

RULES

Contents

RULES	1
RULES	3
1. NAME	3
2. DEFINITIONS	3
3. ALTERATIONS TO RULES	3
MEMBERSHIP, FEES AND SUBSCRIPTIONS	4
4. ELIGIBILITY FOR MEMBERSHIP	4
5. APPLICATION FOR MEMBERSHIP	4
6. REGISTER OF MEMBERS	4
7. RIGHTS OF MEMBERSHIP	4
8. CESSATION OF MEMBERSHIP	5
9. FEES AND SUBSCRIPTIONS	5
10. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS	5
11. DISPUTES AND MEDIATION	7
MEETINGS	8
12. ANNUAL GENERAL MEETINGS	8
13. SPECIAL GENERAL MEETING	8
14. SPECIAL BUSINESS	9
15. NOTICE OF A GENERAL MEETING	9
16. QUORUM AT A GENERAL MEETING	9
17. PRESIDING AT A GENERAL MEETING	10
18. ADJOURNMENT OF GENERAL MEETINGS	10
19. VOTING AT A GENERAL MEETING	10
20. POLL AT A GENERAL MEETING	10
21. DETERMINATION OF RESOLUTION	11
22. PROXIES	11

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

COMMITTEE OF MANAGEMENT	12
23. COMMITTEE	12
24. ELECTION OF COMMITTEE	12
25. POWERS OF THE COMMITTEE.....	13
26. SUB-COMMITTEES.....	13
27. DUTIES OF OFFICERS OF THE ASSOCIATION.....	13
28. VACANCIES ON THE COMMITTEE.....	14
COMMITTEE MEETINGS	15
29. COMMITTEE MEETINGS	15
30. NOTICE OF COMMITTEE MEETINGS.....	15
31. QUORUM AT A COMMITTEE MEETING.....	15
32. PRESIDING AT A COMMITTEE MEETING	15
33. VOTING AT COMMITTEE MEETINGS	15
34. REMOVAL OF A COMMITTEE MEMBER.....	15
35. MINUTES OF MEETINGS	16
FUNDS OF THE PARENTS' ASSOCIATION	17
36. DERIVATION OF FUNDS.....	17
37. MANAGEMENT OF FUNDS	17
OTHER MATTERS	18
38. SEAL.....	18
39. NOTICES.....	18
40. SCHOOL COUNCIL NOMINEE.....	18
41. WINDING UP.....	18
42. CUSTODY AND INSPECTION OF BOOKS AND RECORDS	19
43. TAKOVER OF (UN-INCORPORATED) PARENTS' ASSOCIATION	19
APPENDICES	20

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

RULES

1. NAME

The name of the Incorporated Association is The **Trinity Grammar School Parents' Association Incorporated** (in these Rules called "the Association").

2. DEFINITIONS

In these Rules, unless the contrary intention appears:

- "Act" means the Associations Incorporation Reform Act 2012
- "Committee" means the Committee of Management of the Association
- "Financial year" means the year ended on 31st December
- "General Meeting" means a meeting of Members convened in accordance with Rule 12
- "Member" means a Member of the Association
- "Member of the Committee" means a Member of the Committee who is not an Officer of the Association
- "Officer of the Association" means the President, Vice-President, Treasurer or Secretary of the Association
- "Regulations" means regulations made under the Act
- "Representative" means a Member of the Committee elected to represent the Association to other bodies
- "Statement of Purpose" means the Statement of Purpose of the Parents Association, included as Appendix 1 to these Rules
- "the School" means Trinity Grammar School, Kew
- "the School Council" means the governing body of the School
- "the President" means the President of the Association
- "the Vice President" means the Vice President of the Association
- "the Treasurer" means the Treasurer of the Association
- "the Secretary" means the Secretary of the Association

3. ALTERATIONS TO RULES

These Rules including the Statement of Purpose may only be altered by a special resolution, and in accordance with the Act and Regulations.

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

MEMBERSHIP, FEES AND SUBSCRIPTIONS

4. ELIGIBILITY FOR MEMBERSHIP

Any person who is a parent or guardian of a current student of the School is eligible to be a Member.

