

**Constitution of
The Faith Lutheran College, Redlands
Parents and Friends Association**

Adopted	6.11.91
Amended	5.5.93
Amended	24.7.97
Amended	9.11.98
Amended	5.8.02

1. Name

- 1.1 The name of the Association shall be “The Faith Lutheran College Redlands Parents and Friends Association”, hereinafter referred to as “the Association”.

2. Aims

In keeping with the Christ-centered nature of the College, and subject to the approval of the College Council, the Association shall attempt: -

- 2.1 to stimulate an active interest in the life of the College;
- 2.2 to foster fellowship amongst Parents, Friends and Teachers;
- 2.3 to promote co-operation amongst Parents, Friends and Teachers;
- 2.4 to raise funds for the purchase of equipment and amenities for the College or for any other purpose.

3 Membership

- 3.1 Parents of students attending the College and any other persons interested in the welfare of the College shall be eligible to be members of the Association.
- 3.2 Applications for membership and recording of memberships may be considered at any and every ordinary General Meeting or Annual General Meeting. Applications placed before the Annual General Meeting shall be handled at the end of that meeting.
- 3.3 Application to the Association is to be submitted to the Secretary in writing. Unless the application is referred by the Executive to a General Meeting on the Association, applicant shall become a member of the Association as from the commencement of the next meeting of the Association.

4 Register of Members

- 4.1 The Register of Members of the Association [hereinafter referred to as “the Register”] shall be maintained and shall contain the following in respect of each member:-
- [a] his/her name and address;
- [b] the date on which he/she becomes a member;
- [c] the date on which he/she ceases to be a member.
- 4.2 Following initial acceptance as members, membership of the Association shall be ongoing for the parents while they continue to have children enrolled at Faith Lutheran College Redlands and for employees of the College. In case of other persons, membership shall be renewable each year at the end of the Annual General Meeting upon oral or written request.

4.3 The Secretary shall make the Register available at any meeting of the Association for the purpose of confirmation of membership and recording of new members.

5 Management

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

5.2 Only members whose names appear on the Register shall be entitled to vote at any meeting of the Association.

5.3 Members are to be mindful of any particular conflict of interest in their decision making.

6 Officers

6.1 The Officers of the Association shall consist of the President, Vice-President, Secretary and Treasurer and such additional officers as may be determined.

6.2 The Officers shall hold office in an honorary capacity.

6.3 The office of Treasurer shall not be held by either the President or Secretary.

6.4 Holders of the office of President, Vice-President, Secretary and Treasurer shall hold office for no more than three consecutive years, unless approval for a further term is given by the Association.

6.5 The duties of the President of the Association include:

- [a] to arrange with the Secretary, for the meeting of the Association;
- [b] to preside at meetings of the Association;
- [c] to see that all resolutions of the Association are carried out;
- [d] to draw up the Annual Report prior to the Annual General Meeting;
- [e] to attend to correspondence in conjunction with the Secretary; unless otherwise determined by the Association.

6.6 The duties of the Secretary of the Association include:

- [a] to notify all members of the meetings of the Association;
- [b] to keep accurate minutes of all meetings;
- [c] to receive and, in conjunction with the chairman, attend to all correspondence unless otherwise determined by the Association.

6.7 The duties of the Treasurer of the Association are:

- [a] to ensure receipts are banked in accordance with clause 15 hereof;
- [b] to ensure payments are made in accordance with clauses 15 and 16 hereof;
- [c] to keep a proper set of accounting records that comply with the requirements of the Auditor, [as appointed under clause 19].
- [d] to provide at each meeting of the Association a statement of receipts and payments as well as a statement of funds on hand.

6.8 The duties of the Vice-President are:

[a] to assist the President in carrying out the duties as defined in clauses 6.5 hereof;

[b] to undertake the duties of the President as defined in this Constitution at that time when the President is unwilling to act.

7 Presiding at Meetings

7.1 The President of the Association shall preside at every meeting of the Association at which he/she is present and –

[a] in the absence of the President from such a meeting, the Vice-President;

[b] in the absence of the President and the Vice-President from such a meeting, a member of the Association elected from the members who are present shall preside at that meeting.

7.2 The President of the Association or other person presiding at a meeting shall have a deliberate and , in the event of an equality of votes, a casting vote.

