



St Dominic's Priory College Old Scholars Association

SDPCOSA

CONSTITUTION

ST DOMINIC'S PRIORY COLLEGE OLD SCHOLAR'S ASSOCIATION

1. INTERPRETATION

In this Constitution, unless the context otherwise requires, the following words and expressions shall have the meaning hereby assigned to them: -

PRESIDENT: The person acting in this capacity at any annual meeting, extraordinary meeting or committee meeting.

SECRETARY: The person appointed to such position.

TREASURER: The person appointed to such position.

ASSOCIATION: The St. Dominic's Priory College Old Scholar's Association.

2. NAME

The name shall be – St. Dominic's Priory College Old Scholar's Association.

3. OBJECTS

The following objects shall be achieved where possible: -

- I. Maintaining an Association so that all persons eligible for membership may readily join
- II. Assisting the Dominican Sisters of North Adelaide in maintaining cordial relations with all Old Scholars.
- III. Giving of gifts by the Committee to the Sisters.
- IV. Presenting the Sister Mary Bernadette Hickey English Prize.

4. MEMBERSHIP

Membership of the Association is available to Old Scholars of St Dominic's Priory College, North Adelaide.



St Dominic's Priory College Old Scholars Association

SDPCOSA

5. MANAGEMENT

The following shall comprise the Committee: -

President,

Vice-President,

Treasurer

Secretary,

School Liaison Officer,

Communication and Engagement Officer,

and four (4) other Old Scholars as elected at the Annual General Meeting.

6. ANNUAL GENERAL MEETING

- I. An Annual General Meeting of the Association shall be held once in every financial year.
- II. Seven (7) days' notice shall be given to all members for an Annual General Meeting.

7. EXTRAORDINARY MEETING

- I. An Extraordinary Meeting of the Association shall be convened by the Secretary whenever directed to do so by the Committee or, if requisitioned to do so, by not less than four members.
- II. Any such requisition shall be in electronic writing and shall specify the purpose for the convening the meeting.
- III. Fourteen (14) days' notice shall be given to all members for an Extraordinary Meeting.

8. QUORUM

By not less than 50%, plus one of the elected committee, present in person, shall constitute a quorum for both Annual General Meeting and Extraordinary Meetings of the Association.



St Dominic's Priory College Old Scholars Association

SDPCOSA

9. PRESIDENT AND CASTING VOTE

- I. The President of the Association shall preside at all meetings. In the case of her absence, the Vice-President, and in the case of her absence, the majority of members present at the meeting may elect one of their number to act as Chairman.
- II. In the event of an equality of votes, the Chairman of the meeting shall be entitled to a casting as well as a deliberative vote.

10. RESOLUTIONS

A copy of any resolution to be proposed at an Annual General Meeting or Extraordinary Meetings regarding any existing rules shall be forwarded in writing electronically to the Secretary at least one month before the date of the meeting.

11. VOTING AT ANNUAL GENERAL MEETING AND EXTRAORDINARY MEETINGS

All members at the date of the meeting, present and voting in person, shall be entitled to one vote.

12. PROXIES

- I. Any member may, in writing and electronically, appoint any member of the Association as her proxy at any Annual General or Extraordinary Meeting. The proxy shall, if eligible, also be entitled to a vote in her own right.
- II. The grantor of the proxy may, at any time up to when a vote is called, cancel her proxy.

13. COMMITTEE MEETINGS

- I. The Committee shall meet at least quarterly and when required.
- II. A Special Committee Meeting shall be summoned by the Secretary by order of the President or Vice-President when acting as President or upon receipt of a written request by five (5) members of the Committee.
- III. Meetings shall be held at such time and place as the Committee may from time to time appoint. If no such appointment be made, the President or Vice-President may so direct.



St Dominic's Priory College Old Scholars Association

SDPCOSA

- IV. Notice of all meeting of the Committee shall be forwarded electronically to all members of the Committee at least (5) days before the day appointed for the meeting.
- V. Five (5) members present shall, at all meetings of the Committee, constitute a quorum.
- VI. All accounts for payment must be approved by the Committee before being paid.

14. RETIREMENT OF COMMITTEE

All members of the Committee shall retire each year at the Annual General Meeting but shall be eligible for re-election.

15. CASUAL VACANCIES ON THE COMMITTEE

Any casual vacancy occurring on the Committee shall be filled by the Committee and such appointment will cease at the next Annual General Meeting.

16. BANKING

- I. The banking account of the Association shall be kept in the name of St. Dominic's Priory College Old Scholar's Association and be held at the Commonwealth Bank of Australia.
- II. All receipts shall be credited to the account and all payments by cheque shall be approved by two office bearers of the Committee.
- III. All cheques must be signed by two Committee members who have registered with the bank to do so.

17. SECRETARY

The Secretary shall: -

- I. Convene all meetings of the Association.
- II. Record the minutes of all meetings of the Association.
- III. Render to the Committee at each meeting an account of all matters relating to the office since the previous Committee Meeting.
- IV. Carry out all the duties incidental to the office as Secretary.
- V. Carry out all duties as directed by the Committee.



St Dominic's Priory College Old Scholars Association

SDPCOSA

18. TREASURER

The Treasurer shall: -

- I. Account for and give receipts for all money received.
- II. Pay all money received into the banking account of the Association within seven (7) days of receipt and pay all accounts authorised by the Committee.
- III. Furnish to the Committee at every Committee Meeting a statement of receipts and payment since the last Committee Meeting.
- IV. Prepare for submission to the Annual General Meeting, a detailed report of the financial affairs of the Association for the previous 12 months since the last Annual General Meeting.
- V. The report to include a statement of receipts and payments and a balance sheet drawn up before the Annual General Meeting.
- VI. Have the accounts and balance sheet audited before the Annual General Meeting by the auditor so appointment to perform his duty.

19. AUDITOR

An auditor shall be appointed at the Annual General Meeting each year and shall be eligible for re-election.

20. GENERAL

Anything not covered expressly by these rules may be decided upon by the Committee.