

Canberra  
Grammar  
School



AN INDEPENDENT ANGLICAN SCHOOL

**Parents and Friends' Association Incorporated (A1480)**  
ABN 30 678 467 165

# Constitution

October 2006

# Contents

## Part 1.1 Preliminaries

- 1 Definitions for the Constitution
- 1A Application of Legislation Act 2001
- 2 Name
- 3 Objectives

## Part 1.2 Membership

- 4 Membership
- 5 Membership Entitlements
- 6 Membership Fees
- 7 Member's Liability
- 8 Disciplining of members
- 9 Right of appeal of disciplined member

## Part 1.3 Committee

- 10 Powers of the Committee
- 11 The Committee
- 12 Election of Committee Members
- 13 The President
- 14 The Vice President
- 15 Secretary
- 16 The Treasurer
- 17 Auxiliaries
- 18 Vacancies
- 19 Removal of Committee Members
- 20 Committee Meetings and quorum
- 21 Executive Meetings
- 22 Delegation by Committee to Sub-Committee
- 23 Voting and decisions

## Part 1.4 General Meetings

- 24 Annual General Meetings - holding of
- 25 Annual General Meetings – calling of and business
- 26 General Meetings – calling of
- 27 Notice
- 28 General meetings - procedure and quorum
- 29 Presiding member
- 30 Adjournment
- 31 Making of decisions
- 32 Voting
- 33 Rules of Conduct
- 34 Appointment of Proxies

## Part 1.5 Miscellaneous

- 35 Funds - source
- 36 Funds – management
- 37 Finance
- 38 Audit and Inspection of Books
- 39 Alteration of objects and rules
- 40 Common seal
- 41 Custody of books
- 42 Inspection of books
- 43 Dissolution
- 44 Notice to Members
- 45 Privacy Act

## Appendix 1:

Nomination Form for Election to the Committee of the Association

## Part 1.1 Preliminaries

### 1 Definitions for the Constitution

In this Constitution, a definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

**The Act** means the Associations Incorporation Act 1991 (ACT).

**The regulation** means the Associations Incorporation Regulation 1991 (ACT).

**The Association** means the Canberra Grammar School Parents and Friends' Association Incorporated.

**The Auxiliaries** mean the Canberra Grammar Southside Infants School Auxiliary and the Canberra Grammar Northside Infants Auxiliaries.

**The Board** means the Board of the School.

**The Chair** means the person presiding at any Association meetings.

**The Committee** means the Committee established to manage the affairs of the Association.

**Financial Year** means the year ending 30 September.

**Ex Officio Member** means a person who is a member by virtue of the office they hold and has no voting rights.

**The Executive** means those Members comprising the elected Office Bearers.

**Ordinary Member** means a member, however described, of the Association.

**Office Bearer** means those members elected as President, Vice President, Secretary and Treasurer.

**Ordinary Committee Member** means a member of the Committee who is not an Office Bearer of the Association.

**School** means Canberra Grammar School.

**Sub-Committee** means a working group established from time to time at the discretion of the Committee.

### 1A Application of Legislation Act 2001

The Legislation Act 2001 applies to these rules in the same way as it would if they were an instrument made under the Act.

### 2 Name

The name of the Association shall be Canberra Grammar School Parents and Friends' Association Incorporated, hereafter referred to as The Association. The Association is an incorporated body under the Associations Incorporation Act 1991 (ACT) and is an income tax exempt charity.

### 3 Objectives

The objective of the Association is to bring all members of the School community into close friendship and cooperation for mutual benefit. This will be facilitated through:

- (a) Involvement in a wide range of different interest groups and activities.
- (b) Organisation of social events for the School community - past and present.
- (c) Raising funds to be applied for the purposes of the School.

## Part 1.2 Membership

### 4 Membership

- (1) The membership of the Association shall comprise Ordinary Members only.
- (2) Ordinary Membership is open to:
  - (a) Parents and guardians of students currently enrolled at the School;
  - (b) Past parents and guardians of students of the School; and
  - (c) Friends of the School who satisfy the Association that they have a bona fide interest in furthering the objectives of the Association.

