

**LINDISFARNE ANGLICAN GRAMMAR SCHOOL  
Parents and Friends Association Constitution**

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## **1. Name**

Lindisfarne Anglican Grammar School Parents and Friends Association Incorporated. All reference to this Association shall be Lindisfarne Anglican Grammar School Parents and Friends Association. This document shall refer to this Association as “the Association”.

## **2. Definitions**

- a) Member – A member of the Association is any parent or caregiver of a present student. Any parent or care giver of a present student who does not wish to be a member of the Association, must request this in writing to the Secretary. Any person other than a member who supports the objectives of the Association is eligible to apply for membership by filling out a membership application and having it signed and seconded by two (2) Office Bearers and approved by the General Committee.
- b) Office Bearer – An office bearer of the Association is someone holding one of the following positions: President, Vice President, Treasurer, Assistant Treasurer, Secretary or Public Officer.
- c) General Committee – the General Committee will consist of up to 5 people voted to assist the Office Bearers in carrying out the objectives of the Association.
- d) Ex Officio – The Ex Officio shall be the Principal or his/her nominee.
- e) Executive Committee – The Executive Committee consists of all Office Bearers, the General Committee and the Ex Officio.
- f) Sub-Committee – means any person elected or appointed to particular committees, e.g. canteen, uniform, support groups, to fulfil specific roles or tasks that are agreed as required as detailed in Chapter 11.
- g) Quorum - consist of at least 5 Members of the General and Executive Committee.
- h) AGM – Annual General Meeting.

## **3. Objectives**

- a) To support the objects of the School in delivering a high quality education program within a Christian context.
- b) To foster the interest of parents of present and past students, and other friends of the School in all school activities.
- c) To promote good fellowship between parents, friends, teachers and students alike, for the general well-being of the School community.
- d) To represent the School community on working parties and other groups where a Parent presence is requested.
- e) To foster and provide opportunities for community endeavours, including appropriate fundraising activities, for the furtherance of these objects and the welfare of the School community.
- f) Subject to first obtaining the approval of the Principal, provide and improve amenities, equipment, instruments and any other support services for the use or benefit of the students of the School or School community.
- g) To assist and support the School in all its activities.
- h) To provide a forum of communication between the members of the School community.
- i) To work with and support the Parent Coordinator for each class or year group.

#### **4. Functions**

- a) To raise funds to provide facilities and equipment for the student community, while acknowledging the administration and control of the school is vested with the School Council.
- b) To contribute funds raised in consultation with the Principal in an equitable transparent process.
- c) To provide social activities for the Lindisfarne Community, specifically for raising goodwill and community spirit.
- d) The Association is responsible to the School Council, via the Ex-Officio, for all its activities and expenditures, and shall therefore report on the activities of the Association. The School Council and the Ex Officio shall have the power to veto any decision made by the Association.

#### **5. Meeting Conduct**

- a) At every Annual General Meeting, Executive Meeting, General Meeting and Special meeting:
  - I. The President shall be Chairperson or in their absence the Vice President and in the absence of both, a Chairperson shall be nominated by resolution of a majority of the Members present at the meeting.
  - II. The Chairperson shall ensure that all meeting attendees conduct themselves in a manner consistent with the principles and ethos of Lindisfarne Anglican Grammar School. The Chairperson reserves the right at all times, to request an attendee to remove themselves in the event of inappropriate conduct.
  - III. Each member shall be entitled to one vote and in the case of a tied count of votes, the Ex Officio shall have a second or casting vote.
  - IV. Voting will be by a show of hands.
  - V. The Secretary shall record full and accurate minutes of all questions, matters, resolutions and other proceedings of every meeting. The minutes are to be available for inspection to any member of the Association within 14 days of the meeting. A copy of the minutes and Treasurer's report shall be sent to the school within 14 days of the meeting.

#### **6. Membership**

- a) As per definition in Clause 2 (a).
- b) A Parent or caregiver may elect NOT to be a member of the Association by writing to the secretary to that effect, and may reapply for membership at any time by writing to the Secretary.
- c) A member's membership shall be deemed to cease on the date a member ceases to have a child enrolled at the School.
- d) The Executive Committee has the right to lapse any membership of a person who supports the Association, who is no longer actively involved in the Association.

