

TERMS OF REFERENCE

MAZENOD COLLEGE PARENTS AND FRIENDS

In accordance with the Mazenod College Limited Constitution Section 80, the Board establishes the following committee: *Mazenod College Parents and Friends*.

AIM

The Mazenod College Parents and Friends is a group of volunteer parents, guardians, carers and friends of Mazenod College formed to assist in the provision of a Catholic education within the College.

1) NAME OF THE COMMITTEE

- a) The name of the Committee shall be “Mazenod College Parents and Friends”.

2) DEFINITIONS

- a) “The Board” means the Directors from time to time of the Company, or as the case may be, the Directors assembled at a meeting of the Board of Directors.
- b) “The College” means the boys primary and secondary College known as “Mazenod College Limited” at Lesmurdie in the State of Western Australia.
- c) “Mazenod College Parents and Friends” is the volunteer body of parents, guardians and carers of the students in Mazenod College and ex officio membership to Oblate Priests and College Principals (or their respective appointed representatives) and friends of the College.
- d) “The Principal” means the Principal of the College selected by the Board with the approval of the Provincial.
- e) The Executive consists of the following primary office bearers:
 - i) President;
 - ii) Vice-President;
 - iii) Secretary; and
 - iv) Treasurer.
- f) The governing body of the College is the College Board.
- g) The Federation is the Parents and Friends’ Federation of Western Australia Inc.

3) OBJECTS OF THE MAZENOD COLLEGE PARENTS AND FRIENDS

- a) The object of the Mazenod College Parents and Friends is to serve and support the College to improve the educational, spiritual and personal growth of the College’s students by:
 - i) Investing in the educational, creative, sporting and pastoral amenities within the College.
 - ii) Providing a means of support, information and involvement of parents, guardians and carers in their son’s education and the College community.

- iii) Encouraging collaboration and communication between parents, guardians, carers and friends of the College.
- iv) Supporting and nurturing the College community.

4) DELEGATIONS

- a) With the endorsement of the Principal, the Mazenod College Parents and Friends is delegated to:
 - i) Commit and expend Mazenod College Parents and Friends funds.
 - ii) Hold community functions and events within the College.
 - iii) Conduct fund raising activities.
- b) The Mazenod College Parents and Friends has no delegation to:
 - i) Hold itself out as agent of the College.
 - ii) To bind the College.

5) AFFILIATION

- a) The Mazenod College Parents and Friends shall decide on renewal of affiliations at each Annual General Meeting.

6) MEMBERSHIP

- a) The Mazenod College Parents and Friends consists of:
 - i) Any parent, guardian or carer of a student attending Mazenod College.
 - ii) The Oblate priests and the Principal, or representatives, as ex-officio members
 - iii) Members of the public, endorsed by the Mazenod College Parents and Friends, as Friends of the College.

7) REGISTER OF MEMBERS

- a) The College role is the register of members, ex-parents and friends who pay the Parents and Friends levy.
- b) The Secretary shall maintain a register of the Executive members' names and executive positions, and their contact details.
- c) The Secretary shall inform affiliated organisations of the members of the Executive members.
- d) The Secretary shall maintain a register of the details of the Friends of the College.

8) EXECUTIVE

- a) The Mazenod College Parents and Friends shall be governed by an Executive that shall include the following office bearers:
 - i) President;
 - ii) Vice-President;

- iii) Secretary; and
- iv) Treasurer.

9) ELECTION OF OFFICE BEARERS AND VOTING RIGHTS OF MEMBERS

- a) The Executive members shall be elected at the Annual General Meeting.
- b) For the purpose of this election only, the Principal, or their nominated representative, will occupy the Chair.
- c) Any member, who is present at the Annual General Meeting, or has consented in writing to be elected, shall be eligible for election to the Executive.
- d) An Executive member's term will commence from the time of election at the Annual General Meeting until the next Annual General Meeting at which point, they are eligible for re-election.
- e) A person who is eligible for election or re-election under this rule may:
 - i) Propose or second their own nomination; and
 - ii) Vote for themselves to be elected
- f) Additional nominations of Executive members may be accepted from the floor of the Annual General Meeting.
- g) When the number of nominations from the floor exceeds the remaining number of vacancies on the Executive, selections for those positions must be conducted. The Chair is to conduct a secret ballot with the recipient of the highest number of votes elected.
- h) If a vacancy remains on the Executive, the Executive may appoint a member as a casual vacancy.
- i) Ex-officio members and College staff are not entitled to a deliberative vote.

10) VACATION OF OFFICE AND CASUAL VACANCIES

- a) A member shall not hold any Executive position for more than two consecutive years, unless endorsed at the Annual General Meeting.
- b) Executive members who wish to resign during their elected term may do so providing they give one month's written notice to the Mazenod College Parents and Friends.
- c) Executive vacancies may be filled casually by any member, as appointed by the Executive, and serve with full voting rights until the next Annual General Meeting.

11) CHAIR

- a) The President shall chair all general and special meetings and all meetings of the Executive.

