



Macquarie Anglican Grammar School
Parents' and Friends' Association
Constitution

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1. Name

The name of the organisation is Macquarie Anglican Grammar School Parents' and Friends' Association ("the Association").

2. Establishment

2.1 The Association is established by authority of Sydney Anglican Schools Corporation ("the Corporation"), a body incorporated under the *Anglican Church (Bodies Corporate) Act 1938* and which is the governing body for Macquarie Anglican Grammar Anglican School ("the School").

2.2 In all matters, the Association is responsible to the Corporation through the School Council and the School Principal.

3. Objects

3.1 The primary object of the Association is to work collaboratively with the School and the School Council to promote the interests of education at the School.

3.2 The secondary objects of the Association are:

- (a) to bring together people such as parents, staff and others interested in the welfare and development of the School;
- (b) to promote the interests and future development of the School;
- (c) to foster good relationships between members of the School community;
- (d) to raise funds for the benefit of the School;
- (e) to provide and maintain additional educational and recreational facilities for the use of the students of the School.

4. Membership

4.1 Membership generally

A person is eligible to be a member of the Association if:

- (a) the person is a parent or guardian of a student or former student of the School; or
- (b) the person has been nominated and approved for membership of the Association in accordance with clause 4.3.

4.2 Parents and Guardians

- (a) A parent or guardian of a student or former student of the School who wishes to become a member of the Association must pay the annual subscription.
- (b) The Secretary must, on payment by the parent or guardian of the annual subscription, enter or cause to be entered the parent's or guardian's name in the register of members and, on the name being so entered, the nominee becomes a member of the Association.

4.3 Nomination for membership

- (a) A nomination of a person for membership of the Association:
 - (i) must be made by a member of the Association in writing in the form set out in Appendix 1 to this Constitution, and
 - (ii) must be lodged with the Secretary of the Association.
- (b) As soon as practicable after receiving a nomination for membership, the Secretary must refer the nomination to the Executive which is to determine whether to approve or reject the nomination.
- (c) As soon as practicable after the Executive makes that determination, the Secretary must:
 - (i) notify the nominee, in writing, that the Executive has approved or rejected the nomination (whichever is applicable), and
 - (ii) if the Executive has approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this Constitution by a member as an annual subscription.
- (d) The Secretary must, on payment by the nominee of the amount referred to in subclause (c)(ii) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Association.

4.4 Cessation of membership

A person ceases to be a member of the Association if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the Association, or
- (d) fails to pay the annual subscription under clause 4.8 within 3 months after it is due.

4.5 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

4.6 Resignation of membership

- (a) A member of the Association may resign from membership of the Association by first giving to the Secretary written notice of at least one month (or such other period as the Executive may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (b) If a member of the Association ceases to be a member under subclause (a), and in every other case where a member ceases to hold membership, the Secretary must

make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

4.7 Register of members

- (a) The Secretary of the Association must establish a register of members of the Association specifying the name and postal or residential address of each person who is a member of the Association together with the date on which the person became a member.
- (b) The register must be kept:
 - (i) at the main premises of the Association, or
 - (ii) if the Association has no premises, at the School.
- (c) The register of members must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (d) A member of the Association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (e) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (f) A member must not use information about a person obtained from the register to contact or send material to the person, other than for the purposes of sending the person a newsletter, a notice in respect of a meeting or other event, or other material in each case relating to the Association or to the School.

4.8 Annual Subscription

A member of the Association must pay to the Association an annual membership fee of \$2 or, if some other amount is determined by the Association at the Annual General Meeting, that other amount:

- (a) except as provided by paragraph (b), before 1 March in each calendar year, or
- (b) if the member becomes a member on or after 1 March in each calendar year – on becoming a member and before 1 March in each succeeding calendar year.

4.9 Resolution of disputes

- (a) A dispute between a member and another member (in their capacity as members) of the Association, or a dispute between a member or members and the Association, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
- (b) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (c) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

4.10 Disciplining of members

- (a) A complaint may be made to the Executive by any person that a member of the Association:

- (i) has refused or neglected to comply with a provision or provisions of this Constitution, or
 - (ii) has wilfully acted in a manner prejudicial to the interests of the Association, or
 - (iii) has wilfully acted in a manner prejudicial to the interests of the School.
- (b) The Executive may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (c) If the Executive decides to deal with the complaint, the Executive:
- (i) must cause notice of the complaint to be served on the member concerned, and
 - (ii) must give the member at least 14 days from the time the notice is served within which to make submissions to the Executive in connection with the complaint, and
 - (iii) must take into consideration any submissions made by the member in connection with the complaint.
- (d) The Executive may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (e) If the Executive expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Executive for having taken that action and of the member's right of appeal under clause 4.11.
- (f) The expulsion or suspension does not take effect:
- (i) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (ii) if within that period the member exercises the right of appeal, unless and until the Association confirms the resolution under clause 4.11, whichever is the later.