### 5 Membership Entitlements

A right, privilege or obligation that a person has because of being a member of the Association –

- (a) Cannot be transferred or transmitted to another person; and
- (b) Terminates on cessation of the person's membership.

### 6 Membership Fees

- (a) A membership fee shall be paid to the Association by Ordinary Members at the beginning of the School Year.
- (b) The amount of the membership fee to be paid shall be determined at the Annual General Meeting of the Association and shall apply to the ensuing year.
- (c) Ordinary Members who have paid the membership fee shall be entitled to vote at the Annual General Meeting or General Meetings of the Association.

### 7 Member's Liability

The liability of a member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount (if any) unpaid by the member in relation to membership of the Association as required by section 6.

### 8 Disciplining of members

- (1) If the Committee is of the opinion that a member -
  - (a) has persistently refused or neglected to comply with a provision of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association;The Committee may, by resolution -
  - (c) expel the member from the Association; or
  - (d) suspend the member from the rights and privileges of membership of the Association that the Committee may decide for a specified period.
- (2) A resolution of the Committee under subsection (1) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the Committee passes a resolution under subsection (1), the Secretary must, as soon as practicable, serve a written notice on the member -
  - (a) setting out the resolution of the Committee and the grounds on which it is based; and
  - (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the Committee at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to the Act, section 50, at a meeting of the Committee mentioned in subsection (2), the Committee must-
  - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
  - (b) give due consideration to any written representations submitted to the Committee by that member at or before the meeting; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the Committee made under subsection (1).
- (5) If the Committee confirms a resolution under subsection (4), the Secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 10.

- (6) A resolution confirmed by the Committee under subsection (4) do not take effect
  - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) if within that period the member exercises the right of appeal -unless and until the Association confirms the resolution in accordance with section 10 (4)

**9 Right of appeal of disciplined member**

- (1) A member may appeal to the Association in general meeting against a resolution of the Committee that is confirmed under section 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) On receipt of a notice under subsection (1), the Secretary must notify the Committee which must call a general meeting of the Association to be held within 21 days after the date when the Secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a general meeting of the Association called under subsection (2)
  - (a) no business other than the question of the appeal may be transacted; and
  - (b) the Committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (4), that resolution is confirmed.

## Part 1.3 Committee

### 10 Powers of the Committee

The Committee, subject to the Act and this Constitution, and to any resolution passed by the Association in General Meeting:-

- (a) Shall control and manage the affairs of the Association;
- (b) May exercise all such functions as may be exercised by the Association other than those functions that are required by this Constitution or the Act to be exercised by the Association in a meeting;
- (c) May issue directions and guidelines not inconsistent with the Act or this Constitution, governing any part of the activities or functions of the Association, and may alter and revoke the same;
- (d) May bestow Ordinary Membership in accordance with clause 4(b).

### 11 The Committee

- (1) The affairs of the Association shall be managed by a Committee consisting of at least 9 Members comprised of:
  - (a) The Executive of the Association being:
    - (i) President;
    - (ii) Vice President;
    - (iii) Secretary; and
    - (iv) Treasurer.
  - (b) Five Ordinary Committee Members that represent:
    - (i) A parent or guardian of a child in the Senior School, deemed representative of the Senior School;
    - (ii) A parent or guardian of a child in the Junior School, deemed representative of the Junior School;
    - (iii) A parent or guardian of a child from Northside Infants School as nominated by the Association Auxiliary of Northside;
    - (iv) A parent or guardian of a child from Southside Infants School as nominated by the Association Auxiliary of Southside; and
    - (v) A parent or guardian of a child in the Boarding House, deemed representative of the Boarders.
- (2) Each Committee member must be elected under section 12 or appointed in accordance with subsection (4).
- (3) Each member of the Committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election.
- (4) If there is a vacancy in the membership of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.
- (5) The Headmaster or his Representative is a non elected ex-officio member of the Committee.