7.3 Elections shall be conducted under the chairmanship of the Pastor or Principal or their appointed deputy.

8 Vacancies

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

9 Honoraria

9.1 No honoraria shall be granted to any officer of the Association.

10 Matters of Urgency

10.1 The Executive Committee of the Association shall comprise the President, Vice-President, Secretary and Treasurer.

10.2 In matters of urgency only, any three officers of the Executive Committee of the Association may exercise a power of authority or perform a duty by a majority vote of the committee.

10.3 Where the Executive Committee has acted in a matter of urgency, their actions shall be tabled for confirmation at the next scheduled General Meeting of the Association or at a Special Meeting called for that purpose.

11 Quorum

The Quorum for any duly called meeting of the Association shall be seven [7] members.

12 Notice of Meeting

12.1 The secretary shall give at least fourteen [14] days notice of intention to convene the Annual General Meeting

12.2 General Meetings of the Association will be held as decided at the General Meeting in each year with meetings to be held least monthly during school terms.

12.3 The secretary shall give at least seven [7] days notice of intention to convene a Special General Meeting.

13 Annual General Meeting

- 13.1 The Annual General Meeting of the Association shall be held within three months of the close of the financial year.
- 13.2 The date of the Annual General Meeting shall be determined at the final General Meeting preceding the end of the financial year.
- 13.3 Agenda of the Annual General Meeting shall include the revue of the operation of the Association and its various Committees and Auxiliaries, and the endorsement of responsibilities for the following year. Election of new office bearers and presentation of audited accounts.

14 Financial Year

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

15 Banking

- 15.1 The monies of the Association shall be lodged with a bank as determined by the Association.
- 15.2 All monies raised by and on behalf of the Association shall be handed to the Treasurer of the Association to be lodged in the name of the Association.
- 15.3 The cheque account of the Association shall be operated by the signature of any two of the President, Vice-President, Treasurer and Secretary.

16 Expenditure

No expenditure shall be incurred without the approval of the Association and all accounts must be ratified for payment at a General Meeting or Special Meeting of the Association.

17 Investments

The Association may invest surplus monies with those financial institutions approved from time to time for the purpose.

18 Handing over of Accounts

- 18.1 The Treasurer shall hand to his/her successor in office all accounts and monies of the Association as soon as that successor has been appointed.
- 18.2 Should the Treasurer resign during his/her term of office, the Association is to arrange for and audit of the accounts of the Association to be carried out before handing these accounts to the new treasurer.

19 Audit

The Auditor shall be a duly qualified independent person approved by the Justice Department and shall be appointed each year at the Annual General Meeting.

- 19.1 The books of the Association's Sub Committees and Auxiliaries altogether shall be audited at the end of each financial year.

20 Sub Committees

- 20.1 The Association shall have power to form Sub Committees for special purposes, consistent with the objectives of the Association and such Sub Committees shall perform such duties allotted them under the general supervision and control of the Association.
- 20.2 A Sub Committee shall be constituted by a minimum of two [2] members one of which will act as Chairman and shall meet at such times as it may decide. The chairman must be a member of the Association.
- 20.3 A Sub Committee if so authorised may operate a bank account in its name at the same bank as the Association, or such other bank as determined by the Association and cheques on such account shall be signed by the chairman and one other member.
- 20.4 A Sub Committee if so formed shall regularly report progress to the General Meeting of the Association and if authorised to raise funds shall present a statement of receipts and expenditure at each Annual General Meeting of the Association.
- 20.5 All funds in Sub Committee accounts are the funds of the Association.

21 Auxiliaries

- 21.1 Specific interest groups may be formed from within and subject to the Association.
- 21.2 Rules for operation for such Auxiliaries shall be those as determined for Sub Committees and the Association in general.

22 Amendments, Alteration or Modification of Constitution

- 22.1 This Constitution shall be amended, altered or modified only by resolution at an Annual General Meeting or a Special General Meeting convened for the purpose, after due notice in writing has been given:
 - [a] at a previous General Meeting;
 - [b] to each of the registered members.
- 22.2 Any amendment, alteration or modification to the Constitution shall only take effect on approval of the same by the Faith Lutheran College Redlands College Council.

23 Dissolution of the Association

The Association shall be dissolved in the event of the membership being less than three persons. It may be dissolved upon the vote of a three fourths majority of the members present at a General Meeting convened to consider the question. Any assets on hand, shall, after payment of all expenses and liabilities be handed over to:

- [a] Faith Lutheran College Redlands if it continues to operate, or
- [b] Redlands Lutheran Parish if Faith Lutheran College Redlands ceases to operate.