St Bernard’s College Essendon
Ladies Auxiliary Constitution

1. **St Bernard's College Ladies Auxiliary**
The name of the association shall be "St Bernard’s College Ladies Auxiliary" herein after referred to 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 support the College in providing a Catholic secondary education for its students.
   b. To assist the Principal and staff of the College in carrying out functions.
   c. To provide a forum through which parents, guardians and friends can meet as a community to be involved in learning about College development and liaise with the Principal about future planning.
   d. To share in the conduct of functions organized in connection with the College.
   e. To organise social functions with the purpose of enhancing community involvement amongst families and students within the school and broader St Bernard's College community.
   f. If any funds are raised as a result of functions, they will be directed back into schools funds/charities. And the role of the Ladies Auxiliary will not be to actively fundraise.

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. Minute Secretary
   f. **Advisory Board Representative**
   g. General committee members

5. **Executive Committee**
The Executive Committee will consist of:
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Minutes Secretary
   f. **Advisory Board Representative**
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6. **Elections**
The Committee shall be elected at the Annual General meeting.

7. **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 Committee may 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 2 years unless there are no other applicants for the position.
   c. The Auxiliary will meet in the 1st week of each month excepting school holidays. And on agreed dates prior significant events.
   d. A casual vacancy on the committee shall be deemed to have occurred-
      i. If a member submits his/her resignation to the President.
      ii. If a member absents herself/himself from 3 consecutive meetings the position becomes vacant.

8. **Vacancies**
   a. Any vacancy occurring on the Executive shall be filled from within the elected Committee or new mothers to the school.
   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 the first week in December each year.
   c. An extraordinary General Meeting of the Auxiliary may be called by-
      i. The President at any time.
      ii. 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 business transactions shall be no less than two (2) Executive committee members.
   g. The quorum for any Executive meeting shall be no less than three (3) members.

10. **Voting**
    **Nominations** for Executive Committee must be submitted to the school via the PA to the Principal no later than a week prior to the Annual General Meeting by completing a form.

    Nominations must be endorsed by the nominee.

    Nominees for President should have been on the Committee for at least one year prior to being nominated for the position of President.
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. Each year the school will allocate funds to an account for the Ladies Auxiliary as determined by College Leadership.
   b. Funds will be made available to the Auxiliary for activities/ functions agreed to by the School and the Auxiliary for the running costs and supplies to run each event.
   c. Reimbursement for any purchases made for such functions by a committee member must be submitted on a College proforma and signed by 2 Executive members.
   d. Funds may only be withdrawn from the Auxiliary account with a proforma signed by 2 of the following Executives: the President, Vice President or the Treasurer (receipts must be provided).
   e. The Ladies Auxiliary will donate funds back to the College via this account for bursaries, donations to Project Kenya, other approved charities and donations to school departments.
   f. Requests from school departments for assistance with funding from Ladies Auxiliary funds will be submitted in writing to the Auxiliary and voted upon at meetings. The Principal must ratify such assistance.
   g. The books shall be audited by the school annually by the school.
   h. A float of $500 may be withdrawn from Ladies Auxiliary funds prior to the running of large events for the purchase of supplies for that event providing receipts are submitted to accounts showing purchases made. Any money left over from the float will be returned to Ladies Auxiliary Funds.

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. Organise and run functions and liaise with the Principal’s Assistant about details of set functions run by the Auxiliary.
   b. The Vice President will assist the President in planning of functions and run meetings and/or events in her absence.
   c. The Secretary shall keep records of the business of the Ladies Auxiliary, receive mail, and assist in the purchase of supplies needed to run events.
   d. The Minute Secretary shall record the minutes of the Auxiliary’s meetings and is responsible for distribution of minutes to committee members. The Minute Secretary will also keep records of volunteers for functions and provide that list to the College Registrar.
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e. The Treasurer shall collect and receive records of all money transactions of Auxiliary funds provided by the College Accountant and table a report on same at each meeting. The Treasurer will submit any monies raised from any functions to the Accounts department for banking.

f. The Executive shall be responsible for assisting the President in all Auxiliary 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 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.

Draft Constitution Proposed for Adoption on 3 December 2014.