

## **Reasons for redrafting the St Clare's Ex-Students Constitution**

At the annual ex-students lunch and AGM in March this year, it was proposed that a subcommittee be formed to review the current constitution with a view to offering suggestions for updates.

After the subcommittee's considerations of this, the few changes we have drafted for consideration by the membership are for the following reasons:

- To recognise and acknowledge the Poor Clare and Franciscan charism of the Ex-Students Association and all the good works of the Poor Clare Nuns in establishing and running the College for 129 years.
- In recognition that the Ex-Students Association will always be deeply appreciative of and welcoming to the Poor Clare Sisters at future meetings and can run independently of them if required.
- That the active membership base is currently small, funds limited and meetings and activity infrequent.

Subcommittee Members

Julia Lynch

Kim Morris

Megan Saville

Jacki Short

## **ST CLARE'S COLLEGE EX-STUDENTS' ASSOCIATION**

### **CONSTITUTION**

#### **INTRODUCTION**

##### **PURPOSE**

The St Clare's Ex-Students Association is the official association for former students who completed part or all their education at St Clare's College. All former students are considered St Clare's Ex-Students.

The purpose of St Clare's Ex-Students Association is to provide past St Clare's students with a means of staying in touch through correspondence and functions and to continue to promote the interests of the College.

Throughout the years, the Ex Students' Association has donated bursaries annually to worthy students to assist their specific study needs. We have also donated an end of year gift to Year 12 graduates as a post-school memento.

The College has generated remarkable loyalty among students. Students with a parent who also attended the College are not uncommon. We have present day teachers who were, themselves, students at the College. Ex Students take special pleasure in meeting at least annually to celebrate progress in their lives underpinned by the mutual experience at the College.

## **Inclusion**

On 23 November 1883 six Poor Clare's arrived in Sydney from Ireland and were welcomed by the Waverley community. On 15 January 1884 the Sisters began their ministry of Catholic education at St Clare's. Originally comprising both primary and secondary students, today St Clare's College is a Year's 7-12 school for girls.

In 2011, the Poor Clare Sisters, after a long period of discernment, made the decision to hand over the governance of the College to the Archdiocese of Sydney. In 2013, we have started a new chapter in the life of St Clare's with the College now part of the Archdiocesan System of Schools. Moving forward, the College will retain its strong Franciscan focus and maintain its links with the Poor Clare Sisters and their traditions.

Education in the Franciscan tradition and especially the spirit of St Clare fosters our appreciation of the uniqueness of each person and inspires all to look at themselves with a new vision - one of dignity, self-worth and self-respect. It assists us to recognize our own goodness and the gifts we have been given and to achieve personal excellence in our lives.

As all people are sisters and brothers of one another, our Franciscan tradition impels us to reach out to others, especially to those who are disadvantaged and marginalized. It challenges us to be instruments of reconciliation, justice and peace, and to foster life-giving relationship with each other characterized by a spirit of warmth and hospitality.

We see the imprint of our Creator in all of life and thus we have a reverence for all creation and the responsible stewardship of the environment.

Our education in the Franciscan tradition has called us to find God in everyone and everything – *Deus Meus et Omnia*. In recognition and appreciation of this Franciscan charism, the Ex-Students Association embraces this tradition.

## **DEFINITIONS**

1. In this Constitution the following definitions apply:

“**Abbess**” means the Abbess of the Poor Clare's or her delegate;

**“Association”** means St Clare’s College Ex-Students’ Association;

**“College”** means St Clare’s College Waverley;

**“Constitution”** means the Constitution for the time being of the Association;

**“Executive Committee”** means the Executive Committee for the time being of the Association;

**“Financial Year”** means the twelve months commencing 1 January;

**“Members”** means the Members for the time being of the Association;

**“President”** means the President for the time being of the Association and in her absence the Vice-President;

**“Principal”** means the Principal for the time being of the College and in their absence the Principal’s delegate.

## **NAME**

2. The name of the association is *St Clare’s College Ex-Students’ Association*.

## **OBJECTIVES**

3. The objectives of the Association shall be:
  - (a) to support and promote the mission of the College as a Catholic school in the Franciscan tradition;
  - (b) to encourage and provide an on-going relationship of the Ex-Students with the College;
  - (c) to foster relationships among the Ex-Students of the College;
  - (d) to support the Principal in activities of the College;
  - (e) to encourage among Ex-Students an active participation in the life of the College community.
4. In keeping with these objectives, the Association will:
  - (a) hold an Annual Mass and Reunion;
  - (b) publish a regular Newsletter;

- (c) be represented by a member of the Executive Committee at College functions such as: the Opening and Closing Masses; Celebrations for St Clare's Day; College Graduation Ceremonies and Awards Presentation.

