

**ST. AUGUSTINE'S COLLEGE KYABRAM
PAST STUDENTS AND FRIENDS OF ST. AUGUSTINE'S COLLEGE ASSOCIATION
CONSTITUTION**

ADOPTED AT THE ANNUAL GENERAL MEETING 24th MARCH 2014

1. NAME

The name of the organisation shall be the Past Students and Friends of St. Augustine's College Association

2. OBJECTIVES

- To establish connections between past and present members of St. Augustine's College
- To provide opportunities for past students, staff and St. Augustine's college community to maintain links with St. Augustine's College and to foster a spirit of loyalty to the College
- To assist in the education of St. Augustine's students as determined by the Association
- To promote and advance the interests of St. Augustine's College as the Association determines.
- To be the custodians of the history of St. Augustine's College and the schools that preceded the formation of St. Augustine's College.
- To maintain a strong past students' culture that recognises the importance of St. Augustine's College in shaping students' lives and encourages past students to give something back to assist with the development of the next generation of St. Augustine's students
- To develop networks that may assist students leaving the College access employment or vocational advice;
- To respond to invitations from St. Augustine's College to be involved in vocational programs such as work experience and Vocational Education and Training (VET) programs
- To provide a forum for care, companionship and support for members.
- To organise activities for the Association
- To raise funds for the Association

3. MEMBERSHIP

- Membership is open to all past students and friends of St. Augustine's College. Students will be awarded membership when they leave at the end of Year 12; students who left the school at an earlier stage will be awarded membership when they would have completed Year 12.

4. AFFILIATION

- Establish connections with the Augustinian and Brigidine communities to honour and acknowledge their long connection with St. Augustine's College.

**ST. AUGUSTINE'S COLLEGE KYABRAM
PAST STUDENTS AND FRIENDS OF ST. AUGUSTINE'S COLLEGE ASSOCIATION
CONSTITUTION**

5. RESIGNATION OF MEMBERSHIP

- A member will resign from the Association by notice in writing to the Secretary and will cease to be a member from the day on which the notice is received by the Secretary.

6. SUBSCRIPTION

- There is no subscription fee; members are encouraged to make donations to the Association.

7. ANNUAL GENERAL MEETING

The Annual General Meeting shall be conducted each year and it will be advertised via the Past Students and Friends Newsletter, through email and the College's social media.

The AGM shall:

- Elect the committee for the next year
- Hear reports on the Association and from the College's staff representative
- Conduct such business as is brought to the AGM
- Set up a yearly plan for Past Students and Friends' events
- Plan long range activities for the Association

8. COMMITTEE

- The Committee shall consist of four ex-officio members: the Principal of the College or her/his nominated representative, the School Bursar/Business Manager, the Past Students and Friends of St. Augustine's College Coordinator and the Parish Priest. There will be at least nine and no more than thirteen members including those who are elected to serve as officers.

9. OFFICERS OF THE COMMITTEE

- The officers will be the Chairperson, the Deputy Chair, the Secretary and the Treasurer. They will be elected by the Committee at the first meeting after the AGM. They will submit annual reports for the AGM.

10. ELECTION OF ORDINARY MEMBERS

- a) Between nine and thirteen members shall be elected to the Committee at the AGM each year. No nomination shall be accepted unless the nominee has consented to service if elected. If more than the required number of nominations is received for any election, then a secret ballot will be held. Should any ballot produce a tie, then the election will be decided by the casting vote of the Chairperson.
- b) The period of office for members elected to the Committee shall be two years for seven members with the option for a further two year term. Six members will be elected for two years only to ensure that not all members of the Committee retire at the same time.
- c) The Committee will have the power to co-opt additional members who are members of the Association.

ST. AUGUSTINE'S COLLEGE KYABRAM
PAST STUDENTS AND FRIENDS OF ST. AUGUSTINE'S COLLEGE ASSOCIATION
CONSTITUTION

11. COMMITTEE MEETINGS

- The Committee will meet at least once in each school term. Further meetings may be held as the Committee decides. Seven days clear notice including the agenda will be given to each member of the Committee

12. SUB COMMITTEES/WORKING GROUPS

- The Committee may establish and dissolve Sub Committees or Working Groups, as it considers necessary, to achieve the objectives of the Association. Any such groups will be accountable to the Committee.

13. QUORUM

- The quorum for a meeting of the Committee shall be five members, excluding the ex-officio members.

14. AMENDMENT OF THE CONSTITUTION

Any amendments to the Constitution will require:

- A proposal that is signed by six members that is delivered to the Secretary four weeks before the AGM.
- Members will be notified of any amendments via email or social media
- The amendment will be passed if two-thirds of present members vote in favour of the proposal at the AGM

15. DISSOLUTION

- The dissolution of the Association will require a General Meeting. If the Association has any assets, they will go to St. Augustine's College

16. FUNDS

- The funds of the Association will be used to cover expenses connected with the management of the Association and in carrying out the objectives of the Association.
- All moneys received on behalf of the Association will be paid into a Past Students and Friends of the St. Augustine's account. Cheques will require two signatures, but there are three signatories for the account – the College Principal, the Bursar and a member of the Association.. The account will be managed by the School Bursar with the assistance of the Treasurer of the Association.

17. CASUAL VACANCIES

- In the event of any vacancies occurring, the Committee will fill such vacancies. The office of such members will expire at the next AGM.

18. REMOVAL OF COMMITTEE MEMBERS

- The Committee will have the power to remove from the list of members of the Association the name of any member who in its opinion has been guilty of conduct discreditable to the Association. Thirty days' notice in writing of the intention to take such an action will be given to the member. She/he will be asked to present their case to the Committee.

ST. AUGUSTINE'S COLLEGE KYABRAM
PAST STUDENTS AND FRIENDS OF ST. AUGUSTINE'S COLLEGE ASSOCIATION
CONSTITUTION

19. AUDITS

- The accounts of the Association will be audited annually.

20. AUTHORISED INVESTMENTS

- The Committee will have the power to invest all or any part of the funds of the Association according to fixed conditions that need to be established.

21. SPECIAL MEETINGS

- The Committee may convene a Special General Meeting of the Association whenever it thinks fit and it will convene a Special General Meeting if so requested in writing signed by at least two members

22. INSIGNIA

- The insignia of the Association will be determined by the Committee and only members of the Association will be entitled to wear or display the insignia.