

CONSTITUTION

OF

FAIRHOLME PARENTS AND FRIENDS ASSOCIATION

1. Name

The name of the association shall be "The Fairholme Parents and Friends Association", hereinafter referred to as "the association".

2. Objectives

The objectives of the association shall be to further the interests of and facilitate the development and further improvements of Fairholme College (hereinafter referred to as "the college")

3. Functions

In pursuit of the association's objectives, the functions of the association shall be:-

- (a) to endeavour to bring about closer co-operation among the parents of the students attending the college, and other members of the community and the teachers and students at the college:
- (b) to provide, if requested by the Principal or if the association considers it desirable so to do, advice and recommendations to the Principal of the school upon issues and concerns in respect of the students attending the college:
- (c) to provide, if requested any the Principal or if the association considers it desirable so to do, advice and recommendations to the Principal of the school upon general operations and management of the college:
- (d) to provide or assist in the provision of financial or other resources or services for the benefit of the students of the college:

4. Membership

- (a) Parents of students attending the college, past parents and members of staff will automatically be eligible to be members of the association.
- (b) Other persons of or above the age of 18 years interested in the welfare of the college shall be eligible to be members of the association.
- (c) Applications for membership to be lodged with secretary prior to ordinary general meeting or annual general meeting. These applications to take the form of self-nomination, with no need for a nominee. The decision regarding these applications to be taken as last piece of business at meetings.
- (d) The ability to vote to be prerogative of members.

5. Management

- (a) The association shall exercise a power of authority or perform a duty by majority vote of the members present and voting in respect of that exercise or performance at a duly constituted meeting.

6. Officers

- (a) The officers of the association shall consist of the president, 2 vice-presidents, secretary and treasurer and such additional officers as may be determined.
- (b) The officers shall hold office in honorary capacity.
- (c) The office of treasurer shall not be held by either the president or secretary.
- (d) Retiring officers shall be eligible for re-appointment.
- (e) The secretary of the association shall after each annual general meeting, notify the Principal of the names, addresses and offices of the officers elected at the meeting.

7. Vacancies

Any vacancy occurring amongst the officers of the association shall be filled at the next meeting of the association and that person shall hold office until the next Annual General Meeting.

8. Honoraria

No honoraria shall be granted to any officer of the association.

9. Handing over of accounts

- (a) The treasurer shall hand to his successor in office all accounts and moneys of the association as soon as that successor has been appointed.
- (b) Should the treasurer resign during the term of office arrangements should be made for an audit of the accounts of the association to be carried out before handing these accounts to the new treasurer.
- (c) Arrangements should be made should the secretary resign during the term of office, for the treasurer to inspect the petty cash fund account before handing that account to the new secretary.

10. Matters of Urgency

- (a) The executive committee of the association shall comprise the president, vice-president, secretary and treasurer. The Principal will be an ex officio member of the executive.
- (b) In matters of urgency only, any three officers of the executive committee of the association may exercise a power of authority or perform a duty by a majority vote of that committee
- (c) The officer of the executive committee seeking to resolve a matter of urgency shall make reasonable efforts, either orally or in writing, to bring to the knowledge of each member of the executive committee the matter of urgency in question and the time when and place where the matter is to be considered.

- (d) Where the executive committee has acted in a matter of urgency, full particulars of their actions shall be tabled for confirmation at the next scheduled general meeting called for that purpose.

11. Presiding at meetings

- (a) The president of the association shall preside at every meeting of the association at which he/she is present and-
- (i) In the absence of the president from such a meeting one of the vice-presidents:
or
 - (ii) In the absence of the president and the two vice-presidents from such a meeting, a member of the association elected from among the members who are present.
- shall preside at the meeting.
- (b) The president of the association or other person presiding at the meeting shall have a deliberative vote and, in the event of an equality of votes, a casting vote.

12. Financial Year

The financial year of the association shall be the period of 12 months ending 31 December of each year.

13. Date of Annual General Meeting

- (a) The annual general meeting of the association shall be held within three months of the close of the financial year.
- (b) The date of the annual general meeting shall be determined at the final general meeting preceding the end of the financial year.

14. Order of Business – Annual General Meeting

The order of business at the annual general meeting shall be:-

- (a) recording of attendance:
- (b) welcome to members and any special visitors:
- (c) apologies:
- (d) confirmation of minutes or previous annual general meeting;
- (e) receipt and assistance of annual financial statement and treasurer's report:
- (f) receipt and adoption of the annual report:
- (g) election of officers:
- (h) appointment of auditor:
- (i) general business:
- (j) applications for membership.

- (iii) The statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the preceding year, of the transactions for the financial year and the financial position at the close of the year.
- (c) Following audit, the certified annual financial statements shall be presented for adoption to the annual general meeting of the association, with all certificates appended.

23. Amendment, alteration or modification of Constitution

- (a) The Constitution shall be amended, altered or modifies only by resolution at an annual general meeting or at a special meeting convened for the purpose, after due notice in writing has been given at a previous general meeting.
- (b) Following adoption of the amendment, alteration or modification of the Constitution, the secretary shall forward promptly a copy of the amended Constitution to the principal for his / her information.

24. Income and Property Clause

The income and property of the Fairholme Parents and Friends Association whensoever derived shall be applied solely towards the promotion of the objects of the association as set out herein and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to or amongst the members of the association provided that nothing herein contained shall prevent the payment of moneys advanced by him or of remuneration of any officers or servants of the association, or to any member of the association, or other person in return for any services actually rendered to the association provided further that nothing herein contained shall be construed so as to prevent the repayment to any member of out of pocket expenses and interest on money lent or hire of goods or rent for premises demised to the association.

25. Dissolution of the Association

- (a) The association shall be dissolved -:
 - (i) If the school for which it was formed has been discontinued;
 - (ii) If the number of members of the association is two or fewer than two;or
 - (iii) If the question of dissolution is put and resolved in the affirmative upon the vote of three-fourths majority of the members present and entitled to vote at a special meeting convened to consider the question, after due notice in writing has been given at a previous general meeting.
- (b) Upon dissolution, all funds of the association and any other property whatsoever acquired by the association for the use of the college remaining in the name of the association after defraying all expenditure lawfully incurred by the association shall be handed to the Presbyterian Church of Queensland: Fairholme College, Toowoomba.