ORAN PARK ANGLICAN COLLEGE PARENTS' AND FRIENDS' ASSOCIATION

CONSTITUTION

1. NAME

The name of the organisation is "Oran Park Anglican College Parents' and Friends' Association" (referred to hereafter as "the Association").

2. ESTABLISHMENT

The Association is established by authority of Sydney Anglican Schools Corporation, a body incorporated under the Anglican Church (Bodies Corporate) Act 1938 and which is the controlling body for Oran Park Anglican College.

a) In all matters relevant to the Association, the Association is responsible to Sydney Anglican Schools Corporation ("the Corporation") through the College Council and the College Principal.

b) The "College Council" has been established by Sydney Anglican Schools Corporation for the purpose of being an informed and responsible body for all matters pertaining to, emanating from, or affecting the College.

c) The College Principal has been appointed by the Corporation and College Council and is responsible to the College Council and the Corporation for all matters relating to the management and conduct of the College.

3. OBJECTS

The objects of the Association shall be:

a) To bring together those people interested in the welfare and development of Oran Park Anglican College ("the College");

b) to promote the interests and future development of the College;

c) to foster good relationships between members of the College community;

d) to invest the moneys of the Association in such manner as may from time to time be determined, subject to the agreement of the College Council;

e) to borrow or raise money in such manner and upon such terms as may from time to time be determined, subject to the agreement of the College Council;

f) to do all such other lawful things as may appear to be incidental or conducive to the attainment of the above objects or any of them, subject to the agreement of the College Council and Principal.
4. MEMBERSHIP

a) Any parent or guardian of a pupil (whether present or past), and any other person approved by the Executive of the Association shall be eligible for membership upon payment of the annual subscription then payable. The Principal and the Chairman of the College Council shall be ex officio members of the Association.

b) The annual subscription shall be such sum as shall be determined at the Annual General Meeting and shall be payable by all members in advance.

c) No person shall be entitled to vote at any meeting of the Association unless the annual subscription has been paid prior thereto.

d) The Executive may invite persons as honorary members of the Association upon such terms as may be deemed proper. Honorary members shall not be required to pay any subscription.

5. EXECUTIVE

a) The controlling and administrative body of the Association shall be the Executive which shall comprise the following office bearers:

President, Vice President, Secretary, Treasurer, and not less than six other members who shall be the convenors of any sub-Committees and who shall be elected annually at the Annual General Meeting of the Association, together with the Principal and Chairman of the College Council or a nominee ex officio.

b) The Executive shall have power to appoint a member to fill any casual vacancy on the Executive until the next Annual General Meeting. Any member so appointed shall retire at the next Annual General Meeting but shall be eligible for election as a member of the Executive at such meeting.

c) The Executive shall meet at least once in every College term to examine the accounts and arrange the affairs of the Association. Six members of the Executive shall form a quorum. Minutes shall be taken of all resolutions and proceedings of the Executive and shall be open to inspection of any member of the Association applying in writing to the Secretary therefor.

6. DUTIES OF OFFICE BEARERS

a) The functions of the Executive shall include the following:

i) The President shall preside at all meetings of the Association and in his/her absence the Vice President or failing the Vice President a Chairman elected by the meeting shall preside;

ii) the Secretary shall record minutes of all meetings, attend to the correspondence of the Association and generally act according to the directions of the Executive with regard to the keeping of records, convening of meetings, notice to members and the like;
iii) the Treasurer shall receive all moneys payable to the Association and shall keep or cause to be kept all usual and proper books of account and shall present to the Annual General Meeting a revenue and expenditure account and a balance sheet for the preceding financial year and arrange for the same to be audited, and certified by the auditors appointed at the previous Annual General meeting;

Accounts for the Association and its sub-Executives shall be closed on the 30th of November each year;

iv) the Convenors shall chair their respective sub-Committees and shall be responsible for the oversight and conduct of the respective sub-Committee’s designated area and shall provide regular progress reporting to each general meeting of the Association;

vi) the office of President, Vice President, Secretary and Treasurer may only be held by the same person for a consecutive period of two (2) years.

7. **SUB-COMMITTEES**

a) The Executive from time to time may form sub-Committees as deemed necessary or expedient and may defer to them responsibilities and duties as the Executive determines. Such sub-Committees will be responsible to the Executive and shall report their proceedings to the Executive regularly and at least once each College term. They shall conduct their business in accordance with the directions of the Executive.

b) The Executive shall have the power to dissolve any of its sub-Committees at any time. In the event of such dissolution all the records and property under the control of the sub-Committee shall become the property of the Association.

c) The membership of any sub-Committee shall be appointed by the Executive

8. **BANKING**

The Association shall conduct bank accounts in which all funds received are to be deposited promptly; withdrawals against those accounts must be signed by at least two Executive member signatories.