- b) The President is empowered to regular the proceedings and procedure including, with the consent of the meeting, adjournment of business.
- c) In the absence of the President, the Vice President shall conduct and chair meetings of the membership.

12) SECRETARY

- a) The Secretary shall:
 - i) co-ordinate the correspondence of the Mazenod College Parents and Friends;
 - ii) keep the minutes of meetings;
 - iii) maintain all records and registers; and
 - iv) perform such other duties as are imposed by these Terms of Reference.

13) TREASURER

- a) The Treasurer shall:
 - i) Have access to all monies directly or electronically received by Mazenod College Parents and Friends, other than monies received from the College.
 - ii) Issue receipts for monies received.
 - iii) Pay all monies received into the account or accounts of Mazenod College Parents and Friends.
 - iv) Make payments from the funds of the Mazenod College Parents and Friends with the authority of a general meeting and in so doing ensure that all payments are in accordance with these Terms of Reference.
- b) The Treasurer shall maintain the accounting records by:
 - i) Keeping accounting records correctly and explain the financial transactions and financial position of the Mazenod College Parents and Friends.
 - ii) Keeping its accounting records in such manner as will enable true and fair accounts of the Mazenod College Parents and Friends to be prepared from time to time.
 - iii) Keeping its accounting records in such manner as will enable true and fair accounts of the Mazenod College Parents and Friends to be conveniently and properly audited.
 - iv) Submitting to members, at each Annual General Meeting, the Mazenod College Parents and Friends accounts as at the end of the immediately preceding financial year.
 - v) Submit a financial report at each meeting, and any other reports as directed by the President.

- c) The Treasurer shall perform such other duties as are imposed by these Terms of Reference.

14. GENERAL MEETINGS OF THE COMMITTEE

- a) The Mazenod College Parents and Friends shall hold an Annual General Meeting in November each year, to:
 - i) Receive and consider reports from, but not limited to:
 - (1) Principal
 - (2) President
 - (3) Treasurer
 - ii) Elect the members of the Executive for the following year and;
 - iii) Deal with any other matter or matters brought before the meeting.
- b) General meetings of the Mazenod College Parents and Friends shall be held regularly during the College year, and otherwise as determined by the Executive.
- c) Matters that are relevant to the Parents and Friends are submitted at least one week prior to the meeting, to facilitate circulation and/or inclusion on the agenda.
- d) Notification of General Meetings, including the agenda and details of matters to be raised, will be given to all members at least seven days prior to the meeting.

15. QUORUM AT MEETINGS

- a) A quorum consists of a minimum of 6 members of the Mazenod College Parents and Friends, including at least two Office Bearers, and an ex-officio member.

16. MINUTES OF MEETINGS OF THE COMMITTEE

- a) The Secretary shall take proper minutes of all General Meetings and Executive Committee Meetings.

17. DISPUTE RESOLUTION

- a) In the event of any dispute or uncertainty as to the meaning or intent of any clause in this Constitution, the matter shall be deferred to the College.
- b) If, for any reason, the Executive Committee does not function satisfactorily, assistance from the Principal must be sought.

18. FINANCE

- a) Funds are to be used solely for the aim of the Committee. All funds raised by or on behalf of the Committee must be banked promptly into an account in the name of the Committee.

- b) Authorised signatories to the account are any two of the following:
 - (1) Receive and consider reports from, but not limited to:
 - (2) Treasurer
 - (3) Secretary
 - (4) Vice-President
 - (5) Principal; or
 - (6) Assistant Principal
- c) Cheques are drawn upon the account shall be signed by the two authorised signatories of the Committee.
- d) At the end of their term of office, their signatures must be removed and replaced by the signatures by the College Board.

19. LEVY OF MEMBERS OF COMMITTEE

- a) Each year the Committee shall review the Levy and recommend the Levy amount for endorsement by the College Board.

20. AUDITOR

- a) The financial year of the Committee shall be aligned with the College's financial year.
- b) The Auditor shall not be an Executive member or ex-officio member of the committee.
- c) Treasurer shall submit the annual accounts of the Committee to the Auditor.
- d) The accounts and the Auditor's Report thereof, shall be returned to the President.

21. AMENDMENTS

- a) The Committee shall review these Terms of Reference annually.
- b) The Committee may raise, consider and propose amendments to the Board at Annual or General Committee meetings.

22. DISSOLUTION – WINDING UP OF THE COMMITTEE

- a) The Committee is automatically dissolved if the College closes down or is amalgamated.
- b) Members can decide at a Special General Meeting to wind up the Committee voluntarily only if it is solvent. This means that the Committee must be able to pay all of its debts and liabilities.
- c) Notice of the proposal to wind-up of the Committee, any property of the Committee remains after satisfaction of the debts and liabilities of the Committee and the costs, charges and expenses of that winding up, that property shall be distributed according to resolution by the members and endorsed by the Principal.

Adopted by a General Meeting of the
Committee held on _____

President
Secretary
Principal