standing for any position.

Nominations shall be with the consent of the Nominee.



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The terms of office for all Officers and members of the Executive Committee shall be from the date of their election or appointment until the date of the next Annual General Meeting or until their successors have been appointed.

All retiring officers and members of the Committee shall be eligible for re-election. However, after three years of continuous service in the same position on the Executive, a member will not be eligible for re-election to that same position for a period of one year.

A member shall not hold more than one office on the Executive Committee.

b) Officers

The Executive Committee will elect its own Officers at the first General Meeting of the Executive after the Annual General Meeting. The election will be conducted by the Head of College or his/her nominee and voting will be by simple majority.

11 GENERAL MEETINGS

A General Meeting of the Association shall be held at least once during each school term.

At all General Meetings the order of business shall be;

- ◆ Apologies
- ◆ Confirmation of Minutes of Previous Meeting
- ◆ Business Arising from Previous Meeting
- ◆ Correspondence
- ◆ Business Arising out of the Correspondence
- ◆ Accounts
- ◆ Reports
- ◆ Notice of Motions
- ◆ Questions
- ◆ General Business

Or as determined by the Executive Committee.

12 ANNUAL GENERAL MEETING

The Annual General Meeting shall be held during Term 4 of each year.

The order of business shall be as follows;

- ◆ Apologies



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- ◆ Minutes of Previous Annual Meeting
- ◆ Annual Reports
- ◆ Treasurer's Report
- ◆ Auditor's Report
- ◆ Election of Executive Committee
- ◆ Appointment of Auditor

13 SPECIAL GENERAL MEETINGS

A Special General Meeting shall be called at any time on a requisition signed by twelve members or on the authority of the Executive Committee or by the Board of Governors acting under Clause 21. Members shall be given not less than seven (7) days' notice of the object of the meeting, except for a meeting convened under Clause 21 when not less than fourteen (14) days notice shall be given.

14 QUORUM

Fifteen members shall constitute a quorum at an Annual or Special General Meetings and seven members shall constitute a quorum at a General Meeting. If the requisite number of members are not present the meeting will stand adjourned to a time and place appointed by the President, or the person acting at such meeting on behalf of the President.

15 NOTICE OF MEETING

The Secretary shall give reasonable notice to all members of all General, Annual and Special Meetings.

16 FUNDS

The funds of the Association shall be deposited in the name of the Association with the College's bank. The account shall be operated on by any two of the officers of the Association delegated in that behalf by the Association. For the purpose of this section, the officers of the Association shall include the Head of College.

17 ACCOUNTS

All accounts shall be submitted to a General Meeting for approval. No financial commitments shall be made without the authority of the Executive Committee.

18 FINANCIAL YEAR

The end of the financial year shall be 31 December each year.

19 AUDITING

An Auditor shall be appointed at the Annual General Meeting. The Auditor shall examine all accounts, vouchers, receipts, audit the books and furnish a report thereon.



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20 AMENDMENTS

This constitution may only be amended by resolution at an Annual General Meeting or Special General Meeting approved by two thirds of the eligible voting members present at the meeting and subsequently ratified by the Board of Governors.

The amendment must be considered by the Board of Governors within two Board meetings of the resolution being passed and does not take effect until ratified. The amendment lapses if it is not approved within this time.

Notice of any proposed amendment must be given in writing to the Secretary at least 21 days prior to the date of meeting at which it is to be moved. Particulars of the proposed amendment shall be included in the agenda and circulated to all members of the Association at least fourteen (14) days prior to such a meeting.

21 DISMISSAL OF EXECUTIVE

The Board of Governors may if requested by twelve (12) members of the Association or upon its own motion dismiss the Executive if it determines that the Executive has ceased to act in accordance with the objects of the Association set out in Clause 2.

The Board of Governors shall appoint an interim Executive who must be eligible members of the Association.

A Special General Meeting of the Association must be held within three (3) calendar months of the dismissal to elect a new Executive.

Members of the previously dismissed Executive are ineligible for election at this meeting. Members of the interim executive are eligible for election at this meeting.

22 DISSOLUTION

- a) The Association may be dissolved in terms of a resolution carried at a Special General Meeting by a two thirds majority of the eligible voting members present.
- b) The Board of Governors may dissolve the Association if it determines that the Association has ceased to act in accordance with its objects in Clause 2 or those objects can no longer be fulfilled.
- c) Upon dissolution of a sub-committee, the Treasurer of the P & F Association shall, after collecting all moneys due and paying all outstanding debts, transfer the balance of funds to the P & F Association accounts.
- d) Where the Association is dissolved, its minute book, books of account and all other records together with the residue of its funds shall be transmitted to the Board of Governors within two months of the date of dissolution and after the books have been audited.

End of Constitution