

**CONSTITUTION
of
The Friends of St Luke's**

1. NAME

The name of the association shall be The Friends of St Luke's

2. DEFINITIONS

- (a) The association is The Friends of St Luke's, being St Luke's College in Karratha, Western Australia.
- (b) The Committee is the body of representative members elected by the association at the Annual General Meeting (AGM) and will include the Principal, or his representative.
- (c) The Executive consists of the four office bearers of the association elected as per Clause 7.

3. OBJECTIVES AND AIMS

- (a) The objective of the Friends of St Luke's is to fulfil its Mission Statement which is:

"To promote a spirit of involvement and community between St Luke's College, its students, families and friends, by providing opportunities to share and explore ideas to support school events and activities as well as providing opportunities for fundraising through forums, meetings and social events."

- (b) The Friends of St Luke's Executive should:-
 - (i) be responsible for the planning, management and organisation of the association's affairs;
 - (ii) hold regular (at least once per term) general meetings which should be open to all parents/guardians and friends, the Principal and staff, and other interested persons;
 - (iii) conduct meetings in a fitting and proper manner with respect for accepted meeting procedures.

4. MEMBERSHIP OF THE ASSOCIATION

- (a) The Principal and all members of the teaching staff of the school shall be ex-officio members of the association.
- (b) A parent/guardian of a child attending the school, or any person who supports the objectives of the association, shall be admitted as a member.

5. MEETINGS OF THE ASSOCIATION

- (a) An AGM of the association shall be held as close as practicable to the beginning or the end of the school year :-
 - (i) to receive and consider the Annual Reports of the Office Bearers;
 - (ii) to elect the Committee for the ensuing year;
 - (iii) to deal with any other matter or matters brought before the meeting.
- (b) Additional association general meetings shall be held regularly (at least once per term) during the school year.
- (c) Where possible, matters to be brought before an association meeting should be submitted in writing to the President or Secretary at least five days prior to the meeting, to facilitate circulation and/or inclusion on the Agenda.
- (d) Special meetings of the association
 - (i) Special meetings may be convened by the President or Secretary or by the Committee at any time, and shall be convened by them within 14 days of receiving a requisition in writing signed by at least five members of the association. These signatories shall be required to attend the meeting so called or submit a written apology. In order for the meeting to be valid, at least three of the signatories must attend the meeting. The requisition must itemise all matters to be discussed at the meeting.
 - (ii) Special meetings will be convened within 14 days at the request of any of the school governing bodies (ie the Principal or the School Board).
 - (iii) At special meetings, items for discussion will be limited to the matters relating to the calling of such a meeting.
- (e) Notification of association general or special meetings, including details of matters to be raised, will be given to all members at least seven days prior to the meeting.
- (f) At any association general or special meeting, a total of five members of the association, including at least two office bearers, shall constitute a quorum.

6. VOTING

- (a) Any member of the association, with the exception of ex-officio members, shall be eligible to vote on any matter at any meeting of the association.
- (b) The Chairman of a meeting may use a casting vote.

7. ELECTIONS

- (a) The Executive and committee members of the association shall be elected by the AGM. For the purpose of this election only, either the Principal, or his nominated representative, will occupy the Chair.
- (b) Any member or ex-officio member of the association, who is present at the AGM, or has consented in writing to be elected, shall be eligible for election to the Committee.

- (c) No ex-officio member, or their representative, may be elected to an Executive position.

8. VACATION OF OFFICE

- (a) The term of office of Executive and Committee Members will be one year, at the conclusion of which period they shall vacate their positions, but shall be eligible for re-election.
- (b) A person shall not hold the office of President for more than three consecutive years.
- (c) Committee Members who wish to resign during their elected term may do so providing they give one week's written notice to the Committee.
- (d) A member of the Committee shall be deemed to have resigned if:
 - (i) without submitting an acceptable apology, he or she is absent from three consecutive meetings;
 - (ii) in accordance with a decision of an absolute majority of the Committee, he or she is required to resign from the Committee and fails to do so within fourteen days of the date upon which notification of the decision of the Committee is forwarded to him/her.

9. CASUAL VACANCIES

Any vacancies in the Committee may be filled by the appointment thereto by the Committee of any member of the association, until the next AGM.

10. MEETINGS OF THE COMMITTEE

- (a) Committee meetings will be open to all members of the association, unless called as closed by a majority of the Executive Committee.
- (b) The Committee shall meet regularly (preferably once per term) during the school year, and otherwise as determined by the Committee, and two office Bearers and four other members thereof shall constitute a quorum at any closed meeting of the Committee.
- (c) Members co-opted by the Committee, as per Clause 9 Casual Vacancies, will have full voting rights at Committee meetings. Observers attending Committee meetings will not be entitled to a vote, although their participation in the meeting will be encouraged.

11. POWERS OF THE COMMITTEE

The Committee shall have power generally to give effect to the aims of the association and to the Rules of the Constitution and the Committee may, subject to any decisions of the association:-

- (a) formulate the Standing Orders of the association to be applicable to such meetings as the Committee may determine;
- (b) establish such sub-committees as it may determine to give effect to the aims of the association;
- (c) provide for the election or appointment of members to any such sub-committee and for the conduct and operation thereof;
- (d) elect and define the duties and powers of its officers;
- (e) appoint one delegate to the School Board;
- (f) recommend the voluntary Friends of St Luke's levy to be agreed on at the AGM;
- (g) raise funds by other voluntary means for the further educational benefits of the St Luke's College students in accordance with the aims of the association.

12. POWER OF VETO

The School Principal shall have the power to veto any decision made at any meeting dealing with matters of internal operation of the School.

13. FINANCE

As soon as practicable, the Committee shall open an account in the name of the association, at such financial institution as may be determined. Cheques drawn upon the account shall be signed by such officers as the Committee may determine.

14. ASSETS

All assets of whatever nature not previously donated to the school (excepting the association's bank accounts) may be vested in a trustee of the association. The Principal shall be the sole trustee of the association.

15. AMENDMENT

This Constitution may be amended or altered at any general meeting of the association, provided that:

- (a) notice of any proposed amendment or proposed alteration shall have been given in writing to all members at least 14 days prior to such meeting, and,
- (b) the amendment or alteration is approved by at least 75% of the members present.

16. NON-PROFIT MAKING

The income and property of the association howsoever derived shall be applied solely towards the promotion of its objects as set out in this Constitution and no

portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the association or reimbursement for costs incurred in the service of the association.

17. AUDITOR

- (a) The financial year of the association shall be from the 1st January to 31st December in each year.
- (b) The members at each AGM of the association shall appoint an Auditor for the next twelve months. The Auditor shall audit the accounts of the association as at the close of the financial year. The Auditor shall not be a member or ex-officio member of the Committee.

18. MINUTES OF MEETINGS OF THE ASSOCIATION

The Secretary shall prepare and keep a record of all meetings. The Secretary shall also be responsible for circulation of minutes to the Committee Members within 14 days and shall keep a copy in a special file.

19. INSPECTION OF BOOKS AND RECORDS OF ASSOCIATION

A member may at any reasonable time inspect the books, documents, records and securities of the association, but may not remove them from the custody of the person to whom they are entrusted.

20. DISTRIBUTION OF SURPLUS ASSETS ON WINDING UP OF THE ASSOCIATION

If, in the event of the winding up of the association, any assets of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of that winding up, those assets shall be distributed to St Luke's College for the benefit of its students.

Adopted by a Special Meeting of the Friends of St Luke's	
held on	25 May 2006
.....	Christine Mansfield, President
.....	Jackie Tomlins, Vice-President