



CONSTITUTION FOR COLLEGE ADVISORY COUNCILS

Preamble

The College Advisory Council provides advice and support to the Principal and the Staff of the College. Members of the College Council are valued for their wisdom and the contribution they make to the functioning of the College and work together to ensure that the Mercy Ethos underpins the life of the College.

1. Name

The name of the College Council is: ***(Sacred Heart College Kyneton Council)***

2. Interpretation

2.1 In this Constitution, unless the contrary intention appears:-

The College Council means the College Council referred to in Clause 1 of this Constitution.

Meeting means a meeting of the College Council in accordance with this Constitution.

Member means a member of the College Council holding office in accordance with this Constitution.

Mercy Education means Mercy Education Limited.

Parents means the father and/or mother and/or guardian in relation to a student of the College.

Principal means the Principal of the College.

College means Sacred Heart College Kyneton

2.2 Words importing the singular shall include the plural and vice versa where the context so requires.

2.3 Words importing gender shall include the masculine gender and/or the feminine gender and/or the neuter gender where the context so requires.

3. Purposes

The purposes of the Council are as follows:-

(a) To act as a consultative Council for the College and the Principal in the provision of Catholic education.

(b) To promote the Mercy ethos and to ensure the charism is alive and central to all deliberations.

(c) To assist the Principal and staff in policy making, including the formulation of foundational documents.

(d) To assist in the preparation of the College budget and to recommend its adoption.

- (e) To provide advice concerning the financial administration of the College. This could include supporting the Principal with fund raising activities organised by auxiliary bodies associated with the College.
- (f) To give such practical support to the College as required in matters such as capital development, the maintenance of College facilities and equipment.
- (g) To take part in the strategic planning for the future operations of the College.
- (h) To assist generally in developing relationships both within the College community and between the College and the wider community.
- (i) To facilitate the welcome of parents and children new to the College.
- (j) To develop strategies for the local promotion of Catholic education.
- (k) To provide advice according to members expertise.

4. Membership of Council

- 4.1** The Council shall consist of no fewer than seven (7) and no more than twelve (12) members comprising the following:-
- (a) The Principal;
 - (b) No fewer than five (6) and no more than eleven (11) persons appointed by the Principal, some of whom shall be parents of current students of the College.
- 4.2** As a general principle all members of Council will hold a Working with Children Card unless exempted from this requirement by the relevant State law.
- 4.3** Except as provided hereafter Members of the Council shall be appointed for a period of three (3) years commencing on the 1st February of the year of their appointment and concluding on the 31st January three (3) years following.
- 4.4** All persons who are appointed members of the Council pursuant to this Constitution shall be entitled to be re-appointed subject to them remaining eligible to be a member of the Council up to a limit of three (3) consecutive three (3) year terms.
- 4.5** In special circumstances, a Principal may re-appoint a member of Council for a further period not exceeding twelve (12) months.
- 4.6** A person who is a member of the Council shall cease to be a member in any of the following circumstances:-
- (a) If such person ceases to belong to any of the categories referred to in Clause 4.1 herein.
 - (b) If such person resigns.
 - (c) If such person becomes bankrupt or enters into an arrangement with his or her creditors or assigns the benefit of his or her estate for the benefit of his or her creditors.
 - (d) If by reason of physical or mental health the person is unable to perform his or her duties.
 - (e) If such person is convicted of any offence involving fraud or dishonesty or any other serious offence which is punishable by imprisonment.
 - (f) If such person is absent from three consecutive meetings of the Council without an apology.

- (g) If the Principal, within his or her right, and after due consideration, decides to withdraw his/her appointment of a member of Council.

5. Membership of Council

The Principal shall give Mercy Education written particulars of the members of the Council before February in each calendar year.

6. Formation in Mercy Ethos

During the period of appointment, each member of the Council is expected to participate in Mercy Ethos programs provided by the College, Mercy Education or the Institute. New members will be provided with induction materials by the Principal.

7. Meetings of Council

7.1 The Council shall meet no less than six (6) times per school year. The Principal shall give prior written notice of each meeting to the Council members specifying the date, time and place of the meeting. At least one week in advance of an upcoming meeting, the Principal shall provide for all members, an agenda for the meeting, a copy of the minutes of the previous meeting and all relevant papers. The agenda shall be prepared by the Principal in consultation with the Chair of the Council.

7.2 Fifty percent (50%) of members of the Council shall constitute a quorum for meetings.

7.3 While the term of appointment of a Council member is three (3) years, the position of Chair is appointed annually by the Principal prior to 1st February.

7.4 A minute secretary for Council meetings who need not be a member of Council shall be appointed by the Principal. The Principal shall arrange for the Minutes to be typed and for the circulation of copies as aforesaid. A copy of the Minutes shall also be sent to Mercy Education and to each Director of the Mercy Education Board. The original Minutes shall be kept in an appropriate and secure register and shall be signed by the Chairperson. The Minutes shall record the names of all members of the Council present at the meeting.

8. Chair of Council

8.1 The tasks of the Chair of the Council shall include:

- (a) chairing of meetings;
- (b) consulting with the Principal on the agenda of each meeting;
- (c) representing the Council at relevant forums;
- (d) participating in formation activities for Chairs as requested by the Principal.

9. Custody of Records

All records of the Council shall be kept in the custody of the Principal and archived as appropriate.

10. Amendment of Constitution

The Council shall not have power to amend this Constitution. Amendments may be made from time to time by Mercy Education.