

# Constitution of the Sacré Coeur Alumnae Association



## Preamble

*This Constitution applies to the unincorporated association which operates under the name 'The Sacré Coeur Alumnae Association' (herein after referred to as 'the Association'). The Rules therein are binding on the members of the Association and are enforceable in the courts of Victoria.*

*The name and logo of the Association are the sole property of the Association. The name and logo, or any of their derivations may not be used for any purpose other than as authorised by the Executive Committee of the Association.*

## I. PURPOSE

The Purpose of the Association is:

- (a) enabling contact and mutual support between Members
- (b) maintaining loyalty to the Sacré Coeur School and to the Members of the Society of the Sacred Heart, and
- (c) conducting two Masses in the School Chapel each year, one for the deceased Members of the Association.

Achievement of the Purpose of the Association may include measures such as:

- a) provision of opportunities for contact, interaction and networking through the arrangement of various types of functions and events
- b) cooperation with the Sacré Coeur Community Council and other associated committees, including but not limited to the
  - Sacré Coeur School Board
  - Sacré Coeur Foundation, and
  - Sacré Coeur Small Pleasures Fund
- c) facilitating communication among members through maintaining various information and networking platforms such as the *Burke Road Bulletin*, the e-Newsletter, *Esprit de Coeur*, the Sacré Coeur Annual, *Sacconnect*, the online alumnae social networking site, and other means as are developed over time.
- d) Facilitating opportunities for membership of and/or participation in other RSCJ related national and global organisations, associations and projects.

## 2. DEFINITIONS

The following definitions apply:

- (a) 'Alumna/alumnus and/or alumnae/alumni, refer to a former pupil or pupils of the Sacré Cœur School, or Clifton, or any former pupil of an RSCJ School now residing in Victoria.
- (b) 'Clifton' means the former RSCJ School opened in 1898 and closed in 1916. Any reference to alumnae, or former Sacré Cœur pupils, within this document includes Clifton's alumnae.
- (c) 'Committee Member' refers to a member elected to the Association Committee.
- (d) Executive Committee means the office-bearers of the Committee.
- (e) 'Honorary Alumnae' are persons associated with the Sacré Cœur Community who have been given honorary Membership of the Sacré Cœur Alumnae Association (which may include, but is not limited to, former or current Sacré Cœur staff).
- (f) 'Member' means a person who is a member of the Association.
- (g) MOU is the Memorandum of Understanding made between the Association and the School and dated accordingly.
- (h) 'RSCJ' is the *Religieuses du Sacré-Coeur de Jesus*, Religious of the Sacred Heart.
- (i) 'School' means Sacré Cœur, Burke Road, Glen Iris, Victoria.
- (j) 'AMASC' *Association Mondiale des Anciennes et Anciens du Sacré Cœur* means the World Association of Alumnae and Alumni of the Society of Sacred Heart schools and educational institutions.
- (k) 'ASCA' means the '*Australian Sacré Cœur Association*' which represents the alumnae of Australian Sacré Cœur Schools:
  - a. The *Sacré Cœur School*, Melbourne,
  - b. *Kincoppal Rose Bay*, Sydney
  - c. *Stuartholme*, Brisbane;
  - d. University of Queensland, Residential College St Lucia Campus *Duchesne* and
  - e. The University of Sydney, Residential College *Sancta Sophia College*.

## 3. FINANCIAL YEAR PERIOD

The financial year period is the 12month period commencing on 1<sup>st</sup> May and closing on the 30<sup>th</sup> April each year.

## 4. MEMBERSHIP

The following persons are Members of the Association:

- i. any former pupil of the Sacré Cœur School, or of Clifton,
- ii. former pupils of an RSCJ School residing in Victoria,
- iii. current or former RSCJ, and

iv. honorary alumnae.

#### 4.1 Register of Members

The Association will maintain a register of Members.

This register is kept as an electronic database and managed by the School.

In the event that the School is closed and the Alumnae Association continues to be an active association:

- 1) The School would download a copy of the alumnae database
- 2) The School would give this copy to the Alumnae Association
- 3) The School would destroy the records kept at the School.

### 5. MEMBERSHIP COMMITTEE

- I. A Committee comprised of Members of the Association will be responsible for the conduct of the business and operation of the Association and act in accordance with the Charter.
- II. The Committee will be no more than 15 and no less than 6 members in total.
- III. Nominated roles/positions ('office bearers') as may be deemed necessary for the efficient and effective operation of the Committee may be specified by the Committee from time-to-time and such office-bearers will form an Executive Committee.
- IV. The Committee may delegate its powers or functions to the Executive Committee, general Committee Members, sub-committees or Members, as permitted by law and in accordance with any policies and procedures of the Committee.
- V. Members are elected to the Committee and such office-bearer positions as nominated by the Committee, at the Annual General Meeting (AGM) of the Association.
- VI. A general Committee Member is appointed for an initial term not exceeding three years following which the Member may be appointed for no more than two sequential 3year terms, (i.e., a total sequential appointment period of 9 years.)
- VII. In the event that a Committee Member ceases being a Committee Member before the AGM and the Committee comprises no more than 8 Members, the Committee may appoint another general Committee member until the next AGM.

