



Chairo
Christian School

Statement of Rules

*Warragul District Parent Controlled
Christian School Association Inc.*



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ABN 12 451 824 370

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1. **Name**

The name of the incorporated association is Warragul District Parent Controlled Christian School Association Incorporated (hereinafter called "the Association").

2. **Definitions**

In these Rules, unless specifically altered by a subsequent clause:

"Act" means the *Associations Incorporation Reform Act 2012* and includes any regulations made under that Act;

"appendix" means any of the several Appendices to these Rules, which may be amended from time to time by the Board without requiring the use of processes applicable to amending the Rules themselves;

"appointed" in relation to Board membership refers to full members of the Association added to the Board by resolution of the Board in accordance with the Rules;

"Board" means the Board of Directors of the Association;

"co-opted" in relation to Board membership refers to associate members of the Association added to the Board by resolution of the Board in accordance with the Rules;

"elected" in relation to Board membership refers to full members of the Association added to the Board by the full members of the Association in accordance with the Rules;

"eligible employee" means any staff member (other than staff employed on a casual basis) employed for longer than six months in any given year;

"general meeting" means a general meeting of members of the Association convened in accordance with these Rules;

"member", wherever used to refer to a member of the Association without specific reference to membership status, means a member of the Association whether holding associate, full or graduate member status in accordance with these Rules (note: only full members are eligible to vote at meetings of the Association);

"membership fees" means the entrance fee and the annual subscription fee determined by the Board and set out in Appendix 3.

"Registrar" means the Registrar of Incorporated Associations;

"regulations" means regulations under the Act;

"relevant documents" has the same meaning as in the Act;

"School" means Chairo Christian School;

"Secretary" means the person currently holding the office of Secretary of the Association (note: some of the statutory tasks of this position may be delegated to staff employed by the School);

"special resolution" means any resolution at a general meeting to amend the Statement of Rules;

3. **Objects, purposes and powers**

(1) The Association is established for charitable non-profit objects and purposes only.

(2) The objects, purposes and powers of the Association are to:

- (i) establish and maintain a school or schools to provide daily Christian education for children, in agreement with the Articles of Faith contained in this Statement of Rules and based upon compliance with any law or statute in force in Victoria relating to the conduct and running of schools for the education of children;
- (ii) employ teachers, secretaries and clerks and other servants and workers (hereinafter called "the employees") and pay (subject to Rule 4) to them in return for services rendered to the Association salaries, wages, allowances, fees and gratuities and, by agreement, provide for them appropriate facilities and resources for the carrying out of their work;



- (iii) ensure that all staff agree with and uphold the Statement of Rules, including the Articles of Faith, in order to faithfully implement and carry out the educational program and policies of the Association;
- (iv) establish and support or aid in the establishment and support of associations, institutions, funds, trusts and conveniences calculated to benefit employees or past employees of the Association or the dependants or connections of any such persons; and grant pensions and allowances; and make payments towards insurance; and subscribe or guarantee money for charitable or benevolent objects or for any public, general or useful object;
- (v) accept or refuse any gift, endowment or bequest made to or acquired by the Association generally for the objects herein set forth or for the purpose of any specific object and undertake, execute and carry out any charitable or other trust which may be considered expedient or desirable in the interest of the Association;
- (vi) purchase, take on lease or receive in exchange, or otherwise acquire any real or personal property or any interest therein which may be requisite for the purpose of or conveniently used in connection with any of the objects of the Association and sell, lease, mortgage, give in exchange, or dispose of any real or personal property or any interest therein;
- (vii) deal with any property taken or held which may be subject to any trust only in such manner as allowed by law having regard to such trusts;
- (viii) organise and conduct religious and public services and meetings;
- (ix) publish or contribute to the publication of any periodical journal or magazine and print and circulate books, papers, pamphlets and information in the report(s) of the Association and its proceedings and work, or that the Association may think fit in the promotion of its objects;
- (x) accept donations, subscriptions, legacies, conveyances and endowments, either of money or of property of what kind or nature soever, and either absolutely or conditionally, or in trust, and apply the same or the income thereof for any of the objects of the Association or for any special object connected therewith but subject always to the direction and conditions (if any) of the respective donors, subscribers and/or contributors;
- (xi) invest and deal with money of the Association not immediately required as may be permitted by law for the investment of trust funds;
- (xii) borrow or raise and give security for money by the issue of or upon bonds, debentures, bills of exchange, promissory notes or other obligations or securities of the Association or by mortgage or charge upon all or any part of the property of the Association;
- (xiii) take such steps by personal or written appeal, public meetings or otherwise as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of the Association in the shape of cash donations or donations of livestock, annual subscriptions or otherwise;
- (xiv) give any guarantee or enter into any bond in connection with the affairs of the Association and indemnify any person or persons who may incur or may have incurred any personal liability for the benefit of the Association and for that purpose to give to such person or persons any security by way of mortgage or otherwise over the whole or any of the property and assets of the Association;
- (xv) make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable and transferable interests;
- (xvi) amalgamate, affiliate or co-operate either wholly or partially with any society, association or institution, whether incorporated or not, having objects similar to any of the objects of the Association and which is likewise prohibited by its constitution from distributing its income and property amongst its members to an extent at least as great as it imposed on the Association by Rule 4 and purchase or otherwise acquire all or any part of the property, assets, liabilities and engagements of any such society, association or institution with which it is desired to amalgamate;
- (xvii) make and/or adopt rules and/or by-laws for the management, control and regulation of the Association and of the members and employees thereof;



- (xviii) pay all the costs, charges and expenses of the promotion, incorporation and establishment of the Association; and
- (xix) do all such things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association,
provided that the Association shall not support with its funds any activity or endeavour to impose on or procure to be observed by its members or others any regulations or restrictions, which if an object of the Association would make it a trade union within the meaning of the Trade Unions Act.