5. APPLICATION FOR MEMBERSHIP

Any eligible person may apply to be a Member of the Association, as follows:

- 5.1. Application is to be made in writing in the form set out in Appendix 2 and shall be lodged with the Secretary.
- 5.2. The Secretary shall table an application for Membership at the next Committee meeting.
- 5.3. The Committee shall resolve to accept or reject the application for Membership. If the Committee approves an application for Membership, the Secretary shall notify the applicant in writing as soon as practicable and if applicable request payment of Joining Fee and first year's Annual Subscription within 28 days.
- 5.4. Within 28 days of acceptance of application for Membership the Secretary shall enter the applicant's details in the Register of Members, at which time the applicant becomes a Member and is entitled to exercise all rights, privileges and obligations of Membership.
- 5.5. If the Committee rejects an application, the Secretary shall so notify the applicant in writing as soon as is practicable.

6. REGISTER OF MEMBERS

The Secretary shall keep and maintain the Register of Members containing:

- 6.1. Name and postal address of each Member, and
- 6.2. The date on which each Member's details were entered in the Register.

7. RIGHTS OF MEMBERSHIP

Below a summary of Membership roles:

Section	Number	Role	Must be a Member Prior to Appointment	Must Apply in Writing	Joining Fee*	Annual Subscription Fee*	Must Be Nominated and Seconded	Attendance Rights at any Meeting	Voting Rights at AGM / SGM
23	2	Ex-Officio Members	N/A	N/A	N/A	N/A	N/A	YES	NO
4,5	-	Member	N/A	YES	YES	YES	NO	YES	YES
26	As Determined	Sub-Committee Member	YES	NO	YES	YES	YES	YES	YES
23,24	2 > 20	Member of the Committee	YES	YES	YES	YES	YES	YES	YES
12,23,24	4	Officer of the Association	YES	YES	YES	YES	YES	YES	YES

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

- 7.1. The rights, privileges and obligations of a Member include:
 - 7.1.1. Attendance at Committee Meetings,
 - 7.1.2. Attendance at, right to be recognized to speak to, and to move motions at a General Meeting, subject to the Chairpersons control of the meeting,
 - 7.1.3. Voting at all General Meetings,
 - 7.1.4. Access to all books and records of the Association in accordance with Rule 42,
 - 7.1.5. Right to make copies of documents referred to in Rule 7.1.1,
 - 7.1.6. All other rights, privileges and obligations of Membership contained or implied by these Rules, in accordance with the Act and Regulations.

Such rights, privileges and obligations of Membership,

- 7.2. May not be transferred or transmitted to any other person,
- 7.3. Are suspended if the Member's subscriptions are more than 28 days overdue, if applicable,
- 7.4. Terminates upon the cessation of Membership under Rule 8.

8. CESSATION OF MEMBERSHIP

- 8.1. A Member who has paid all moneys due and payable may resign from the Association by giving one month's written notice to the Secretary.
- 8.2. A deceased Member's Membership terminates when the Committee is made aware of such.
- 8.3. A Member whose subscriptions are more than 90 days overdue shall be deemed unfinancial and such Membership shall be terminated, subject to the Grievance Procedure and Mediation provisions detailed in Rule 11.
- 8.4. A Member who does not attend any Meetings within a period of 3 months, will be deemed to be non-contributory, (unless they inform in writing in advance that they are not able to attend) and such Membership shall be terminated, subject to the Grievance Procedure and Mediation provisions detailed in Rule 11.
- 8.5. The Committee may terminate the Membership of a Member subject to Rules 10 and 11.
- 8.6. The Secretary shall record the date of cessation of Membership in the Register of Members, at which time Membership ceases.

9. FEES AND SUBSCRIPTIONS

- 9.1. The Joining Fee and Annual Subscription shall be determined at the Annual General Meeting. It is possible, at the discretion of the Chair, that the Joining fee and Subscription values will be set at \$0 to ease the administration burden.
- 9.2. The annual subscription shall be determined at the Annual General Meeting.
- 9.3. No other fees, levees or charges of whatever kind may be applied to Members except by special resolution.

10. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS

- 10.1. Subject to the Rules, if the Committee resolves that is of the opinion that a Member has:
 - 10.1.1. Refused or neglected to comply with these Rules, or

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

- 10.1.2. Been guilty of conduct unbecoming a Member, or prejudicial to the interest of the Association or the School, or
- 10.1.3. Become more than three (3) months overdue in payments owed to the Association, or
- 10.1.4. Not attended any Meeting for a period of more than three (3) months, unless having given notice of non-attendance in writing, may by resolution:
- 10.1.5. Suspend that Member from Membership of the Association for a specified period, or
- 10.1.6. Expel that Member from the Association.
- 10.2. A resolution under Rule 10.1 does not take effect unless:
 - 10.2.1. The grievance procedure set out in Rule 11 is implemented,
 - 10.2.2. At a meeting held in accordance with Rule 10.3 the Committee confirms the resolution, and
 - 10.2.3. If the Member exercises a right of appeal to the Association under this Rule the Association confirms the resolution in accordance with this Rule.
- 10.3. A meeting of the Committee to confirm or revoke a resolution passed under Rule 10.1 shall be held not before 14 days, and not later than 28 days, after notice has been given to the Member in accordance with Rule 10.4.
- 10.4. For the purposes of giving notice in accordance with Rule 10.3, the Secretary shall as soon as practicable, send to the Member a written notice:
 - 10.4.1. Setting out the resolution of the Committee and the grounds on which it is based, and
 - 10.4.2. Stating that the Member, or his/her representative, may address the Committee to be held in accordance with Rule 10.3, and
 - 10.4.3. Stating the date, time and place of that meeting, and
 - 10.4.4. Informing the Member that s/he may attend that meeting and/or submit to the Committee a written statement seeking the revocation of the resolution, and
 - 10.4.5. Informing the Member that, if at that meeting, the Committee confirms the resolution s/he may, within 48 hours, give the Secretary a notice to the effect that s/he wishes to appeal to the Association in general meeting against the resolution.
- 10.5. At a meeting of the Committee to confirm or revoke a resolution passed under Rule 10.1, the Committee shall:
 - 10.5.1. Give the Member or representative an opportunity to be heard,
 - 10.5.2. Give due consideration to any written statement submitted by the Member, and
 - 10.5.3. Resolve to confirm or revoke the expulsion resolution.
- 10.6. If at the meeting of the Committee it confirms the resolution, the Member may, not later than 48 hours after the meeting, give the Secretary a notice to the effect that s/he wishes to appeal to the Association in general meeting against the resolution.
- 10.7. If the Secretary receives a notice under Rule 10.6 s/he must notify the Committee immediately, and the Committee shall convene a General Meeting to be held within 28 days after the Secretary received the notice.
- 10.8. At a General Meeting of the Association convened under Rule 10.7

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

- 10.8.1. No other business other than the question of the appeal may be conducted,
 - 10.8.2. The Committee may place before the meeting details of the grounds for passing the resolution,
 - 10.8.3. The Member or his/her representative must be given an opportunity to be heard, and
 - 10.8.4. The Members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 10.9. A majority vote of at least two-thirds of the Members personally present is required to confirm the resolution. In any other case the resolution is revoked.

11. DISPUTES AND MEDIATION

- 11.1. The Grievance procedure set out in this Rule applies to disputes under these Rules between,
 - 11.1.1. A Member and another Member, or
 - 11.1.2. A Member and the Association
- 11.2. The parties to the dispute must meet and discuss the matter in dispute, and if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- 11.3. If the parties are unable to resolve the dispute at the above meeting, or if a party fails to attend the meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 11.4. The mediator should, if possible, be a person chosen by agreement between the parties, or
- 11.5. In the absence of agreement as in Rule 11.4, the mediator shall be
 - 11.5.1. In the case of a dispute between a Member and another Member, a person appointed by the Committee, or
 - 11.5.2. In the case of a dispute between a Member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 11.6. A Member of the Association may be a mediator.
- 11.7. The mediator cannot be a party to the dispute.
- 11.8. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 11.9. The mediator, in conducting the mediation must:
 - 11.9.1. Give the parties to the mediation process every opportunity to be heard, and
 - 11.9.2. Allow due consideration by all parties of any written statement submitted by any party, and
 - 11.9.3. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 11.10. The mediator shall not determine the dispute
- 11.11. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

MEETINGS

There are two separate kinds of Association Meetings:

- General Meeting: There are two possible types of General Meeting: The Annual General Meeting, (AGM) and a Special General Meeting (SGM).
See Section 12 - 22 for the Rules governing General Meetings.
- Committee Meeting: Occurring at least once per School term.
See Section 23 - 35 for the Rules governing Committee Meetings.

