



SUNSHINE COAST
GRAMMAR SCHOOL

Sunshine Coast Grammar School P&F Constitution

Ratified at the P&F General Meeting 27 October 2015



GRAMMAR

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1 Name

- (1) The name of the unincorporated entity is *Sunshine Coast Grammar School Parents and Friends Association* (**the Association**).
- (2) In these rules, School means the *Presbyterian and Methodist Schools Association – Sunshine Coast Grammar School*.
- (3) The ultimate governing body is the *Presbyterian and Methodist Schools Association* (**PMSA**).
- (4) Management committee means the members elected to the positions of President, immediate past President, Vice-President, Treasurer, Secretary and any other members the Association members elect at a general meeting.

2 Objects

The objects of the Association are—

- (1) to support the objects of the PMSA and the School in delivering a total quality education program within a Christian context;
- (2) to foster the interests of current parents and other friends of the School in all School activities;
- (3) to promote good fellowship between parents, friends, teachers, staff and students alike, for the general well-being of the School community;
- (4) to represent the School community on working parties and other groups where a parent presence is required;
- (5) to foster and provide opportunities for community endeavours, including appropriate fundraising activities, for furtherance of these objects and the welfare of the School community;
- (6) subject to first obtaining the approval of the School Principal, provide and improve amenities, equipment, instruments and any other support services for the use or benefit of the students of the School or the School community;
- (7) to assist and support the School and its activities; and
- (8) to provide a forum of communication between the members and the School community.

3 Acknowledgements by the Association

- (1) The PMSA has consented to the use of the names *Sunshine Coast Grammar School* and *Parents and Friends Association* and to the use of certain PMSA assets to assist the Association in achieving its objects.
- (2) The assets of the Association are the assets of the PMSA in its capacity of owner of the School.
- (3) The Principal is the representative of PMSA.
- (4) The good name of the School is to be protected at all times
- (5) The School Mission Statement is achieved by delivery of a total education program including activities with the support groups, and the conduct of these activities should support the achievement for the Mission Statement (as modified from time to time by the PMSA)
- (6) The Association is subject at all times to Policy and Procedure directives that may be issued from time to time by the PMSA or its representative (such directives not being in conflict with the constitution).

4 Powers

- (1) The Association has the powers of an individual.
- (2) The Association may, for example, do all of the things necessary or convenient to be done in carrying out its affairs, with the exception of sub-rule 3 and any other restrictions placed from time to time by the Principal or the PMSA.
- (3) The Association does not have the power to offer any property as security or to enter into contracts or make charges for its services.

5 Classes of members

- (1) The membership of the Association consists of ordinary members, and any of the following classes of members— *parent* membership for members who are parents or guardians of a current student at the School; and *friend* membership for those who are not current parents.
- (2) The number of ordinary members is unlimited.
- (3) At any general meeting of the Association a person who has given outstanding and meritorious service to the Association or School may be elected as an honorary life member.

6 Parent/Guardian membership

- (1) Parents or guardians of students currently enrolled at the School are automatically members of the Association. Parents or guardians may choose not to take up this right by advising the management committee in writing.

7 Friend membership

- (1) Each applicant for *friend* membership of the Association will be proposed by one (1) member of the Association (the **proposer**) and seconded by another member (the **seconded**).
- (2) The application for membership must be—
 - (a) in writing; and
 - (b) signed by the applicant and the applicant's proposer and seconded; and
 - (c) in the form decided by the management committee.
- (3) At the next meeting of the management committee after the receipt of any application for *friend* membership such application shall be considered by the management committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (4) Any applicant who receives a majority of the votes of the members of the management committee present at the meeting at which such application is being considered shall be accepted as a member.
- (5) Upon the acceptance or rejection of an application for membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.
- (6) If accepted for friend membership, the term of membership will be for twelve (12) months only, after which time membership will lapse, and must be reapplied for, using the procedure and conditions outlined in (1) to (6).

8 Termination of membership

- (1) A member may resign from the Association by giving a written notice of resignation to the Secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) The management committee may terminate a member's membership if the member—
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- (4) Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the Secretary of the committee must give the member a written notice of the decision.
- (6) Apart from an occurrence of an event as per sub-rules 3(a) to 3(c) above, a *parent* membership shall automatically cease on the member ceasing to be a parent or guardian of a student attending the School.