## 6. GENERAL MEETINGS OF MEMBERS

An Annual General Meeting (AGM) will be conducted each year.

The Secretary must give to each known member of the Association, at least 14 days prior notice of the AGM, such notice may be given by way of email, letter, on-line newsletter or any such communication as agreed. Failure to receive such notice shall not invalidate any proceedings thereof.

- a. Notice of a general meeting must:
  - i be in writing specifying the date, time and place of the meeting; and
  - ii indicate the general nature of each item of business to be considered
- b. At each AGM:
  - i. Reports as to the activities and financial position of the Association must be provided to Members.
  - ii. Committee Members will be elected by the Members, as required.
  - iii. Any other ordinary business conducted.
  - iv. Any other special business conducted or resolutions considered in respect of which notice has been given.
- c. Each Member in attendance at a meeting (whether in person, or by some other means) has one vote.
- d. Votes at a meeting may be taken in the following manner:
  - i By a show of hands
  - ii By a written ballot, or
  - iii By any other method that the Committee determines to be reasonable in the circumstances.
- e. A vote only passes if a majority of the Members voting on it, vote in favour of it.

## 7. QUORUM FOR GENERAL MEETING OF MEMBERS

A minimum of 10 Members comprising at least 6 Committee Members and 4 Members is required to constitute a general meeting quorum.

## 8. SPECIAL RESOLUTION

A special resolution of the Association is passed if:

- i. at least 14 days notice of the general meeting, referred to as a Special General Meeting, (SGM) at which the special resolution will be proposed has been given to the Members; and
- ii. at least 75% of Members who are in attendance at the SGM, vote in favour of the special resolution.

## 9. MEMBERSHIP FEES

A component of fees charged and collected by the School is a levy ('the Alumna Fee') applied upon the enrolment of a pupil.

In accordance with the MOU, the School makes an annual payment of 60% of the Alumna Fee it collects, to the Association, each financial year.

## 10. MANAGEMENT AND USE OF FUNDS

- (a) All fees and monies ('the funds') raised, collected or received by the Association are to be used solely for the purpose of the Association.
- (b) The Association may receive funds from:
  - i. The Alumna Fee;
  - ii. Activities or projects;
  - iii. Donations;
  - iv. Interest on funds held/invested;
  - v. Any other lawful source which the Committee approves and which is consistent with the purpose of the Association.
- (c) Subject to any restrictions imposed by a general meeting of the Association, the funds may be used as directed by the Committee, from time-to-time, to meet the Purpose of the Association.
- (d) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure of funds on behalf of the Association.
- (e) The Committee must have policies and procedures in relation to the management and holding of funds on behalf of the Association

## 11. DISCIPLINE of MEMBERS

- (a) The Committee may take disciplinary action against a Member if it determines the Member:
  - i. has breached any Rules of the Constitution; or
  - ii. has behaved in a manner which has, or is likely to, cause harm, loss or damage to the Association, the School or the RSCJ (whether financial, reputational or otherwise.)
- (b) Any disciplinary action taken by the Committee against a Member must be in accordance with any disciplinary policy and procedures in place, as determined by the Committee, which accords with principles of natural justice.
- (c) The Committee and the Association will not be liable for any loss or harm that a Member may incur as a result of disciplinary action that the Committee or Association takes in good faith against the Member.

## 12. DISPUTE RESOLUTION

If there is a dispute between a Committee Member and/or Members (“the Parties”):

- (a) the parties involved must first attempt to resolve the dispute between themselves within a period of at least 14 days from the date the dispute is known to each relevant Party; and
- (b) If the dispute cannot be resolved directly between the Parties, the Parties are required to notify the Committee of the dispute and a dispute resolution process must be put in place by the Committee in adherence with any relevant policy and/or procedures.

## 13. DISSOLUTION OF THE ASSOCIATION

- (a) The Association may be dissolved upon the passing of a Special Resolution to wind up the Association.
- (b) Upon dissolution of the Association, any assets of the Association will be used to pay any debts or liabilities of the Association.
- (c) Any surplus funds existing after payment of all debts and liabilities shall be distributed by way of gift to the School. For the avoidance of any doubt, no surplus funds will be distributed to the Committee or Members.

## 14. RECORD KEEPING

- (a) The Association must maintain written records (‘the Records’) that:
  - i. correctly record its operations; and
  - ii. correctly record its financial situation including fund sources and expenditure
- (b) The Association must produce the Records if and when required by law;
- (c) The Association must retain the Records for at least seven years, or for such period as is required by law.

## 15. ALTERATION OF THE CONSTITUTION

Subject to these Rules and any applicable laws, the Rules may be amended by the Members passing a Special Resolution at a general meeting in support of the proposed amendment. Notice of the proposed resolution will be provided to all known Members at least 14 days prior to the AGM, or SGM, such that they have the opportunity to vote on the matter.