4.11 Right of appeal of disciplined member

- (a) A member may appeal to the Association in general meeting against a resolution of the Executive under clause 4.10, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (b) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (c) On receipt of the notice from a member under subclause (a), the Secretary must notify the Executive which is to convene a general meeting of the Association to be held within 28 days after the date on which the Secretary receives the notice. If the 28 day period ends on a day when the School is closed for holidays, the meeting is to be held within 21 days of the start of the next School term.
- (d) At a general meeting of the Association convened under subclause (c):

- (i) no business other than the question of the appeal is to be transacted, and
 - (ii) the Executive and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (iii) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (e) The appeal is to be determined by a simple majority of votes cast by members of the Association.

5. The Executive

5.1 Powers of the Executive

Subject to this Constitution and to any resolution passed by the Association in general meeting, the Executive:

- (a) is to control and manage the affairs of the Association, and
- (b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by this Constitution to be exercised by a general meeting of members of the Association, and
- (c) has power to perform all such acts and do all such things as appear to the Executive to be necessary or desirable for the proper management of the affairs of the Association.

5.2 Composition and membership of the Executive

- (a) The Executive is to consist of:
 - (i) the office-bearers of the Association,
 - (ii) at least 3 ordinary Executive members, each of whom is to be elected at the Annual General Meeting of the Association under clause 5.3,
 - (iii) the School Principal, and
 - (iv) the Chair of the School Council or his or her nominee.
- (b) The total number of Executive members is to be no fewer than 9.
- (c) The office-bearers of the Association are as follows:
 - (i) the President,
 - (ii) the Vice-President,
 - (iii) the Treasurer,
 - (iv) the Secretary.
- (d) An Executive member may hold up to two offices (other than both the President and Vice-President offices).
- (e) Each member of the Executive is, subject to this Constitution, to hold office until the conclusion of the Annual General Meeting following the date of the member's election but is eligible for re-election.

5.3 Election of Executive members

- (a) Nominations of candidates for election as office-bearers of the Association or as ordinary Executive members:
 - (i) must be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (ii) must be delivered to the Secretary of the Association at least 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- (b) If insufficient nominations are received to fill all vacancies on the Executive, the candidates nominated are taken to be elected and further nominations are to be received at the Annual General Meeting.
- (c) If insufficient further nominations are received, any vacant positions remaining on the Executive are taken to be casual vacancies.
- (d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (f) The ballot for the election of office-bearers and ordinary Executive members of the Executive is to be conducted at the Annual General Meeting in such usual and proper manner as the Executive may direct.
- (g) A person nominated as a candidate for election as an office-bearer or as an ordinary Executive member of the Association must be a member of the Association.
- (h) The office of President, Vice-President, Secretary and Treasurer may only be held by the same person for a consecutive period of 3 years.

5.4 Secretary

- (a) The Secretary of the Association must, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.
- (b) It is the duty of the Secretary to keep minutes of:
 - (i) all appointments of office-bearers and members of the Executive, and
 - (ii) the names of members of the Executive present at an Executive meeting or a general meeting, and
 - (iii) all proceedings at Executive meetings and general meetings.
- (c) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

5.5 Treasurer

It is the duty of the Treasurer to ensure:

- (a) that all money due to the Association is collected and received and that all payments authorised by the Association are made, and

- (b) that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.

5.6 Casual vacancies

- (a) In the event of a casual vacancy occurring in the membership of the Executive, the Executive may appoint a member of the Association to fill the vacancy and the member so appointed is to hold office, subject to this Constitution, until the conclusion of the Annual General Meeting next following the date of the appointment.
- (b) A casual vacancy in the office of a member of the Executive occurs if the member:
 - (i) dies, or
 - (ii) ceases to be a member of the Association, or
 - (iii) resigns office by notice in writing given to the Secretary, or
 - (iv) is removed from office under clause 5.7, or
 - (v) becomes a mentally incapacitated person, or
 - (vi) is absent without the consent of the Executive from 3 consecutive meetings of the Executive.

