
[NAME] AFFILIATED COMMITTEE

MODEL CONSTITUTION

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the Act uses the term “person responsible for a child or student”. In this constitution, the term “parent” will be used instead. This term includes parents, guardians, and persons standing to a student or child, but excludes any person whose custody or guardianship of a student or child, or whose responsibility for a student or child, has been excluded under any Act or law (for example, the (Cth)).

means the person for the time being designated by the Chief Executive as the principal of the school.

means the register of members of the affiliated committee.

means the

means parents, students enrolled in or children who are to attend the school, staff of the school and all other persons who have a legitimate interest in or connection with the school.

of the affiliated committee means a resolution passed by a duly convened meeting of the affiliated committee where:-

- a) at least 14 days written notice has been given to all members specifying the intention to propose the resolution as a special resolution; and
- b) it is passed, at the meeting, by a majority of not less than three quarters of members who vote in person or by proxy at that meeting.

is a person enrolled at the school or approved learning program.

3 RELATIONSHIP WITH THE COUNCIL

3.1 The [Name] Affiliated Committee is affiliated with the [Name] Governing Council in accordance with section 36 of the Act.

3.2 The affiliated committee may nominate a member to the council.

3.3 The affiliated committee will maintain effective communication about its activities with the council.

4 OBJECT

The constitution must include the following clause. However, other objects may be added that are specific to the affiliated committee.

The object of the [Name] Affiliated committee is to support the involvement of the school community in the school.

5 FUNCTIONS OF THE AFFILIATED COMMITTEE

The constitution must include the following clauses. Only clause 5.1 can be made specific to the affiliated committee. For example, functions for an affiliated c

6 MEMBERSHIP

6.1 Eligibility

6.1.1 A person is eligible for membership if that person:

- is a parent of a student at [name of the school]; or
- is a member of the school community and interested in the welfare of students at the school; and

is prepared and able to support the activi

- (iv) is absent from 3 consecutive committee meetings without a leave of absence approved by the affiliated committee. Acceptance of an apology at a committee m

- 8.1.3 The chairperson must call and preside at meetings of the affiliated committee.
- 8.1.4 At least 7 days written notice of a meeting must be given to members. The notice must give the date, time and place of the meeting.

8.2 Annual general meeting

- 8.2.1 An annual general meeting must be held in each calendar year to:-
 - (i) present reports;
 - (ii) to elect and/or declare election results for office holders and the executive committee, and
 - (iii) for any other reason relating to the affairs, functions

9 PROCEEDINGS

9.1 Meetings

- 9.1.1 The quorum for an affiliated committee meeting is a majority of the members of the affiliated committee (50% plus 1) OR the executive committee plus **[insert number]** of members.
- 9.1.2 If at the expiration of 30 minutes after the appointed time for the meeting there is no quorum present, the meeting must stand adjourned to such time and place as those members present determine.
- 9.1.3 Except in the case of a special resolution, a decision of the majority of those members present and eligible to vote is the decision of the affiliated c

- 9.2.2 A disclosure of such an interest, and any associated actions taken to mitigate the disclosed interest, must be recorded in the minutes of the affiliated committee.
- 9.2.3 If a member discloses an interest in a contract or proposed contract:
 - (i) the contract

10.5 Scrutineers

The affiliated committee must permit such scrutineers, who are independent of the election, to be present at the counting of votes, as they see fit. A candidate in the election cannot be a scrutineer.

10.6 Declaration of election

10.6.1 The principal must declare the candidate or candidates elected to fill the office holder or executive committee vacancy or vacancies:-

- (i) at an annual general meeting, and
- (ii) in the form generally used to communicate with the affiliated committee.

10.6.2 The new affiliated committee comes into operation at the declaration of the election.

10.7 Further nomination for unfilled positions

After the result of an election has been declared and if the required number of elected office holder positions have not been filled, members present at an annual general meeting may be invited to nominate and be elected by a further ballot to the remaining vacancies. Alternatively, any vacancy which occurs on the affiliated committee may be filled by election held at an affiliated committee meeting.

11 MINUTES

11.1 Proper minutes of annual general meetings, affiliated committee meetings and executive committee meetings must be appropriately kept.

11.2 The minutes must be confirmed at the next respective annual general, affiliated committee or executive committee meeting and signed by the chairperson of the meeting at w

13 DELEGATES

13.1 The delegates to the governing council of the school, any oth7 10.08 -0 0 10.08

- 15.3 The affiliated committee may arrange for accounts to be audited at such other intervals as the affiliated committee determines, by a person appointed by the affiliated committee.
- 15.4 The audit of any accounts under the control of the affiliated committee must be in accordance with the provisions of the Act, Regulations, administrative instructions and this constitution.

16 REPORTING

- 16.1 The chairperson and treasurer must report to members at the annual general meeting.
- 16.2 Reports presented at the annual general meeting must describe the operations, activities and finances of the affiliated committee.

17 RECORDS

- 17.1 The affiliated committee is responsible for the safe and proper storage of its records.
- 17.2 The affiliated committee must make the records available at any time to the Minister or to any person authorised by the Minister and allow those records to be removed by any such person.

18 AMENDMENT OF THE CONSTITUTION

- 18.1 This constitution may be altered, modified or substituted at the direction of the Minister, in accordance with section 40 of the Act.
- 18.2 This constitution may also be amended, altered, modified or substituted by the affiliated committee by special resolution, and, in accordance with section 40(6), approval in writing by the Minister.
- 18.3 An amendment to the constitution has no effect until submitted to and approved by the Minister.

19 PUBLIC ACCESS TO THE CONSTITUTION

The affiliated committee must keep available for public inspection a copy of its constitution (as in force from time to time) at the school, during normal school hours

20 DISSOLUTION

20.1 The affiliated committee may cease its operations and dissolve only after passing a special resolution to do so. Upon such cessation its books, records and property must be forwarded to the governing council.

20.2 The affiliated committee may be dissolved by the Minister in accordance with section 43 of the Act on closure or amalgamation of the school. If the school is closed, the affiliated committee must follow any directions issued by the Chief Executive regarding the forwarding of its books, records and property.

21 PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

The assets and income of the affiliated committee must be applied in accordance with clauses 14.4 and 14.5 and no portion will be paid or distributed directly or indirectly to members except for expenses incurred on behalf of the affiliated committee.