#### **7. Membership Registry**

- a) The Public Officer of the Association must establish and maintain a register of members of the Association, specifying by name, the postal/residential address of each person who is a member of the Association, together with the date on which the person became a member.
- b) The register of members must be kept in New South Wales at the Mahers Lane Campus of the School.

- c) The register will be reviewed each semester by the Ex Officio and the Public Officer to ensure the register is accurate for viewing when required.
- d) The register of members must be open for inspection, for a nominal fee, by any member of the Association, in the company of the Public Officer and the Ex Officio.
- e) A member must not use information about a person obtained from the register to contact or send material to the person, other than for any purpose necessary to comply with a requirement of the Act or the Regulation.

#### **8. Office Bearers**

- a) An Office Bearer must be a member.
- b) Each Office Bearer will hold office until the conclusion of the AGM following the date of the Office Bearer's election.
- c) The President shall preside over all meetings except as defined in Clause 5(a).
- d) The Secretary shall attend all meetings and keep a record of all business conducted. On relinquishing office, the Secretary shall hand over all records, correspondence and minutes held; these records including, both digital files and hard copies.
- e) The Treasurer shall report on the Association's financial status at all meetings, detailing all monies received and paid since the last meeting. On relinquishing office, the Treasurer shall hand over all records, including both digital files and hard copies. The Treasurer must also provide an audited copy of the previous financial year's accounts at the AGM.
- f) An Office Bearer shall not receive any remuneration or other material benefit by reason of their position in the Association.
- g) The position of President, Vice President, Secretary, Treasurer and Vice Treasurer may only be held by the same person for a period of three (3) consecutive years; if however, upon retirement at the end of those three (3) years, no nominations are received for a replacement for that position then the outgoing office bearer can be re-elected by members of the Association.

#### **9. Election of Office Bearers**

- a) Nominations of candidates for election as Office Bearers of the Association must be made in writing with consent of the candidate and signed by two (2) members of the Association (which must be endorsed on the form of the nomination), and
- b) Must be delivered to the secretary of the Association at least fourteen (14) days before the date of the AGM at which the election is to take place.
- c) The Ex Officio will act as Chairperson during the AGM voting process. If the Ex Officio is not present, the members may nominate a member present.
- d) Elections for the committee shall be by a motion moved and seconded by a show of hands for those present at the AGM.
- e) A simple majority of those present is required to be elected for any position. Only those present will be eligible to vote and one vote from each person will be counted.
- f) If insufficient nominations are received to fill all vacancies for Office Bearers, the candidates nominated are taken to be elected and further nominations may be received at the AGM.
- g) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacant.
- h) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- i) If the number of nominations received exceeds the number of vacancies to be filled, the Chairperson shall conduct a secret ballot for each Office Bearer

- j) Voting for the election of office-bearers is to be conducted at the AGM in such usual proper manner as the committee may direct.

### **General Committee**

- a) The General Committee shall comprise of up to five (5) members.
- b) These members will be elected at the AGM.
- c) If insufficient nominations are received for General Committee members, any vacant positions remaining are taken to be vacant.
- d) If the number of nominations received for General Committee members is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- e) If the number of nominations received for General Committee members exceeds the number of vacancies to be filled, the Chairman shall conduct a secret ballot.
- f) Voting for the election of General Committee members is to be conducted at the AGM in such usual proper manner as the committee may direct.

### **11. Executive Committee**

- a) The Executive Committee will comprise of all Office Bearers, all General Committee and the Ex Officio.
- b) An Office Bearer or General Committee member may be removed from office by resolution of the Association carried out at a properly convened General or Special Meeting, providing at least seven (7) days' notice has been given to members.
- c) All members of the Executive Committee excluding the Ex Officio will be the parent or caregiver nominated on the school enrolment form of a student enrolled at the School at the time of election subject to Clause 2a.
- d) Each member of the Executive Committee is, subject to this constitution, to hold office until the conclusion of the AGM following the date of the member's election.
- e) The Executive Committee must endeavour to work in conjunction with and subject to reasonable direction of the Principal from time to time.
- f) Without limiting Clause 11(e), the Executive Committee must comply with the By-Laws contained in Schedule 2, as they may be amended from time to time.
- g) The By-Laws contained in Schedule 2 may only be amended by the Executive Committee with the consent of the Principal.

