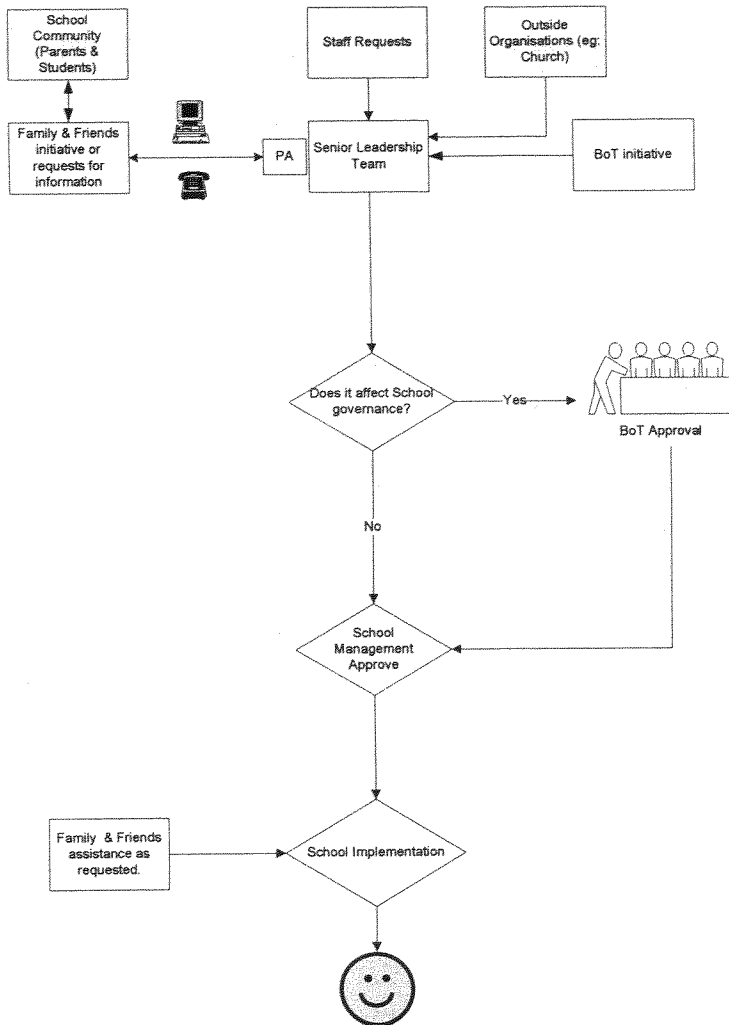


BDSC Family & Friends / Board / Management Communication & Approval Process

Draft v1.2 – Friday 11th February 2005



BOTANY DOWNS
Secondary College

Constitution of “Botany Downs Secondary College Family & Friends”

Mission Statement

To enhance the educational experience for students at the Botany Downs Secondary College through voluntary service, community involvement, improvement of amenities and support with co-curricular activities.

Name

The name of the association is BOTANY DOWNS SECONDARY COLLEGE FAMILY & FRIENDS

Objectives

- a. To provide a link and facilitate communication between the students, student families, the Board of Trustees, the college, and the community.
- b. To strive for the best possible education for the students
- c. To support the staff by assisting with co-curricular activities
- d. To assist with the provision of better amenities for the college as approved by the Board of Trustees.
- e. To enhance the community spirit of the college by facilitating social activities

Membership

- a. Any parent, caregiver, teacher or interested person directly associated with the college may become a member .

Annual General Meeting

The Annual General Meeting will be held during the month of March and the agenda shall include the following:

- a. Minutes of the previous AGM
- b. Annual report of the Chairperson
- c. Audited Financial Statements for the year
- d. Election of officers
- e. Notification of the BoT and Staff representatives.
- f. General Business

Meetings

- a. These will be held monthly or more frequently as required. A quorum of five, including one office bearer, is required for a meeting. Approval of any expenditure cannot be granted unless a quorum is present.
- b. A Board of Trustees representative and a staff representative shall be invited to every meeting.
- c. Proper minutes shall be kept of all meetings. Minutes shall be distributed by the Secretary to the committee, Board of Trustees, Staff Representative and Senior Leadership Team. The minutes shall be moved as a true & accurate record and seconded at the next meeting.
- d. An agenda will be sent to members seven days prior to the meeting.
- e. Any decision affecting the premises or operation of the college are subject to BoT and/or the Principal's approval.

Officers

- a. The Officers shall consist of a Chairperson, a Secretary and a Treasurer. One person may hold more than one office. All officers shall be elected at the the Annual General Meeting.

Election

- a. The Chairperson, Secretary & Treasurer and the committee shall be elected at the Annual General Meeting by those defined as members.
- b. All members of the committee (excluding members appointed by the staff as representatives) shall be parents or caregivers of enrolled students or directly associated with the College. The committee shall consist of a maximum of ten people in addition to the officers above. (The BoT and staff representative although full members of the committee are additional to the maximum ten people referred to above).
- c. If any resignations occur between AGM's then a replacement shall be appointed by the committee if it is deemed necessary.

Finance

- a. Funds shall consist of donations and any sums raised. All monies shall be deposited in a designated and approved bank account. The bank account shall be operated by any two of the chairperson, secretary, treasurer and any other committee member as selected by vote. (Minimum one office holder).
- b. Two persons must be present at all initial counting of monies received.

Personal Benefit

- a. Any income benefit or advantage shall be applied to the benefit of the College.
- b. No member or any person associated with a member shall participate in or materially influence any decision made in respect of the payment to or on behalf of that person of any income, benefit or advantage.
- c. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value)
- d. The provisions and effects of this clause shall not be removed from this document and shall be included or implied into any document replacing this document.

Changes to the Constitution

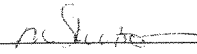
- a. Changes may be made at an Annual General Meeting or a Special General Meeting called for the purpose providing that fourteen days notice of intention to hold such a meeting is advertised within the college and copies of the proposed changes are available to members.

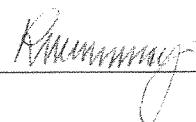
Winding Up


On dissolution any remaining funds and assets shall be passed to the Board of Trustees of Botany Downs Secondary College to be used in providing facilities to further the education of students attending the College.

This constitution shall be dated and shall be deemed to come into force on the 24th February 2004 and shall be binding on all members until dissolved by two-thirds of the eligible members present at the meeting at which the constitutional changes are proposed.

Dated this day of 2004

Signed:  Marion Skelton
BDSC Board of Trustees Chairperson

 Rob McMurray
BDSC Principal

 Dawn Engelbrecht
BDSC Family & Friends Chairperson