

**Moreton Bay Boys' College
Parents' and Friends'
Association**

Constitution

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MORETON BAY BOYS' COLLEGE PARENTS' AND FRIENDS' ASSOCIATION RULES

1. NAME

- a. The name of the association shall be Moreton **Bay Boys' College Parents' and Friends' Association** (in these Rules "the P&F" or "the Association").

2. OBJECTS

- a. The objects for which the Association is established are:
 - i. To recognise that Moreton Bay Boys' College (in these Rules called "the College") is owned, operated, and controlled by Moreton Bay Boys' College Ltd (in these Rules referred to as" MBBC Ltd") through its Board, and is managed on behalf of the Board through the appointed College Principal
 - ii. To recognise that the Board of MBBC Ltd and its Principal are responsible for the good name and public standing of the College generally, and the Board or its Principal have the final say in the use of the College grounds, facilities, and name.
 - iii. To bring together and organise all persons desirous of helping in the progress and developments of the College.
 - iv. To do all things possible for the betterment of the general conditions and amenities at the College.
 - v. To establish a fund for the general conduct of the Association and to expand money in accordance with stated objects of the Association
 - vi. To foster community interests in the College.
 - vii. To assist the Principal and Teaching Staff, whenever possible in any manner, to further the interests of the College and its pupils.
 - viii. To develop and foster a positive and amiable involvement of parents at the school and the community in supporting the interests of the College and its pupils.
 - ix. To assist in the provision of facilities and services by raising funds in support of school education, sporting and other improvements.
 - x. To seek consensus with the Board of, MBBC Ltd for the P&F to engage in major fundraising projects proposed by either body., recognising that the Board of MBBC Ltd have the authority to approve proposals for which major fundraising is proposed.

- xi. To receive, and if thought fit, adopt as minor projects, formal proposals from the Principal and Teachers of the College and / or financial members of the Association.

3. ALLEGIANCE

- a. At each Annual General Meeting (AGM), by resolution to give allegiance to acting in the best interest of the Students, and Principal and Teachers, and to abide by the published principles and policies of the Board of MBBC Ltd

4. POWERS

- a. The association has, in the exercise of its affairs, all the powers of an individual. The association may, for example -
 - i. enter into contracts: and
 - ii. acquire, hold, deal with, and dispose of any property; and
 - iii. make charges for services and facilities it supplies; and
 - iv. do other things necessary or convenient to be done in carrying out its affairs.
 - v. The association may take over the funds and other assets and liabilities of the present unincorporated association known as the **Moreton Bay Boys' College P&F**.
 - vi. The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5. SUPPORT GROUPS

- a. Support groups of the Association may be formed where there is some particular interest of the Association, falling within the objects of the Association, which may more conveniently be pursued by the forming of a support group, and where the attainment of the goals of the support group are likely to require long-term and continuous endeavours.
- b. A support group may be formed by the passing of a resolution at a general meeting of the Association.
- c. The resolution must contain a statement of the support group's charter.
- d. A charter may subsequently be varied only by the passing of a motion at a general meeting and, subject to Rule 5m herein, with the concurrence of the support group.
- e. Support groups must act consistently with the provisions of these Rules and, in particular, with the Objects. Funds may be raised for a specific purpose only, within the support groups' charter, and after approval for the project has been obtained from the P&F Executive Committee. Funds are to be banked and disbursed via the P&F general account in accord with financial policies set out in Rule 30. Funds raised by a support group that are surplus to the

requirements of the specific project may be expended by the P&F as it may determine.

- f. Membership of the support groups is open to any member of the Association.
- g. Support groups are to appoint annually from their members a Chair and such other officers as the support group may determine.
- h. The said office holders together constitute the Support Group Committee.
- i. Meetings of the support groups, including meetings of any Support Group Committee or general meetings or annual general meetings, are to be conducted in a manner consistent with these Rules of the Association.
- j. Support groups are to keep records of all financial support received and disbursed by the support group; such records are to be incorporated into the accounts of the Association.
- k. Support groups are to provide financial reports and reports of their activities at each general meeting of the Association. Should any activities or financial report be outstanding for a period of three months, the Secretary shall notify that support group of its breach and of the provisions of this sub-rule. Should any activities or financial report be outstanding for a period of six months the Secretary shall notify that support group of the operation of this sub-rule; and the charter of that support group is automatically suspended and the Association shall call a special general to put a motion that the offending support group be dissolved.
- l. Support groups may be dissolved by resolution passed at a special general meeting of the Association.
- m. By a resolution passed at a special general meeting of the Association, the Association has a power of veto over any act or proposal act by, or decision of, a support group, and may remove or appoint office holders to such support groups.
- n. In giving notice a special general meeting under Rule 5 k, l, and m, the Secretary is to cause the notice to be posted also by ordinary mail to the last known address of each of the office holders of the affected support group.
- o. Before any notice of special general meeting is given, the Executive Committee of the Association is to invite the relevant Support Group Committee to meet together with the School Principal, at the time and place to be nominated by Principal, in an attempt to resolve any issues which might lead to giving such a notice at the time.