### **12. Vacation of Office Bearers and General Committee Members**

- a) Any Executive member of the Association may resign as a member by giving 14 days notice in writing to the Secretary.
- b) Any casual vacancy of Office Bearers shall be filled by a General Committee Member or Executive Committee member at a General or Executive meeting. If the position remains unfilled then the position shall be filled by a ballot of the members of the Executive Committee, excluding the current Office Bearers.
- c) Any casual vacancy of Executive Committee members may be filled by a general member at a general or Executive meeting.
- d) If the date of resignation of an Executive Committee member is within three months of the Annual General Meeting then the Executive Committee may appoint members within the Executive Committee to fulfil Office Bearer roles and choose to wait until the next AGM. A casual vacancy arises where a member of the Executive Committee:
  - I. resigns from the Committee by notice in writing;
  - II. ceases to be a member of the Association;
  - III. is removed under Clauses of this Constitution;

- IV. has a continuing and long-term incapacity to fulfil the functions of the position;
  - V. dies.
- e) In the case of resignation or removal of the Treasurer, the books and account before handover shall be audited, if determined necessary by the Executive Committee and the Ex Officio before handover to the newly appointed Treasurer.
  - f) The Executive Committee of the Association may for any reason it considers necessary, terminate the membership of any member, but that member shall have the right to appeal to the Executive Committee regarding this decision within one month of receiving written notice of termination. Any dispute if not solved by the Executive committee will be convened to the next general meeting. The appeal shall be determined by the vote of the members present at the general meeting.

### **13. Sub-Committees**

- a) The Executive Committee may establish Sub-Committees and appointment members when it deems necessary to carry out specific functions on its behalf.
- b) These Sub-Committees are to report regularly to the Association when nominated and follow directions from the Association.
- c) The Association may dissolve a Sub-Committee at any time. Any funds raised or handled by a Sub-Committee shall be, for all purposes, funds of the Association, however Sub-Committees formed to raise funds for a purpose shall apply any funds raised to that purpose.
- d) Fundraising activities of Sub-Committees shall be subject to the same financial reporting as the Association.
- e) Each Sub-Committee shall choose from its Membership a chairperson, secretary and, if needed, a treasurer.

### **14. Support Groups**

- a) The Association shall promote and encourage the establishment of special interest 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.
- b) All Support Groups shall be governed by a committee which in turn shall be responsible to the Executive Committee.
- c) Support Group committees shall operate as Sub Committees of the Executive Committee and (except as noted in Clause 14(d)), be subjected to the By-Laws for Support Groups contained in Schedule 1 of the Constitution.
- d) Support Group By-Laws may only be amended by a General Meeting of members of the Association.

### **15. Annual General Meeting (AGM)**

- a) The AGM shall be held once each year approximately twelve months from the date of the previous AGM in the first four months of the year (generally April) on a date to be decided by the Executive Committee.
- b) Members shall be given at least 14 days notice of such a meeting by Lindisfarne's usual channel of notification.
- c) The meeting may be held on the same date as a General Meeting, however, the AGM must precede the General Meeting.

- d) At this meeting, all Office Bearers and other positions will become vacant and then be filled by nomination and where necessary, by a ballot of members.
- e) All nominees shall be members of the Association and eligible to hold office in accordance with this Constitution.
- f) The business to be transacted at every Annual General Meeting shall include:
  - I. The tabling and accepting of the minutes of the previous Annual General Meeting.
  - II. Business arising from the minutes.
  - III. The presentation of the President's Report.
  - IV. The presentation of the Principal's Report.
  - V. The presentation of the Treasurer's Report that shall include the Audited Financial Reports of the books and accounts of the Association for the preceding financial year, including all Sub-Committees.
  - VI. Ex Officio will take the chair and declare all positions vacant.
  - VII. The election of Members of the Executive and Office Bearers.
  - VIII. The appointment of an auditor as nominated by the School.
  - IX. Vote on whether to introduce or change membership fees to the Association to people not automatically eligible for membership.
  - X. Vote on recommendation to School Council with regard to Parents and Friends contribution, levied on school fees accounts per family per term.
- g) Minutes to be taken and distributed to Executive committee members and made available to the members. Minutes must also be sent to the School within 14 days of the AGM.