12. ANNUAL GENERAL MEETINGS

- 12.1. The Committee shall determine the date, time and place of the Annual General Meeting of the Association, to be held during the first School term.
- 12.2. The ordinary business of the AGM is to:
 - 12.2.1. Confirm the minutes of the previous AGM and of any Special General Meeting held since that AGM,
 - 12.2.2. Receive from the Committee reports on the transactions of the Association during the last financial year,
 - 12.2.3. Receive and consider the audited financial report and statement submitted by the Association in accordance with Part 7 of the Act,
 - 12.2.4. Elect the Officers of the Association and the Members of the Committee,
 - 12.2.5. Appoint an auditor:
 - 12.2.6. Determine the Joining Fee and the Annual Subscription, and
 - 12.2.7. Nominate a Member of Committee elected under Rule 12.2.4 as Association representative, in accordance with Rule 40, to the School Council
 - 12.2.8. The AGM shall decide any special business when proposed in accordance with these Rules.

13. SPECIAL GENERAL MEETING

- 13.1. In addition to the AGM, SGM's may be held within the year.
- 13.2. The Committee may convene a SGM whenever it thinks fit.
- 13.3. The Committee must, on the written request of Members representing not less than 5 percent of the total number of Members, convene a SGM. The request must:
 - 13.3.1. State the object of the meeting,
 - 13.3.2. Be signed by the Members requesting the SGM, and
 - 13.3.3. Be sent to the Secretary.
- 13.4. If the Committee does not cause a SGM to be held within one (1) month after the date on which the request is sent to the Secretary, the Members making the request, or any of them, may convene a SGM to be held not later than three (3) months after that date.
- 13.5. If a SGM is convened by Members under Rule 13.4, it must be convened in the same manner as a meeting convened by the Committee and all reasonable expenses incurred in convening such SGM shall be refunded by the Association.

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

14. SPECIAL BUSINESS

All business which is conducted at a SGM and all business at an AGM other than ordinary business under Rule 12.2 is special business; such business means a motion which would, if passed:

- 14.1. Change these Rules or the Statement of Purpose,
- 14.2. Make any change to joining fees or subscriptions,
- 14.3. Make levies or other charges to Members under Rule 9, or
- 14.4. Remove a Committee Member under Rule 34.

15. NOTICE OF A GENERAL MEETING

- 15.1. The Secretary shall cause a notice to be sent to each Member stating,
 - 15.1.1. The place, date, time and type of the general meeting,
 - 15.1.2. The type of meeting, AGM or SGM, and the agenda or business to be considered;
and
 - 15.1.3. If any special business has been proposed, the text of any such motion.
- 15.2. The Secretary shall send notices required under Rule 15.1 at least 14 days before, or if special business has been proposed at least 21 days before, the date fixed for the general meeting. Notice shall be sent in accordance with Rule 39.
- 15.3. No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- 15.4. A Member intending to bring any business before a general meeting shall notify the secretary in writing or by electronic transmission, the Secretary shall include that business in the notice convening the next general meeting.
- 15.5. The extension of a motion for a special resolution must be lodged with the Secretary not less than 28 days before the date of the general meeting, this motion must be signed by and have the printed names of the mover and seconder of the motion, both of whom must be Members.

16. QUORUM AT A GENERAL MEETING

- 16.1. No item of business may be conducted at a General Meeting unless a quorum of Members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- 16.2. One half of the Members of the Association (including Officers) entitled to vote under these Rules personally present constitute a quorum for a General Meeting.
- 16.3. If, within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present:
 - 16.3.1. In the case of a meeting convened on the request of the Members, the meeting is dissolved, and
 - 16.3.2. In any other case the meeting shall stand adjourned to the same day in the following week at the same time and place unless another place is specified by the chairperson at adjournment.

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

- 16.4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members personally present, being not less than three (3) shall be a quorum.

17. PRESIDING AT A GENERAL MEETING

The President, or in the President's absence the Vice-president, shall preside as Chairperson at a General Meeting, or if both are absent or otherwise unable to present at a General Meeting, one of the Members present shall be nominated to preside as Chairperson.

18. ADJOURNMENT OF GENERAL MEETINGS

- 18.1. The Chair or a meeting may, on the vote of Members present, adjourn the General Meeting from time to time and place to place.
- 18.2. No business may be conducted at a reconvened General Meeting other than the unfinished business from the adjourned meeting.
- 18.3. If a General Meeting is adjourned for 14 days or more, notice of the reconvened General Meeting must be given in accordance with Rule 15.
- 18.4. Except as provided in Rule 18.3, it is not necessary to give notice of an adjournment or the business to be conducted at a reconvened meeting.

