



ST. ANDREWS CHRISTIAN COLLEGE

ST. ANDREWS CHRISTIAN COLLEGE PARENTS AND FRIENDS ASSOCIATION

CONSTITUTION

1 Name

The name of the association is St Andrews Christian College Parents and Friends Association (in these Rules called "the Association").

2 Definitions

In this Constitution unless expresses or implied to the contrary;

committee means the Executive Committee of management of the Association;

general meeting means a general meeting of members convened in accordance with section 7;

member means a member of the Association;

subscription fee means the fee for qualification as a financial member;

College means the Presbyterian School of St Andrew;

Board or *College Board* means the Board of the Presbyterian School of St Andrew;

Principal means the Principal of the Presbyterian School of St Andrew for the time being;

The headings are for convenience and shall not affect the construction of this Constitution.

3 Interpretation

In this Constitution, a reference to:

- a) the singular includes the plural.
- b) one gender includes the other gender.

4 Objectives

The objectives of the Association are:

- a) To foster fellowship and the building of community amongst College parents, students and staff
- b) To support the College staff in the provision of a Christian education to students
- c) To provide practical assistance in the form of fund-raising, special projects and events that will benefit the whole College and improve the wellbeing, development and enjoyment of students

5 Membership

5.1 Types of membership

(1) The following types of membership of the Association exist:

- a) Financial Member, defined as any eligible person as defined in section 5.2 who has had their subscription paid in accordance with section 5.4.
- b) Non-financial Member, defined as any eligible person as defined in section 5.3 who has not had their subscription paid in accordance with section 5.4.
- c) Associate Member, defined as any eligible person as defined in section 5.2 who has had their subscription paid in accordance with section 5.4.

(2) A member of the Association can only be one type of member at one time. If a person is eligible to be both a financial member and an associate member they will be deemed to be a financial member.

5.2 Eligibility

(1) The following persons will be eligible for financial or non-financial membership of the Association:

- a) All parents, grandparents or guardians of students fully enrolled in the College for the current year or the following year.
- b) All members of the College Board of Directors

(2) The following persons will be eligible for associate membership of the Association:

- a) Alumni of the College.
- b) Other family members of students fully enrolled in the College for the current year or the following year.
- c) The staff of the College.

5.3 Rights of members

(1) All members of the association will have the following rights:

- a) to receive notice and minutes of all meetings of the Association in accordance with sections 7, 8 and 9.
- b) to attend and participate in meetings of the Association.
- c) to participate in Association events and activities.

- (2) Financial members of the Association will have the following additional rights:
- a) to stand for nomination to the Committee in accordance with section 6.
 - b) to vote on resolutions at meetings of the Association.

5.4 Fees and subscription

- (1) members may be charged a single subscription fee for each calendar year.
- (2) only a single subscription fee is required for all eligible members within a family unit.
- (3) the value of all subscription fees shall be determined by the Association in a General Meeting.
- (4) the value of all subscription fees must be ratified by the Principal of the College before taking effect. Ratification must be provided in writing, or via email, to the Secretary.
- (5) the method of the collection of fees shall be determined by the Association in a General Meeting.

5.5 Ceasing membership

- (1) A member of the Association will cease to be a member if they cease to be eligible for all types of membership in accordance with section 5.2.
- (2) A member of the Association may resign from the Association by giving notice in writing to the Secretary of his or her intention to resign. At the expiration of any notice period thus given:
 - a) the member ceases to be a member; and
 - b) the Secretary must record in the register of members the date on which the member ceased to be a member.

5.6 Discipline, suspension and expulsion of members

- (1) Subject to this constitution, if the majority of the Committee is of the opinion that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the Association may by resolution at a General Meeting:
 - a) suspend that member from membership of the Association for a specified period; or
 - b) expel that member from the Association.
- (2) A resolution of the Association under subrule (1) does not take effect unless:
 - a) notice is given of the intention to move such a resolution to the member in accordance with subrule (3); and
 - b) the meeting at which the resolution is passed complies with the requirements of subrule (4); and
 - c) it is passed by a two thirds majority of those in attendance at the meeting and eligible to vote.