### 12 Election of Committee Members

- (1) Nominations of candidates for election as Office Bearers or as Ordinary Committee Members –
  - (a) must be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) must be lodged with the Secretary not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) Unless a person was a member of the Committee in the preceding year they may not nominate for President. The President must be a parent or guardian of a student currently enrolled at the School.
- (3) A person is not eligible to simultaneously hold more than 1 position on the Committee.
- (4) Committee members may serve for no more than five consecutive terms, disregarding any part of a Year for which they were co-opted to fill a casual vacancy. A person may be re-elected to the Committee after an absence of not less than 12 months.
- (5) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (6) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be vacancies.
- (7) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.

**13 The President**

The President of the Association shall:

- (a) lead the Association;
- (b) manage the Committee of the Association;
- (c) represent the Association on the School Board and participate as a member of the Development Committee;
- (d) maintain close liaison with the School Strategic Team;
- (e) chair all Association meetings, when present;
- (f) liaise closely with the Ordinary Committee Members and keep abreast of issues within their areas of responsibility;
- (g) represent the Association at School and public functions; and
- (h) approve all communications for publication.

**14 The Vice President**

The Vice President of the Association shall:

- (a) understudy the President;
- (b) when requested by the President, act on behalf of the President at meetings and functions;
- (c) Coordinate the conduct of social events in conjunction with the School Development Office; and
- (d) Coordinate the conduct of fundraising events in conjunction with the School Development Office.

**15 Secretary**

- (1) The Secretary of the Association also acts as the Public Officer and therefore, must be a resident of the Australian Capital Territory. The responsibilities of the Public Officer are contained in the Associations Incorporation Regulation 1991 (ACT) and the Associations Information Kit published by the Registrar-General's Office ACT.
- (2) As soon as practicable after being appointed, the Secretary must notify the Association of his or her address.
- (3) The Secretary must keep minutes of:
  - (a) all elections and appointments of Office Bearers and Ordinary Committee Members; and
  - (b) the names of members of the Committee present at a Committee meeting or a general meeting; and
  - (c) all proceedings at Committee meetings and general meetings.
- (4) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- (5) Circulate notice of meetings with all necessary documents to Committee Members and Ordinary Members as necessary, within the agreed timeframes.
- (6) Receive correspondence and reply where necessary and maintain files of correspondence.
- (7) Submit reports of meetings for inclusion on the P&F page of the School's website.
- (8) Maintain the records of the Association in accordance with the School's Archives policy.

**16 The Treasurer**

The Treasurer of the Association must:

- (a) Collect and receive all moneys due to the Association and make all payments authorised by the Association.
- (b) Keep correct accounts and books showing the financial affairs of the Association, including the Auxiliaries' trading accounts, with full details of all receipts and expenditure connected with the activities of the Association.
- (c) Prepare an annual budget.
- (d) Report to each Committee meeting.
- (e) Prepare the financial year accounts for the auditor.
- (f) Report to the annual general meeting and present the audited accounts and auditors report.

**17 Auxiliaries**

- (1) Auxiliaries of the Association may be established as the Committee sees fit. These must include the Canberra Grammar Southside Infants School Auxiliary and the Canberra Grammar Northside Infants School Auxiliary.
- (2) Each Auxiliary may establish and operate pursuant to its own rules, provided that such rules do not contravene the provisions of this Constitution or any rules or policies established by the Committee.
- (3) The Auxiliaries shall nominate a Member for election to the Committee pursuant to clause 12.
- (4) The Auxiliaries shall report to the Committee at each meeting.
- (5) No Auxiliary, nor any member thereof, shall be entitled to incur a liability on behalf of the Association where such liability exceeds the funds attributed to that Auxiliary, as reconciled by the Treasurer.
- (6) All monies received by the Auxiliaries shall be deposited to the trading accounts of the Association as soon as practicable and without deduction.

**18 Vacancies**

A vacancy in the office of an Elected Member of the Committee occurs if the Member:

- (a) Dies;
- (b) Ceases to be a Member of the Association;
- (c) Resigns the office;
- (d) Is removed from office under section 19;
- (e) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (f) is absent without the consent of the Committee from three consecutive meetings of the Committee.

The acceptance by the Committee of an apology for absence is consent to that absence for the purposes of clause 18 (1) (f).

**19 Removal of Committee Members**

The Association in general meeting may by resolution, subject to section 50 of the Act, remove any Elected Member of the Committee from office before the expiration of the Member's term. Section 50 of the Act relates to the requirement to apply the rules of natural justice in handling a dispute.