4. Income and property

- (1) The income and property of the Association whence soever derived shall be applied solely towards the promotion of the purposes of the Association as set forth herein and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to the members of the Association.
- (2) Nothing herein contained shall prevent the payment in good faith of remuneration to:
 - (i) any officers or servants of the Association; or
 - (ii) any member of the Association in return for any services actually rendered to the Association or for goods supplied in the ordinary and usual way of business.
- (3) Nothing herein contained shall prevent the payment of:
 - (i) interest at a rate not exceeding the rate for the time being fixed for the purpose of this paragraph by the Articles of Association on money borrowed from any member of the Association; or
 - (ii) reasonable and proper rent for premises demised or let by any member to the Association.
- (4) No member of the Board of Directors shall be appointed to any salaried office of the Association.
- (5) No remuneration or other benefit in money or money's worth shall be paid or given by the Association to any member of the Board except for:
 - (i) repayment of out-of-pocket expenses;
 - (ii) interest at the rate aforesaid on money lent;
 - (iii) reasonable and proper rent for premises demised or let to the Association;
 - (iv) honorariums provided for in the Statement of Rules; and
 - (v) any services actually rendered to the Association or for goods supplied in the ordinary and usual way of businessand provided that such member of the Board has not made improper use of his or her position to obtain a pecuniary benefit, as defined in the Associations Incorporation Reform Act 2012.

5. Articles of Faith

- (1) **Our Common Faith.** As a community united in Christ for the education of students we confess with the Church universal that:
 - (i) there is one God, eternal and indivisible, in whom are three Persons, Father, Son and Holy Spirit, which three Persons are really, truly and eternally distinct, each one truly God, yet without in any way destroying the unity of the one and only God, who is one and not three;
 - (ii) this one God is the Creator of all things, visible and invisible;
 - (iii) mankind (male and female; hereinafter referred to as "man") was created in the image of God with dominion over the creation;
 - (iv) man sinned by disobeying the express command of God, so repudiating his Creator and bringing God's wrath and curse upon himself and on the whole creation over which he rules;



- (v) by the curse of sin justly imposed every man is cut off from communion with God and is dead in sin, wholly corrupt throughout the whole man, and utterly indisposed, disabled and made opposite to all good and wholly inclined to all evil;
- (vi) God in His love for the world, sent His Holy Son, Jesus Christ and our Lord, to be born of the virgin Mary, being conceived by His Holy Spirit, to live and suffer on this earth as a man under the curse of sin although Himself without sin, to endure the fullness of God's curse on sin in His death on the cross as a ransom for man, laying down His life for the sheep so that all who believe in Him should receive without regard to their works or merit, full and free pardon, the riches of God's favour as His sons and heirs, and eternal life in Christ, being renewed by the Holy Spirit in Christ's likeness;
- (vii) the Lord Jesus Christ, having died for our sins, rose again the third day by the power of God, ascended to heaven and is now seated at the right hand of God the Father Almighty who has put all things in subjection under His feet, appointing Him to be Head of all things for the Church, which is His body;
- (viii) at the time appointed by God and known to no man, this very same Jesus shall come the second time in power and great glory to judge all men, living and dead, and, having destroyed this present world, to establish the new heavens and new earth in which righteousness has a permanent home;
- (ix) when the Lord Jesus comes again all the dead shall be raised bodily, those who, by faith, have done well, to eternal life, and those who, through unbelief, have done evil, to eternal condemnation;
- (x) the risen Christ has sent the Holy Spirit into the world that by Him redemption might be effectually applied, the divine purpose of salvation accomplished, and the Church equipped for its mission on earth; and
- (xi) the redemptive activity and gracious favour of God, Father, Son and Holy Spirit, is essential for the fulfilment of man's life.

(2) The Word of God. We confess that:

- (i) the Scripture of the Old and New Testaments, acknowledged in the confessions of the Reformation, is, in all things, our supreme standard by which all we do is to be judged;
- (ii) this Scripture, written by men moved by the Holy Spirit is itself God's Word written, God himself being the author;
- (iii) Scripture is the integral Word by which God through his Spirit, draws us to and enlightens us in the truth, which is Christ Jesus our Lord the eternal Word of God;
- (iv) the same eternal Word who reveals Himself in Scripture reveals Himself in all that He has created so that the revelation of God is one; and
- (v) Scripture is indispensable and determinative for our knowledge of God, of ourselves, and of the rest of creation, and also for the whole educational task.

(3) Man's Life. We confess that:

- (i) man, as God's image-bearer, is given dominion over the creation to rule it, manage it, and develop it for God, who is King over Kings and Lord over Lords;
- (ii) man's life is fulfilled only in a life of free, willing submission to God; a life lived in harmony with the law of God for His creation made known in the integral revelation of the Word of God;
- (iii) being now fallen into sin, man can attain this fulfilment only through renewal by the Holy Spirit after the image of His Creator;
- (iv) for man to attempt anything at all in independence of God or in ignorance of God's revelation is inherently destructive of man and of the creation over which he is given dominion;
- (v) it is man's glory, as God's image-bearer, to do everything that the glory of God is revealed in his doing; and
- (vi) the development of the child as the image-bearer of God is a central concern of the educational task.

(4) Sin and Education. We confess that:



- (i) human life in its entirety is religion, unfolding itself as service to the one true God or of a God-substitute;
- (ii) in sin man has repudiated God in favour of God-substitutes with the result that he is cut off from the knowledge of God, of himself, and of the meaning of the creation, so that the light that he supposes he has is darkness and his wisdom is folly;
- (iii) apart from the man Christ Jesus, no man is emptied from this falsifying of knowledge through sin, but all alike grope in darkness, being blinded to the meaning of life, of the world, and of man himself;
- (iv) no area of human knowledge is free of this sinful falsifying;
- (v) true education is possible only where the fear of God is re-established by God's grace in the heart of man as the indispensable foundation of all wisdom and knowledge; and
- (vi) children have the same sin nature of rebellion against God and His laws deep within their heart and that discipline if required, when administered in love, is a commanded and vital part of such Christian Education.

(5) Redemption in Christ. We confess that:

- (i) God in Christ by the Cross has restored the whole creation to harmony with Himself, making all things new in Christ;
- (ii) although the fulfilment of this restoration awaits the future revelation of Christ in glory, yet, in principle, by the present work of the Holy Spirit in the world, it is a present reality to be reckoned with in faith in every area of life;
- (iii) Christ in His redemption, by His Holy Spirit, is creating a new regenerated humanity bound in covenant community to Christ as Head;
- (iv) this covenant community of God's appointed is the means, through the power of the Holy Spirit within the community, for communicating the redemption of Christ to the world; and
- (v) although, by the grace of God, men who reject the Word of God as the ordering principle of life provide many valuable insights into the common structure of reality, yet the religious direction of their thought remains radically opposed to that of the covenant community in Christ, so that there can be no possibility of a synthesis of their systems of thought with the scripturally directed thought which Christ's covenant community is called to pursue.