## **16. General Meetings**

- a) Up to six general member meetings will be scheduled every alternate month. Dates should be published well in advance. Meeting calendar shall be decided at an Executive meeting and published to members.
- b) Every member shall be entitled to attend and vote at any General Meeting.
- c) Each question shall be decided by a majority of votes of the members present. At any meeting, a declaration by the Chair that a resolution has been carried, carried by a particular majority, lost, or not carried by a particular majority shall be conclusive.
- d) The Principal of Lindisfarne Anglican Grammar School and the Heads of Sub-School are invited to regularly attend General Meetings or nominate a delegate to attend in their place. Staff are also invited to attend however have no vote unless acting as a Member.
- e) All funding requests shall be delivered to the Secretary seven (7) days prior to the General Meeting. Any Member wishing to table submissions at the General Meeting must also be delivered to the Secretary seven (7) days prior to the General Meeting.
- f) The order of business of any ordinary General Meeting shall be:
  - I. Names of those present and apologies
  - II. Introduce guest speaker as scheduled
  - III. Minutes of the previous General Meeting
  - IV. Business Arising from minutes
  - V. Correspondence
  - VI. Treasurer's report
  - VII. Principal's Report
  - VIII. Relevant Sub-Committee reports and updates
  - IX. Agenda items and General Business

- X. Table and discuss any funding requests or Member submissions to be voted on at the following Executive Meeting
  - XI. Date of next meeting and time
- g) Minutes to be taken and distributed to Executive committee members and made available to the members.

### **17. Special Meetings**

- a) A Special Meeting may be held for a specific purpose. It is to be called by the President or Secretary at any time OR by special written request of five Executive members or not less than 15 general members; clearly stating the purpose for which the meeting has been requested.
- b) The Special Meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days notice of the Meeting and be notified of the business to be conducted at the Meeting.
- c) The order of business at a special general meeting shall be:
  - I. Names of those present and apologies
  - II. Dealing with the business for which the meeting has been convened.
- d) Minutes to be taken and distributed to Executive committee members and made available to the members.

### **18. Executive Meetings**

- a) The Executive shall meet separately from the General Meeting in the alternate month to the General Meeting, not less than three times per year, at such times and at such places as the Executive or the President shall decide.
- b) The Executive committee shall meet to attend to matters delegated to it from the General Meeting or Executive Meetings or to consider matters brought by General Members of the Association or any delegate of Lindisfarne Anglican Grammar School.
- c) Except as otherwise provided by this Constitution and subject to resolutions of the Members of the Association carried at any Annual or General Meeting the Executive shall:
  - I. Manage the administration of the affairs, including the property and funds of the Association;
  - II. Interpret and apply the Constitution with regard to any matter concerning the activities of the Association;
  - III. Formulate by-laws for adoption, repeal or amendment by the General Meeting of the Association, designed to promote the good governance and management of the Association;
- d) Decisions taken at meetings of the Executive shall be tabled at the next General Meeting for ratification or reporting purposes.
- e) The order of business of any executive Meeting shall be:
  - I. Names of those present and apologies
  - II. Minutes of the previous Executive Meeting
  - III. Business Arising from minutes
  - IV. Treasurer's report
  - V. Relevant Sub-Committee reports and updates
  - VI. Agenda items and General Business
  - VII. Date of next meeting and time



- f) Minutes to be taken and distributed to Executive committee members and made available to the members.

