ST BERNARD'S COLLEGE ESSENDON.
LADIES & FRIENDS AUXILIARY CONSTITUTION.

1. ST. BERNARD'S COLLEGE LADIES & FRIENDS AUXILIARY.

The name of the association shall be "St Bernard's College Ladies & Friends Auxiliary" hereinafter referred to as the Auxiliary.

2. DEFINITION OF MEMBERSHIP.

Membership of the Auxiliary is open to the parents or guardians of any student, present or future and to any person interested in the welfare of the College.

3. OBJECTIVES.

a. To assist the College in providing a Catholic secondary education for its students.

b. To assist the Principal and the Staff of the College in carrying out their functions.

c. To provide a forum through which parents, guardians or friends can assist in the development of College policy and future planning.

d. To share in the conduct of functions organised in connection with the College.

e. To organise social functions with the purpose of bringing members together.

f. To organise fund raising activities.

4. OFFICE BEARERS.

The Administration of the Auxiliary shall be vested in the Committee of elected office bearers consisting of:

a. President
b. Vice-President
c. Secretary
d. Treasurer
e. Assistant Treasurer
f. Minute Secretary
g. 8 General Committee Members
    The Principal of the College will be an ex-officio member of the Committee.

5. EXECUTIVE

The Executive will consist of:

a. President
b. Vice-President
c. Secretary
d. Treasurer
e. Assistant Treasurer
f. Minute Secretary

6. ELECTIONS

The Committee shall be elected at the Annual General Meeting.

TERMS OF OFFICE

a. The committee shall hold office from the date of their election until the next Annual General Meeting of the Auxiliary.

b. Any member of the Executive shall be eligible for re-election to the position held, provided that no member of the Executive shall hold the same office for a continuous period of more than two (2) years.

c. The Executive will meet as and when required.

d. A casual vacancy on the Committee shall be deemed to have occurred -
   i. If a member submits her/his resignation in writing.
   ii. If an Executive member absents herself/himself from three (3) successive meetings, that position becomes vacant.

8. VACANCIES

a. Any vacancy occurring on the Executive shall be filled from within the elected Committee.
b. Any vacancy on the elected Committee shall be filled at the next meeting from the members of the Auxiliary.

9. MEETINGS
   a. The Auxiliary shall meet monthly within school terms or as designated by the College Calendar, to conduct its normal general business.
   b. The Annual General Meeting of the Auxiliary will be held in December of each year.
   c. An Extraordinary General Meeting of the Auxiliary may be called by -
      i. The President at any time.

The President, if requested to do so, in writing, by no fewer than seven (7) members.

d. The meeting shall be called within (7) days of the date of that notice.

e. The quorum for any General Meeting of the Auxiliary shall be no less than seven (7) members.

f. The quorum for transactions of business shall be no less than five (5) members, one of which is an office bearer.

g. The quorum for any Executive meeting shall be no less than three (3) members.

10. VOTING

Each member shall be entitled to one (1) vote. In the event of a tied vote, other than at elections the President shall exercise a casting vote. In the event of a tied vote at elections, a further ballot will be held. Should another tied vote occur, the impasse shall be resolved by secret ballot.

11. FUNDS

a. All monies, raised, collected or donated, shall be banked in the name of the St. Bernard's College Ladies & Friends Auxiliary at a bank or financial institution as determined by the Executive.
b. Funds will be made available to the College for such activities as are agreed upon by the Committee or the meeting of members.

c. All monies held by the Auxiliary shall normally be banked and recorded as soon as possible by the Treasurer.

No funds shall be withdrawn from the Bank/Financial Institution except by cheque or money order signed by any two of the following Executive Members - PRESIDENT / TREASURER / ASSISTANT TREASURER

e. The books shall be audited for the end of the Auxiliary financial year (November 30th) by a person designated by the Committee

12. REPORTS

a. The President shall prepare an Annual Report and the Treasurer a Financial Statement of the Auxiliary’s activities for tabling at the Annual General Meeting.

b. The Annual Report and Financial Statement must cover the period from one Annual General Meeting to the next Annual General Meeting. They shall be subsequently presented to the College Board.

13. DUTIES OF THE EXECUTIVE

a. The President shall, where possible, preside at all meetings of the Auxiliary.

b. In the absence or disability of the President, the Vice-President shall conduct the meeting(s).

c. The Secretary shall keep records of the business of the Auxiliary and generally attend to and be responsible for its correspondence and clerical work.

d. The Minute Secretary shall record the Minutes of the Auxiliary’s meetings and is responsible for distribution of minutes to Committee members.

e. The Treasurer shall keep accurate accounts of all monies belonging to the Auxiliary and shall table a financial report at each meeting.

f. The Executive shall be responsible for drawing up standing orders to deal with such matters as minutes, agenda-issued prior to the meeting, money
arrangements, dates of meetings, dates of activities, motions and general business.

14. PROPERTY

Any property of the Auxiliary shall not be allowed to be used outside the College without the permission of the President or the Vice-President. An annual inventory shall be taken prior to the December Annual General Meeting.

15. AMENDMENT

No amendment(s) to the Constitution of the Ladies & Friends Auxiliary shall be made, except by resolution passed by a majority of members present at the Annual General Meeting, or at an Extraordinary General Meeting called for that purpose. Seven (7) days' notice in writing shall be given for such meetings.

Adopted 3/12/1997