6. MEMBERSHIP AND FEES

- a. All parents of present pupils of the College shall be deemed to be financial members without payment of a subscription
- .
- b. Other persons of or above the age of eighteen years interested in the welfare of the College shall be eligible to be members of the Association
- .

- c. Subject to 6(d)) below, other persons as described in 6b desirous of becoming a member shall be deemed to be financial members on a payment of One Dollar per person per annum due at the Annual General Meeting..
- d. Every applicant for Financial Membership of the Association who is not a parent of a current student of Moreton Bay Boys' College shall be proposed by one member of the Association and seconded by another member.
- e. The application for membership shall be made in writing, signed by the applicant and the applicant's proposer and seconder and shall be in such form as the Executive Committee from time to time prescribes.

7. ADMISSION AND REJECTION OF MEMBERS

- a. At the next meeting of the Executive Committee after the receipt of any application for any class of membership, such application shall be considered by the Executive Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- b. Any applicant who receives a majority of the votes of the members of the Executive Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- c. Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

8. TERMINATION OF MEMBERSHIP

- a. A member may resign from the Association at any time by giving notice in writing to the Secretary.
- b. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- c. If a member -
 - i. is convicted of an indictable offence; or
 - ii. fails to comply with any of the provisions of these Rules; or
 - iii. has membership fees in arrears for a period of two months or more; or
 - iv. conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Executive Committee shall consider whether his membership shall be terminated.
- d. The member concerned shall be given a full and fair opportunity of presenting his case and if the Executive Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- a. A person whose application for membership has been rejected or whose membership has been terminated may within 1 month of receiving written notification thereof, lodge with the Secretary written notice of the person's intention to appeal against the decision of the Executive Committee.
- b. Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within 3 months of the date of receipt by the Secretary of such notice, a special general meeting to determine the appeal.
- c. At any such meeting the applicant shall be given the opportunity to fully present the applicant's case and the Executive Committee and those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.
- d. The appeal shall be determined by the vote of the members present at such meeting.
- e. Where a person, whose application is rejected, does not appeal against the decision of the Executive Committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

10. REGISTER OF MEMBERS

- a. It is not necessary for the Executive Committee to maintain a register of members who qualify automatically as members under Rule 6a because they are parents of present pupils of the College.
- b. In respect to all other classes of member shall cause a register to be kept, in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- c. Particulars shall be entered also into the register of deaths, registrations, terminations and reinstatements of membership and any further particulars as the Executive Committee or the members at any general meeting may require from time to time
- d. The register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

11. EXECUTIVE COMMITTEE

- a. The Executive Committee of the Association shall comprise the following who shall be elected at each Annual General Meeting:
 - i. President
 - ii. Vice President
 - iii. Secretary