(3) Prior to a motion for a resolution under subrule (1) being put to the Association the Secretary must, as soon as practicable, cause to be given to the member a written notice:

- a) setting out the motion for resolution and the grounds on which it is based; and
- b) stating that the member, or his or her representative, may address the Association at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
- c) stating the date, place and time of that meeting; and
- d) informing the member that he or she may do one or both of the following:
 - i) attend that meeting;
 - ii) provide before the date of that meeting a written statement seeking that the motion not be passed by the Association.

(4) at a General Meeting at which a motion for a resolution under subrule (1) is put to the Association, the Committee must:

- a) give the member, or his or her representative, an opportunity to be heard; and
- b) give due consideration to any written statement submitted by the member; and
- c) place before the meeting details of the grounds for the motion; and
- d) conduct a vote on the motion by secret ballot.

5.7 Register of members

(1) The Secretary must ensure a register of members is maintained containing:

- a) the name and address of each member;
- b) the date on which each member's name was entered in the register;
- c) the current type of membership.

(2) A member may inspect their own entry in the register, free of charge, upon request.

(3) A member may request confirmation on the membership status of another Member, free of charge.

6 Executive Committee

6.1 Role of the Committee

(1) All authority for the control and management of the affairs of the Association shall reside with the membership of the Association to be exercised in General Meeting.

(2) Subject to subrule (1) the day to day affairs of the Association shall be managed by the Executive Committee of Management of the Association (in these Rules called "the Committee").

6.2 Office holders

(1) The Committee shall consist of the following officers:

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

(2) The provisions of section 6.4, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in subrule (1).

(3) Each officer of the Association shall hold office from the closure of the meeting they were elected until the Annual General Meeting next after the date of his or her election but is eligible for re-election.

(4) The office of an officer of the Association becomes vacant if:

- a) the officer ceases to be a financial member of the Association; or
- b) the officer resigns from office by notice in writing tabled at any General Meeting; or
- c) the officer is removed by the resolution of a Special Meeting.

6.3 Election of office holders

(1) The election of office holders will occur at each Annual General Meeting of the Association.

(2) Nominations of candidates for election as officers of the Association must be:

- a) made in writing, signed by two financial members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting or special meeting at which elections will be held.

(3) A candidate may be nominated for multiple offices.

(4) Officers shall be determined in the following order: President, Vice-President, Secretary, Treasurer.

(5) If only one nomination is received for a vacant office, the person nominated shall be deemed to be elected.

(6) If more than one nomination is received for a vacant office, a ballot must be held.

(7) The ballot for the election of officers of the Committee must be conducted in such manner as the presiding chair of the meeting may direct.

(8) A candidate for a vacancy may not chair the meeting while the election of any position is being conducted.

6.4 Casual vacancies

(1) In the event of a casual vacancy for any position on the Committee the Association in General Meeting may appoint a temporary Office holder for the position.

(2) In the event that an appointment is made under subrule (1) a Special Meeting, subject to section 8, to elect a permanent Office holder for a casual vacancy must be held within eight weeks of the appointment. If such a meeting is not held in the allotted time the temporary appointment will lapse.

(3) In the event that a temporary appointment lapses another temporary appointment of a different member may be made.

6.5 President

The President shall:

- a) represent the Association at formal functions and events;
- b) determine the agenda for all meetings of the Association; and
- c) chair all meetings of the Association.

6.6 Vice-President

The Vice-President shall:

- a) assume the role of President, including all specific and delegated responsibilities, in the event that the President is temporarily unable to fulfil their duties; and
- b) chair all meetings of the Association if the President is absent or unable to perform the duties of chair due to a conflict of interest.

6.7 Secretary

The Secretary shall:

- a) keep the minutes of all meetings of the Association;
- b) distribute all requisite copies of minutes and notices; and
- c) conduct all correspondence.

6.8 Treasurer

The Treasurer shall:

- a) keep accounts of all monies received and paid on behalf of the Association;
- b) submit a report thereon at each General Meeting of the Association; and
- c) provide all documentation as required by any Auditor who may be appointed from time to time.

6.9 Delegation of authority

(1) Subject to the responsibilities outlined in this constitution the specific authority of the Committee shall be outlined in a delegation policy created and maintained by the Association in General Meeting.

(2) The delegation policy:

- a) shall limit delegation of authority to members of the Association.
 - b) may create additional positions or sub-committees to execute specific functions within the Association.
 - c) may not create additional office holder positions.
- (3) The Secretary shall be responsible for maintaining the delegation policy and updating the policy in response to resolutions of the Association in General Meeting.
- (4) Any member may request from the Secretary a copy of the current delegation policy, free of charge.

