



# CONSTITUTION OF SAINT IGNATIUS COLLEGE GEELONG PARENTS and FRIENDS' ASSOCIATION

## 1. Name

The organisation described in this constitution will be known as the **Saint Ignatius College Geelong Parents and Friends' Association** (PFA).

The PFA is unincorporated and operates under the auspice of Saint Ignatius College Geelong. The PFA is not a separate legal entity but it does undertake to achieve its Purpose according to this constitution. This constitution is a document approved and ratified by the Board of Saint Ignatius College Geelong.

Saint Ignatius College is a co-educational Year 7 – 12 Catholic Jesuit Companion College located at Drysdale on the Bellarine Peninsula, Victoria.

## 2. Statement of Purpose

The over-arching purpose of the PFA is to support the College in a voluntary capacity.

## 3. Objectives of the PFA

The specific objectives of the PFA are to:

- Contribute to the wellbeing of the community.
- Provide opportunities to participate in the life and activities of the College.
- Raise funds for the benefit of the College Community.
- Support Jesuit network programs and activities.

## 4. Accountability Statement

Through the Principal and his or her nominated representative, the PFA is accountable to the school community to provide:

- Regular scheduled meetings
- Tabled minutes and financial/other relevant reports

## 5. Membership

General membership is open to any past or present parent or guardian of a student enrolled at Saint Ignatius College Geelong. The membership elects an Executive. The Executive consists of President, Secretary, Treasurer and a Board Representative. All Executive positions are twelve-month appointments with the exception of the Board Representative that is a biennial appointment.

The School Principal (or nominee) is an ex-officio member.

The College's Public Liability policy includes indemnity for the negligence of PFA office bearers (Executive) or members because it is a College controlled organisation but only whilst such office bearers or members are performing duties or activities in connection with the PFA. Debts incurred by the PFA will not be covered by insurance, especially if it is a willful act.

Members are required to support the College's Child Safe Policy and adhere as well to the College's Child Safe Code of Conduct.

## 6. Regular meetings of the PFA

The PFA will hold regular meetings as published on the College website. The Secretary will keep a written record of each meeting, the minutes from which will be validated at the following meeting.

Any decision voted on by the members with a motion carried is binding and cannot be changed unless it returns to a meeting for further discussion and voting.

As membership is fluid, a quorum comprising a minimum of 5 members is required for any voting to occur and be carried.

## **7. The Annual General Meeting (AGM)**

### **(a) Election procedures**

- Executive positions are voted upon at the AGM each November. Nominations in writing for these positions must be forwarded to the Secretary by the October meeting each year.
- All nominations are to be subsequently forwarded to the Principal for consideration and/or approval by no later than October 31<sup>st</sup> each year.
- Voting will be by secret ballot.
- Eligibility to vote is based on attendance at three or more meetings in that calendar year.
- If there are no written nominations for an Executive position, that position will remain vacant until the position is re-advertised. Nomination/s once received would need to be forwarded to the Principal and subject to approval, voting subsequently conducted according to AGM procedures.

### **(b) Extraordinary Circumstances**

- A member of the Executive and/or an individual performing any other designated role, may be directed by the Principal to vacate their position immediately or stood down pending further investigation.
- The death, resignation or removal of an Office Bearer will result in the declaration of a casual vacancy that will formally be filled by an election according to AGM procedures to be held at the earliest subsequent meeting.
- Notice of this election must be circulated in writing to all known members of the Association at least seven days before the scheduled election meeting.

## **8. Finance and Fundraising**

The Executive has the authority, where necessary, to approve up to \$500 additional expenditure for pre-existing approved purchases or fund-raising requests.

All staff from Saint Ignatius College Geelong can apply for a PFA donation via a PFA "Request for Funds" form. The College Business Manager receives these forms and the College Executive decides on suitable requests to be presented to the PFA Treasurer.

The PFA does not have its own Australian Business Number (ABN).

It has no separate bank account. All fundraising and activities (eg Second Hand Uniform Shop) transactions are recorded in the College's General Ledger in accounts 8300 "PFA Fundraising" and 8301 "PFA Second Hand Uniform Shop". They are set up as liability accounts in the Balance Sheet and thus any balance of credit funds as at the 31 December financial year end are rolled over to the following year.

The PFA Treasurer emails the Business Manager authorizing any transfers of funds or donations to the school.

The Business Manager upon request provides general ledger printouts to the PFA treasurer.

The College Auditor audits the College General Ledger which includes these PFA accounts.

## **9. Changes to the Constitution**

The Constitution will be located on the College website.

Proposals to change the Constitution must be approved and ratified by the Saint Ignatius College Geelong Board. This must be circulated to all members at least one month before the date of the Annual General Meeting and published on the College website.

## **10. Dissolution**

The Association can only be dissolved by a two-thirds majority vote of members present at a meeting called expressly for that purpose. A notice of any such meeting and of the motion must be circulated in writing not less than fourteen days prior to the meeting to all members and all reasonable steps must be taken to inform all members of the school community of this extraordinary development.

In the instance of the dissolution of the Association, procedures described in 9.6 of the Education Relations (also described in 2.7.2.9 of the Schools of the Future Reference Guide) will be followed.

This Constitution was ratified by the Board of Saint Ignatius College Geelong