- iv. Treasurer
- v. No fewer than four and no more than six other committee members.
- b. All Executive Committee members shall hold office until the next AGM when all shall retire but shall be eligible for re-election except that the President shall not serve more than two consecutive terms.
- c. All Executive Committee members on accepting office undertake to uphold the rules of the Association.
- d. Any Executive Committee member absent for three consecutive meetings without leave of absence shall cease to hold that position.
- e. With the exception of the position of the President (see Rule 18f), any vacancy occurring among the Executive Committee shall be filled by the Executive Committee for the period up to the next Annual General Meeting.
- f. The election of officers and other members of the Executive Committee shall take place in the following manner-
 - i. any 2 members of the Association may nominate any other member to serve as an officer or other member of the Executive Committee;
 - ii. the nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the Secretary at least 14 days before the annual general meeting at which the election is to take place;
 - iii. a list of the candidate's names in alphabetic order, with the proposer's and seconder's names, shall 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;
 - iv. balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetic order, and each member present at the annual general meeting shall be entitled to vote for any of such candidates not exceeding the number of vacancies;
 - v. only proxy votes received that stipulate specific election ballot voting intentions shall be counted prior to the election by the returning officer and added to the count;
 - vi. no member who has submitted a proxy may vote in person;
 - vii. no member is entitled to more than one election ballot vote, irrespective of any proxies held;
 - viii. should, at the commencement of such meeting, there be insufficient number of candidates nominated, nominations may be taken from the floor of the meeting;
 - ix. only one member of a member family in accordance with Clause 6 (a) shall be eligible to be elected to the Executive Committee.
- g. The affairs of the Association shall be controlled by the Executive Committee which shall consist of President, Vice-President, Secretary, Treasurer and the other elected committee members.
- h. In addition the Principal or his/her delegate, the Chairs of any Support Group and such number of general members appointed by the Executive Committee who hold responsibility for any of the major activities of the Association, may attend the Executive Committee as ex-officio members.
- i. The Executive Committee shall act for and on behalf of the Association.

12. RESIGNATION

- a. Any member of the Executive Committee may resign from membership of the Executive Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully represent the member's case.
- b. The question of removal shall be determined by the vote of the members present at such a general meeting.
- c. There is no right of appeal against a member's removal from office under this section.

13. VACANCIES OF EXECUTIVE COMMITTEE

- a. Notwithstanding the requirements of Rule 18, the Executive Committee shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Executive Committee until the next annual general meeting.
- b. The Continuing members of the Executive Committee may act notwithstanding any casual vacancy in the Executive Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Executive Committee, the continuing member or members may act for the purpose of increasing the number of members of the Executive Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

14. FUNCTIONS OF THE EXECUTIVE COMMITTEE

- a. Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any general meeting the Executive Committee-
 - i. shall have general control and management of the administration of affairs, property and funds of the Association; and
 - ii. shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- b. The Executive Committee may exercise all powers of Association-
 - i. to borrow or raise or secure the payment of money in such manner as the members as the members of the Association may think fit and secure the same of the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the

- Association's property, both present and future, and to purchase, redeem or pay off any such securities.
- ii. To borrow amounts from the members and to pay interest on the amounts borrowed and to mortgage or charge property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
 - iii. To invest in such manner as the members of the association may from time to time determine.
 - iv. For sub-section (b)(ii) the rate of interest must not be more than the rate for the time being charged for the overdrawn accounts for money lent (whatever the term of the loan) by-
 - a. the financial institution for the Association; or
 - b. if there is more than 1 financial institution for the Association- the financial institution nominated by the Association.

15. MEETINGS OF EXECUTIVE COMMITTEE

- a. The Executive Committee shall meet at least once every 2 calendar months or as required to exercise its function.
- b. The Executive Committee must decide how a meeting is to be called.
- c. Notice of a meeting is to be given in the way decided by the Executive Committee.
- d. A special meeting of the Executive Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Executive Committee, which requisition shall clearly state of the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- e. At every meeting of the Executive Committee a simple majority of a number equal to the number of members elected and / or appointed to the Executive Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- f. Subject to anything specific to the contrary in these Rules, the Executive Committee may meet together and regulate its proceedings as it sees fit.
- g. Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided as negative.
- h. A member of the Executive Committee shall not vote in respect of any contract or proposed contract with the Association in which the member is interested, or any matter arising there from, and if the member does so vote the member's vote shall not be counted.
- i. Not less than 14 days notice will be given by the Secretary to members of the Executive Committee of any special meeting of the Executive Committee.
- j. Such notice shall clearly state the nature of the business to be discussed thereat.
- k. The President shall preside as Chair at every meeting of the Executive Committee, or if there is no President, or if at any meeting the President is

not present within 10 minutes after the time appointed for holding the meeting, the Vic-President shall be Chair or if the Vice-President is not present at the meeting the members may choose 1 of their number to be Chair for that meeting.

- l. If within half an hour from the time appointed for the commencement of an Executive Committee meeting a quorum is not present, the meeting, if convened upon requisition of members of the Executive Committee, shall lapse.
- m. In any other case, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to other day and at such other time and place as the Executive Committee may determine, and if at the adjourned meeting quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- n. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

16. DELEGATION OF EXECUTIVE POWERS

- a. The Executive Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Executive Committee thinks fit.
- b. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Executive Committee and to these Rules.
- c. A sub-committee may elect a Chair of its meetings.
- d. If no such Chair is elected, or if at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.
- e. A sub-committee may meet and adjourn as it thinks proper.

