

Constitution of Waverley College Parents' Association

11 November 2020

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| NAME | 1 | The name of the Association shall be 'Waverley College Parents' Association' and abbreviated to WCPA |
| OBJECTS | 2 | <p>The objects of the Association shall be</p> <ul style="list-style-type: none">A. To promote the cause of education in general and of Catholic education in particular and to cooperate, by affiliation or otherwise, with other organisations having similar objects.B. By cooperation between parents, carers, friends, students and the teaching staff of Waverley College, to provide amenities and teaching and recreational aids and equipment for the College and generally to give such assistance as will further the interests of the College and its students.C. To raise funds for the carrying out of the objects of the Association.D. To reach out to all associated with Waverley College to build a friendly and welcoming community which seeks to involve all its members and promotes participation by parents and carers in the life of the College.E. To act as a mechanism for representing parents, carers and friends of Waverley College when it is appropriate to do so.F. To provide a forum where matters relating to the education and welfare of students can be discussed productively.G. To promote and facilitate social interaction between parents, carers and friends and to build community relationships.H. To build relationships and leadership within and beyond the College.I. To operate and staff the Waverley College Second Hand Clothing Pool.J. To support the College in the staging of major events in the College calendar as determined by the Executive (see Appendix 1). |
| LIMITATIONS | 3 | <p>The Association has no legal identity separate from the College.</p> <ul style="list-style-type: none">A. The Association has no role or authority in the day-to-day operation or management of the College.B. The Association shall seek the consent of the Principal for activities and any use of College property. |

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| MEMBERSHIP | 4 | <p>A. All parents/carers of a current student of the College are acknowledged as members of the Association.</p> <p>B. Honorary members shall consist of the Principal and teaching staff for the time being of the College.</p> <p>C. The Principal shall be an ex-officio member of all committees within the Association.</p> |
| THE COMMITTEE | 5 | <p>The management and control of the Association shall be vested in the Committee consisting of:</p> <ol style="list-style-type: none"> i. the Principal ii. a President iii. One or more Vice Presidents iv. an Honorary Secretary v. an Honorary Treasurer vi. at least one representative of each of the College Year Groups (Years 5 to 12) vii. a Clothing Pool representative and such other number as may be decided by the Annual General Meeting. |
| PROPERTY | 6 | <p>The property of the Association shall be vested in the members for the time being of the Committee, which shall have power to use and expend the funds of the Association in such manner as it thinks fit in accordance with the constitution and the objects of the Association, provided that no individual expenditure exceeding the sum of five thousand dollars shall be incurred without the prior approval of the Principal or members at a General Meeting or Annual General Meeting.</p> |
| ELECTIONS | 7 | <p>A. The Committee shall be elected annually at the Annual General Meeting.</p> <p>B. The Principal or his nominated representative shall be the Returning Officer at any election and shall determine the form of ballot and declare the result. Any declaration of the Principal or his nominated representative as to the result of any ballot shall be conclusive. Any candidate for the Committee shall be nominated and seconded. Members of the Committee shall hold office for one year and shall retire at the next Annual General Meeting but shall be eligible for re-election.</p> |
| CASUAL VACANCIES | 8 | <p>The Committee shall have power to fill any casual vacancy on the Committee arising from resignation or otherwise. Any person so appointed shall hold office until the next Annual General Meeting, when he shall retire but be eligible for re-election.</p> |
| SUB-COMMITTEES | 9 | <p>The Committee may appoint such Sub-Committees, for special tasks, as it thinks fit and may co-opt any person to join or assist any such sub-committee.</p> |
| MEETINGS | 10 | <p>A. The Annual General Meeting shall be held in the month of November in each year when the Annual Report and Balance Sheet for the year ended 31 October shall be presented. At least seven days' notice in writing shall be given of such meeting.</p> <p>B. WCPA General Meetings (Parent & Carer Forums) will be held at least once every term in Terms 1 to 3 at a time mutually agreed between the Committee and the Principal, and members must be given at least seven days notice of each General Meeting.</p> <p>C. WCPA Committee Meetings will be held at least once per term and Committee Members must be given at least seven days notice of each</p> |