9 Appeal against rejection or termination of membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the Secretary within 1 month after the person receives written notice of the decision.
- (3) If the Secretary receives a notice of intention to appeal, the Secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

10 General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

11 Register of members

- (1) The School administration must keep a register of members of the Association.
- (2) The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the management committee or the members at a general meeting decide.
- (3) The register of *friend* members will be kept by the Principal's office.
- (4) Subject to the constraints of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, the register will be open for inspection at all reasonable times.
- (5) A member must contact the Principal's Executive Assistant to arrange an inspection of the register. The Secretary will liaise with the School administration to arrange inspection if appropriate.
- (6) However, the management committee may, on the application of a member of the Association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

12 Prohibition on use of information on register of members

- (1) A member of the Association must not
 - (a) use information obtained from the register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Sub-rule (1) does not apply if the use or disclosure of the information is approved by the Association.

13 Appointment or election of Secretary

- (1) The Secretary must be an individual residing in Queensland, who is—
 - (a) a member of the Association elected by the Association as Secretary; or
 - (b) any of the following persons appointed by the management committee as Secretary—
 - i. a member of the Association's management committee;
 - ii. another member of the Association;
 - iii. another person.
- (2) If a vacancy happens in the office of Secretary, the members of the management committee must ensure a Secretary is appointed or elected for the Association within 1 month after the vacancy happens.
- (3) If the management committee appoints a person mentioned in sub-rule (1)(b)(iii) as Secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (4) However, if the management committee appoints a person mentioned in sub-rule (1)(b)(ii) as Secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (5) In this rule— **casual vacancy**, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

14 Removal of Secretary

- (1) The management committee of the Association may at any time remove a person appointed by the committee as the Secretary.
- (2) If the management committee removes a Secretary who is a person mentioned in rule 13(1)(b)(i), the person remains a member of the management committee.
- (3) If the management committee removes a Secretary who is a person mentioned in rule 13(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 13, the person remains a member of the management committee.

15 Functions of Secretary

- (1) The Secretary's functions include, but are not limited to:
 - (a) calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association; and
 - (b) keeping minutes of each meeting; and
 - (c) keeping copies of all correspondence and other documents relating to the Association.

16 Membership of management committee

- (1) The management committee of the Association consists of a President, immediate past President, Vice-President, Treasurer, Secretary and any other members the Association members elect at a general meeting. Other members may be general members or may fulfil other roles or positions as required from time to time. The School Principal shall be an ex-officio member of the management committee.
- (2) A member of the management committee, other than a Secretary appointed by the management committee under rule 13(1)(b)(iii), must be a member of the Association.
- (3) At each annual general meeting of the Association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election, provided that, unless the annual general meeting shall otherwise separately resolve, no person shall serve more than three consecutive terms in the same office. With the approval of the Principal, the term may be extended in exceptional circumstances.
- (4) A member of the Association may be appointed to a casual vacancy on the management committee under rule 19.

17 Electing the management committee

- (1) A member of the management committee may only be elected as follows—
 - (a) any 2 members of the Association may nominate another member (the **candidate**) to serve as a member of the management committee;
 - (b) the nomination must be—
 - i. in writing; and
 - ii. signed by the candidate and the members who nominated him or her; and
 - iii. given to the Secretary at least 14 days before the annual general meeting at which the election is to be held;
 - (c) each member of the Association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Association for at least 7 days immediately preceding the annual general meeting, and shall be advertised in the School newsletter.
- (3) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

18 Resignation, removal or vacation of office of management committee member

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the Secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (4) A member may be removed from office at a general meeting of the Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (5) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (6) A member has no right of appeal against the members' removal from office under this rule.
- (7) The Principal cannot be removed from membership of the management committee

19 Vacancies on management committee

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 22(1) as a quorum of the management committee, the continuing members may act only to—
 - (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the Association.

20 Functions of management committee

- (1) Subject to these rules or a resolution of the members of the Association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the Association subject to any Policy and Procedural directives issued by the PMSA or the Principal from time to time.
- (2) Position descriptions for executive officers of the Association management committee, approved by the Principal, are to be complied with.
- (3) The management committee will cause to be prepared, an annual business plan reflecting School priorities and resolutions of the Association passed at general meetings. The annual business plan must be endorsed by the Principal prior to being submitted for adoption by members of the Association at the annual general meeting.

