

# ST MARGARET'S P&F ASSOCIATION

## RULES

Adopted at a General Meeting of the P&F Association on  
12 September 2012

# INDEX

1	DEFINITIONS
2	OBJECTS
3	GENERAL MATTERS
4	POWERS
5	MEMBERSHIP
6	ADMISSION AND REJECTION OF "FRIEND" MEMBER
7	RESIGNATION OF MEMBER OR TERMINATION OF MEMBERSHIP OF A MEMBER OF MANAGEMENT COMMITTEE
8	APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP
9	REGISTER OF MEMBERS
10	SECRETARY
11	MEMBERSHIP OF MANAGEMENT COMMITTEE
12	MANAGEMENT COMMITTEE – ELECTION AND VOTING
13	RESIGNATION OF MEMBER OF MANAGEMENT COMMITTEE
14	CASUAL VACANCIES
15	MANAGEMENT COMMITTEE – FUNCTIONS
16	MANAGEMENT COMMITTEE – MEETINGS
17	MANAGEMENT COMMITTEE – DELEGATION OF POWERS
18	ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS
19	SUPPORT GROUPS
20	RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING
21	ANNUAL GENERAL MEETINGS
22	BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING
23	SPECIAL GENERAL MEETING
24	GENERAL MEETING – QUORUM
25	GENERAL MEETINGS – NOTICE
26	GENERAL MEETINGS – PROCEDURE
27	BY-LAWS
28	ALTERATION OF RULES
29	FUNDS AND ACCOUNTS – INCLUDING SUPPORT GROUPS
30	EQUIPMENT/ASSETS – PURCHASE FOR USE BY THE SCHOOL
31	DOCUMENTS
32	FINANCIAL YEAR
33	WINDING UP
34	DIRECTIONS BY THE PRINCIPAL
35	SCHOOL UNIFORMS
36	BLUE CARDS

ANNEXURE "A": BY-LAWS FOR SUPPORT GROUPS (refer clause 19.2 above)  
ANNEXURE "B": COMMITTEE CODE OF CONDUCT AND PROTOCOL

## 1 DEFINITIONS

1.1 The following words or expressions shall have the following meanings:

- (a) “the P&F” means the St Margaret’s P&F Association Inc;
- (b) “the School” means the St Margaret’s Anglican Girls School, Brisbane;
- (c) “the Society” means the Sisters of the Society of the Sacred Advent;
- (d) “the Company” means The Society of the Sacred Advent Schools Pty Ltd;
- (e) “the Council” means the St Margaret’s School Council Limited;
- (f) “the Management Committee” means such persons who are elected pursuant to clause 12 of these Rules to manage the P&F;
- (g) “Privacy Legislation” means the *Privacy Act* 1988 (C/th) and any Regulations or Codes made pursuant to that Act.
- (h) “a blue card” means a card issued pursuant to the *Commission for Children and Young People and Child Guardian Act* 2000 for the purposes of working with children and young adults.

## 2 OBJECTS

2.1 The objects for which the P&F is established are to:-

- (a) support the objects of the School, the Society, the Company and the Council in delivering a leading education program within a Christian context.
- (b) foster the interest of parents of present and past students, and other friends of the School in all School activities;
- (c) promote good fellowship between parents, friends, teachers and students alike, for the general well-being of the School community;
- (d) represent the School community on working parties and other groups where a parent presence is requested;
- (e) foster and provide opportunities for community endeavours, including appropriate fundraising activities, for the furtherance of these objects and the welfare of the School community;
- (f) provide and improve amenities, equipment, instruments and any other support services for the use or benefit of the students of the School or the School community (but always subject to first obtaining the approval of the Principal);
- (g) assist and support the School in all its activities;
- (h) provide a forum of communication between the members of the School community.

## 3 GENERAL MATTERS

3.1 The good name of the School is to be protected at all times.

- 3.2 The Principal is the representative of the Society, the Company and the Council.
- 3.3 The School's Vision and Mission Statement is achieved by the delivery of a leading educational program including activities with Support Groups, and the conduct of those activities should support the achievement of the School's Vision and Mission Statement (as modified from time to time by the School).
- 3.4 The P&F is subject at all times to policy and procedure directives that may be issued from time to time by the School (and to the extent that there is any conflict with these Rules, those directives prevail).
- 3.5 The Company consents to the use of certain Company assets to assist the P&F in achieving its objectives.
- 3.6 The assets of the P&F are assets of the Company in its capacity as owner of the School.