**20 Committee Meetings and quorum**

- (1) The Committee must meet at least 4 times in each calendar year at the place and time that the Committee may decide.
- (2) Additional meetings of the Committee may be called by any member of the Committee. Oral or written notice of a meeting of the Committee must be given by the Secretary to each member of the Committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- (3) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Committee members present at the meeting unanimously agree to treat as urgent business.
- (4) Any 5 elected members of the Committee (and including 2 Office Bearers), constitutes a quorum for the transaction of the business of a meeting of the Committee.
- (5) No business may be transacted by the Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (6) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (7) At meetings of the Committee -
  - (a) the President or, in the absence of the President, the Vice President presides; or
  - (b) if the President and the Vice President are absent -1 of the remaining members of the Committee may be chosen by the members present to preside.

**21 Executive Meetings**

- (1) The Executive may meet from time to time as it sees fit and conduct its meetings as it determines.
- (2) The Executive may between meetings of the Committee exercise any power of the Committee subject to any limitations and conditions that the Committee may determine from time to time.

**22 Delegation by Committee to Sub-Committee**

- (1) The Committee may, in writing, delegate to 1 or more sub-committees (consisting of the member or members of the Association that the Committee considers appropriate) the exercise of the functions of the Committee that are specified in the instrument, other than
  - (a) this power of delegation; and
  - (b) a function that is a function imposed on the Committee by the Act, by any other Territory law, or by resolution of the Association in general meeting.
- (2) A function, the exercise of which has been delegated to a sub-committee under this section may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances that may be specified in the instrument of delegation.
- (4) Despite any delegation under this section, the Committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the Committee.
- (6) The Committee may, in writing, revoke wholly or in part any delegation under this section.
- (7) A sub-committee may meet and adjourn as it considers appropriate.

**23 Voting and decisions**

- (1) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee are decided by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.
- (3) Subject to section 20 (5), the Committee may act despite any vacancy on the Committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

## Part 1.4 General Meetings

### 24 Annual General Meetings - holding of

The Association must, at least once in each calendar year and within 5 months after the end of each financial year of the Association, call an annual general meeting of its members.

### 25 Annual General Meetings – calling of and business

- (1) The Annual General Meeting of the Association must, subject to the Act, be called on the date and at the place and time that the Committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is:
  - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting;
  - (b) to receive from the Committee reports on the activities of the Association during the last financial year;
  - (c) to elect members of the Committee, including Office Bearers; and
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 27 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

### 26 General Meetings – calling of

- (1) The Committee may, whenever it considers appropriate, call a general meeting of the Association.
- (2) The Committee must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the Association.
- (3) A requisition of members for a general meeting:
  - (a) must state the purpose or purposes of the meeting; and
  - (b) must be signed by the members making the requisition; and
  - (c) must be lodged with the Secretary; and
  - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the Committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the Secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.
- (5) A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

### 27 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, provide all members a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 25 (2).
- (4) A member desiring to bring any business before a general meeting may give written notice of that business to the Secretary who must include that business in the next notice calling a general meeting

## **28 General meetings - procedure and quorum**

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Fifteen (15) members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved; and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

## **29 Presiding member**

- (1) The President, or in the absence of the President, the Vice President, presides at each general meeting of the Association.
- (2) If the President and the Vice President are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

## **30 Adjournment**

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **31 Making of decisions**

- (1) A question arising at a general meeting of the Association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or 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.
- (2) At a general meeting of the Association, a poll may be demanded by the person presiding or by not less than 5 members present in person at the meeting.
- (3) If the poll is demanded at a general meeting, the poll must be taken -
  - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment.
  - (b) in any other case - in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## **32 Voting**

- (1) Subject to subsection (3), on any question arising at a general meeting of the Association a member has 1 vote only.
- (2) All votes must be given personally.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the Association unless all money due and payable by the member to the Association has been paid for the then current year.

## **33 Rules of Conduct**

Discussion at all meetings of the Association and its sub-committees shall be governed by generally accepted rules and standards for the conduct of meetings.

## **34 Appointment of Proxies**

Members of the Association are not entitled to appoint nor vote by proxy at any general meeting.