21 Meetings of management committee

- (1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every two (2) calendar months to exercise its functions.
- (3) The management committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the management committee.
- (5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in sub-rule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the management committee must not vote on a question about a contract for service or proposed contract for service with the Association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (9) The President is to preside as chairperson at a management committee meeting.
- (10) If there is no President or if the President is not present within 10 minutes after the time fixed for a management committee meeting, the Vice-president will preside as chairperson
- (11) If there is neither President nor Vice-president, the members may choose one (1) of their number to preside as chairperson at the meeting.

22 Quorum for, and adjournment of, management committee meeting

- (1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) The Principal or their nominee must attend every committee meeting.
- (3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- (4) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - (a) the meeting is to be adjourned for at least one (1) day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- (5) If, at an adjourned meeting mentioned in sub-rule (4), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

23 Special meeting of management committee

- (1) If the Secretary receives a written request signed by at least 33% of the members of the management committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.
- (2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- (3) A request for a special meeting must state—
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state—
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

24 Minutes of management committee meetings

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

25 Appointment of sub-committees

- (1) The management committee may appoint a sub-committee consisting of members of the Association, considered appropriate by the committee to help with the conduct of the Association's operations.
- (2) A member of the sub-committee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- (3) A sub-committee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose one (1) of their number to be chairperson of the meeting.
- (5) A sub-committee may meet and adjourn as it considers appropriate.
- (6) A question arising at a sub-committee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

26 Support groups

- (1) The management committee will promote and encourage the establishment of special interest groups (**support groups**) within the membership of the Association to serve special educational, spiritual, cultural, social or sporting interests of the students or groups of students of the School, or to serve one or more of the objects of the Association.
- (2) All support groups will be governed by a committee which in turn will be responsible to the Association management committee.
- (3) Support group committees will operate as sub-committees of the management committee and subject to the By-laws for Support groups contained in Schedule 1 to these rules.
- (4) Support group by-laws may only be amended by a general meeting of members of the Association

27 Acts not affected by defects or disqualifications

- (1) An act performed by the management committee, a sub-committee or a person acting as a member of the management committee is taken to have been validly performed.
- (2) Sub-rule (1) applies even if the act was performed when—
 - (a) there was a defect in the appointment of a member of the management committee, sub-committee or person acting as a member of the management committee; or
 - (b) a management committee member, sub-committee member or person acting as a member of the management committee was disqualified from being a member.

28 Resolutions of management committee without meeting

- (1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in sub-rule (1) may consist of several documents in like form, each signed by one (1) or more members of the committee.

29 Annual general meetings

An annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the Association's financial year.

30 Business to be conducted at annual general meeting

The following business must be conducted at each annual general meeting of the Association—

- (a) receiving the Association's financial statement, and audit report, for the last financial year;
- (b) presenting the financial statement and audit report to the meeting for adoption;
- (c) electing members of the management committee;
- (d) confirming the auditors are the PMSA appointed School auditors
- (e) any other business on notice

31 Notice of general meeting

- (1) The Secretary may call a general meeting of the Association.
- (2) The Secretary must give at least 14 days' notice of the meeting to each member of the Association.
- (3) If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
 - (a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - i. to reject the person's application for membership of the Association; or
 - ii. to terminate the person's membership of the Association;
 - (b) a meeting called to hear and decide a proposed special resolution of the Association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

32 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the Association's last general meeting plus 1.
- (2) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (3) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the Association, the meeting lapses.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the Association—
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- (5) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (6) If a meeting is adjourned under sub-rule (5), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (7) The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (8) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

33 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in sub-rule (1) is taken to be present at the meeting.
- (3) At each general meeting—
 - (a) the President is to preside as chairperson; and
 - (b) if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the Vice-president is to preside as chairperson; or if the Vice-president is not present to act, the members present must elect one (1) of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

34 Voting at general meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) The method of voting is to be decided by the management committee.
- (4) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (5) If a secret ballot is held, the chairperson must appoint two (2) members to conduct the secret ballot in the way the chairperson decides.
- (6) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