19. VOTING AT A GENERAL MEETING

- 19.1. Each Member has one vote on any question arising at a General Meeting, except as under Rule 19.3.
- 19.2. All votes must be given personally.
- 19.3. The Chairperson may cast a deciding vote, additionally to the vote s/he may have cast under Rule 19.1, on any tied vote.
- 19.4. On any tied vote, if the Chairperson declines to cast a deciding vote, the motion is lost.
- 19.5. A Member is not entitled to vote at a General Meeting unless all Annual Subscriptions due and payable by the Member to the Association have been paid, other than the amount of the Annual Subscription payable in respect of the current financial year, if applicable.

20. POLL AT A GENERAL MEETING

- 20.1. If a poll on any question at a General Meeting is demanded by not less than five (5) Members it must be taken at that meeting, in such manner as the Chairperson may direct, and the resolution of the poll shall be the resolution on the question.
- 20.2. A poll that is demanded for the election of a Chairperson or on a question of an adjournment must be taken immediately.
- 20.3. A poll demanded on any other question must be taken before the close of the meeting, at such time as the Chairperson may direct.

21. DETERMINATION OF RESOLUTION

If a question at a general meeting is determined on a show of hands a declaration by the Chairperson that a resolution has been:

- (a) Carried, or
- (b) Carried unanimously, or
- (c) Carried by a particular majority, or
- (d) Lost;

and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.

22. PROXIES

A Member is not entitled to appoint a proxy at a General Meeting.

COMMITTEE OF MANAGEMENT

23. COMMITTEE

Subject to Part 6 of the Act, the Committee shall consist of:

- 23.1. Four (4) Officers of the Association
 - 23.1.1. President,
 - 23.1.2. Vice President,
 - 23.1.3. Treasurer, and
 - 23.1.4. Secretary
- 23.2. Between a minimum of two (2) and a maximum of twenty (20) Members of Committee, and
- 23.3. Two ex-officio Members being,
 - 23.3.1. Headmaster of the School (or nominated representative), and
 - 23.3.2. Director of Development and Community Relations of the School.
- 23.4. A varying number of Convener or Nominated Representative of a Sub-Committee, either a standing or ad hoc Sub-Committee, appointed from time to time by the Committee. Such Membership shall continue for as long as that Sub-Committee remains validly appointed by the Committee.

24. ELECTION OF COMMITTEE

- 24.1. Nominations of candidates for election as an Officer of the Association or as a Member of the Committee shall be:
 - 24.1.1. Made in writing, signed by two Members and by the candidate accepting the nomination, in the form set out in Appendix 3, and
 - 24.1.2. Delivered to the Secretary not less than 7 days before the date fixed for the Annual General Meeting.
- 24.2. A candidate may nominate for more than one office, but if elected to an office, all other nominations are immediately withdrawn. The order of election to Offices shall be in the order listed in Rule 23.1, unless specifically varied in the notice issued under Rule 15.
- 24.3. If insufficient nominations are received to fill all Committee vacancies the nominated candidates shall be deemed elected, and nominations to fill remaining vacancies may be received at the AGM.
- 24.4. If the number of nominations received is equal to the number of vacancies to be filled, the Members nominated shall be deemed elected.
- 24.5. If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held, and be conducted at the AGM in such manner as the Committee may direct.
- 24.6. Subject to Rule 34, each Officer of the Association and Member of the Committee shall hold office until the next AGM, but is eligible for re-election.
- 24.7. In the event of a casual vacancy of any Committee position under Rules 28 and 34, the Committee may appoint a Member to fill such vacancy, until elections at the next AGM.

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

25. POWERS OF THE COMMITTEE

Subject to these Rules, and in accordance with the Act and Regulations, the Committee shall manage the business, affairs and interests of the Association, in accordance with, and pursuant to, the Statement of Purposes of the Association (refer Appendix 1).