5.7 Removal of Executive members

- (a) The Association in general meeting may by resolution remove any member of the Executive elected by the members of the Association from the office of member of the Executive before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (b) If a member of the Executive to whom a proposed resolution referred to in subclause (a) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

5.8 Executive meetings and quorum

- (a) The Executive must meet at least once in every School term at such place and time as the Executive may determine.
- (b) Additional meetings of the Executive may be convened by the President or by any member of the Executive.
- (c) Oral or written notice of a meeting of the Executive must be given by the Secretary to each member of the Executive at least 48 hours (or such other period as may be unanimously agreed on by the members of the Executive) before the time appointed for the holding of the meeting.

- (d) Notice of a meeting given under subclause (c) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Executive members present at the meeting unanimously agree to treat as urgent business.
- (e) Any 6 members of the Executive constitute a quorum for the transaction of the business of a meeting of the Executive.
- (f) No business is to be transacted by the Executive unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (g) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (h) At a meeting of the Executive:
 - (i) the President or, in the President's absence, the Vice-President is to preside, or
 - (ii) if the President and the Vice-President are absent or unwilling to act, such one of the remaining members of the Executive as may be chosen by the members present at the meeting is to preside.

5.9 Delegation by Executive to sub-committee

- (a) The Executive may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the Executive thinks fit) the exercise of such of the functions of the Executive as are specified in the instrument, other than:
 - (i) this power of delegation, and
 - (ii) a function which is a duty imposed on the Executive by any law.
- (b) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (c) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (d) Despite any delegation under this clause, the Executive may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Executive.
- (f) The Executive may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (g) A sub-committee may meet and adjourn as it thinks proper.

5.10 Voting and decisions

- (a) Questions arising at a meeting of the Executive or of any sub-committee appointed by the Executive are to be determined by a majority of the votes of members of the Executive or sub-committee present at the meeting.
- (b) Each member present at a meeting of the Executive or of any sub-committee appointed by the Executive (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (c) Subject to clause 5.8(d), the Executive may act despite any vacancy on the Executive.
- (d) Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive or by a sub-committee appointed by the Executive, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Executive or sub-committee.

6. General meetings

6.1 Annual General Meetings – holding of

The Association must hold its Annual General Meetings in the month of August in each calendar year.

6.2 Annual General Meetings – calling of and business at

- (a) The Annual General Meeting of the Association is, subject to clause 6.1, to be convened on such date and at such place and time as the Executive thinks fit.
- (b) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
 - (i) to confirm the minutes of the last preceding Annual General Meeting and of any Extraordinary General Meeting held since that meeting,
 - (ii) to receive from the Executive reports on the activities of the Association during the last preceding financial year,
 - (iii) to elect office-bearers of the Association and ordinary Executive members,
 - (iv) to receive from the Executive a report, balance sheet, and statement of accounts for the preceding financial year and to appoint auditors for the ensuing year.
- (c) An Annual General Meeting must be specified as such in the notice convening it.

6.3 Extraordinary General Meetings – calling of

- (a) The Executive may, whenever it thinks fit, convene an Extraordinary General Meeting of the Association.
- (b) The Executive must, on the requisition in writing of any 20 members, convene an Extraordinary General Meeting of the Association.
- (c) A requisition of members for an Extraordinary General Meeting:
 - (i) must state the purpose or purposes of the meeting, and

- (ii) must signed by the members making the requisition, and
 - (iii) must be lodged with the Secretary, and
 - (iv) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (d) If the Executive fails to convene an Extraordinary General Meeting to be held within one month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene an Extraordinary General Meeting to be held not later than 3 months after that date.
- (e) An Extraordinary General Meeting convened by a member or members as referred to in subclause (d) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Executive.

6.4 Notice

- (a) The Secretary must, at least 21 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (b) 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 60 days before the date fixed for the holding of the general meeting, cause notice to be given to the School Council specifying, in addition to the matter required under subclause (a), the intention to propose the resolution as a special resolution.
- (c) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted under clause 6.2(b).
- (d) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

6.5 Quorum for general meetings

- (a) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this Constitution to vote is present during the time the meeting is considering that item.
- (b) Twenty members or ten percent of the membership, whichever is the fewer, present (being members entitled under this Constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (c) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- (i) if convened on the requisition of members, is to be dissolved, and
 - (ii) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of

the 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.