### **19. Powers of the Association**

- a) The members of the Association may do all things necessary or convenient for carrying out its objectives, but subject to its ability to give such security for the discharge of the liabilities incurred by the Association, as the Association sees fit. These include but are not limited to:
  - I. Being responsible for the planning, management and organisation of the Association's affairs.
  - II. Holding regular general meetings that are open to all members, the Principal and staff.
  - III. Establishing such Sub-Committees as they may determine to give effect to the aims of the Association.
  - IV. Providing for the election or appointment of members to any such Sub-Committee and for the terms or reference for conduct and operation thereof.
  - V. Providing for the election or appointment of officers, including definition of duties, responsibilities and authority.
  - VI. Raising funds and holding community events in accordance with the aims of the Association.
- b) Members of the Association may by ordinary or special resolution exercise any power authorised by the Constitution subject to the provisions of the Law
- c) A resolution of the Executive shall have full force and effect subject to a later resolution of the members at the AGM or in a Special Meeting which would have effect of amending or rescinding the resolution of the Executive.
- d) In the event of any dispute or uncertainty as to the meaning or intent of any clause in this Constitution, the matter shall be referred to the Public Officer of the Association for interpretation.
- e) If, for any reason, any Member of the Association believes that the Executive Committee is in breach of this Constitution, guidance from the School Council Chair may be sought.

### **20. Membership Fees**

- a) At each AGM there shall be a vote on whether membership fees shall apply for anyone seeking membership to the Association.
- b) P and F contribution to be decided as per Clause 15(f)X.

### **21. Finance**

- a) With transparency in mind, the Executive Committee will ensure the assets and income of the Association shall be applied solely to further the Objectives and Functions of the Association.
- b) No part of the assets and income shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.
- c) The financial year of the Association shall conclude on the 31st day of December in each year, or such other date as determined by the School.
- d) The funds of the Association shall be deposited in a bank in the name of the Association. Any two of the following, President, Vice President, Secretary, Treasurer or Vice Treasurer or any other such members of the Executive as specifically appointed are required to endorse any cheques or electronic fund transfers drawn on the Association bank account.

- e) Any signatory who resigns or does not re-stand for an Executive Committee position, must have their signature removed as an authorised operator immediately. Under no circumstances shall the signatories sign blank cheques.
- f) The funds of the Association shall be vested in the Executive 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.
- g) Upon relinquishing office, the Treasurer shall hand over all records to the incoming Treasurer.

## **22. Constitution Amendments**

- a) Alterations to this Constitution must be proposed and passed by a majority vote at an AGM or a Special Meeting convened for that purpose in accordance with Clause 17(a) of this Constitution.

## **23. Auditing of Books and Records of the Association**

- a) As soon as practicable after the end of the financial year the Treasurer shall prepare a statement containing the particulars of:
  - I. The income and expenditure for the financial year just ended, and
  - II. The assets and liabilities at the close of the financial year.
- b) The Public Officer shall be responsible for lodging any annual returns as required by the relevant government body within 30 days of the Annual General Meeting or as required by law.

## **24. Dissolution of the Association**

- a) the Association is automatically dissolved if the School closes.
- b) Members can decide at a Special General Meeting to wind up the Association voluntarily only if it is solvent. This means that the Association must be able to pay all of its debts and liabilities.
- c) In the event of the winding up, all monies and assets of the Association shall be handed over to the School Council, for the provision of programs and facilities for students of the School. If the School closes or is amalgamated, all monies and assets of the Association shall be handed to the Corporate Trustees of the Diocese of Grafton, for the use of the Anglican Schools of the Diocese.

## **SCHEDULE 1 - BY-LAWS FOR SUPPORT GROUPS**

(which operate as sub-committees of the Lindisfarne Anglican Grammar School Parents and Friends Association (“the Association”))

1. The name of the Group shall be \_\_\_\_\_ [Activity name] SUPPORT GROUP (hereinafter referred to as The Support Group).
2. The Principal in consultation with the Executive Committee of the Association shall first authorise the establishment of each support group.
3. The Support Group shall comprise members of the Association who are interested in the promotion of [Activity] at the School. The Support Group shall be a subcommittee of the Association and shall act in support of its objects.
4. Position Descriptions for executive officers of a support group, approved by the Principal, are to be complied with.
5. The purposes of the Support Group shall be:
  - a. to help ensure that 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, staff, coaches and voluntary helpers to achieve successful competition of [Activity] within the School activities.
  - d. to assist the teacher-in-charge to carry out his/her responsibilities and in particular those responsibilities referred to in Clause 16.1.
  - e. to appoint subcommittees 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.
  - f. 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.
  - g. for a member of the Support Group executive to submit a report back to P&F general meetings and be available to attend P&F general meetings when requested.
6. Once sanctioned by the Executive Committee of the Association and the Principal, 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 Executive 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 Executive 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.
7. Funds raised will be managed by the Support Group Treasurer, reporting to the Association Treasurer, in consultation with the Principal.