#### **4 POWERS**

- 4.1 The P&F may, for example:
  - (a) enter into contracts in carrying out its objects;
  - (b) make charges for services and facilities it supplies;
  - (c) borrow or invest monies;
  - (d) do other things necessary or convenient to be done in carrying out its affairs.
- 4.2 The P&F may, with the consent of the Principal, carry on at the school businesses that are consistent with the objects of these Rules.
- 4.3 The P&F must first obtain the written approval of the Principal before encumbering, mortgaging or otherwise offering any property as security, or borrowing any funds.

#### **5 MEMBERSHIP**

- 5.1 The membership of the P&F shall:
  - (a) consist of ordinary members;
  - (b) be open to parents or guardians of students attending the School; parents or guardians of past students; past students; and any friend of the School desirous of furthering the objects of the P&F.
- 5.2 There shall be two types of ordinary membership:
  - (a) "parent" membership for members who are parents or guardians of a current student at the School;
  - (b) "friend" membership for those who are not current parents.
- 5.3 Parents or guardians of students currently enrolled at the School are automatically members of the P&F.
- 5.4 Every applicant for "friend" membership of the P&F shall be proposed by one parent (1) member of the P&F and seconded by another parent member.

- 5.5 The application for “friend” membership shall be made in writing, signed by the applicant and the applicant’s proposer and seconder and shall be in such form as the management committee from time to time prescribes.
- 5.6 At any general meeting of the P&F a person who has given outstanding and meritorious service to the P&F or School may be elected as an “honorary life member”.

## **6 ADMISSION AND REJECTION OF “FRIEND” MEMBER**

- 6.1 At the next meeting of the Management Committee after the receipt of any application for “friend” membership, such application shall be considered by the Management Committee, who shall make a determination about the admission or rejection of the applicant.
- 6.2 Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member.
- 6.3 Upon the acceptance or rejection of an application for membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

## **7 RESIGNATION OF MEMBER OR TERMINATION OF MEMBERSHIP OF A MEMBER OF MANAGEMENT COMMITTEE**

- 7.1 A member may resign from the P&F at any time by giving notice in writing to the secretary.
- 7.2 Such resignation shall take effect at the time such notice is received by the secretary.
- 7.3 If a member of the Management Committee:-
- (a) is convicted of an indictable offence; or
  - (b) fails to comply with any of the provisions of these Rules; or
  - (c) conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the P&F,
- the other members of the Management Committee shall consider whether that member’s membership of the P&F shall be terminated.
- The member concerned shall be given a full and fair opportunity of presenting the member’s case at a General Meeting of the P&F.
- 7.4 The question of removal shall then be determined by a majority vote of the members present at such a General Meeting.
- 7.5 There is no right of appeal against a member’s removal from office under these Rules.
- 7.6 The Principal cannot be removed from membership of the Management Committee.
- 7.7 Apart from the occurrence of an event as per clause 7 above, a “parent” membership shall automatically cease on the member ceasing to be a parent or guardian of a student attending the school.

## **8 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

- 8.1 A person whose application for membership has been rejected or whose membership has been terminated may within one (1) month of receiving written notification thereof, lodge with the secretary written notice of the person's intention to appeal against the decision of the Management Committee.
- 8.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three (3) months of the date of receipt by the secretary of such notice, a general meeting to determine the appeal.
- 8.3 At any such meeting the applicant shall be given the opportunity to fully present the applicant's case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.
- 8.4 The appeal shall be determined by the vote of the members present at such meeting.

## **9 REGISTER OF MEMBERS**

- 9.1 The current parent or guardian listing of the school roll, held by the School, with the exception of those parents or guardians electing not to be members of the P&F, is acceptable as a register of the names and addresses of all persons admitted to "parent" membership of the P&F.
- 9.2 Subject to the constraints of the Privacy Legislation, the register shall be open for inspection at all reasonable times by any member who previously applies in writing to the secretary of the P&F or the Principal for such inspection.