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| | | <p>Committee Meeting. Additional meetings may be required from time to time to monitor progress on key projects.</p> <p>D. Special General Meetings may be convened by the Committee when necessary, at least fourteen days' notice of such meetings shall be given in writing to members of the Association.</p> |
| QUORUMS | 11 | <p>A. Eight members present shall form a quorum of the Annual General Meeting</p> <p>B. Five members present shall form a quorum of a General Meeting</p> <p>C. Three members present shall form a quorum of the Committee.</p> |
| CONDUCT OF GENERAL MEETINGS | 12 | <p>A. At General Meetings (unless determined otherwise by the member of the Committee chairing the General Meeting) the order of business is as follows:</p> <ol style="list-style-type: none"> i. Welcome ii. Apologies iii. Confirmation of Minutes of Previous Meeting iv. Actions arising from minutes v. Correspondence vi. Treasurer's Report vii. President's Report viii. Principal 's Report ix. Motions of which due notice has been given x. General Business xi. Conclusion <p>B. General meetings (Parent & Carer Forums) will be conducted after work hours on weekdays and commence approximately 6pm and conclude approximately around 8.30pm. The President or another member of the Committee in the President's absence will chair each General Meeting and may, to ensure the orderly conduct of business, decide to limit the amount of time spent in discussing a particular subject or the number of times that a member may address the meeting on a subject.</p> <p>C. Should orderly conduct not be observed, the Principal or their representative has sole discretion to request one or more attendees to leave the meeting to restore order.</p> |
| FUNDS | 13 | <p>Monies received by the Association shall be banked as soon as practicable to the credit of the Bank Account in the name of the Association held by Waverley College for this purpose. All payments on such account shall be authorised by any one of the President, Vice President, Secretary and Treasurer of the Association and forwarded to the Waverley College Finance department to be paid by EFT. All accounts shall be presented at the AGM.</p> |
| DISSOLUTION | 14 | <p>The Association shall be dissolved upon the special resolution of two-thirds of members present at a Special General Meeting convened to consider such a resolution and the assets of the Association at the date of any such dissolution shall thereupon vest in the Principal for the time being for the purpose of the promotion of education within the College.</p> |
| FIDUCIARY BENEFIT | 15 | <p>No member of the Committee shall be appointed to any salaried office of the Association or any office of the Association paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Association to any member of the Committee except repayment of out-of-pocket</p> |

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| | | expenses, interest at a rate not exceeding interest at the rate for the time being charged by Bankers in Sydney, for money lent to the Association and reasonable and proper rent for premises let to the Association. |
| VACATION OF OFFICE | 16 | <p>The office of a member of the Committee shall become vacant:</p> <ul style="list-style-type: none"> (a) Upon their decease (b) If they become bankrupt or make any arrangement or composition with their creditors generally (c) If they become mentally ill or a person whose person or estate is liable to be dealt with, in any way under the law relating to mental health (d) If they resign their office by notice in writing (e) If they are absent for more than six months without leave of the Committee from meetings of the Committee held during that period (f) If they cease to be a member of the Association (g) Upon a resolution being passed by a two-thirds majority of members present at a properly constituted General Meeting specially called for that purpose (h) If they hold any office of profit under the Association (i) If they are directly or indirectly interested in any contract or proposed contract with the Association. <p>The Principal has sole discretion to request the resignation of a Committee member should that person's behaviour not align to the values of the College or that person denigrates the College in any manner.</p> |
| AUDIT | 17 | The Association shall keep proper financial records and must supply these to the College's accountants when asked to do so. |
| MINUTES | 18 | <p>The Committee shall cause minutes to be made:</p> <ul style="list-style-type: none"> (a) of all appointments of office-bearers and members of the Committee (b) of the names of members of the Committee present at all meetings of the Committee (c) of all proceedings at all meetings of the Association. <p>Such minutes shall be signed or otherwise approved by the Chairman of the meeting at which the proceedings were held or otherwise approved by the Chairman of the next succeeding meeting.</p> |
| AMENDMENT OF RULES | 19 | These rules may be amended by a resolution passed by a two-thirds majority of members present at any Annual General Meeting at which notice of the proposed amendment shall have been given or at a Special General Meeting convened for such purpose. |
| PROVISION OF NOTICE | 20 | <p>A notice may be given to any member either personally, or by email. In the case of a notice served by email, service of the notice shall be deemed to be effected on the day after the date of sending.</p> <p>A notice may also be given to any member by placing same in the College weekly newsletter presently known as Nurrunga or by notice on the appropriate communication channel such as the College website, newsletter or app. In that event, service of the notice shall be deemed to be effected on the day after it is uploaded or distributed.</p> |

Appendix 1

EVENTS SUPPORTED BY THE PARENT ASSOCIATION This is a guideline rather than a formal requirement.

- Parent Year Group Representatives will each have one allocated activity per year. As parents move through the school they move onto a different activity each year. The aim is to share the work around the community and encourage everyone to get involved in at least one activity per year.

Year 5 - Year 6 Graduation/Farewell (in consultation with Director of Junior School)

Year 6 - Welcome to Year 5 Morning Tea

Year 7 - Senior School Mother's Day Mass Morning Tea

Year 8 - Welcome to Year 7 Morning Tea

Year 9 - May Procession Afternoon Tea

Year 10 - Father's Day Mass Morning Tea

Year 11 - Year 12 Graduation Lunch

Year 12 - Parents group gets year off to enjoy the last year of school with their son, or optional RUOK? Day or similar charity fundraiser.

- Welcome Cocktail party is organised by the Executive as this is a key deliverable each year.
- Year Parent Representatives are encouraged to organise one function for their year group each year to be allocated:
 - Mother's & Father's Day Gifts at Junior School
 - Open Day and School Tours - presence as requested by the College
 - Year 5 and Year 7 Orientation Days - presence as requested by the College.