(6) Man's Task. We confess that:

- (i) the whole cosmos is the creation of God remaining under His government, upheld by His power, and existing for His glory;
- (ii) the cosmos is neither chaotic nor meaningless, but ordered and pregnant with meaning by the creative act of God, graciously preserved and sustained by Him in spite of the disruptive effects of man's sin, and subject to the law of the Creator in all things;
- (iii) it is man's task to unfold the meaning that God, the Creator, has given to the creation;
- (iv) man can fulfil his task only as, dependent on the Holy Spirit; he functions in subjection to the law by which God orders the creation;
- (v) the law of the Creator ensures a rich diversity within the breakable unity of the cosmos;
- (vi) the whole creation finds its coherence and meaning in Christ who is the First and the Last, the Beginning and the End of the creation of God;
- (vii) although by God's grace, men who reject the Word of God are not left altogether without understanding of the order and structure of the creation without which fruitful living would be impossible, man cannot truly know the creation in its God-given meaning without an obedient listening to Scripture as God's Word written in the light of which he studies the creation; and



- (viii) true education is the unfolding to the child of the creation in harmony, with the order and meaning it has in Christ, so that the child may be prepared and equipped for his office and calling in this world as God's image-bearer and steward.

(7) The Special Task of Parents. We confess that:

- (i) God has given parents the responsibility for the nurture of children by discipline and instruction according to the Word of the Lord;
- (ii) to enable them to carry out this responsibility, God has given parents authority over their children to guide and direct them in the way of righteousness and calls on children to honour, respect and obey their parents in the Lord;
- (iii) faithful training of children means instructing them in the covenant revealed in Scripture by which God binds His people to Himself in wholehearted love, which covenant is the key to the fulfilment of all man's life; and
- (iv) while parents may invite others to share with them in the nurture of their children, the responsibility for this nurture remains the responsibility of the parents whose task it always remains to determine the character and religious direction of the education of their children in every respect.

(8) The Special Task of the School. We confess that:

- (i) a school where Christ is confessed as Head of the educational task in harmony with Scripture is a valid expression of the life of the covenant community redeemed in Christ;
- (ii) the School is only one of several ways in which the covenant community expresses itself in this temporal world, each one displaying in a distinctive manner the rich fullness of Christ's redemption;
- (iii) it is the special task of the School to open out to the child the meaning and structure of the creation under the guidance of the Word of God as part of the equipment of the child for his calling in life in subjection to Christ as King; and
- (iv) the School, under Christ and by His Holy Spirit, is to advance the reign of Christ on earth in accordance with its special task so that His Kingdom may come to expression here and now, though with much imperfection and weakness, and so that our Lord may find us busy in His garden when He comes in glory.

(9) The Special Task of the School Community. We confess that:

- (i) parents, with their children, united in Christ in the special task of the School together with teachers and others who share with them a common confession of faith, constitute a Christian school community that is not in subjection to city or state, or any other human authority as regards its special duties but is subject to Christ who only rules as King over all;
- (ii) while the School is entitled to expect freedom from interference in its special task, it is required to respect and uphold all legitimate authority in particular the authority of family, church and state to encourage this respect in the child, according to the Word of God;
- (iii) the responsibility, and corresponding authority, of parents for the nurture of their children, including especially their responsibility of those aspects of this nurture that form the special task of the School, is to be fully recognised and safeguarded by the School at all times;
- (iv) without diminishing the responsibility or authority of parents, the whole body of Christ, as one body in the Lord, shares responsibility for the task of the School; and
- (v) the authority of the teacher, to which the student is subject within the School community and which is to be upheld by the whole School community, is given for the effective nurture of the child within the limit of the special task of the School, and is to be used only for this purpose with the recognition that all authority is of God to whom all who exercise authority must give account.

(10) Confession. Confessing Christ as King of Kings and Lord of Lords, the Redeemer and Renewer of all our life, we pursue the educational task together, with:



- (i) confident hope and humble reliance in God who, for Jesus sake, sends His Holy Spirit to lead us into the truth, which is Christ; and
- (ii) glad submission to God's Word as the guide for all our endeavour, that in all things God may be glorified through Jesus Christ, whose is the Glory and the Dominion for ever and ever. Amen.

6. Financial year

The financial year of the Association is each period of 12 months ending on 31st December.

7. Alteration of Statement of Rules

- (1) The Statement of Rules of the Association must not be altered except in accordance with the Act and only by special resolution at a general meeting.
- (2) Application to alter the Statement of Rules shall be made by the Secretary to the Registrar and alterations shall not take effect unless and until approved by the Registrar.

8. Membership

(1) Each parent or legal guardian enrolling his or her child/children at the School (other than in Kindergarten only) shall be required to become a member of the Association and such membership shall be deemed to be effective from the date of first attendance of a child at the School. This initial level of membership of the Association is defined as associate membership. Associate members do not have voting rights at meetings of the Association.

(2) Each parent or legal guardian of a child or children enrolled at the School (other than in Kindergarten only) shall continue to be a member of the Association while he or she has a child or children enrolled at and attending the School, unless such member:

- (i) fails to pay membership fees by the annual general meeting;
- (ii) ceases membership voluntarily in accordance with Rule 10;
- (iii) ceases membership by reason of suspension or expulsion in accordance with Rule 11; or
- (iv) ceases to be responsible for the enrolment of his or her child/children whether by death or for any other reason.

(3) Students must have at least one parent or legal guardian who is a member of the Association in order to be eligible for ongoing enrolment and attendance at the School (other than in Kindergarten only).

(4) Any parent or legal guardian of a child or children enrolled at the School may choose to continue as a member of the Association beyond the period of such enrolment and attendance, unless such member:

- (i) fails to pay membership fees by the annual general meeting; or
- (ii) ceases membership by reason of suspension or expulsion in accordance with Rule 11.

(5) Each eligible employee of the Association shall be required to become a member of the Association and such membership shall be deemed to be effective upon commencement of his or her period of employment, or from the time that he or she becomes an eligible employee as defined in Rule 2. This initial level of membership of the Association is defined as associate membership. Associate members do not have voting rights at meetings of the Association.