## **10 SECRETARY**

- 10.1 If the P&F has not elected an interim officer as secretary for the P&F before its establishment, the members of the Management Committee must appoint or elect a secretary for the P&F within one month after establishment
- 10.2 If a vacancy happens in the office of secretary, the members of the Management Committee must appoint or elect a secretary within one month after the vacancy happens.
- 10.3 The secretary must be an individual residing within 100 kilometres of the City of Brisbane, who is:-
- (a) a member of the P&F elected by the P&F as secretary; or
  - (b) a member of the P&F's Management Committee appointed by the committee as secretary; or
  - (c) appointed by the Management Committee as secretary (whether or not the individual is a member of the P&F).
- 10.4 The secretary shall ensure that all minutes as referred to in clause 26.1(h) are prepared and distributed to all members of the Management Committee in a timely fashion. It will suffice that such distribution is by way of email transmission.

## **11 MEMBERSHIP OF MANAGEMENT COMMITTEE**

- 11.1 The Management Committee of the P&F shall consist of at least the:

- (a) President;
- (b) Vice-President;
- (c) Treasurer, and;
- (d) Secretary.

All of the above persons shall be members of the P&F. The Management Committee may also consist of such number of other members as the members of the P&F at any general meeting may from time to time elect or appoint.

11.2 The Principal shall be an ex-officio member of the Management Committee.

11.3 At the Annual General Meeting of the P&F, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election provided that, unless the annual general meeting shall otherwise separately resolve, no person shall serve more than five consecutive terms in the same office.

## **12 MANAGEMENT COMMITTEE – ELECTION AND VOTING**

- (a) any one (1) member of the P&F shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
- (b) the nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the secretary at least 14 days before the annual general meeting at which the election is to take place;
- (c) a list of the candidates' names (in alphabetical order) shall be advertised in the School's electronic newsletter ("eNewsletter") at least 7 days immediately preceding the Annual General Meeting;
- (d) each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
- (e) at the commencement of such meeting should there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting;
- (f) voting shall be by way of:
  - (i) show of hands from the floor;
  - (ii) proxy; or
  - (iii) email transmission;
- (g) as regards any vote by proxy, the instrument appointing the proxy:
  - (i) shall be in writing in the usual form under the hand of the appointer. A permissible form (or a form as near thereto as circumstances permit) is as follows:

*To the St Margaret's Parents and Friends Association Inc,*

*I (insert name) of (insert address) appoint (insert name) of (insert address) as my proxy to vote for me on behalf at the meeting of the P & F to be held on (insert date).*

*Signed (signature) on (insert date)*

- (ii) must be received by the current President or Secretary no later than 48 hours prior to the Annual General Meeting;
- (h) as regards any vote by email transmission (or any proxy forwarded by email transmission):
  - (i) the email shall be forwarded to the current email address of either the President or Secretary;
  - (ii) the onus is on the member forwarding such email to confirm that the email has been received by the relevant member of the P&F Management Committee. Such confirmation would preferably be by way of an email in response from the President or Secretary confirming receipt of the member's vote by email transmission;
- (i) each vote shall be of equal weight, and each decision shall be determined by a majority of votes.

### **13 RESIGNATION OF MEMBER OF MANAGEMENT COMMITTEE**

- 13.1 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary.

### **14 CASUAL VACANCIES**

- 14.1 The Management Committee shall have power at any time to appoint any member of the P&F to fill any casual vacancy on the Management Committee until the next annual general meeting.
- 14.2 The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the management committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the P&F, but for no other purpose.

### **15 MANAGEMENT COMMITTEE – FUNCTIONS**

- 15.1 Except as otherwise provided by these Rules and subject to resolutions of the members of the P&F carried at any general meeting the Management Committee shall have the general control and management of the administration of the affairs, property and funds of the P&F subject to any Policy and Procedural directives issued by the School from time to time.

### **16 MANAGEMENT COMMITTEE – MEETINGS**

- 16.1 The Management Committee shall meet at least once every three (3) calendar months to exercise its functions.