7 General Meetings

7.1 Conduct of General Meetings

- (1) All members of the Association are entitled to receive notice of and be in attendance at a General Meeting.
- (2) The Principal of the College is entitled to receive notice of and be in attendance at a General Meeting.
- (3) The President shall preside as chair of all General Meetings.
- (4) If the President is absent or otherwise unable to act as chair, the Vice-President shall preside as chair.
- (5) If the President and Vice-President are absent or otherwise unable to act as chair the meeting shall choose one among their number to preside as chair.
- (6) Unless otherwise specified in this constitution all business conducted at a General Meeting shall be decided by a simple majority of financial members personally present.
- (7) During voting each financial member personally present shall be entitled to a single vote.
- (8) In the event of equality during voting the presiding chair shall have a casting vote whether or not he has exercised a deliberative vote.
- (9) The agenda for a General Meeting will be determined by the President.
- (10) At least one General Meeting shall be scheduled in each of the College's terms.
- (11) Matters of special significance arising during a General Meeting may be deferred to a Special Meeting by the presiding chair of the meeting.

7.2 Notice

- (1) A General Meeting may be called by:
 - a) the President; or
 - b) the Secretary; or
 - c) the written, signed request of twenty financial members; or
 - d) the written, signed request of five financial members if the offices of President and Secretary are vacant.

(2) Notice of a General Meeting shall be given at least two weeks prior to the date of the meeting in writing, via electronic mail or via normal communication channels for the College.

7.3 Quorum

(1) No item of business may be conducted at a General Meeting unless a quorum of financial members is present at the time when the meeting is considering that item.

(2) Five financial members, including at least half of current office holders, personally present constitute a quorum for the conduct of the business of a General Meeting.

(3) If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present the meeting shall be dissolved.

7.4 Minutes

The general proceedings and resolutions of the General Meeting shall be recorded in a book kept for that purpose.

8 Special Meetings

A Special Meeting shall be conducted in the same way as per a General Meeting, in accordance with section 7, with the following exceptions:

- a) a Special Meeting shall only be scheduled when required.
- b) notice of a Special Meeting must be given at least three weeks prior to the date of the meeting.
- c) all business to be conducted at the meeting as well as supporting documentation shall be published with the notice for the meeting.
- d) the quorum for a Special Meeting shall be ten financial members, including a majority of current office holders, personally present.

9 Annual General Meeting

The Annual General Meeting for the Association shall be conducted in the same way as a Special Meeting, in accordance with section 8, with the following exceptions:

- a) an Annual General Meeting shall be held to report on each calendar year.
- b) it is not a requirement for the meeting to be held during the calendar year being reported on.
- c) an Annual General Meeting must not be held less than eight months or more than sixteen months since the previous Annual General Meeting.
- d) the only business to be conducted at an Annual General Meeting shall be:
 - i) presentation of annual reports.
 - ii) determination of how the finances of the Association will be reviewed or audited.

- iii) election of officers.
- iv) alterations to this constitution.

10 Finance

- (1) All bank accounts in the name of the Association shall be operated by such members of the Association as are appointed by the Committee or by resolution of the Association in General Meeting. In the absence of such appointment accounts shall be operated upon by any two office holders.
- (2) Monies received shall be banked in the Association's accounts as soon as practicable, and all payments shall be authorised according to the delegation policy. In the absence of such delegation payments shall be authorised by any two office holders.
- (3) A statement of receipts and expenditure shall be submitted to each General Meeting covering the period from the date of the previous meeting, and allocation of funds shall be detailed.
- (4) The financial year of the Association shall be 1st of January to 31st of December unless modified within this constitution in accordance with section 12.

11 Liquidation of the Association

If upon winding up or dissolution of the Association there remains, after satisfaction of all debts and liabilities, any property whatsoever, the same shall be transferred to the College.

12 Alteration of the constitution

This constitution may be amended or modified at any properly convened Annual General Meeting or Special Meeting. No such amendment shall be effective until approved by the College Board and notification of approval has been tabled at a General Meeting of the Association.

Date of Adoption: *Accepted at Special General Meeting of PFA 23rd October 2012*
Approved by School Board 30th October 2012

Amended: *Accepted at Annual General Meeting of PFA 10th November 2015.*
Approved by School Board 22nd March 2016