(6) Each eligible employee of the Association shall continue to be a member of the Association while he or she is employed by the School, unless such member:

- (i) fails to pay membership fees by the annual general meeting;
- (ii) ceases membership voluntarily in accordance with Rule 10;
- (iii) ceases membership by reason of suspension or expulsion in accordance with Rule 11; or
- (iv) ceases to be an eligible employee as defined in Rule 2.

(7) Each eligible employee of the Association must become, and continue to be, a member of the Association in order to be eligible for employment by the Association.



(8) Any employee of the Association may choose to continue as a member of the Association beyond his or her period of employment, unless such member:

- (i) fails to pay membership fees by the annual general meeting; or
- (ii) ceases membership by reason of suspension or expulsion in accordance with Rule 11.

(9) Any person aged 18 years or older who is not required to be a member of the Association under these Rules may apply in writing to the Board to become an Association member using the form set out in Appendix 2.

(10) As soon as practicable following the receipt of an application as per Rule 8 (9), the Board shall determine whether to approve or reject such application based upon the applicant's agreement to:

- (i) be bound by the Statement of Rules and all policies of the Association; and
- (ii) pay membership fees as determined by the Board.

(11) Membership approved under Rule 8 (10) shall be deemed to become effective upon acceptance by the Board of such application.

(12) Any person approved for membership of the Association under Rule 8 (10) shall continue to be a member of the Association, unless such member:

- (i) fails to pay membership fees by the annual general meeting;
- (ii) ceases membership voluntarily in accordance with Rule 10; or
- (iii) ceases membership by reason of suspension or expulsion in accordance with Rule 11.

(13) The names of all members of the Association shall be entered into the register of members, and then removed from the register of members upon cessation of membership.

(14) Only those members of the Association with current full membership status in accordance with these Rules shall have the right to move and second motions at general meetings, vote at general meetings, be nominated for election to serve on the Board as provided for in these Rules, nominate other full members for election to serve on the Board, be appointed to serve on the Board, and request that special general meetings be convened. Both full members and graduate members may serve as conveners or chairpersons of Board sub-committees. In all other ways, all members shall have the same rights and obligations.

(15) Any parent or legal guardian of a child currently enrolled at and attending the School who has been an associate member of the Association for six months or more may apply in writing to the Board to become a full member of the Association.

(16) As soon as practicable following the receipt of an application for full membership of the Association, the Board shall determine whether to approve or reject such application based upon the applicant:

- (i) being in good standing as a member of the Association;
- (ii) meeting the criteria detailed in Rule 8 (15);
- (iii) demonstrating understanding and support of, agreement with and adherence to the Statement of Rules of the Association, including the Articles of Faith; and
- (iv) being an active member or attendee of a Christian church or fellowship whose teachings and beliefs are not inconsistent with the Association's Articles of Faith.

(17) Full membership granted under Rule 8 (16) shall be deemed to become effective upon acceptance by the Board of such application, and the entry for such member in the register of members shall be endorsed accordingly.

(18) Any member of the Association who has attained full member status in accordance with these Rules shall retain such status for the duration of his or her membership of the Association other than in instances where such member:

- (i) notifies the Board in writing of his or her desire to voluntarily revert to associate member status;
- (ii) reverts to associate membership status under the provisions of Rule 8 (21); or
- (iii) becomes a graduate member under the provisions of Rule 8 (19) or 8 (20).



(19) Other than as prescribed in Rule 8 (20), a full member who is not currently the parent or legal guardian of any children enrolled at and attending the School may continue as a member of the Association as provided for within these Rules but shall become a graduate member, without voting rights at meetings of the Association, in instances where:

- (i) a period of five years has passed since the children were enrolled at and attending the School; or
- (ii) a period of less than five years has passed but such member notifies the Board in writing of his or her desire to voluntarily become a graduate member.

(20) Any full member as at 30th May 2013 to whom Rule 8 (19) would otherwise apply shall become a graduate member effective from 1st January 2018, assuming continuing membership of the Association, other than in instances where such member:

- (i) notifies the Board in writing of his or her desire to voluntarily revert to associate member status;
- (ii) reverts to associate membership status under the provisions of Rule 8 (21); or
- (iii) notifies the Board in writing of his or her desire to voluntarily become a graduate member prior to 1st January 2018.

(21) The Board shall have the right to review the full membership status of a member based upon the criteria contained in Rule 8 (16) and, where considered appropriate, to resolve that such member revert to associate membership status, and the entry for such member in the register of members shall be endorsed accordingly.

(22) Any member of the Association has the right to:

- (i) receive notice of general meetings and of proposed special resolutions in such manner and time as prescribed by Rule 15;
- (ii) submit items of special business for consideration at a general meeting;
- (iii) attend and be heard at general meetings;
- (iv) have access to the minutes of general meetings;
- (v) have access to the financial statements of the Association as prescribed by Rule 13 (5) (iii);
- (vi) have access to the document signed by two Board members certifying the financial statements of the Association as prescribed by Rule 13 (5) (iv);
- (vii) have access to any audited accounts and auditor's report accompanying the financial statements of the Association as prescribed by Rule 13 (5) (v);
- (viii) have access to other documents of the Association as provided for under Rule 39; and
- (ix) inspect the register of members.

(23) A right, privilege, or obligation of a person by reason of membership of the Association is not capable of being transferred or transmitted to another person, and terminates upon the cessation of membership.

9. Register of members

(1) The Association shall keep and maintain a current register of members containing the name, contact details and membership status of each member.

(2) The names and membership status of current members shall be available for inspection free of charge by any member upon request, and a member may make a copy of entries (other than contact details) in the register.

(3) Members may only use their rights in relation to Rule 9 (2) in regard to legitimate uses associated with being a member of the Association, and in accordance with these Rules.

(4) A record may be kept of which members have gained access to or copied information from the register of members.



10. Ceasing membership voluntarily

(1) A member of the Association who is not required to be a member by these Rules may resign from the Association by giving one month's notice in writing to the Board of his or her intention to resign, or may elect to cease membership of the Association by non-payment of the membership fee for the current year by the date of the annual general meeting.

(2) After the expiry of the period of notice referred to in Rule 10 (1), the member ceases to be a member and his or her name shall be removed from the register of members.

(3) Any member who has ceased membership voluntarily shall have the right to subsequently re-apply in writing to the Board for membership as a reinstated member. In cases where such a member had previously held full member status, and an application to be reinstated as a member is approved by the Board, he or she may resume membership as a full member without being required to serve a qualifying period as an associate member, provided such applicant is the parent or legal guardian of a child currently enrolled at and attending the School (other than in Kindergarten only).