- 16.2 The Management Committee must decide how a meeting is to be called.
- 16.3 Notice of a meeting is to be given in the way decided by the Management Committee.
- 16.4 A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the management committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- 16.5 At every meeting of the Management Committee, which must (if reasonably possible) be attended by the Principal or his/her nominee, a quorum shall consist of four (4) people.
- 16.6 Subject as previously provided in this section, the Management Committee may meet together and regulate its proceedings as it thinks fit.
- 16.7 Questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 16.8 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the P&F in which the member is interested, or any matter arising thereout, and if the member does so vote the member's vote shall not be counted.
- 16.9 Not less than 14 days notice shall be given by the secretary to members of the management committee of any special meeting of the Management Committee.
- 16.10 Such notice shall clearly state the nature of the business to be discussed thereat.
- 16.11 The President shall preside as chairperson at every meeting of the Management Committee, or if at any meeting the president is not present within 10 minutes after the time appointed for holding the meeting, the vice-president shall be chairperson or if the vice president is not present at the meeting then the members may choose one of their number to be chairperson of the meeting.
- 16.12 If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse.
- 16.13 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

## **17 MANAGEMENT COMMITTEE – DELEGATION OF POWERS**

- 17.1 The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the P&F as the Management Committee thinks fit.
- 17.2 Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- 17.3 A subcommittee may elect a chairperson of its meetings.

- 17.4 If no such chairperson is elected, or if at any meeting the chairperson is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson of the meeting.
- 17.5 A subcommittee may meet and adjourn as it thinks proper.
- 17.6 Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

## **18 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

- 18.1 All acts done by any meeting of the management committee or of a subcommittee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that any member of the Management Committee was disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee, except where either:-
- (a) the presence of any such member was required to constitute a quorum at a meeting, in which event all acts done at any such meeting shall be invalid; or
  - (b) the member's vote was required to pass a resolution at a meeting, in which case that resolution shall be invalid.

## **19 SUPPORT GROUPS**

- 19.1 The Management Committee shall promote and encourage the establishment of special interest groups within the membership of the P&F to serve special educational, cultural, social, sporting or spiritual interests of the students or groups of students of the School or to serve one or more of the objects of the P&F. These groups shall be referred to as "Support Groups."
- 19.2 All Support Groups shall:
- (a) be governed by a committee which in turn shall be responsible to the Management Committee of the P & F;
  - (b) operate as subcommittees of the Management Committee and subject to the By-Laws for Support Groups contained in "Annexure A" to these Rules ("the By-Laws").
  - (c) operate subject to the P&F "Support Group Manual" (a copy of which can be found on the School's website). To the extent that there is any inconsistency between that Manual and either these Rules or the By-Laws (being Annexure "A"), these Rules and the By-Laws shall prevail.
- 19.3 Support Group By-Laws may only be amended by a general meeting of members of the P&F.
- 19.4 A Support Group shall make its records and books of account available, within 14 days of being requested by the Management Committee to do so, to the P&F's treasurer or nominated auditor to enable the preparation of a report on the financial affairs of the Support Group for the preceding 12 month period.

- 19.5 All serving members of School Support Group Committees are deemed to have provided an undertaking to comply with the Code of Conduct which is Annexure "B" to these Rules. To the extent that there is any conflict between that Code of Conduct and either these Rules or the annexed By-Laws, the Rules and the By-Laws shall prevail.

## **20 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING**

- 20.1 A resolution in writing signed by all the members of the Management Committee, or an email response agreeing to the resolution from each individual member of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held.

## **21 ANNUAL GENERAL MEETINGS**

- 21.1 Each subsequent annual general meeting must be held:-

- (a) at least once each year; and
- (b) within three months after the end of the P&F's previous financial year.

## **22 BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING**

- 22.1 The following business must be transacted at every annual general meeting:-

- (a) the receiving of the audited statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the P&F and the Support Groups for the last financial year;
- (b) the receiving of the auditor's report on the financial affairs of the P&F and the Support Groups for the last financial year;
- (c) the presenting of the audited statement to the meeting for adoption;
- (d) the election of members of the Management Committee;
- (e) the appointment of an auditor;
- (f) any general business or business on notice.