35 Special general meeting

- (1) The Secretary must call a special general meeting by giving each member of the Association notice of the meeting within 14 days after—
 - (a) being directed to call the meeting by the management committee; or
 - (b) being given a written request signed by—
 - i. at least 33% of the number of members of the management committee when the request is signed; or
 - ii. at least the number of ordinary members of the Association equal to double the number of members of the Association on the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee—
 - i. to reject an application for membership; or
 - ii. to terminate a person's membership.
- (2) A request mentioned in sub-rule (1)(b) must state—
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the Secretary—
 - (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in sub-rule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in sub-rule (1)(c).
- (4) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

36 Minutes of general meetings

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes—
 - (a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a general meeting or annual general meeting, verifying their accuracy.
- (3) If asked by a member of the Association, the Secretary must, within 28 days after the request is made—
 - (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
- (4) The Association may require the member to pay the reasonable costs of providing copies of the minutes.

37 By-laws

- (1) Subject to the written consent of the School Principal, the management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.
- (2) A by-law may be set aside by a vote of members at a general meeting of the Association, subject to the consent of the School Principal.

38 Alteration of rules

- (1) Subject to the written consent of the School Principal, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

39 Funds and accounts

- (1) The funds of the Association must be kept in an account in the name of the Association in the financial institution that is the same financial institution as for the School.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) Monies that cannot be banked or night-safed must be deposited at the School's business office either in person, or utilising the after-hours facility provided by the business office.
- (5) Monies must not be taken and stored at members' houses or business facilities.
- (6) Payments by the Association must be made by cheque or electronic funds transfer.
- (7) If a payment is made by cheque, the cheque must be signed by any 2 of the following—
 - (a) the President;
 - (b) the Vice-president;
 - (c) the Past President;
 - (d) the Treasurer;
 - (e) any other member authorised from time to time by the management committee and the Principal.
- (8) However, one (1) of the persons who signs the cheque must be the President or the Treasurer.
- (9) Cheques, must be crossed not negotiable.
- (10) The same rules for signing and authorisation of cheques apply to electronic funds transfer.
- (11) Payments for accounts must not be made from cash receipts
- (12) Any petty cash accounts authorised by the management committee and the Principal from time to time must be kept on the imprest system
- (13) All expenditure must be approved or ratified at a management committee meeting through the presentation of the Treasurer's report.

40 Equipment/Assets

- (1) The Association and/or its support groups will not hold any assets in their name
- (2) The Association and/or its support groups will donate funds to the School for acquisitions of equipment or other assets; these assets will remain the property of the School.

41 General financial matters

- (1) On behalf of the management committee, the Association Treasurer must, as soon as practicable after the end date of each financial year, ensure all books and source documents are provided to the School business office so that a financial statement for its last reportable financial year is prepared.
- (2) The Treasurer will ensure all books of account are available for audit as soon as practicable after the end date of each financial year.
- (3) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

42 Documents

The management committee must ensure the safe custody of books and documents of the Association; and make these available to the School business office for the purposes of processing and reporting.

43 Financial year

The end date of the Association's financial year is 31st December in each year.

44 Presbyterian and Methodist Schools Association (PMSA)

- (1) The PMSA shall be entitled to wind up the Association by a vote of 75% of the members of the PMSA council, in which the surplus assets (cash) of the Association will vest in and be transferred to the PMSA for the benefit of the School.
- (2) Nothing in the Association's constitution as set out herein will be in conflict with the objects of the PMSA and/or the School's Vision, Mission and Values.

45 Directions by the Principal

- (1) The management committee must endeavour to work in conjunction with and subject to the direction of the Principal from time to time.
- (2) Without limiting sub-rule (1) the management committee must comply with the by-laws contained in Schedule 2, as they may be amended from time to time
- (3) The by-laws contained in Schedule 2 may only be amended by the management committee with the consent of the Principal.

46 No agency of the School

- (1) The Association will not hold itself out as an agent of the School and it has no authority to bind the School.
- (2) Any decisions in relation to contractual matters are to be made by the Principal and entered into by the proper authority as delegated by the PMSA delegations of authority.