11. Discipline, suspension and expulsion of members

(1) Subject to these Rules, if the Board is of the opinion that a member has:

- (i) refused or neglected to comply with these Rules, or contradicted these Rules by his or her actions; or
- (ii) been guilty of conduct unbecoming a member or prejudicial to the interests of the Association as set out in these Rules, or in policies set by the Board and circulated to members,

then the Board may by resolution suspend such member from membership of the Association for a specified period, or expel such member from the Association.

(2) A resolution of the Board under Rule 11 (1) does not take effect unless, at a meeting held in accordance with Rule 11 (3), the Board confirms the resolution, and if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this Rule.

(3) A meeting of the Board to confirm or revoke a resolution passed under Rule 11 (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with Rule 11 (4).

(4) For the purposes of giving notice in accordance with Rule 11 (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice:

- (i) setting out the resolution of the Board and the grounds on which it is based; and
- (ii) stating that the member, or his or her representative, may address the Board at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
- (iii) stating the date, place and time of that meeting; and
- (iv) informing the member that he or she may attend that meeting and/or give to the Board before the date of that meeting a written statement seeking the revocation of the resolution; and
- (v) informing the member that, if at that meeting, the Board confirms the resolution, such member may, not later than 48 hours after that meeting, give to the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

(5) At a meeting of the Board to confirm or revoke a resolution passed under Rule 11 (1), the Board must:

- (i) give the member, or his or her representative, an opportunity to be heard; and
- (ii) give due consideration to any written statement submitted by the member; and
- (iii) determine by resolution whether to confirm or to revoke the resolution.

(6) If at the meeting of the Board, the Board confirms the resolution, the member may, not later than 48 hours after that meeting, give to the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.



(7) If the Secretary receives a notice under Rule 11 (6), he or she must notify the Board and the Board must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

(8) At a general meeting of the Association convened under Rule 11 (7):

- (i) no business other than the question of the appeal may be conducted; and
- (ii) the Board may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
- (iii) the member, or his or her representative, must be given an opportunity to be heard; and
- (iv) voting on the question of whether the resolution should be confirmed or revoked shall be conducted by secret ballot.

(9) A resolution is confirmed if, at the general meeting, not less than 75% of the full members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

(10) Any member who has ceased membership under this Rule shall have the right to subsequently re-apply in writing to the Board for membership as a reinstated member. In cases where such a member had previously held full member status, and an application to be reinstated as a member is approved by the Board, the Board shall determine whether he or she resumes membership as a full member or is required to serve a qualifying period as an associate member as provided for in Rule 8 (15).

(11) Notwithstanding Rule 11 (10), where an applicant for reinstatement as a member is not the parent or legal guardian of a child currently enrolled at and attending the School (other than in Kindergarten only), any such reinstatement of membership may only be as an associate member or graduate member.

12. Disputes and mediation

(1) The grievance procedure set out in this Rule applies to disputes under these Rules between a member and another member, or a member and the Association.

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend such meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(4) The mediator must be:

- (i) a full member or graduate member of the Association chosen by agreement between the parties; or
- (ii) in the absence of agreement:
 - a. in the case of a dispute between a member and another member, a suitable member of the Association appointed by the Board (provided they are not a party to the dispute nor have any personal conflict of interest); or
 - b. in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(5) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(6) The mediator, in conducting the mediation, must:

- (i) give the parties to the mediation process every opportunity to be heard; and
- (ii) allow due consideration by all parties of any written statement submitted by any party; and
- (iii) ensure that natural justice (equality, fair treatment) is accorded to the parties to the dispute throughout the mediation process.

(7) The mediator must not determine the dispute, unless both parties agree beforehand that this will be acceptable.

(8) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.



13. Annual general meetings

(1) The Board may determine the date, time and place of the annual general meeting of the Association. However, such meeting must be held within five months of the end of the Association's financial year. The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

(2) All business that is conducted at an annual general meeting, except for business conducted under these Rules as ordinary business of the annual general meeting, is deemed to be special business.

(3) An annual general meeting may conduct any items of special business of which notice has been given in accordance with these Rules, and may also conduct additional items of special business with the approval of the meeting at the time of formally adopting the meeting agenda.

(4) In order for items of special business to be included in the notice of the annual general meeting given to members in accordance with these Rules, requests shall be made in writing to the Board in sufficient time to be considered at a regular meeting of the Board immediately prior to notice of the annual general meeting being given to members.

(5) The ordinary business of the annual general meeting shall be to:

- (i) confirm the minutes of the previous annual general meeting and of any other general meetings held since that meeting;
- (ii) receive and consider reports on the activities of the Association during the preceding financial year;
- (iii) receive and consider the financial statements of the Association for the preceding financial year submitted by the Board;
- (iv) receive a certificate signed by two Board members certifying that the financial statements give a true and fair view of the financial position and performance of the Association;
- (v) receive any audited accounts and auditor's report or review of a report accompanying the financial statements that are required under the Act; and
- (vi) appoint auditors for the current financial year.

14. Special general meetings

(1) In addition to the annual general meeting, any other general meetings may be held in the same year and shall be referred to as special general meetings. The Board may, whenever it thinks fit, convene a special general meeting of the Association.

(2) At least one special general meeting shall be held per calendar year, including one during the last three months of the year where the Board membership elections shall be conducted as an item of ordinary business.

(3) All business that is conducted at a special general meeting, other than the Board membership election to be conducted in accordance with Rule 14 (2), is deemed to be special business.

(4) A special general meeting may conduct any items of special business of which notice has been given in accordance with these Rules, and may also conduct additional items of special business with the approval of the meeting at the time of formally adopting the meeting agenda.

(5) In order for items of special business to be included in the notice of the special general meeting given to members in accordance with these Rules, requests shall be made in writing to the Board in sufficient time to be considered at a regular meeting of the Board prior to notice of the special general meeting being given to members.

(6) The Board must, on the request in writing of full members representing not less than ten per cent of the total number of full members, convene a special general meeting of the Association. The request for such special general meeting must state the objects of the meeting, be signed by the full members requesting the meeting, and be lodged with the Secretary.