26. SUB-COMMITTEES

- 26.1. The Committee has the power to appoint standing or ad-hoc Sub- Committees which shall be vested with such Powers as shall be decided upon by the Committee.
- 26.2. At least one Member of the Committee shall be appointed to any Sub- committee, and s/he shall regularly report on the activities of the Sub-committee to the Committee.
- 26.3. The Committee may appoint any Member to a Sub-Committee.
- 26.4. The Committee may co-opt non-Members to a sub-committee, but if so Members must be in numerical majority on the Sub-Committee.

27. DUTIES OF OFFICERS OF THE ASSOCIATION

- 27.1. The President has the primary duty to ensure that the Association acts in accordance with the Act and Regulations, and with these Rules and Statement of Purposes, at all time. In addition, The President shall:
 - 27.1.1. Chair all meetings at which s/he is present, except during an election for an officers position for which s/he is a candidate,
 - 27.1.2. Sign the original copy of the Minutes of meetings when accepted by the subsequent meeting.
- 27.2. The Vice-president shall deputize for the President and act as Chair of meetings in the absence of the President.
- 27.3. The Treasurer shall ensure that the financial affairs of the Association are maintained in good order according to Rule 37, and in accordance with the Act and Regulations, and shall keep the books of account of the Association, including:
 - 27.3.1. Cheque requisitions, cheque books, receipt books, bank statements and all other financial records,
 - 27.3.2. Accounts showing the financial affairs of the Association with full details of all receipts and expenditure, including profit and loss statement, balance sheet and relevant notes updated and presented at Committee meetings,
 - 27.3.3. Preparation of any other financial reports for the Committee,
 - 27.3.4. Preparation and presentation of records for audit,
 - 27.3.5. Presentation of the audited financial statements of the Parents' Association to the Annual General Meeting, and
 - 27.3.6. Preparation and dispatch of annual returns required under the Act and Regulations.
- 27.4. The Secretary. it is the responsibility of the Secretary to,
 - 27.4.1. Keep minutes of meetings of the Association,
 - 27.4.2. Call meetings as required in accordance with these Rules,
 - 27.4.3. Maintain the correspondence of the Parents' Association,

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

- 27.4.4. Keep the Common Seal of the Association,
- 27.4.5. Keep and maintain the Register of Members.

28. VACANCIES ON THE COMMITTEE

An Officer of the Committee or Member of the Committee ceases to be a Member of the Committee if the Committee Member,

- 28.1. Ceases to be a Member of the Association,
- 28.2. Becomes an insolvent under administration within the meaning of the Corporations Law,
- 28.3. Is absent without leave from all meetings of the Committee held within a period of six months;
- 28.4. Submits a written resignation to the Secretary,
- 28.5. Retires at the end of the period of office, unless re-elected,
- 28.6. Is removed under Rule 34

COMMITTEE MEETINGS

29. COMMITTEE MEETINGS

- 29.1. The Committee shall meet at least once per School term at a time and place determined by the Committee.
- 29.2. Special meetings of the Committee may be convened by the President or by any four (4) Members of the Committee.

30. NOTICE OF COMMITTEE MEETINGS

- 30.1. The Secretary shall cause written notice of each Committee Meeting to be given to each Member of the Committee at least one (1) week before the date of the meeting.
- 30.2. Written notice must be given to Committee Members of any special meeting specifying the general nature of business. No other business may be conducted at that meeting.

31. QUORUM AT A COMMITTEE MEETING

- 31.1. One third of the Members of the Committee (including Officers) constitute a quorum for the conduct of the business of that meeting.
- 31.2. No business may be conducted unless a quorum is present.
- 31.3. If within half an hour of the time appointed for the Committee meeting no quorum is present,
 - 31.3.1. In the case of a special meeting - the meeting lapses.
 - 31.3.2. In any other case - the meeting shall stand adjourned to the same place, time and day in the following week.
- 31.4. The Committee may act notwithstanding any vacancy on Committee.

32. PRESIDING AT A COMMITTEE MEETING

The President, or in the President's absence the Vice-President, shall preside as Chairperson at a Committee meeting, or if both are absent or otherwise unable to preside at a General Meeting, the Meeting shall elect one of the Members present to preside as Chairperson.

33. VOTING AT COMMITTEE MEETINGS

- 33.1. All decisions at Committee meetings are made by simple majority of those Members present and voting by a show of hands. The chairperson shall have a casting vote.
- 33.2. If a Member so requests, a poll shall be taken to resolve a question at a Committee Meeting, such poll to be taken in the manner determined by the chair of the meeting.

