

CONSTITUTION OF THE SACRED HEART GIRLS COLLEGE PARENTS, TEACHERS, FRIENDS ASSOCIATION.

1. NAME

The name of the association is Sacred Heart Girls College Parents, Teachers, Friends Association

2. AIMS

- a) To bring about greater co operation between Parents/Caregivers in the home, teachers in the school and the community at large
- b) To assist in providing a means whereby the parents and the community can be kept informed about the aims and activities of the school and education in general by bringing parents and teachers together in social activities, demonstrations or guest speakers
- c) To co operate with the teachers and Board of Trustees for the benefit of the students.
- d) To co operate with the staff in the school and so ensure a better understanding of the wider problems of parents and teachers in the education of the child.
- e) To help in raising funds to provide improved facilities and opportunities for members of the school community.

3. COMMITTEE MEMBERSHIP

Committee membership shall be open to all parents, teachers and others interested in the welfare and education of students.

4. OFFICERS

The officers of the Association shall be a chairperson, vice chairperson, secretary and treasurer. The officers shall be elected at each Annual General Meeting of the Association.

5. MEETINGS

- a) The Annual General Meeting of the Association shall be held during the first six weeks of the school year.
- b) At all committee meetings a quorum shall constitute two officers plus three other committee members.
- c) Committee meetings shall be held monthly on a date agreed by the committee, excluding December and January.

6. FINANCE

- a) In order to carry out its function of furthering teacher/parent/student relationships, finance may be raised as and when required.
- b) The committee may t its discretion, expand its funds for the benefit of the school, or it may make donations of funds to the Board of Trustees with or without recommendation for its expenditure.
- c) All monies received by, and paid by, the Association shall pass through the Associations bank accounts.
- d) **An audited financial statement is to be presented annually at the Annual General Meeting.**
- e) All cheques are to be signed by the Treasurer, Secretary or Chairperson. Two signatures are required.
- f) The financial year of the Association shall end on the last day of December in each year.

7. ALTERATIONS TO THE CONSTITUTION:

Alterations may be made at an Annual General Meeting or a Special General Meeting called for the purpose provided 14 clear days notice of intention to hold such a meeting is advertised within the school and copies of the proposed changes are available for those interested.

8. LIMITATION

The Association is ancillary to the school, and has no power over administration, maintenance, management or policy of the school.

9. WINDING UP

The Association may be wound up by resolution to this effect passed by two – thirds majority of members present at the Special General Meeting called for this purpose.

In the event of the Association being wound up, the surplus assets after payment of the Associations liabilities and the expenses of the winding up , shall be paid to the Board of Trustees.

10. EFFECT

The Constitution shall be dated and shall be deemed to come into force on the 3rd day of March 1998 and shall be binding on all members until dissolved by two thirds majority of the eligible members present at the meeting at which the constitutional changes are proposed.

We the undersigned agree to the formation of the Sacred Heart Girls College Parent, teacher, Friends Association and hereby adopt these rules this 16th day of March 1998.

PROPOSED CHANGES TO THE CONSITUTION OF THE SACRED HEART GIRLS COLLEGE PARENTS, TEACHERS, FRIENDS ASSOCIATION:

1. Point 6 d) currently reads:

6d) An audited statement is to be presented annually at the Annual General Meeting.

The Committee wishes that this be changed to read:

6d) An independent accountant's review statement is to be presented annually at the Annual General Meeting.

Reasons for the amendment

The Committee considers that the requirement for an audited financial statement is no longer necessary due to:

- Recent tax legislative changes causing the Committee to register with the Charities Commission and
- Changes to professional auditing compliance practices causing increased cost in audit fees

The Charities Commission requires that the financial information for all registered charities is made publicly available through its website and that this financial information is independently reviewed by a qualified reviewer prior to its release to the public.

The Committee intends to register with the Charities Commission (see 2 below) to comply with recent tax legislative changes and to pursue its interests in high level financial accountability and transparency.

The above changes can be seen as an opportunity for the Committee to make a cost saving in audit fees.

The committee remains committed to high level accountability and transparency in all its financial dealings.

2. Point 11 is to be added:

The Sacred Heart Girls College Parents, Teachers, Friends Association is established and maintained exclusively for charitable purposes and not carried on for the private profit of any individual.

Reasons for the amendment:

The Charities Commission requires that this point be included in the constitution in order for the organization to be registered with them as a charity.