## **23 SPECIAL GENERAL MEETING**

- 23.1 The secretary shall convene a special general meeting by sending out notice of the meeting within 14 days of:-

- (a) being directed to do so by the Management Committee; or
- (b) being given a requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the P&F which equals double the number of members presently on the Management Committee plus one;
- (c) being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

- 23.2 A requisition mentioned in subsection 23.1(b) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

## **24 GENERAL MEETING – QUORUM**

- 24.1 At any general meeting, the number of members required to constitute a quorum shall be double the number of the Management Committee members present plus one.
- 24.2 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 24.3 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the P&F, shall lapse.
- 24.4 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 24.5 The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 24.6 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- 24.7 Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **25 GENERAL MEETINGS – NOTICE**

- 25.1 The secretary shall convene all general meetings of the P&F by giving not less than 14 days' notice of any such meeting to the members of the P&F by publication in the School's electronic newsletter.
- 25.2 Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

## **26 GENERAL MEETINGS – PROCEDURE**

- 26.1 Unless otherwise provided by these Rules, at every general meeting:-
- (a) the president shall preside as chairperson, or if there is no president, or if the president is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, one of the vice-presidents shall be the chairperson or if the vice-presidents are not present then the members present shall elect one of their number to be chairperson of the meeting;
  - (b) the chairperson shall maintain order and conduct the meeting in a proper and orderly manner;

- (c) every question, matter or resolution shall be decided by a majority of votes of the members present, with the vote of each member being equal to each other member's vote;
- (d) every member shall be entitled to one vote;
- (e) in the case of an equality of votes, the chairperson shall have a second or casting vote;
- (f) voting shall be by:
  - (i) show of hands;
  - (ii) proxy; or
  - (iii) email transmission,

unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot.
- (g) as regards any voting by proxy or email transmission, the procedure set out in clauses 12(g) and 12(h) of these Rules is to be followed.
- (h) the secretary shall cause full and accurate minutes of all substantive questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any member who previously applies to the secretary for that inspection.
- (i) for the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Management Committee meeting to verify their accuracy.
- (j) the minutes of every general meeting and Annual General Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting.

## **27 BY-LAWS**

- 27.1 The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the P&F and any by-law may be set aside by a general meeting of members.

## **28 ALTERATION OF RULES**

- 28.1 Subject to the written consent of the Principal, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.
- 28.2 However an amendment, rescission or addition is valid only if the amendments have been provided to and ratified by the Principal.

## **29 FUNDS AND ACCOUNTS – INCLUDING SUPPORT GROUPS**

- 29.1 The funds of the P&F (including all Support Groups) must be kept in the name of the P&F in a financial institution decided by the Management Committee.

- 29.2 Proper books and accounts shall be kept and maintained in written, printed or electronic form showing correctly the financial affairs of the P&F (and the Support Groups) and the particulars usually shown in books of a like nature.
- 29.3 All moneys shall be deposited as soon as practicable after receipt thereof.
- 29.4 Payments made by cheque must be SIGNED CONJOINTLY by any two of the president, vice-president, secretary or treasurer. Alternatively, electronic funds transfers may be utilised for payment of accounts. The same Rules for signing and authorisation of cheques apply to electronic funds transfers.
- 29.5 All cheques shall be crossed "not negotiable" except those in payment of petty cash recoupment which may be open.
- 29.6 The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 29.7 All expenditure shall be approved or ratified at a Management Committee meeting through the presentation of the Treasurer's Report.
- 29.8 As soon as practicable after the end of each financial year (which is deemed to end on 31 December of each year) but within sufficient time for audited financial statements to be presented to the Annual General Meeting the treasurer shall cause to be prepared a statement containing the particulars of:-
- (a) the income and expenditure for the financial year just ended; and
  - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the P&F (including Support Groups) at the close of that year.
  - (c) The auditor must examine the statement prepared under subsections 29.8(a) and 29.8(b) and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.
  - (d) The income and property of the P&F (including all Support Groups) must be used solely in promoting the P&F's objects and exercising the P&F's powers.

### **30 EQUIPMENT/ASSETS – PURCHASE FOR USE BY THE SCHOOL**

- 30.1 The P&F and the Support Groups are able to donate money to the School for the purpose of acquiring particular equipment, instruments or assets (and especially that which is to be used by students who participate in the activity of the relevant Support Group which raised the funds in the first instance for that Support Group Activity). The School will then purchase the items and record them in its asset registers. All such assets remain the property of the School.

### **31 DOCUMENTS**

- 31.1 The Management Committee shall provide for the safe custody of books, documents, electronic records, instruments of title and securities of the P&F.

### **32 FINANCIAL YEAR**

- 32.1 The financial year of:
- (a) the P&F shall close on December 31st in each year;

- (b) each Support Group shall close on the last day of the season, term or other period on which the activity supported by that Support Group ends (or in the event of any ambiguity as to the date in this regard, then on December 31 in each year).