SCHEDULE 1 – BY-LAWS FOR SUPPORT GROUPS

Support groups operate as sub-committees of the management committee of the *Sunshine Coast Grammar School Parents and Friends Association* (the **Association**).

1. The name of the group will be (*Activity Name*) *Support group* (herein referred to as the Support group).
2. The management committee of the Association in consultation with the Principal will first authorise the establishment of each support group.
3. In these by-laws, the term “responsible staff member” means the person or persons for the time being appointed by the Principal to have responsibility for (*Activity*) and who will maintain communication with the Association and the School with respect to associated activities and events.
4. Support group members will comprise members of the Association who are interested in the promotion of (*Activity*) at the School.
5. Position descriptions for executive officers of a support group, approved by the Principal, are to be complied with.
6. The purpose of the support group will be:
 - (a) To help ensure all students of the School interested in (*Activity*) will have the opportunity to gain appropriate participation, tuition and encouragement in the activity.
 - (b) To assist the School in ensuring that student efforts are supported by the full and effective use of the facilities provided by the School
 - (c) To assist the coordinated efforts of the students, teachers, tutors, coaches, and volunteers to achieve successful competition of (*Activity*) within the School activities
 - (d) To assist in the efficient running of the tuckshop and uniform shop by providing regular volunteers to supplement paid staff
 - (e) To assist the responsible staff member to carry out his/her responsibilities and in particular those responsibilities referred to in clause 20.1
 - (f) To appoint sub-committees to organise any such activities which, in the opinion of the Support group and the Principal, will promote the development of (*Activity*) within the School
 - (g) To raise funds on behalf of (*Activity*) (and in the case of major fund raising in consultation with the Association) by various means approved by the Principal
 - (h) For a member of the support group executive to attend and report back to the Association’s general meetings
7. All funds resulting from approved fund raising activities shall be applied towards the advancement of (*Activity*) within the School, provided that prior to spending any sum of money, above an amount agreed from time to time between the Principal and the management committee of the Association, on School equipment or facilities, the support group committee must first obtain the approval of the Principal both as to application and timing. The management committee of the Association shall at all times be responsible to the Principal for the activities of the support group, and shall assist, cooperate or intervene with the support group to ensure School policies are adhered to.
8. The support group is not authorised to raise/process transactions in relation to sponsorships. The School Marketing office and the Principal will coordinate sponsorship agreements and the School’s business office will invoice clients.
9. Support groups are not permitted to employ staff or contract with individuals; for example, coaches. These will be coordinated by the responsible staff member who will liaise with the appropriate School staff.

10. The support group committee shall consist of a President, a Vice-president (optional), a Secretary and a Treasurer. The responsible staff member, President of the Association (or their nominee) and immediate past President of the support group committee shall be ex-officio members of the committee. A quorum shall consist of three members, one of whom must be the President, Vice-president or immediate past President. All support group meetings must be attended by the responsible staff member or his/her nominee.
11. There will be at least four general meetings in each year. Each meeting will occur on school premises unless permission is obtained from the Association's management committee. General meetings can also be called by a minimum of four members in writing. General meetings must be chaired by either President or the immediate past President.
12. An annual general meeting of the members of the support group is to be held within 8 weeks following the conclusion of the season/period of activity for (*Activity*) or in the first two months of the following year, with the approval of the Association management committee. The President and responsible staff member will present their reports at the meeting. The Treasurer will present the report as to the income and expenditure of the group (as supplied by the Association Treasurer) for the previous year. A quorum at annual general meeting will be five members.
13. At each annual general meeting:
 - (a) The President, Secretary and Treasurer will retire from their offices. An election will be held for these positions and unless the meeting otherwise resolves, no person will serve more than two consecutive terms in the same office. The outgoing members of the committee will be deemed to have vacated their respective offices at the commencement of the election.
 - (b) The School's auditor will be the auditor for the Association.
14. If the annual general meeting so resolves, the number of members serving on the committee for the ensuing year may be increased, with the consent of the Principal.
15. The committee will have the power to co-opt and to fill its casual vacancies.
16. The support group shall by resolution carried by 75% of the members present and voting at a general meeting have power to remove any member of the committee from office provided the member will have been given 14 days' notice of the motion for his or her removal. The management committee of the Association by majority resolution will have power to remove a member from office of the support group committee where that member is acting in a manner inconsistent with the aims and objectives of the Association.
17. It is the function of the committee to carry out on behalf of the support group the purposes set out in rule 6.
18. All funds of the group will be managed on its behalf by the Association Treasurer. Funds will be banked by the Treasurer of the support group or by the Treasurer of the Association or by the School's business office. On presentation of approved invoices, cheques or electronic payments will be prepared and signatures attached by the Association management committee signatories on behalf of the support group. On a regular basis statements of account will be provided by the Association Treasurer to the Treasurer of the support group for purposes of reconciliation.