## **MEMBERSHIP**

5. Membership of the Association is open to all those who were enrolled as a student of the College at any time.
6. The membership fee shall be determined from time to time by the Executive Committee.

## **ANNUAL MASS AND REUNION**

7. The Annual Mass and Reunion for the Members of the Association shall be held on the First Sunday of March each year.

## **ANNUAL GENERAL MEETING**

8. The annual general meeting of the Association shall be held in conjunction with the Annual Mass and Reunion.
9. The business to be conducted at the annual general meeting shall include:
  - the President's Report;
  - the Treasurer's Report; and
  - the Election of the Executive Committee.

## **PROCEEDINGS AT ANNUAL GENERAL MEETING**

10. No business shall be transacted at the annual general meeting unless a quorum of Members is present at the time when the meeting proceeds to business.
11. The quorum for any general meeting is fifteen (15) Members.
12. If within half an hour from the time appointed for the meeting a quorum is not present, the President shall adjourn the meeting, and after consultation with the Principal shall determine the time of the adjourned meeting.
13. The President shall chair the annual general meeting.

14. At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands. A declaration by the President that a resolution has on a show of hands been carried unanimously or carried by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
15. On a show of hands each Member shall have one vote.
16. In the case of an equality of votes the President shall be entitled to a second or casting vote.

### **THE EXECUTIVE COMMITTEE**

17. The management of the Association shall vest in the Executive Committee which shall consist of at least five (5) and no more than seven (7) Members of the Association who, subject to this Constitution, shall be elected at the Annual General Meeting.
18. The Executive Committee shall comprise: the President; the Vice-President; the Treasurer; the Secretary and between one (1) and three (3) Committee members.

### **ELECTION OF THE EXECUTIVE COMMITTEE**

19. A non-executive member shall preside at the election of the Executive Committee.
20. Nominations of candidates for election to the Executive Committee shall be made at the annual general meeting. Nominations shall be made and seconded by Members of the Association. Candidates are to signify their consent to the nomination.
21. Separate ballots shall be held for each of the positions on the Executive Committee. The ballots shall be conducted in the normal and proper manner.
22. Only those Members of the Association present in person at the annual general meeting may vote in the election.
23. In the event there are insufficient nominations for any position to require a ballot, the person nominated shall be deemed to be elected.

24. The members of the Executive Committee shall hold office from the day on which they are elected at the annual general meeting until the day on which the elections are held at the next annual general meeting.
25. Members of the Executive Committee shall be eligible for re-election
26. Whenever a casual vacancy occurs on Executive Committee, the Executive Committee shall appoint a Member of the Association to fill the vacancy.
27. The office of a member of the Executive Committee becomes vacant if that person resigns by notice in writing to the Executive Committee.

### **ACCOUNTS AND RECORDS**

31. The Treasurer shall ensure that there are kept proper accounts and records of the transactions and affairs of the Association as sufficiently explain its financial operations and financial position.

### **ANNUAL REPORT**

34. The President shall prepare for presentation to the Members at the annual general meeting an Annual Report on the Association.

### **AMENDMENTS TO THE CONSTITUTION**

35. The annual general meeting by a two-thirds majority vote of Members present and voting may determine such amendments to this Constitution as are deemed necessary, provided that at least thirty (30) days notice has been given of any proposed amendment.

### **DISSOLUTION**

37. The Members may dissolve the Association provided that a resolution to present such a petition has been passed by a two-thirds majority vote of Members present and voting at a general meeting convened solely for this purpose, and provided that thirty (30) days notice has been given of the proposed resolution to present such a petition.
38. Any funds held by the Association at the time of its dissolution shall, after payment of any outstanding debts, be transferred to St Clare's College Limited.

## Reasons for redrafting the St Clare's Ex-Students Constitution

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After the subcommittee's considerations of this, the few changes we have drafted for consideration by the membership are for the following reasons:

- To recognise and acknowledge the Poor Clare and Franciscan charism of the Ex-Students Association and all the good works of the Poor Clare Nuns in establishing and running the College for ~~xxx~~129 years.
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### Subcommittee Members

Julia Lynch

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## **ST CLARE'S COLLEGE EX-STUDENTS' ASSOCIATION CONSTITUTION**

### **INTRODUCTION**

#### PURPOSE

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**NAME**

2. The name of the association is *St Clare’s College Ex-Students’ Association*.

**OBJECTIVES**

3. The objectives of the Association shall be:
  - (a) to support and promote the mission of the College as a Catholic school in the Franciscan tradition;
  - (b) to encourage and provide an on-going relationship of the Ex-Students with the College;
  - (c) to foster relationships among the Ex-Students of the College;
  - (d) to support the Principal in activities of the College;
  - ~~(e) to fund annually a half scholarship for the tuition fees for two years for a student entering Year 11;~~
  - (ef) to encourage among Ex-Students an active participation in the life of the College community.
4. In keeping with these objectives, the Association will:
  - (a) hold an Annual Mass and Reunion;

- (b) publish a regular Newsletter ~~three times per year~~;
- (c) be represented by a member of the Executive Committee at College functions such as: the Opening and Closing Masses; Celebrations for St Clare's Day; College Graduation Ceremonies and Awards Presentation.