8. The Support Group Committee shall consist of a president, a vice president, secretary and treasurer as an Executive and up to five (5) general members of the Committee. The Principal (or their nominee), teacher-in-charge, the President of the Association (or their nominee) shall be ex-officio members of the Committee. A quorum shall consist of five members, one of whom must be the president or vice president. All support group meetings must be attended by either the teacher in charge or Principal (or his/her nominee).
9. There shall be at least three general meetings in each year. General meetings can also be called by a minimum of four members in writing.
10. An annual general meeting of the members of the Support Group is to be held within eight (8) weeks following the conclusion of the season/period of activity for [Activity], or in February if the activity is not seasonal. The president and teacher-in-charge shall present their reports. A quorum at annual general meetings shall be five members.
11. At each annual general meeting:-
  - a. the President, the Vice-President, Treasurer and Secretary shall retire from their offices. An election for these positions will be held, and unless the meeting shall otherwise resolve no person shall serve more than two (2) consecutive terms in the same office. The outgoing members of the committee shall be deemed to have vacated their respective offices at the commencement of the election.
12. If the annual general meeting so resolves, the number of members serving on the Committee for the ensuing year may be increased.
13. The Committee shall have power to co-opt and to fill its casual vacancies.
14. 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 shall have been given 14 days notice of the motion for his or her removal. The Principal in consultation with the Executive Committee shall 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 objects of the School and/or the Association.
15. It is the function of the Support Group Committee to carry out on behalf of the Support Group the purposes set out in Clause 5.
16. A statement of income and expenditure of the support group is to be provided to the P&F Treasurer on request and at the end of each financial year.
  - a. Subject to Clause 5 of these By-Laws:-
    - i. The teacher-in-charge shall 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, and it shall be the duty of the Committee to ensure that the teacher-in-charge is given adequate assistance when required, to discharge these responsibilities.
- ii. The Support Group Committee shall have the responsibility of:-
- assisting the School in developing, in consultation with the teacher-in-charge, the medium to long term direction of support to the [Activity];
  - social and fund-raising programs for the [Activity] season;
  - assisting the teacher-in-charge by providing manpower and logistic support beyond school resources for the various [Activity] activities.
17. Minutes of the meetings of the Committee shall be promptly circulated to members of the Committee and confirmed minutes be circulated promptly to the Principal and secretary of the Association.
18. These By-Laws may only be amended by a general meeting of members of the Association.
19. These By-Laws shall be read subject to the rules of the Association.
20. In these By-Laws, the term “teacher-in-charge” shall mean the person or persons for the time being appointed by the Principal to have responsibility for [Activity].
21. 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.
22. In the event of a voluntary or P&F 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. The Support Group Committee shall 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 Executive committee or a general meeting of the Association to present a written or verbal report.
23. The Support Group Committee shall 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 Executive Committee or a general meeting of the Association to present a written or verbal report.

## **SCHEDULE 2 – BY-LAWS FOR THE PURPOSES OF CLAUSE 11(f) – DIRECTION BY THE PRINCIPAL**

1. The Executive Committee must:
  - a. Promptly provide to the Principal a statement of income and expenditure of the Association for the last financial year, as soon as that report has been prepared.
  - b. First obtain the approval of the Principal, both as to application and timing, prior to sending any sum of money, above an amount agreed from time to time between the Principal and the Executive Committee, on school equipment, services or facilities.
  - c. 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 the funds raised by the Association and its various Sub Committees for any particular period.
2. The Association must:
  - a. Not (either through the Executive Committee or its various Sub Committees including Sub Groups) employ any person to conduct any activity at or on behalf of the School without first obtaining the approval of the Principal.
  - b. Comply with the School's policy from time to time on sponsorship and promotion.