Alternatively, electronic funds transfers may be utilised for payment of accounts. The same rules for signing and authorisation of cheques apply to electronic funds transfers.

19. Support group funds will be managed by the Association's Treasurer and management committee. The consolidated support group bank account is named "Sunshine Coast Grammar School Parents and Friends Association Support Group Account". All transactions in connection with any such account will be effected by the signature of any two (2) members of the Association, usually the Association Treasurer and one other committee member. Additionally, there will be a school designated signatory appointed by the Principal with authority to sign on each and every account independently of the two Association management committee signatories. A balance date of 31 December is set. This is the date to which accounts of the group will be written up in respect of the preceding 12 calendar months, such accounts to be prepared by the School's business office and provided to the support group Treasurer, via the Association Treasurer, prior to the annual meeting of the group.
20. Subject to rule 6 of these by-laws:
- (i) The responsible staff member will have responsibilities to recommend to the Principal
- the appointment of the (*Activity*) captain;
 - the appointment of coaches/tutors;
 - the purchase, replacement and maintenance of assets which are the property of the School;
 - the review of existing facilities on an ongoing basis to prepare a comprehensive long-range program for the development of the (*Activity*) for the benefit of the (*Activity*) at the School;
 - the entry of School teams and representatives for competitions;
 - provide volunteer support to the School's trading entities;
- and, it will be the duty of the committee to ensure that the responsible staff member is given adequate assistance when required, to discharge these responsibilities.
- (ii) The support group committee will have the responsibility of
- assisting the School in developing, in consultation with the responsible staff member, the medium to long term direction of support to the (*Activity*);
 - annual financial plan & goals of the support group;
 - social and fund raising programs for the (*activity*) season;
 - assisting the responsible staff member by providing manpower and logistic support beyond School resources for the various (*Activity*) activities
21. Minutes of the meetings of the committee will be promptly circulated to members of the committee and confirmed minutes be circulated promptly to the Principal and Secretary of the Association.
22. These by-laws may only be amended by a general meeting of members of the Association
23. These by-laws will be read subject to the rules of the Association set out in its Constitution
24. The Association at a general meeting of members may wind up a support group on the grounds of insufficient interest from the students in that activity
25. In the event of a voluntary or Association initiated wind up of the support group all residual assets of the support group will become the property of the Association to be applied to purposes approved by the Principal.
26. With the agreement of the Principal, the Association may direct any accumulated funds in a support group that is in excess of their reasonable needs as determined at a general meeting of the Association to be used in another activity of the School or to satisfy the objects of the Association.
27. A levy may be imposed from time to time on the various support groups for the purposes of a contribution to the maintenance and upkeep of facilities used by the support groups.
28. The support group committee will report regularly to the Association on its activities. This may be either in a formal report or by a support group representative attending a meeting of the management committee or a general meeting of the Association to present a written or verbal report.

SCHEDULE 2 – BY-LAWS FOR THE PURPOSES OF RULE 45 – DIRECTIONS BY THE PRINCIPAL

1. The management committee must
 - (a) first obtain the approval of the Principal both as to application and timing prior to spending any sum of money above an amount agreed from time to time between the Principal and the management committee.
 - (b) whenever requested to do so by the Principal, promptly provide the Principal with current account balances detailing funds held by the Association, including those of the support groups and details of all funds raised by the Association and its various sub-committees for any particular period.
2. The Association must
 - (a) not (either through the management committee or its various sub-committees including support groups) employ any person to conduct any activity at or on behalf of the School without first obtaining the approval of the Principal; and
 - (b) comply with the School's policy from time to time on sponsorship and promotion.