34. REMOVAL OF A COMMITTEE MEMBER

- 34.1. A Special Resolution at a General Meeting may remove any Member of the Committee before that Member's term of office expires, and may elect another Member to that vacancy to hold office until the AGM.

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

- 34.2. A Committee Member who is the subject of a motion for removal referred to in Rule 34.1 may make representations in writing to the Secretary or President and may request that these representations be provided to the Members.
- 34.3. The Secretary or the President may send copies of the representations to each Member, or, if they are not sent, the Member shall have the right to have these representations tabled and read to the meeting.

35. MINUTES OF MEETINGS

The Secretary shall keep minutes of the resolutions and proceedings of each AGM, SGM and Committee meeting, together with a record of the names of Members present at meetings.

FUNDS OF THE PARENTS' ASSOCIATION

36. DERIVATION OF FUNDS

The funds of the Association may be derived from donations, grants, money raising functions, Members' fees and subscriptions and other such sources as determined by the Committee.

37. MANAGEMENT OF FUNDS

- 37.1. The Treasurer shall collect and receive all moneys paid to the Association and issue remittance advice if requested.
- 37.2. The Treasurer shall make all payments authorized by the Association.
- 37.3. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the Treasurer or in the Treasurer's absence by another officer, and by one other Committee Member.
- 37.4. All money received shall be deposited in an account or accounts at a Bank or Building Society in the name of the Association, [or held in the General Ledger Account of the School on behalf of the Association](#).
- 37.5. A Purchase Order shall be raised for any expenditure of \$500 or greater. All Purchase Orders shall be signed by the Treasurer or by another Officer on the Treasurer's absence, and by one other Committee Member. The School Finance Officer can also raise and sign a Purchase Order on behalf of the Association having received written instruction from the Treasurer.
- 37.6. Notwithstanding Rule 37.5 above, the Committee may resolve to delegate the authority to sign a Purchase Order to any person. Such resolution shall name the person(s) so delegated, and specify the purpose, maximum permitted expenditure, the period of validity of the delegation and any other terms and conditions the Committee decides.
- 37.7. A Cheque Requisition shall be raised for all expenditure of the funds of the Association, which shall record the purpose, amount and the printed name and signature of the person responsible for the expenditure. All supporting documentation is to be attached, including any quotation, delivery note, invoice, statement, receipt.
- 37.8. All payments from the account or accounts of the Association must be by cheque or automatic bank transfer.

OTHER MATTERS

38. SEAL

- 38.1. The Common Seal of the Association shall be kept by the Secretary.
- 38.2. The Common Seal may only be affixed to any instrument by the authority of the Committee, and such affixing shall be attested by the signatures of at least one officer and another Committee Member, or by the Secretary of the Association and one other Committee Member.

39. NOTICES

Any notice from the Association required to be given to a Member under these Rules shall be given by:

- 39.1. Publication in regular School newsletter or circular which is sent to all parents and guardians of students of the School, or
- 39.2. Delivering the notice to the Member personally, or
- 39.3. Posting it to the Member's address in the Register of Members, or
- 39.4. Facsimile or electronic transmission, if the Member has requested that notices be given in this manner.

40. SCHOOL COUNCIL NOMINEE

The School Council Nominee nominated under Rule 12.2.7 shall be nominated in accordance with the following conditions:

- 40.1. The names of the nominated Member are to be submitted to the School Council for consideration and ratification,
- 40.2. The appointment will be for the period until the next AGM,
- 40.3. The appointment will be in addition to any other parent appointment to the School Council,
- 40.4. The Committee may at any time replace, revoke or remove such nomination(s);
- 40.5. In the event that an appointment is terminated for any reason, including under Rules 28, 34 or 40.4, then the Committee shall then recommend to the School Council another nominee for the remainder of the term so unexpired upon the same terms and conditions.

41. WINDING UP

In the event of the winding up of the Parents' Association all funds, property, and all other assets of any kind, after disposal of liabilities, shall vest in Trinity Grammar School Kew to be used in accordance with the Statement of Purposes of the Association, and subject to the Act.