(7) Where a request by full members to convene a special general meeting of the Association is made in accordance with Rule 14 (6) and the Board does not cause a special general meeting to be held within two months after the date on which such request is lodged with the Secretary, the full members making the request, or any of them, may convene a special general meeting to be held not later than three months after that date.



(8) Where a special general meeting is convened by full members in accordance with Rule 14 (7), it must be convened in the same manner so far as possible as a meeting convened by the Board and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

15. Notice of general meetings

(1) The Secretary, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the anticipated nature of the business to be conducted at the meeting.

(2) Notice must be sent by electronic transmission or prepaid post to all members of the Association via the email addresses or postal addresses most recently provided. Where an email address or postal address is shared by more than one member of the Association, it shall be sufficient to provide one notice to such address.

(3) In accordance with Rule 13 (4) and Rule 14 (5), a member of the Association intending to bring any business before a general meeting shall notify the Secretary in writing of that business in sufficient time for such correspondence to be received at a regular meeting of the Board prior to notice of the meeting being given to members in accordance with Rules 15 (1) and 15 (2). Such business shall be included as special business in the notice calling such general meeting.

(4) No business other than that set out in the notice convening the meeting, unless agreed by resolution at the meeting, may be conducted.

16. Quorum at general meetings

(1) No item of business may be conducted at a general meeting unless a quorum of full members is present at the time when the meeting is considering that item.

(2) Twenty percent of full members personally present shall constitute a quorum for the conduct 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:

- (i) the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place; or
- (ii) in the case of a meeting convened upon the request of members, the meeting must be dissolved.

(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 full members personally present (being not less than ten percent of full members) shall be a quorum.

17. Presiding at general meetings

(1) The Chairman, or in the Chairman's absence, the Vice-Chairman, shall preside as Chairman at each general meeting of the Association.

(2) If the Chairman and the Vice-Chairman are absent from a general meeting, or are unable to preside, the full members present shall select another Board member to preside as Chairman. If no Board members are present, then the Chairman shall be chosen from the full members present.

18. Adjournment of meetings

(1) The person presiding may, with the consent of a majority of full members present at the meeting, adjourn the meeting from time to time and place to place.

(2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.



(3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with Rule 15.

(4) Except as provided in Rule 18 (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

19. Voting at general meetings

(1) Upon any question arising at a general meeting of the Association, a full member has one vote only. Associate members and graduate members are ineligible to vote.

(2) All votes must be given personally, or by proxy as provided for in Rule 22.

(3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

(4) A full member is not entitled to vote at a general meeting unless the membership fee payable in respect of the current financial year has been paid.

20. Poll at general meetings

(1) If at a meeting a poll on any question is demanded by not less than three full members, it must be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairman or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairman may direct.

21. Manner of determining resolutions

(1) If a question arising at a general meeting of the Association is determined on a show of hands, a declaration by the Chairman that a resolution has been carried or lost, and 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.

(2) A simple majority will decide all issues or motions at a general meeting, other than:

- (i) special resolutions to amend the Statement of Rules of the Association;
- (ii) the election of Board members; and
- (iii) in accordance with Rule 11 (9) in relation to the suspension or expulsion of a member, which shall require a 75% majority of full members present in person or by proxy.

22. Proxies

(1) Each full member is entitled to appoint another full member as a proxy by notice given to the Secretary (or his or her delegate) prior to, or within 30 minutes after the commencement of, the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy must be in the form set out in Appendix 1.

(3) No full member shall be appointed proxy at any general meeting for more than one other full member.

(4) A full member is not entitled to be appointed as a proxy unless his or her membership fee payable in respect of the current financial year has been paid.

23. The Board

(1) The affairs of the Association shall be managed by the Board.

(2) The Board:

- (i) shall control and manage the business and affairs of the Association; and



- (ii) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
- (iii) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Association.

(3) The Board shall consist of a minimum of four elected members and a maximum of twelve elected, appointed or co-opted members, including those subsequently elected as office bearers by the Board members.

(4) Should the total number of elected Board members fall below four at any time, the Board's authority to manage the affairs of the Association as detailed in Rule 23 (2) shall be suspended until such time as the full members of the Association have convened a special general meeting and appointed sufficient eligible full members to restore the Board to a total of at least four elected members but not more than a total of six elected members.

(5) Full members appointed to the Board under the provisions of Rule 23 (4) shall be members of the Board, subject to these Rules, for a maximum period of eighteen months.

(6) Except as provided for in Rule 23 (7), only those full members of the Association who are parents or legal guardians of children currently enrolled at and attending the School, and who are not employed by the Association, shall be eligible to nominate for election to serve on the Board or to be appointed to serve on the Board.

(7) Full members of the Association who have been serving on the Board but are no longer parents or legal guardians of children currently enrolled at and attending the School may be eligible to re-nominate for membership of the Board in accordance with Rule 23 (11).

(8) Members of the Association who are employed by the Association are not permitted to nominate for membership of the Board, be appointed or co-opted onto the Board, or remain on the Board upon becoming employed by the Association.

(9) Honorariums paid by the Association to office bearers in recognition of costs incurred personally do not constitute employment, but must be disclosed in annually reported financial statements.

(10) An elected Board member who ceases to be the parent or legal guardian of at least one child currently enrolled at and attending the School during a term of service shall be permitted to remain on the Board for the duration of his or her current term of service.

(11) An elected Board member who ceases to be the parent or legal guardian of at least one child currently enrolled at and attending the School during a term of service shall be eligible, at the discretion of the Board, for nomination for one further term of service of up to three years, provided that a maximum of two members so elected shall serve concurrently on the Board.

(12) The Executive Principal and Business Manager of the School shall attend Board meetings and participate in an advisory, ex-officio, non-voting capacity.

(13) Only Board members elected, appointed or co-opted in accordance with these Rules shall have voting rights at Board meetings.

(14) The Board may call into being any number of sub-committees and delegate tasks to them, provided those tasks are subservient to the decision-making powers of the Board and Association. Any sub-committees set up by the Board must have a Board member, full member or graduate member as convener or chairperson.

24. Office bearers

(1) The office bearers of the Association shall be:

- (i) Chairman;
- (ii) Vice-Chairman;
- (iii) Treasurer; and
- (iv) Secretary.