- (d) 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 present (being at least 12) are to constitute a quorum.

6.6 Presiding member

- (a) The President or, in the President's absence, the Vice-President, is to preside as chairperson at each general meeting of the Association.
- (b) If the President and the Vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

6.7 Adjournment

- (a) The chairperson of 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 is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) 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.
- (c) Except as provided in subclauses (a) and (b), 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.

6.8 Making of decisions

- (a) A question arising at a general meeting of the Association is to be determined by either:
 - (i) a show of hands, or
 - (ii) if on the motion of the chairperson or if 20 or more members present at the meeting decide that the question should be determined by a written ballot – a written ballot.
- (b) If the question is to be determined by a show of hands, a declaration by the chairperson 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.
- (c) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

6.9 Changing this Constitution

The provisions of this Constitution may be repealed or amended, subject to receiving the prior agreement in writing of the School Council, by special resolution at any Annual

General Meeting or Extraordinary General Meeting providing that no resolution shall be deemed to have passed unless it has been carried by a majority of at least three quarters of the members present and voting.

6.10 Voting

- (a) On any question arising at a general meeting of the Association a member has one vote only.
- (b) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (c) 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.
- (d) A member is not entitled to vote at any general meeting of the Association if the member is under 18 years of age.

6.11 Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

6.12 Postal ballots

The Association may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 4.11).

7. Miscellaneous

7.1 Funds

- (a) The funds of the Association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the Executive determines.
- (b) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank or other authorised deposit-taking institution account.
- (c) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.
- (d) The funds of the Association may only be used in pursuance of the objects of the Association in such manner as the Association resolves in a general meeting.
- (e) The Principal may veto any proposed use of the funds of the Association.
- (f) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the Executive.

7.2 Custody of books etc

Except as otherwise provided by this Constitution, 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. This requirement is satisfied if the records, books and other documents relating to the Association are kept at the School.

7.3 Inspection of books etc

- (a) The following documents must be open to inspection, free of charge, by a member of the Association at any reasonable hour:
 - (i) records, books and other financial documents of the Association,
 - (ii) this Constitution,
 - (iii) minutes of all Executive meetings and general meetings of the Association.
- (b) A member of the Association may obtain a copy of any of the documents referred to in subclause (a) on payment of a fee of not more than \$1 for each page copied.

7.4 Service of notices

- (a) For the purpose of this Constitution, a notice may be served on or given to a person:
 - (i) by delivering it to the person personally, or
 - (ii) by sending it by pre-paid post to the address of the person, or
 - (iii) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice, or
 - (iv) by publishing it on the Association's page on the School's website, or
 - (v) by publishing it in a School newsletter which is distributed to parents of students at the School whether care of the students or otherwise.
- (b) For the purpose of this Constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - (i) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (ii) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (iii) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date, and
 - (iv) in the case of a notice published on the School's website or in a School newsletter, on the day after it is published.

7.5 Lodgement of audited financial statements with the School Council

The Association must lodge with the School Council, after presentation to the Annual General Meeting, a copy of the audited financial statements for the last preceding financial year of the Association.

7.6 Non-Profit

The assets and income of the Association must be applied solely in furtherance of the objects of the Association and no portion may be distributed directly or indirectly to the

members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

7.7 Dissolution

- (a) The Corporation may dissolve the Association.
- (b) If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, such property must not be paid to or distributed among the members of the Association but must be given to the School. If the School has ceased to exist either before or concurrently with the winding up or dissolution of the Association, such property must be given to the Corporation.

Adopted by the School Council of Macquarie Anglican Grammar School at its meeting held on 10 April 2014.

Appendix 1

Application for membership of Association

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

MACQUARIE ANGLICAN GRAMMAR SCHOOL PARENTS' AND FRIENDS' ASSOCIATION

I,

[full name of applicant]

of

[address]

.....

[occupation]

apply to become a member of the Association. In the event of my admission as a member, I agree to be bound by the constitution of the Association for the time being in force.

.....

Signature of applicant

Date

I,

[full name]

a member of the Association, nominate the applicant for membership of the Association.

.....

Signature of proposer

Date

I,

[full name]

a member of the Association, second the nomination of the applicant for membership of the Association.

.....

Signature of seconder

Date