

ANNEXURE “A”: BY-LAWS FOR SUPPORT GROUPS (refer clause 19.2 above)

1. The name of the Group shall be the [**name of activity**] SUPPORT GROUP (hereinafter referred to as “the Support Group”)
2. The Management Committee of the P&F in consultation with the Principal shall first authorise the establishment of each support group.
3. The Support Group shall comprise members of the P&F who are interested in the promotion of [**Activity**] at the School. The Support Group shall be a subcommittee of the P&F and shall act in support of its objects.
4. Position descriptions for executive officers of a support group, approved by the Principal, are to be complied with.
5. The purposes of the Support Group shall be to:
 - (a) help ensure that all students of the School interested in [**Activity**] will have the opportunity to gain appropriate participation and encouragement in that activity.
 - (b) assist the School in ensuring that student efforts are supported by the full and effective use of the facilities provided by the School.
 - (c) assist the coordinated efforts of the students, teachers, tutors, coaches and voluntary helpers to achieve successful competition of [**Activity**] within the School activities.
 - (d) to assist the teacher-in-charge of the Support Group to carry out his/her responsibilities in that regard;
 - (e) promote the development of [**Activity**] within the School.
 - (f) raise funds on behalf of [**Activity**] (and in the case of major fund raising in consultation with the P&F) by various means approved by the Principal.
6. All funds resulting from approved fund raising activities shall be applied towards the advancement of [**Activity**] within the School provided that prior to spending any sum of money, above an amount agreed from time to time between the Principal and the Management Committee of the P&F, on School equipment or facilities, the Support Group committee must first obtain the approval of the Principal both as to application and timing.
7. The Management Committee of the P&F shall at all times be responsible to the Principal for the activities of the Support Group, and shall assist, cooperate or intervene with the Support Group to ensure school policies are adhered to.
8. The Support Group Committee shall consist of at least a President, Secretary and a Treasurer. The Teacher-in-Charge, a representative of the Management Committee as nominated by the Management Committee, and the immediate past president of the Support Group Committee shall be ex-officio members of the Committee.
9. A quorum for all meetings (including the Annual General Meeting) shall be three members, one of whom must be the President or Vice President of the relevant support group.
10. All support group meetings must (as reasonably possible) be attended by the Teacher-in-Charge or his/her nominee.
11. There shall be at least two general meetings in each year. Each meeting will occur on school premises unless permission is obtained from the P&F Management Committee. General meetings can also be called by a minimum of four members in writing. General meetings must be chaired by either the president or the immediate past president.

12. An annual general meeting of the members of the Support Group is to be held within 8 weeks following the conclusion of the season/period of activity for [**Activity**], or in February if the activity is not seasonal. The president and Teacher-in-Charge shall present their reports. The Treasurer shall present his/her report as to the income and expenditure of the group during the previous year and the assets and liabilities of the group at the end of that year.
13. At each annual general meeting:-
 - (a) the President, Secretary and Treasurer shall retire from their offices. An election shall be held for these positions and unless the meeting shall otherwise resolve no person shall serve more than 2 consecutive terms in the same office. The outgoing members of the committee shall be deemed to have vacated their respective offices at the commencement of the election.
 - (b) The P&F auditor will be the auditor of each Support Group and the P&F will pay for the audits completed.
14. If the annual general meeting so resolves, the number of members serving on the Committee for the ensuing year may be increased.
15. The Support Group shall by resolution carried by 75% of the members present and voting at a general meeting have power to remove any member of the Committee from office provided the member shall have been given 14 days notice of the motion for his or her removal. The management committee of the P&F by majority resolution shall have power to remove a member from office of the Support Group Committee where that member is acting in a manner inconsistent with the aims and objects of the P&F.
16. It is the function of the Committee to carry out on behalf of the Support Group the purposes set out in Clause 5.
17. All funds of the group shall (subject to clause 19 below) be:
 - (a) managed on its behalf by the Treasurer of the Support Group;
 - (b) banked as soon as possible by the Treasurer of the Support Group.
18. On presentation of approved invoices, cheques will be prepared and signatures attached by the Support Group signatories. On a regular basis (at least monthly) statements of accounts will be provided to the P&F Treasurer by the Treasurer of the Support Group. Alternatively, Electronic Funds Transfers (EFT) maybe utilised for payment of accounts. The same Rules for signing and authorisation of cheques apply to Electronic Funds Transfers.
19. If by a decision at a general meeting of the P&F it is resolved that Support Groups or any one or a number of them will manage their funds DIRECTLY then:
 - (a) all funds of the group shall be paid into a bank account or bank accounts to be opened by the Committee under the style "St Margaret's School [**Activity**] Support Group Account";
 - (b) all transactions in connection with any such account shall be effected by the signature of ANY (BUT NO LESS THAN) TWO MEMBERS of the Support Group Committee to be nominated by that membership;
 - (c) a balance date of December 31 (or other such date as may be required by the management committee of the P&F) shall be set. This is the date to which accounts of the group shall be written up in respect of the preceding 12 calendar months, such accounts to be prepared by the Treasurer and provided prior to the annual meeting of the Support Group, provided however that the first balance date will be the first

December 31 which occurs more than 12 months after the implementation of these By-Laws.

- (d) the audit of the Support Group will be managed and coordinated by the P&F. The audited accounts are to be presented to the Support Group annual general meeting next following their preparation.

20. Subject to Clause 5 of these By-Laws:-

- (a) it shall be the duty of the Committee to ensure that the teacher-in-charge of the relevant Support Group is given adequate assistance, when required, to discharge his/her responsibilities in that regard.
- (b) the Support Group Committee shall have the responsibility of:-
- (i) assisting the School in developing, in consultation with the Teacher-in-Charge, the medium to long term direction of support to the [**Activity**];
 - (ii) medium to long term financial planning of the Support Group;
 - (iii) organising social and fund-raising programmes for the [**Activity**], but which programmes (especially Support Group functions) are to be organised only after having first consulted with the Management Committee;
 - (iv) assisting the teacher-in-charge by providing manpower and logistic support beyond school resources for the various [**Activity**] activities.

21. Minutes of the meetings of the Committee shall be promptly circulated to members of the Committee and confirmed minutes be circulated promptly to the Principal and Secretary of the P&F.

22. These By-Laws may:

- (a) only be amended by a general meeting of members of the P&F.
- (b) shall be read subject to the Rules of the P&F.

23. The term "Teacher-in-Charge" means the person or persons for the time being appointed by the Principal to have responsibility for [**Activity**].

24. The P&F at a general meeting of members may wind up a support group, in consultation with the Principal, on the grounds of insufficient interest from the students in that activity.

25. In the event of a voluntary or P&F initiated wind-up of the Support Group all residual assets of the Support Group will become the property of the P&F to be applied to purposes approved by the Principal.

26. With the agreement of the Principal, the P&F may direct any accumulated funds in a support group that is in excess of their reasonable needs as determined at a general meeting of the P&F to be used in another activity of the school or to satisfy the objects of the P&F.

27. The Support Group Committee shall:

- (a) report regularly to the P&F on its activities. This may be either a formal report or by a Support Group representative attending a general meeting of the P&F to present a written or verbal report;
- (b) send copies of the minutes of any meeting (together with relevant reports including Treasurer's reports) to the secretary of the P&F as soon as is reasonably practical after each meeting of the Support Group Committee.