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#### **MEMBERSHIP**

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#### **ANNUAL MASS AND REUNION**

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9. The business to be conducted at the annual general meeting shall include:
- ~~the Principal's Report;~~
  - the President's Report;
  - the Treasurer's Report; and
  - the Election of the Executive Committee.

#### **PROCEEDINGS AT ANNUAL GENERAL MEETING**

10. No business shall be transacted at the annual general meeting unless a quorum of Members is present at the time when the meeting proceeds to business.
11. The quorum for any general meeting is ~~fifteen twenty (1520)~~ Members ~~of which four (4) shall be members of the Executive Committee.~~

12. If within half an hour from the time appointed for the meeting a quorum is not present, the President shall adjourn the meeting, and after consultation with the Principal shall determine the time of the adjourned meeting.
13. The President shall chair the annual general meeting.
14. At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands. A declaration by the President that a resolution has on a show of hands been carried unanimously or carried by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
15. On a show of hands ~~each every~~ Member shall have one vote.
16. In the case of an equality of votes the President shall be entitled to a second or casting vote.

#### **THE EXECUTIVE COMMITTEE**

17. The management of the Association shall vest in the Executive Committee which shall consist of at least ~~five (5) ten (10)~~ and no more than ~~seven (7) twelve (12)~~ Members of the Association who, subject to this Constitution, shall be elected at the Annual General Meeting.
18. The Executive Committee shall comprise: the President; the Vice-President; the Treasurer; the Secretary and between ~~one (1) and three (3) six (6) and (8)~~ Committee members.

#### **ELECTION OF THE EXECUTIVE COMMITTEE**

19. ~~The Abbess~~ A non-executive member shall preside at the election of the Executive Committee.
20. Nominations of candidates for election to the Executive Committee shall be made at the annual general meeting. Nominations shall be made and seconded by Members of the Association. Candidates are to signify their consent to the nomination.
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25. Members of the Executive Committee shall be eligible for re-election; ~~provided that no member may serve more than six (6) consecutive years without an interval of at least one (1) year.~~
26. Whenever a casual vacancy occurs on Executive Committee, the Executive Committee shall appoint a Member of the Association to fill the vacancy.
27. The office of a member of the Executive Committee becomes vacant if        that person;
  - ~~(a) is absent without the consent of the Executive Committee from three successive meetings of the Executive Committee;~~
  - (b) resigns by notice in writing to the Executive Committee.

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#### **~~PROCEEDINGS OF THE EXECUTIVE COMMITTEE~~**

- ~~28. The Executive Committee may meet together for the despatch of business and adjourn and otherwise regulate its meetings as the Executive thinks fit, provided that it meets at least six (6) times each year.~~
- ~~29. At a meeting of the Executive Committee five (5) members of the Executive Committee shall constitute a quorum. No business shall be transacted at any such meeting unless a quorum is present at the time the meeting proceeds to business.~~
- ~~30. The President shall preside at every meeting of the Executive Committee.~~

#### **ACCOUNTS AND RECORDS**

31. The Treasurer shall ensure that there are kept proper accounts and records of the transactions and affairs of the Association as sufficiently explain its financial operations and financial position.

## **AUDITOR**

~~32.— The College auditor shall act as the auditor of the Association.~~

## **AUDIT OF ACCOUNTS**

~~33.— Once in each financial year the accounts of the Association shall be examined by the auditor.~~

## **ANNUAL REPORT**

34. The President shall prepare for presentation to the Members at the annual general meeting an Annual Report on the Association.

## **AMENDMENTS TO THE CONSTITUTION**

35. The annual general meeting by a two-thirds majority vote of Members present and voting may determine such amendments to this Constitution as are deemed necessary, provided that at least thirty (30) days notice has been given of any proposed amendment.

~~36.— Any amendment to this Constitution requires the approval of the Abbess.~~

## **DISSOLUTION**

37. The Members may ~~petition the Abbess to~~ dissolve the Association provided that a resolution to present such a petition has been passed by a two-thirds majority vote of Members present and voting at a general meeting convened solely for this purpose, and provided that thirty (30) days notice has been given of the proposed resolution to present such a petition.

38. Any funds held by the Association at the time of its dissolution shall, after payment of any outstanding debts, be transferred to St Clare's College Limited.