



FAITHFULNESS IN SERVICE

BISHOP DRUITT COLLEGE  
PARENTS & FRIENDS ASSOCIATION, INC

**CONSTITUTION**

Amended October 2008

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## **1 Name**

The organisation shall be known as "Bishop Druitt College Parents & Friends Association Incorporated" and may be referred to by the short title of "BDC P&F Inc".

## **2 Interpretation**

In this Constitution the expression "'The College" shall mean "Bishop Druitt College" and the expression "Parents" shall mean parents of past and present pupils of Bishop Druitt College. "The Principal" shall mean the Principal for the time being of Bishop Druitt College or the Acting Principal.

## **3 Objectives**

The objectives of the Association are:

- a. to maintain and foster the goodwill and interest of Parents and Friends of the College, in the College
- b. to encourage and conduct amongst and through Parents and Friends of the College, activities contributing to the well being of the College
- c. to support and assist the College in material, practical and financial manner provided that all activities of the Association shall have the approval of the Principal, and if he deems necessary, the Council of the College, or Governing Body for the time being.

## **4 Headquarters**

The headquarters of the Association shall be located at Coffs Harbour unless a general meeting of members shall at any time determine otherwise.

## **5 Members**

- a. There shall be one category of membership, which shall be annual with such membership to be encouraged for all parents and friends of the College. Membership forms are to be lodged at a general meeting of the Association with voting rights commencing at the meeting following the meeting at which the form was lodged.
- b. Continuing parents and friends of the College who endorse the objectives of the Association are eligible for membership on completion of a membership form.
- c. The Committee of the Association may for any reason it consider necessary, terminate the membership of any member, but that member shall have the right to appeal to the Committee, and, if necessary, to the next convened general meeting.

## **6 Resignations**

Any member of the Association may resign as a member by giving notice in writing to the General Secretary.

## **7 Office Bearers**

Members at each annual general meeting shall be entitled to elect a patron or patrons provided those who are elected have in the past given more than ordinary support to the Association or the College, and patrons elected shall be entitled to attend and vote at all meetings of the Committee and/or the Association for the ensuing year.

Office bearers shall be:

President

First Vice President

Second Vice President

Minutes Secretary

General Secretary

Treasurer

and up to 10 other elected members if required.

Any vacancy in membership of the Committee shall be filled at the next general meeting of the Association.

## **8 Election of Office Bearers**

The office bearers of the Association and members of the Committee shall be elected at each annual general meeting and shall hold office until the next annual general meeting.

No member shall hold the office of President, Secretary or Treasurer for more than three years consecutively and no members shall hold office unless they are present at the annual general meeting and consent to stand for office, or, being absent have signified such consent to their nominator. In the event of the number of candidates for any office exceeding the number to be elected, the Chairman shall conduct a secret ballot.

## **9 Meetings**

The annual general meeting shall be held during October each year on a date to be decided by the Committee, and members shall be given at least one week's notice of such meeting by email and local advertising. General meetings will be held on a monthly basis, with the exception of January and December each year (unless decided upon by the Committee), on a date to be decided by the Committee. Members shall be given at least one week's notice of such meeting.

## **10 Committee Meetings**

The Committee shall meet as is necessary to attend to matters delegated to it from the annual general meeting or general meetings of the Association and to consider matters to be brought up at the annual general meetings and general meetings

## **11 Sub Committees**

The Committee may co-opt members and appoint sub-committees when it deems necessary and these sub-committees are to report to the BDC P&F Association Incorporated when nominated.

## **12 Duties and Management**

The Committee shall have the power to deal with all matters of the Association between general meetings subject to confirmation by a general meeting.

## **13 Secretary**

The General Secretary shall keep a register of the names and addresses of all members of the Association and shall perform such duties and transact such business as the Committee shall determine. He or she shall issue notices of meetings when required and conduct correspondence of the Association. The Minutes Secretary shall attend each meeting of the Committee and each general meeting and keep minutes of the proceedings of all meetings. In his or her absence, the General Secretary shall perform this duty

## **14 Treasurer**

The Treasurer shall be responsible for accounting for all monies due to and paid by the Association, shall keep account of the finances and property of the Association and shall prepare and present to the auditor for audit, the balance sheet together with a statement of the finances and property of the Association each year, covering the period 1<sup>st</sup> January to 31<sup>st</sup> December, and after certification by the Auditor, the balance sheet and statement shall be presented to the annual general meeting of members.

The Treasurer is also responsible for lodging incorporation annual statements and documents as required by the relevant government body within 30 days of the annual general meeting.

## **15 Cheques**

The Treasurer and one other office bearer shall sign all cheques drawn on the Association's bank. In the absence of the Treasurer, the President or General Secretary shall sign in his or her lieu.

## **16 Monies Received**

All monies received by the Association shall be placed to the credit of the Association's account in whatever bank the Committee may from time to time determine.

All accounts shall be scrutinized and passed by the Committee

## **17 Management of Funds**

The funds of the Association shall be vested in the Committee, which shall have power, subject to this constitution and to any direction of a general meeting of the Association, to use and apply such funds in furtherance of the objective of the Association.

## **18 Quorum**

A quorum at a committee meeting shall be four members present and at a general meeting shall be ten members present, with at least two of these being current Committee members.

## **19 Call of Meetings**

Meetings shall be called by the President, or in his or her absence, by the General Secretary, provided that at the request of four members in writing, the General Secretary shall call a general meeting of the Association.

## **20 Constitution**

The General Secretary shall keep a copy of this constitution, amended to date and on request of any member in writing, shall hand or post to such members a true copy of the constitution.

## **21 Amendments of the Constitution**

No amendments shall be made to this constitution without a request in writing from two members, or by the Committee as such and shall be made by way of a notice of motion to the annual general meeting or an extraordinary general meeting called for the purpose of considering such amendment. Written notice of such amendment and of the meeting at which it is to be considered shall be given to all members by post no less than fourteen days prior to the date of such meeting.

## **22 Winding Up**

The Association shall be wound up by agreement of members at a special general meeting called for the purpose of considering such winding up. In the event of winding up, all monies and assets of the Association shall be handed over to the Council of the College, or if there is no Council, to the Corporate Trustees of the Diocese of Grafton for the use of the College.

## **23 Non Proprietary**

The income and property of the Association, whensoever derived, shall be applied solely towards the promotion of the objectives of the Association as set forth in this constitution. No portion thereof shall be paid or transferred directly or indirectly by way of profit to the persons who at any time are or have been members of the Association or to any of them or to any person claiming through any of them, provided that nothing herein contained shall prevent any payment in good faith or remuneration to any officer or servants of the Association or to any member thereof or other person, in return for any services actually rendered to the Association.