(2) Each office bearer of the Association:



- (i) shall be elected annually (at the first Board meeting to follow the general meeting of the Association at which the Board members are elected) by the Board members, from among the Board members elected by the Association, for the ensuing calendar year; and
 - (ii) may hold only one office at any one time.
- (3) Each office bearer of the Association shall hold office for the full calendar year provided that he or she:
- (i) continues to be a member of the Board;
 - (ii) does not resign from the position of office; and
 - (iii) is not removed from the position of office by resolution of the Board.
- (4) In the event of a casual vacancy in any of the office bearer positions referred to in Rule 24 (1), the Board must appoint one of its members to the vacant office and the member so appointed shall continue in office until the conclusion of the calendar year.
- (5) The office bearers of the Association must perform all duties or functions imposed by these Rules and/or by the various Board-approved policies of the Association.
- (6) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association, including lodging documents of the Association with the Registrar.
- (7) The Secretary must give notice to the Registrar of his or her election to the position of Secretary within 14 days of taking office.

25. Members of the Board

- (1) Subject to these Rules, each elected member of the Board shall serve on the Board from the start of the calendar year following the general meeting at which he or she was elected until the end of the calendar year in which his or her term of service ceases.
- (2) No term of service as an elected member of the Board shall be for a period greater than three years, although a Board member shall be eligible for renomination upon completion of a term of service, subject to Rule 23 (11). However, having served for a total of ten consecutive years (with any period in excess of six months within a calendar year as an appointed or co-opted member of the Board to be recorded as one year of service), a Board member shall become ineligible to serve as an elected, appointed or co-opted member of the Board for a minimum period of one year.
- (3) The Board may appoint eligible full members of the Association, subject to the agreement of a minimum of 75% of elected Board members, to fill any or all vacancies on the Board. Any eligible full members so appointed shall be members of the Board until the conclusion of the calendar year, provided that no more than two Board members so appointed shall serve concurrently. However, should less than four elected Board members be continuing, the full members of the Association shall be required to act in accordance with Rule 23 (4).
- (4) The Board may co-opt eligible associate members of the Association, subject to the satisfaction of agreed criteria and subject to the agreement of a minimum of 75% of elected Board members, to fill any or all vacancies on the Board, provided that the Board at all times consists of a majority of members who have at least one child enrolled at and attending the School. Any eligible associate members so co-opted shall be members of the Board for a maximum of one year, provided that no more than two Board members so co-opted shall serve concurrently. However, should less than four elected Board members be continuing, the full members of the Association shall be required to act in accordance with Rule 23 (4).
- (5) Any Board member co-opted in accordance with Rule 25 (4) may serve for a maximum of one year at a time but may be co-opted, at the discretion of the Board, on multiple occasions to a maximum of three consecutive years of service.
- (6) Any Board member appointed in accordance with Rule 25 (3) or co-opted in accordance with Rule 25 (4) shall have full voting rights at meetings of the Board and shall be eligible to serve as the convener or chairperson of any sub-committees established by the Board, but shall not be eligible for election as a Board office bearer.
- (7) Any Board member co-opted in accordance with Rule 25 (4) shall not have the rights of full members of the Association as prescribed in Rule 8 (14), and shall become ineligible to continue as a co-opted member of the Board upon becoming a full member of the Association.



(8) A member or former member of the Board must not knowingly or recklessly make improper use of his or her position within the Association or information acquired by virtue of his or her position so as to gain, directly or indirectly, any financial benefit or material advantage for themselves or any other person, or so as to cause a detriment to the Association.

(9) A member of the Board who has any direct or indirect financial interest in a contract, or proposed contract, with the Association must disclose the nature and extent of his or her interest to the Board. Such interest must be recorded in the financial statements submitted to the members of the Association at the next annual general meeting.

(10) A member of the Board who has a direct or indirect financial interest in a contract must not take part in any decision of the Board with respect to that contract.

(11) In addition to the situations specified in Rules 25 (5) and (6), a member of the Board who has a real or perceived conflict of interest, or a potential conflict of interest, in undertaking his or her Board obligations must disclose full details to the Board.

26. Election of Board members

(1) Nominees for election as members of the Board must:

- (i) be made in writing and be signed by two full members of the Association and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
- (ii) be delivered to the Secretary not less than 28 days before the date fixed for the holding of the relevant general meeting referred to in Rule 14 (2); and
- (iii) be made only in relation to full members who satisfy the provisions of Rule 23 (6) and (7); and
- (iv) nominate the intended term of service if less than three years.

(2) If insufficient nominations are received to fill all vacancies on the Board, the Board may (provided at least four elected Board members are continuing and/or are elected), either call for further nominations to be considered at a subsequent meeting, or act in accordance with Rule 25 (3) and/or Rule 25 (4).

(3) Regardless of the number of nominations received, the election of Board members shall be determined by a vote.

(4) Any nominee for election to the Board must receive a minimum of 75% approval by the full members who are eligible to vote and who are in attendance at the meeting in person or by proxy.

(5) The vote for the election of Board members must be conducted at the special general meeting as prescribed in Rule 14 (2) in such manner as the presiding Board may direct. If required, a preferential ballot may be called by the Board in cases where the number of nominees having the required approval rating is greater than the number of vacancies on the Board.

(6) The Board shall review the full membership status of nominees for election to the Board, including current Board members who have been renominated, based upon the criteria contained in Rule 8 (16).

(7) The Board shall meet with nominees for election to the Board, and with those being appointed or co-opted onto the Board, in order to outline the rights, duties and responsibilities of Board members and to seek confirmation from such nominees that they:

- (i) agree to support the vision, mission, values and leadership of the Association;
- (ii) are in full agreement with the Statement of Rules, including the Articles of Faith; and
- (iii) agree to abide by all policies of the Association.

(8) Where the requirements of Rules 26 (6) and (7) have been satisfied, the names and relevant details of nominees for election to the Board shall be made known to all members of the Association in or with the general meeting notice required in accordance with Rule 15 (1). As a minimum requirement, relevant details in relation to each Board nominee shall include:

- (i) campus or campuses attended by his/her children;
- (ii) denomination and local church affiliation;



- (iii) a statement regarding his/her Christian beliefs and practices;
- (iv) confirmation of agreement to support the vision, mission, values and leadership of the Association;
- (v) confirmation of full agreement with the Statement of Rules, including the Articles of Faith; and
- (vi) confirmation of agreement to abide by all policies of the Association.