17. PROCEDURAL DEFECT

- a. All acts done by any meeting of the Executive Committee or of a sub-committee or by any person acting as a member of the Executive Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Executive Committee or person acting as aforesaid, or that the members of the Executive Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Executive Committee.
- b. A resolution in writing signed by all the members of the Executive Committee for the time being entitled to receive notice of a meeting of the Executive Committee shall be as valid and effectual as if it had been passed at a meeting of the Executive Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Executive Committee.

18. EXECUTIVE COMMITTEE RESPONSIBILITIES

a. Duties of President

- i. To formulate the Agenda of Meetings
- ii. To report at each Meeting proposals received and recommendations of the Executive Committee on proposals to be put forward to the Association for adoption of projects.
- iii. To maintain a register of approved projects.
- iv. To report at each meeting, the progress made in carrying out each approved project. On completion of a project, arrange and carry out presentation to the Board of MBBC Ltd and/or College staff as appropriate.

b. Duties of Vice-President

- i. Alternately to act on behalf of the President in his or her absence
- ii. Carry out assignments on behalf of the President in accordance with the Constitution and Rules of the Association.

c. Duties of Secretary

- i. To maintain a register of members.
- ii. To keep Minutes of all Meetings.
- iii. To give notice to members of meetings in accordance with the Rules of the Association.
- iv. To provide information pertaining to Association business to individuals and bodies corporate as directed from time to time by the Association.
- v. To attend to all correspondence.
- vi. To keep up-to-date records of the Association and make the same available and when required by the Association.

d. Duties of Treasurer

- i. To have the charge and custody of all monies belonging to the Association and any support groups that may exist and within seven (7) days of the receipt of such monies to pay the same to the credit of the Association in such financial institution as the Executive Committee may direct.
- ii. To make all payments on behalf of and receive all monies due and owing to the Association for which Treasurer's receipt shall be valid discharge.
- iii. To furnish at all Meetings a detailed report showing all receipts and payments from the closing balance reported at the previous Meeting to the current balance.

- iv. To make books and records available for inspection and audit as directed by the Committee.
- e. **Duties of Other Committee Members**
 - i. To carry out on behalf of the President, assignments in accordance with the Constitution of the Association.
- f. **Resignation of the President during the term of Office**
 - i. Should the President resign during the term of office, the Vice-President will assume the duties of the President until the next Annual General Meeting,
- g. **Resignation of the Vice President during the term of Office**
 - i. Should the Vice President resign during his/her term of office the Executive Committee shall appoint, from the elected members of the committee, a replacement within fourteen (14) days.
- h. **Resignation of the Secretary during the term of Office**
 - i. Should the Secretary resign during his/her term of office the Executive Committee shall appoint, from the elected members of the committee, a replacement within fourteen (14) days.
 - ii. The outgoing Secretary should arrange for the Treasurer to inspect his/her Petty Cash Account before handing the Petty Cash Account to the new Secretary. It is also the duty of the out-going Secretary to make all books, records, files etc available to the in-coming Secretary.
- i. **Resignation of the Treasurer during the term of Office**
 - i. Should the Treasurer resign during his/her term of office the Executive Committee shall appoint, from the elected members of the committee, a replacement within fourteen (14) days., The outgoing Treasurer should arrange for an audit of the books and records to be carried out before handing these books and records to the new Treasurer.
- j. **Resignation of a Committee Member during the term of Office**
 - i. Should a Committee member resign during his/her term of office the Executive Committee may appoint a replacement within fourteen (14) days, provided that the minimum number of committee members required by this constitution is met.

19. FIRST AND SUBSEQUENT GENERAL MEETINGS

- a. If the Association is incorporated, the first general meeting must be held not less than 1 month, and not more than 3 months, after the day the association is incorporated.
- b. The Executive Committee must decide where the meeting is to be held.

- c. The business to be transacted at the first general meeting must include the ratification of the appointment of the college's auditor as the association's auditor.

20. FIRST ANNUAL GENERAL MEETING

- a. The first annual general meeting must be held within 18 months after the day the association is incorporated.
- b. Each subsequent annual general meeting must be held –
 - i. at least once each year; and
 - ii. within one month either side of the final day of school for students for the calendar year.

21. BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING

- a. The following business must be transacted at every annual general meeting:
 - i. the receiving of the statement of income and expenditure, assets and liabilities and mortgages, charges and securities, affecting the property of the association for the last financial year;
 - ii. the receiving of the auditor's report on the financial affairs of the association for the last financial year;
 - iii. the presenting of the audited statements to the meeting for adoption;
 - iv. the election of members of the Executive Committee;

22. SPECIAL GENERAL MEETING

- a. The Secretary shall convene a special general meeting by sending a notice of the meeting within 14 days of -
 - i. being directed to do so by the Executive Committee; or
 - ii. being given a requisition in writing signed by not less than one-third of the members presently on the Executive Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Executive Committee plus one.
 - iii. on being given a notice in writing of an intention to appeal against the decision of the Executive Committee to reject an application for membership or to terminate the membership of any person.
- b. A requisition mentioned in subsection (a)(ii) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

23. QUORUM AT GENERAL MEETING

- a. The following shall be quorums at meetings of the Association:

Executive Committee	5 members
General Meetings	At least equal to the Executive Committee + 1
Annual General Meeting	20 Financial Members
Special Meetings of the P&F	At least equal to 75% of the Executive Committee

- b. No business shall be transacted at a general meeting unless a quorum of members as defined in Rule 23a is present at the time when the meeting proceeds to business.
- c. If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Executive Committee or the Association, shall lapse.
- d. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to other day and such other time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- e. The may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjourned meeting took place.
- f. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given in case of an original meeting.
- g. Save as foresaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

24. NOTICE OF GENERAL MEETING

- a. The Secretary shall convene all general meetings of the Association by giving not less than 14 days' notice of any such meeting to the members of the Association.
- b. The manner by which such notice shall be given shall be determined by the Executive Committee:
- c. Notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Executive Committee, shall be given in writing.
- d. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
- e. For the purposes of sub-rule (a) it is deemed that a notice placed in the College magazine or newsletter for circulation to parents shall suffice.

25. PROCEDURE AT GENERAL MEETING

- a. Unless otherwise provided by these Rules, at every general meeting - the President shall preside as Chair, or if there is no President, or if the President is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chair or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chair of the meeting; and
- b. the Chair shall maintain order and conduct the meeting in a proper and orderly manner; and
- c. every question, matter or resolution shall be decided by a majority of votes of the members present; and
- d. every member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote:
- e. Provided that no member shall be entitled to vote at any general meeting if his annual subscription is more than one month in arrears at the date of the meeting;
- f. voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot.
- g. The Chair shall appoint two members to conduct the secret ballot in such manner as the chair shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting of which the ballot was demanded; and
- h. a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote;
- i. the instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised.
- j. A proxy may but need not be a member of the Association.
- k. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot; and

- l. where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

Moreton Bay Boys' College P&F Association Inc.

I, _____ of, _____, being a member of the above named Association, hereby appoint _____ of _____, or failing the member, _____ of _____, as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the _____ day of _____, 20____, and at any adjournment thereof.
Signed this _____ day of _____, 20____.

Signature

This form is to be used
in favour of the resolution
against the resolution

Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks fit.); and

- m. the instrument appointing a proxy shall be deposited with the Secretary at least 24 hours prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- n. the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection.
- o. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Executive Committee meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding Executive Committee meeting verifying their accuracy.
- p. Similarly, the minutes of every general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting:
- q. Provided that the minutes of any annual general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting or annual general meeting.

26. BY-LAWS

- a. The Executive Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

27. ALTERATION OF RULES

- a. Subject to the provisions of the Associations Incorporation Act 1981 and subject to approval by the Board of MBBC Ltd, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.
- b. Any such amendment, rescision or addition is valid only after receiving the approval of MBBC Ltd and the change has been registered by the Secretary with the Department of Fair Trading within the mandated time. ..

28. COMMON SEAL

- a. The Executive Committee shall provide for a Common Seal and for its safe custody.
- b. The Common Seal shall be used only by the authority of the Executive Committee and every instrument to which the seal is affixed shall be signed by a member of the Executive Committee and shall be countersigned by the Secretary or by a second member of the Executive Committee or by some other person appointed by the Executive Committee for the purpose.

29. FUNDS AND ACCOUNTS

[This Rule 29 should be read in conjunction with Rule 30].