## **Part 1.5 Miscellaneous**

### **35 Funds - source**

- (1) The funds of the Association shall be derived from annual subscriptions of members, donations, interest and any other fundraising conducted by the Association, subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act.
- (2) All monies received by the Association must be deposited to the bank account of the Association as soon as practicable and without deduction.
- (3) The Association must, where appropriate and as soon as practicable after receiving money, issue a receipt.

### **36 Funds - management**

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association must be used for the objectives of the Association in the way that the Committee decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Committee of the Association, being members of the Committee authorised to do so by the Committee.

### **37 Finance**

- (1) The financial year of the Association shall commence on the first day of October and end on the thirtieth day of September each calendar year.
- (2) All monies received by the Association, its sub-committees or Auxiliaries are the monies of the Association and shall be dealt with strictly in accordance with this Constitution and the directions of the Committee.
- (3) The Treasurer shall maintain the consolidated financial accounts of the Association in accordance with generally accepted standards of accounting and in a form which meets the requirements of the Act.
- (4) The Treasurer shall report to the Committee on the state of the Association's accounts in the form and at the times required by the Committee or the Executive of the Association.
- (5) The Treasurer shall maintain such records as required under the GST legislation.

### **38 Audit and Inspection of Books**

- (1) An auditor must be appointed annually by the Committee of the Association.
- (2) No Member of the Association is eligible for appointment as auditor. The auditor must be registered as an auditor under the Corporations Law or must be a member of one of the following institutions:
  - (a) Institute of Chartered Accountants in Australia,
  - (b) National Institute of Accountants, or
  - (c) Australian Society of Certified Practising Accountants.
- (3) Accounts and other documents required by the Act must be lodged by the Public Officer, or their nominee, in accordance with the provisions of the Act.

### **39 Alteration of objects and rules**

- (1) Neither the objects of the Association mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.
- (2) A special resolution must be passed by at least 75% of Association members who are entitled to vote, at a general meeting of the Association.
- (3) The Registrar-General's Office must be notified within one month of the resolution being passed.

### **40 Common seal**

- (1) The common seal of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be attached to any instrument except by the authority of the Committee and the attaching of the common seal must be attested by the signatures either of 2 members of the Committee or of 1 member of the Committee and of the Secretary.

### **41 Custody of books**

Subject to the Act, the regulation and these rules, the Secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

### **42 Inspection of books**

The records, books and other documents of the Association must be open to inspection at a place in the ACT, free of charge, by a member of the Association at any reasonable hour.

**43 Dissolution**

- (1) The dissolution of the Association and the winding up of its affairs shall be performed in accordance with the Act and under the direction of the Board.
- (2) If upon winding up of the Association there remains, after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be distributed amongst the members but must be given to the School.

**44 Notice to Members**

Notice to members may be given in the following ways:

- (a) a notice included on the School's website, or
- (b) a notice mailed to Members, or
- (c) a notice e-mailed to Members.

**45 Privacy Act**

The Association will observe the provisions of the Privacy Act and the National Privacy Principles in relation to the information and affairs of the Association.

**Appendix 1:**

**Nomination Form for Election to the Committee of the Association**

**APPENDIX 1:**

**Nomination Form for Election to the Committee of the Canberra Grammar School  
Parents and Friends' Association Incorporated**

(A1480) (incorporated under the Associations Incorporation Act 1991)

I, \_\_\_\_\_ (full name of applicant)

of \_\_\_\_\_ (address)

\_\_\_\_\_ (occupation) nominate to be a candidate for election as

\_\_\_\_\_ (position) of the Committee of the Association. If I am

elected as a Committee Member, I agree to be bound by the rules of the Association for the time being in force.

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature of applicant)

**PROPOSER TO COMPLETE**

I, \_\_\_\_\_ (full name)

a member of the Association, nominate the applicant, who is personally known to me, for the election to the  
Committee of the Association.

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature of proposer)

**SECONDER TO COMPLETE**

I, \_\_\_\_\_ (full name)

a member of the Association, nominate the applicant, who is personally known to me, for the election to the  
Committee of the Association.

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature of seconder)