27. Vacancies

If any Board member:

- (i) ceases to be a full member of the Association, other than as provided for in Rule 25 (4); or
- (ii) becomes employed by the Association; or
- (iii) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (iv) resigns from office by notice in writing given to the Secretary; or
- (v) fails to attend three consecutive regular meetings without giving acceptable reasons to the Board; or
- (vi) dies,

then the Board may pass a resolution to declare that position vacant.

28. Meetings of the Board

- (1) The Board must meet at least every second month at such place and such times as the Board may determine.
- (2) Meetings of the Board may be convened by the Chairman or by any three members of the Board.

29. Notice of Board meetings

- (1) Written notice of each Board meeting must be given to each member of the Board at least four days before the date of the meeting.
- (2) Notice of any special Board meeting must be given to members of the Board, and such notice shall specify the general nature of the business to be conducted and no other business may be conducted at such a meeting.

30. Quorum for Board meetings

- (1) Any number greater than half the members of the Board shall constitute a quorum for the conduct of the business of a meeting of the Board provided at least two are currently office bearers.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present:
 - (i) in the case of a special meeting, the meeting lapses; and
 - (ii) in any other case, the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The Board may act notwithstanding any vacancy on the Board.

31. Presiding at Board meetings

At meetings of the Board, the Chairman or, in the Chairman's absence, the Vice-Chairman presides, or if the Chairman and the Vice-Chairman are absent, or are unable to preside, the members present must choose one of their number to preside.

32. Voting at Board and sub-committee meetings

- (1) Issues arising at a meeting of the Board, or at a meeting of any sub-committee appointed by the Board, shall be determined by motions or resolutions decided by a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.



(2) Each member present at a meeting of the Board, or at a meeting of any sub-committee appointed by the Board (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

33. Removal of Board member

(1) In addition to the provisions of Rule 27, the Association may, by resolution, remove any member of the Board before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

(2) A member who is the subject of a proposed resolution referred to in Rule 33 (1) may make representations in writing to the Secretary and may request that the representations be provided to the members of the Association.

(3) The Secretary may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

(4) Any Board member who is subject to the provisions of Rule 33 must have the issue of his or her membership status dealt with by the Board in accordance with Rule 8 (21) within a month of any resolution passed in relation to his or her removal from the Board or his or her position becoming vacant.

34. Minutes of meetings

(1) At meetings of the Association and of the Board, the Secretary (or his or her delegate) must take and keep minutes of the resolutions and proceedings of each meeting, together with a record of the names of all persons present physically or by proxy.

(2) Minutes of meetings of the Association, together with financial statements and other related documents, shall be available to members of the Association in accordance with Rule 8 (22) (iv – vii).

35. Funds

(1) The Treasurer must ensure that the Association collects and receives all moneys due to the Association and makes all payments authorised by the Association, and keeps correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association, which he or she may do personally or via employed staff acting under delegation set and authorised by the Board.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two of the signatories approved by the Board for the purpose.

(3) Approved signatories for the purpose of Rule 35 (2) shall be members of the Board and/or employed staff acting under delegation set and authorised by the Board.

(4) The funds of the Association shall be derived from membership fees, donations, enrolment and tuition fees, levies, grants, interest on investments, fundraising activities and such other sources as the Board determines.

36. Seal

(1) The common seal of the Association, where applicable, must be kept in the custody of the Secretary or under his or her control.

(2) The common seal must not be affixed to any instrument except by the authority of the Board and the affixing of the common seal must be attested by the signature of the Secretary, and the signature of one other member of the Board or one employed staff member acting under delegation set and authorised by the Board.

37. Notices to members for matters other than meetings

Any notice that is required to be given to a member, by or on behalf of the Association, under these Rules may be given by an office bearer (or his or her delegate) delivering the notice to the member personally, or by the methods set out in Rule 15 (2).



38. Winding up

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with any special resolutions concerning distribution of assets, or in the absence of a special resolution concerning distribution of assets upon winding up made subsequent to these Rules, by:

- (i) donation or transfer to an institution or institutions having purposes similar to those of the Association and whose constitution has similar provisions concerning winding up asset distributions; and
- (ii) in a manner that does not allow assets to be distributed to members.

39. Custody and inspection of books and records

(1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

(2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

(3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

40. Provision for trading

Any prohibition against trading contained or implied within the Act shall not apply to the Association on the basis that:

- (i) the predominant purpose of the Association is charitable;
- (ii) in the event of winding up or dissolution of the Association, any distribution of its assets shall not be other than for a charitable purpose and shall only be transferred to an organisation with similar or charitable purposes; and
- (iii) the Association will not alter this section of the Rules without the approval of the Minister responsible for the Act.



APPENDIX 1 – APPOINTMENT OF PROXY FOR GENERAL MEETING

I, _____ of _____

being a full member of Warragul District Parent-Controlled Christian School Association Incorporated
(Incorporation No. A5753)

appoint _____ of _____,

being a full member of such Incorporated Association, as my proxy to vote for me on my behalf at the
meeting of the Association to be held on:

_____ and at any adjournment of that meeting allowed by the Rules of the Association.

I authorise my proxy to vote on my behalf, either (mark appropriate box):

A. ☐ At his or her discretion

OR

B. ☐ As follows:

(i) In favour of the following resolution(s):

(ii) Against the following resolution(s):

Signed _____ Date _____



APPENDIX 2 – APPLICATION FOR ASSOCIATE MEMBERSHIP

To be completed by applicants who desire to become Associate Members of the Warragul District Parent Controlled Christian School Association Incorporated but who are *not required* to be members by the Statement of Rules of the Association.

NAME: _____

ADDRESS: _____

PHONE NO. _____ **CHURCH AFFILIATION:** _____

I hereby apply to become an Associate Member of the Warragul District Parent Controlled Christian School Association Incorporated. In the event of my admission as a member, I agree to be bound by the Statement of Rules and all policies of the Association, and to pay such membership fees as set by the Board.

My relationship to the Association is that of (mark appropriate box or boxes):

- ☐ Interested member of the community
- ☐ Former member of staff
- ☐ Spouse of staff member
- ☐ Former student
- ☐ Local pastor/minister
- ☐ Other: _____

SIGNATURE: _____ **DATE:** _____



APPENDIX 3 – SCHEDULE OF MEMBERSHIP FEES

<i>Membership fees</i>	<i>Amount</i> <i>(incl. GST)</i>
Entrance fee	Not applicable
Annual subscription fee	\$22.00