- a. The funds of the association must be kept in the name of the association in a financial institution decided by the Executive Committee.
- b. Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- c. All moneys shall be deposited with the approved financial institution as soon as practicable after receipt thereof.
- d. All amounts of one hundred dollars or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Executive Committee.
- e. Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- f. The Executive Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- g. All expenditure shall be approved or ratified at an Executive Committee meeting.
- h. As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of -
 - i. the income and expenditure for the financial year just ended; and
 - ii. the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- i. If the association is incorporated within 3 months of the end of the association's financial year, subsection (h) does not apply for the financial year the association is incorporated.
- j. At the Association's cost, the accounts of the Association shall be audited by auditors for MBBC Ltd, provided that they are prepared to act. They shall examine all accounts, vouchers, receipts, books etc and furnish a report thereon at the AGM. Audits shall be conducted at the end of the Financial Year which shall be 30 September in each calendar year.
- k. The auditor must examine the statement prepared under Rule 29h and present a report on it to the Secretary before the next annual general meeting following the financial year for which the audit was made.
- l. The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

30. FINANCIAL POLICIES OF THE ASSOCIATION

- a. The College management has acted intentionally to acquire for the College a reputation as an honourable client, and a prompt payer. The Association and its various approved support groups shall conduct their business transactions ethically and in such a way as to preserve the reputation established by the

College. As a consequence of the above, all payments are to be made strictly in accordance with the terms and conditions agreed with the supplier at the time of order.

- b. A person who is related by blood or by marriage to the Treasurer of the Association shall not be elected or appointed to the Executive Committee of the Association during the tenure of the Treasurer.
- c. All income and expenditure on behalf of the Association shall be brought to account through the books of the Association under the control of the Treasurer. Support groups are not authorised to open their own separate account/s with a financial institution, but they shall provide whatever information is required by the Association to ensure proper and accurate accounting within the Association's accounts.
- c. The books of account of the Association shall be audited by the College auditors, provided that they are prepared to act. In addition to any information supplied already to the Treasurer, support groups shall make available to the auditors any additional information and explanations as are required by them
- d. At the end of the Association's financial year on 30 September each year, all necessary financial records shall be delivered to the College Principal (Business Manager if appointed) at least 30 days before the annual general meeting of the Association so that the audit can be conducted in time for presentation to the annual general meeting..
- d. The essential books of account of the Association and the records of all support groups shall be compiled in a manner which provides full and accountable records which can be carried on from year to year. Any sales recording systems used throughout the year for specific events must be separate from such books of account.
- e. All events or ongoing programmes for which the cash income in one year is expected to exceed \$10,000.00 shall be accounted for separately, with a summary of payments and receipts being included in the relevant support group's report to the annual general meeting.
- f. In further recognition of the commercial importance of the good name of the College indicated in Rule 30a above, all initiative for obtaining sponsorship, discounts, or donations shall proceed only after approval by the College Principal (or Business Manager if appointed). The College shall be responsible for conveying any appropriate expressions of thanks.

31. DOCUMENTS

- a. The Executive Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

32. FINANCIAL YEAR

- a. The financial year of the Association shall close on **30 September** in each year.

33. DISSOLUTION

- a. The Association shall be dissolved in the event of the membership being fewer than (5) persons, or upon the vote of all three-fourths majority of members present at a Special Meeting convened to consider the question. Upon dissolution, all monies and assets remaining in the name of the Association, after payment of all liabilities shall be handed over to the Board of MBBC Ltd

34. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- a. This section applies if the Association is wound-up under 7 of the Act and there are surplus assets.
- b. The surplus assets must not be distributed among the members but must be given to another entity-
 - i. that has objects similar to the Association's object; and
 - ii. the rules of which prohibit the distribution of the entity's income and assets to its members.
- c. In this section- "**surplus assets**" has the meaning given by section 47(3) of the Act.

35. SUB-COMMITTEES

- a. The Association shall have the power to form Sub-Committees for special purposes, consistent with the objects for the Association and such Sub-Committees shall perform such duties allotted to them under the general supervision and control of the Association.
- b. Any Sub-Committee so formed shall regularly report progress to the General Meetings of the Association. Upon completion of the task for which it was formed, the Sub-Committee shall submit a report and financial statement, if applicable, upon the work done.
- c. Support Groups shall be standing Sub-Committees of the Association.

36. PATRONS

- a. Patrons of the Association may be elected at a General Meeting.