### **33 WINDING UP**

- 33.1 The School shall be entitled to wind up the P&F by a vote of 75% of the members of the P&F, in which event the surplus assets of the P&F will vest in and be transferred to the School for the benefit of the School.

### **34 DIRECTIONS BY THE PRINCIPAL**

- 34.1 The Management Committee shall at all times work in conjunction with and subject to all reasonable directions of the Principal.

### **35 SCHOOL UNIFORMS**

- 35.1 Neither the P&F nor any of the Support Groups are allowed to replace, alter or modify any part of the School's uniforms (including uniforms for sporting and cultural activities) without firstly seeking and obtaining written approval from the Principal. It will suffice if such written approval is given by way of email transmission.

### **36 BLUE CARDS**

- 36.1 All members of the Management Committee and each Support Group committee are to obtain and maintain a valid (and current) blue card as soon as is reasonably possible after being elected to any such committee. Members of any such committee who do not hold a valid (and current) blue card within six (6) months of their election must resign from their position.
- 36.2 The secretary of the P&F shall take all reasonable steps to ensure that each member of every committee obtains and holds a valid (and current) blue card. The secretary of each Support Group Committee shall also take all reasonable steps in this regard in respect of each member of his/her relevant Support Group Committee.

## **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.

## **ANNEXURE “B”: COMMITTEE CODE OF CONDUCT AND PROTOCOL**

1. As a Member of the Management Committee or a Support Group Committee, I will:
  - represent the interests of all members of the P&F (and where applicable, the relevant Support Group of which I am a member)
  - not use the organisation or my service on the Committee for my own personal advantage
  - maintain and enforce compliance with the Rules of the St Margaret’s P&F Association Incorporated (including the By-Laws to those Rules)
  - keep confidential information confidential
  - approach all issues with an open mind and be prepared to make the best decision for the P&F (and where applicable, the relevant Support Group)
  - take responsibility (to the extent which is reasonably possible by reference to my own knowledge and experience in financial matters) for the financial affairs of the P&F (and where applicable, the relevant Support Group) and ensure (again to the extent which is reasonably possible by reference to my own knowledge and experience) that appropriate systems, controls and compliance are observed in all financial matters related to the P&F (and where applicable, the relevant Support Group)
  - never exercise authority as a Committee member except when acting in a meeting with the Committee or as I am delegated by the Committee
  - recognise that no matter to whom the Committee ultimately answers, it must be accountable to itself for its own conduct
  - listen carefully and respect the opinions of my fellow Committee members
  - support all majority decisions of the Committee
  - bring to the attention of the Committee any issues I believe will have a significant effect on the P&F (and if applicable, the relevant Support Group)
  - attempt to communicate the needs of the members of the P&F (and if applicable, the relevant Support Group) to the Committee
  - refer complaints or suggestions to the proper level in the Support Group where applicable (and if necessary or appropriate, the Management Committee of the P&F Association)
  - recognise that my role is to ensure that the P&F (and if applicable, the relevant Support Group) are well managed, and if I am a member of a Support Group, not necessarily to manage the particular program or activity for which that Support Group was established
  - consider myself a ‘trustee’ of the P&F (and if applicable, the relevant Support Group) and do my best to ensure they are well maintained, financially secure and always operating in accord with the stated objects of the P&F (and if applicable, the relevant Support Group)
  - acknowledge conflicts of interest between my personal life and my position on the Committee and abstain from voting or attempting to influence issues in which I am conflicted
  
2. As a member of the Committee, I will not:
  - criticise fellow Committee members or their opinions outside of the Committee room
  - interfere with the duties of staff or undermine the authority of the coach, teacher, instructor or similar such personnel
  - request St Margaret’s staff for favors which have a financial element
  - speak on behalf of the P&F and/or any Support Group unless specifically authorised to do so

## **Standing Rules for Committee Meetings**

- Meeting to always open on time
- Consumption of alcohol immediately prior to and during meeting not permitted
- Motions and voting to be clear at all times
- Items not discussed within the allotted time to be deferred to next meeting or dealt with via a flying minute depending upon urgency
- Any member of the Committee failing to attend 3 consecutive meetings shall immediately cease to be a member of the Committee (unless granted leave of absence by the Committee)