
PRESBYTERIAN LADIES' COLLEGE SYDNEY EX-STUDENTS' UNION

RULES OF CONSTITUTION (AS AMENDED 2012) (COLLEGE FOUNDED 1888)

- 1 The name shall be the "Presbyterian Ladies' College Sydney Ex-Students' Union".
- 2 The objects of the Union are:
 - (a) to foster loyalty to the College and to maintain a closer relationship between past and present students.
 - (b) to maintain an interest in the John Marden Memorial Library Building provided, however, that this will not be understood in any way to impose any financial or other burden on the Union.
 - (c) to hold reunions and meetings and carry out social functions pertaining to the welfare of the Union and College.
 - (d) to publish The Ex-Students' News once a year.
- 3 All former students applying for membership must have attended the College for a year or more, including their final year at school, provided, however, that the Committee, in their discretion, shall be at liberty to admit students who have attended the College for not less than one year, but not including their final year at school.
- 4 The management of the Union shall be in the hands of a Committee consisting of: a President, two (2) Vice-Presidents, an Honorary Secretary, an Honorary Assistant Secretary, an Honorary Treasurer, an Honorary Assistant Treasurer and a minimum of six (6) ordinary members. The office bearers shall be elected by ballot at the Annual General Meeting.
 - (a) Notice of the Annual General Meeting together with a request for nominations for office bearers shall be sent by the Secretary to every member, at least one month before the Annual General Meeting.
 - (b) Nominations for office bearers shall be signed by the person nominated, the proposer and the seconder, and shall be in the hands of the Secretary at least ten days before the Annual General Meeting.
 - (c) The result of the election shall be declared at that meeting. Subject to the conditions of Clause 4 (d) hereof, all members of the Committee shall be eligible for re-election. Fifty percent of the old Committee must be retained for the next Committee. Office bearers shall be ex-officio members of all Sub-Committees.
 - (d) Any President can only serve a maximum of three years in any one term of office, although she can be elected as President again any number of times, provided that at the conclusion of each of her terms of office another President serves a term of office.
 - (e) No member of the Union will be eligible for election to any office on the Committee other than that of an ordinary member until she has served for a minimum of one year as an ordinary member.
 - (f) Any office bearer elected to the office of Vice President, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer or Honorary Assistant Treasurer may only serve a maximum of three consecutive one-year terms in that office. However, if, at the conclusion of any office bearer's three-year term in any one of the said offices, there is no nomination for that office, then that same office bearer, being willing to stand again, shall be eligible to be re-nominated for the same office for a maximum of three consecutive one-year terms.
- 5 The Committee shall appoint Sub-Committees, as necessary, with a Convenor for each. The Convenors of the Sub-Committees shall keep records of the business transacted by their Sub-Committees, and submit a written report of the same to the Committee.
- 6 The President shall preside at all Meetings of the Union. One of the Vice-Presidents shall preside in the absence of the President and perform the duties of that office. In the event of neither the President nor a Vice President being present, the meeting shall elect a member from amongst themselves to preside.
- 7 The Honorary Secretary shall keep full and correct minutes of all resolutions and proceedings at meetings of the Committee in a book to be provided for that purpose, and shall produce them at all meetings. The Honorary Secretary shall issue the notices for all meetings, keep a list of members with their addresses, take charge of all correspondence and papers belonging to the Union, and generally perform such duties as the Committee may prescribe. In her absence, the Assistant Secretary shall fulfil her duties.
- 8 The Honorary Treasurer shall collect all moneys belonging to the Union, and shall disburse the same, under the direction of the Committee and also shall report in writing the state of the finances when required, and at the Annual General Meeting shall present a written Report showing all the receipts and expenditure during the year.
- 9 An Auditor shall be elected by the Committee, who shall certify the accounts submitted.
- 10 At all Committee Meetings the quorum shall consist of five (5), and at all Sub-Committee Meetings of three (3). Any member of the Committee absent from three (3) consecutive meetings, without notifying the Honorary Secretary, shall cease to be a member thereof, and the vacancy shall be filled by the Committee.
- 11 Any proposed alteration in the Constitution shall be notified in writing to the Honorary Secretary thirty days (30) days before the Annual General Meeting, and no rule shall be altered save by a majority of members present at such meeting.
- 12 The Annual General Meeting shall be held not later than the last week in November and a quorum for this meeting must consist of ten (10).

- 13 In the event of anything occurring not mentioned in the scope of this Constitution, the Committee shall have the power to deal with it at their discretion, and their decision shall be binding upon the Union.
- 14 The Committee or the President, on the written request of not less than ten (10) members, shall call a Special General Meeting, the object of which shall be expressed in the requisition. Twenty members present shall form a quorum at such Special General Meeting.
- 15 The Union is a non profit making organisation and no member shall have any beneficial interest in the Union or its fund. In the event of the Union ceasing to function, any surplus funds or assets will be donated to the Presbyterian Ladies' College, Sydney or the Presbyterian Church of Australia following a resolution passed by a majority of members present either at an Annual General Meeting or at a Special General Meeting called for this purpose.
- 16 The Committee shall in undertaking any fundraising or other activities comply with any standards generally applicable to the College. The Committee shall obtain the prior approval of the College Council to any proposed new method of fundraising or other activity not previously approved by the College Council. The use of the College name is at all times subject to the approval of the College Council or the College Principal.
- 17 To facilitate the extension of insurance cover from the Presbyterian Church (New South Wales) Property Trust to the Union and in particular to the individual members of the Committee, the Committee shall ensure that in carrying out the management activities of the Union it procures that the expectations from time to time of any relevant insurer for the Church and/or the College are complied with including any risk, compliance or operational directive given by the Presbyterian Church (New South Wales) Property Trust.