42. CUSTODY AND INSPECTION OF BOOKS AND RECORDS

- 42.1. Except as otherwise provided in these Rules, the Secretary shall keep in his/her custody or control all books, records, documents and securities of the Association.
- 42.2. All accounts books, securities and any other relevant documents of the Association must be available for inspection free of charge by any Member upon request.
- 42.3. A Member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

43. TAKEOVER OF (UN-INCORPORATED) PARENTS ASSOCIATION

The Association shall take over the funds, property and other assets of any kind, and the liabilities and debts of any kind of the un-incorporated Parents' Association, when so resolved by a general meeting to wind-up that body, in accordance with its rules.

APPENDICES

APPENDIX 1
TO THE RULES OF
TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

STATEMENT OF PURPOSE

The Purpose of the Trinity Grammar School Parents' Association Incorporated:

1. To provide an organization for parents and guardians of current students of Trinity Grammar School Kew ('the School') which will:
 - a. Support improvements to, and maintenance of, School facilities,
 - b. Promote the interests and welfare of the School and its students,
 - c. Foster co-operation and communication between the School and parents and guardians, and
 - d. Conduct activities, functions and programs that provide and encourage support for the school and its students.
2. To organize and conduct volunteer activities by its Members to carry out these purposes.
3. To raise funds to carry out these purposes. The income and property of the Association shall be applied solely towards these purposes and not transferred directly or indirectly by way of dividend, bonus or surplus to Members.
4. To invest and deal with the funds of the Association not immediately required in such a manner as may be decided from time to time, in accordance with the Act and Regulations, and the Rules of the Association.

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

APPENDIX 2
TO THE RULES OF
TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED
INVOLVEMENT FORM

I would like to be involved in the following (please tick):

Parents' Association

Parents' Association Sub-Committee's:

<input type="checkbox"/> Class Representatives	<input type="checkbox"/> Cowey Club (Rowing)
<input type="checkbox"/> Green and Gold Ball Committee	<input type="checkbox"/> Trinity Kayaking Supporters
<input type="checkbox"/> Founders' Day Fair	<input type="checkbox"/> Trinity Rugby Supporters Group
<input type="checkbox"/> Oaks Day Lunch Committee	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Friends of Harambee	<input type="checkbox"/> Second Hand Books
<input type="checkbox"/> Friends of Art	<input type="checkbox"/> Trinity Shop (Uniform)
<input type="checkbox"/> Friends of Drama	<input type="checkbox"/> Green Thumb Garden Group
<input type="checkbox"/> Friends of Music	

Son's Year Level: _____

Name: _____

Street: _____

Suburb: _____

Post Code: _____

Home Phone: _____

Mobile Phone: _____

Email: _____

A representative from the Parents' Association or Sub-Committee will contact you upon receipt of this information.

Should you require further information regarding the Parents' Association, please contact the Community Relations Office via email to HUDSONHOUSE@TRINITY.VIC.EDU.AU or on 03 9854 3667.

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

APPENDIX 3

TO THE RULES OF

TRINITY GRAMMAR SCHOOL PARENTS' ASSOCIATION INCORPORATED

NOMINATION AS A CANDIDATE FOR ELECTION TO THE COMMITTEE

I, _____ hereby nominate:

(Name / Signature of Nominator - Must be current Committee Member)

Name of Nominee: _____

Address: _____

Mobile: _____

for the position* of:

- President
- Vice President
- Treasurer
- Secretary
- Member of the Committee

(More than one position may be nominated, but election will be in the above order in accordance with Rule 24.2, and if a Member is elected, or deemed appointed, to a position, nomination to all subsequent positions are withdrawn)*

I, _____ hereby second this nomination. *(Name / Signature of Seconder - Must be current Committee Member)*

Please nominate if you are willing to be the Parents' Association representative on one of the following sub-committees:

<input type="checkbox"/> Class Representatives	<input type="checkbox"/> Cowey Club (Rowing)
<input type="checkbox"/> Green and Gold Ball Committee	<input type="checkbox"/> Trinity Kayaking Supporters
<input type="checkbox"/> Founders' Day Fair	<input type="checkbox"/> Trinity Rugby Supporters Group
<input type="checkbox"/> Oaks Day Lunch Committee	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Friends of Harambee	<input type="checkbox"/> Second Hand Books
<input type="checkbox"/> Friends of Art	<input type="checkbox"/> Trinity Shop (Uniform)
<input type="checkbox"/> Friends of Drama	<input type="checkbox"/> Green Thumb Garden Group
<input type="checkbox"/> Friends of Music	

I hereby accept this nomination to the above position:

Signature of Nominee _____

Date: _____