



SANCTA SOPHIA COLLEGE ASSOCIATION AMENDMENT OF THE CONSTITUTION

Part 1 - General

1. Definitions

(1) In this constitution:

Association means the Sancta Sophia College Alumni Association (previously known as the Sancta Sophia Association);

Committee member means a member of the committee who is not an office-bearer of the past or current Association;

Sancta or the College means Sancta Sophia College.

2. Aim

The aim of the Association is to:

- (a) Provide opportunities for Alumni and people with an affiliation to Sancta to engage with each other, with Sancta and with current students; and
- (b) Respect the spirit of unity among Alumni and the Sancta community as a College community built on Catholic values.

Part 2 - Membership

3. Membership generally

(1) Membership of the Association shall be open to the following:

- (a) Ex students and former residents of Sancta, regardless of their period of enrolment at University or residence at Sancta;
- (b) Administrative and academic staff who have worked or who currently work at Sancta;
- (c) People with an affiliation to Sancta who are not current or ex students of Sancta (including those with a religious affiliation, members of Sacre Coeur organisations, friends and supporters of the College).

(2) A person is taken to be a member of the Association if the person:

- (a) Has been included in the Alumni database and has not otherwise indicated that they wish to be excluded,
- (b) Is an immediate past student of Sancta, or
- (c) Has applied to Sancta or the Association to join as a member and has been accepted.

(3) The relevant person at Sancta responsible for Alumni will enter the applicant's name in the register of members, and on the name being so entered the applicant will become a member of the Association.



4. Fees and subscriptions

A member of the Association is not required to pay a fee on admission to membership or any annual membership fee.

Events and activities will be on a user pays basis as appropriate.

Part 3 - The committee

5. Powers of the committee

Subject to this constitution the committee:

- (a) Is to control and manage the affairs of the Association, and
- (b) May exercise all such functions and perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

6. Composition and membership of committee

(1) The committee is to consist of:

- (a) The office-bearers of the Association, and
- (b) At least 2 ordinary Committee members, each of whom is to be elected at the biennial general meeting of the Association.

(2) The number of members to form the committee is at least 5.

(3) The office-bearers of the Association are as follows:

- (a) The President;
- (b) The Treasurer; and
- (d) The Secretary.

(4) A Committee member may hold up to 2 offices.

(5) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the biennial general meeting following the date of the member's election, but is eligible for re-election.

7. Election of Committee members

(1) Nominations of candidates for election as office-bearers of the Association or as ordinary Committee members must be:

- (a) In writing, signed by 2 members of the Association and accompanied by the written consent of the candidate; and
- (b) Delivered to the secretary of the Association at least 7 days before the date fixed for the biennial general meeting.



- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the biennial general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary Committee members of the committee is to be conducted at the biennial general meeting in such usual and proper manner as the committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary Committee member of the Association must be a member of the Association.

8. Secretary

- (1) It is the duty of the secretary to keep minutes of:
 - (a) All appointments of office-bearers and Committee members;
 - (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.

9. Treasurer

It is the duty of the treasurer of the Association 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.

10. Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee 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 biennial general meeting next following the date of the appointment.



11. Committee meetings and quorum

- (1) The committee must meet at least 2 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) 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 such other period as may be agreed on by the members of the committee) before the time appointed for the meeting.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee 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 such other time and place as is agreed by the committee.
- (7) 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.

12. Voting and decisions

- (1) Questions arising at a meeting of the committee are to be determined by a majority of the votes of members of the committee present at the meeting.
- (2) Each member present at a meeting of the committee 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.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, 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.

Part 4 - General meetings

13. Biennial General Meetings - calling of and business at

- (1) The biennial general meeting of the Association is to be convened on such date and at such place and time as the committee decides.
- (2) In addition to any other business which may be transacted at a biennial general meeting, the business of a biennial general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding biennial general meeting and of any special general meeting held since that meeting;
 - (b) to receive committee updates; and
 - (c) to elect office-bearers of the Association and ordinary Committee members.



14. Special General Meetings - calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the Association.
- (3) A requisition of members for a special general meeting must state the purpose of the meeting, must be signed by the members making the requisition, and lodged with the secretary,
- (4) A special general meeting convened by a member or members as referred to in subclause (3) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (5) The constitution may only be amended at a special general meeting or the biennial general meeting.

15. Notice

The secretary must, at least 14 days before the date fixed for 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.

16. Quorum for general meetings

- (1) 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.
- (2) Five members 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.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved; and
 - (b) 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.
- (4) 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 3) are to constitute a quorum.



17. Making of decisions

- (1) A question arising at a general meeting of the Association is to be determined by either:
 - (a) a show of hands; or
 - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) 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.
- (3) 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.

18. Voting

- (1) On any question arising at a general meeting of the Association a member has one vote only.
- (2) 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.

19. Proxy votes and postal ballots permitted

Proxy voting is permitted at or in respect of a general meeting and Association may hold a postal ballot to determine any issue or proposal.

Part 5 - Miscellaneous

20. Funds - source

- (1) The funds of the Association may be derived from ticket sales, donations and such other sources as the committee determines.
- (2) 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.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.



21. Funds - management

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee authorised to do so by the committee.

22. Resolution of disputes

If 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 can not be resolved, the parties are to be referred to the Sancta Sophia Council for nomination of a mediator.

23. Electronic communications

All notices and communications referred to in this constitution may be provided in electronic form.