9. **DISBURSEMENT OF FUNDS**

Funds raised by the Association may only be disbursed for the benefit of the College for purposes which have been agreed between the Executive, Principal and the College Council. Expenditure incurred in raising funds and running expenses, providing they are reasonable, do not require prior approval.

10. **LODGEMENT OF AUDITED FINANCIAL STATEMENTS WITH THE COLLEGE COUNCIL**

The Association shall lodge with the College Council after presentation before the Annual General Meeting, a copy of the audited financial statements for the previous year of the Association.
11. **BORROWING POWERS**

If at any time the Association in general meeting shall pass a resolution authorising the Executive to borrow money, the Executive shall thereupon be empowered to borrow for the purpose of the Association such amount of money either at one time or from time to time at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution and thereupon the Executive shall enter into such agreements in relation thereto as the Executive may deem proper for giving security for such loans and interest. All members of the Association whether voting on such resolution or not and all persons becoming members of the Association after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution. All of the items, phrases and references in this rule are subject on each and every occasion to the specific approval of the College Council. The Association shall not indicate to any lender that the College Council, Sydney Anglican Schools Corporation, or the Anglican Church Diocese of Sydney undertakes to guarantee the repayment of any loan unless that body has provided a specific written undertaking so to do.

12. **GENERAL MEETING**

The Annual General Meeting of the Association shall be held in the month of February in each year upon a date and at a time to be fixed by the Executive for the following purposes:

a) To receive from the Executive a report, balance sheet and statement of accounts for the preceding financial year and to appoint auditors for the ensuing year.

b) To elect the officers and other members of the Executive for the ensuing year.

c) To resolve any motion which may be duly submitted to the meeting.

d) At the Annual General Meeting the officers and other members of the Executive shall retire and shall be eligible for re-election subject to the limitations set out in Clause 6(b)(v).

e) Twenty-one (21) days at least before the Annual General Meeting or any Extraordinary General Meeting, a notice of such meeting and of the business to be transacted thereat shall be sent to every member.

f) The Executive may at any time for any special purpose call an Extraordinary General Meeting and they shall do so forthwith upon the requisition in writing of any twenty (20) members stating the purposes for which the meeting is required.

g) The quorum at all General Meetings shall be twenty (20) members or ten percent of the membership, whichever is the lesser.

h) At all General Meetings of the Association every member present shall be entitled to one vote upon every motion and in case of an equality of votes the Chairman shall have a second or casting vote.

i) Every member of the Association shall from time to time communicate to the Secretary his/her address and all notices posted to such address shall be considered as having duly been given on the day following the date of posting.
13. RULES AND CHANGES

a) The rules specified in the Constitution may be repealed or amended subject to the agreement of the College Council, by special resolution at any Annual or Extraordinary General Meeting providing that no resolution shall be deemed to have been passed unless it has been carried by a majority of at least two thirds of the members present and voting thereon.

b) Any member desirous of moving an resolution to repeal or amend the rules at the Annual General Meeting shall give notice thereto in writing to the Secretary not less than twenty-eight (28) days before the date of the meeting whereupon the Secretary shall notify the members and the College Council in writing of the intended motion.

14. NON-PROFIT CLAUSE

The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the objectives of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Association provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Association or to any member of the Association in return for any services actually rendered to the Association or reasonable and proper rent for premises let by any member of the Association.

15. DISSOLUTION CLAUSE

a) The Association shall not be voluntary dissolved except at a General Meeting of the Association specially convened for the purpose and by a Resolution carried by a majority of four-fifths of the votes recorded in respect of the same.

b) The College Council shall have the power to dissolve the Association upon the special resolution of the Sydney Anglican Schools Corporation passed after a joint meeting of the Corporation, College Council and the Association Executive.

c) If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to Oran Park Anglican College. In the event that Oran Park Anglican College has ceased to exist either before or concurrently with the winding up or dissolution of the Association the remaining property shall be given or transferred to Sydney Anglican Schools Corporation.

We the undersigned hereby certify that the foregoing is a true and correct copy of the Constitution and the Rules of the Oran Park Anglican College Parents' and Friends' Association adopted by resolution at the Meeting held at Oran Park Anglican College on

Signed:      Signed: