



## Roles within the OIA Committee:

1. **President**
2. **Vice-President**
3. **Secretary**
4. **Treasurer**
5. **Rector**
6. **Social Justice Officer**
7. **Old Ignatian Sports Club Liaison Officer**
8. **Marketing and Communications Officer**
9. **Up to eight General Members**

## From the Constitution:

### **1 COMMITTEE**

- 1.1 The management of the Association shall be vested in a Committee.
- 1.2 The Committee shall be responsible in all things to the Association in General Meeting.
- 1.3 The Committee has the following powers and duties:
  - 1.3.1 to be responsible for the business of the Association and the advancement of its objects;
  - 1.3.2 to care for, control and conduct the Association's activities and the property;
  - 1.3.3 to enter into agreements and contracts in relation to its duties except as specifically prohibited by this Constitution or Rules made under this Constitution;
  - 1.3.4 to interpret and decide all matters in connection with, the construction of and all matters connected with this Constitution or any Rules made under this Constitution;



- 1.3.5 to make and enforce Rules and regulations for the conduct of meetings (otherwise than are incorporated this Constitution), functions and other activities of the Association;
  - 1.3.6 to seek the assistance of other members or persons for special purposes and to employ any person, firm or company for any purpose which may seem expedient;
  - 1.3.7 to fill casual vacancies caused by the resignation, death or otherwise of any officer or member of the Committee until the holding of the next Annual General Meeting;
  - 1.3.8 to supervise and control the finances of the Association and to authorise payment of all debts or liabilities which the Association may from time to time incur;
  - 1.3.9 to perform or carry out any other act or thing which may be incidental to the foregoing matters or to the proper and efficient management of the Association and which are not expressly reserved by this Constitution or Rules made under this Constitution to the decision of a General Meeting; and
  - 1.3.10 to appoint a public officer as required by and for the purposes of the Associations Incorporation Act 1985.
- 1.4 The Committee may delegate all or any of its powers or duties under clause 1.3 to:
- 1.4.1 the President;
  - 1.4.2 a Vice-President;
  - 1.4.3 a member of the Committee; or
  - 1.4.4 sub-Committees consisting of such members of the Association or of the Committee as the Committee may deem fit.

## **2 MEMBERSHIP OF THE COMMITTEE**

- 2.1 The Committee shall consist of the following persons elected in accordance with the requirements of clause 19:
- 2.1.1 the President for the time being of the Association;
  - 2.1.2 one Vice-President for the time being of the Association;; ;
  - 2.1.3 the Secretary for the time being of the Association;
  - 2.1.4 the Treasurer for the time being of the Association;



- 2.1.5 the Rector for the time being of Saint Ignatius' College or his representative.
- 2.1.6 the Social Justice officer for the time being of the Association
- 2.1.7 the Old Ignatian sports club, recreation and community liaison officer for the time being of the Association
- 2.1.8 the Marketing and Communications officer for the time being of the Association
- 2.1.9 up to eight general members of the Association elected at each Annual General Meeting of the Association;
- 2.1.10 two student members of the Committee, each of whom:
  - (a) attended as a senior pupil of Saint Ignatius' College during the year immediately preceding an Annual General Meeting of the Association; and
  - (b) has been approved by the Rector or Headmaster for the time being of Saint Ignatius' College for the purposes of this clause;
- 2.1.11 up to two club members of the Committee, each of whom:
  - (a) is the President of a club within the meaning of clause 3.1.4; and
  - (b) has been approved by the Rector or Headmaster for the time being of Saint Ignatius' College for the purposes of this clause.
- 2.2 If any member of the Committee shall be absent from three consecutive Committee meetings without cause considered just and reasonable by the Committee, his or her seat shall be declared vacant.
- 2.3 Subject to the special voting rights of the Chairman, each member of the Committee present at the meeting shall have one vote.

### **3 SPECIAL PROVISIONS RELATING TO THE PRESIDENT**

- 3.1 A person may not hold the position of President for more than three consecutive terms.
- 3.2 The President:
  - 3.2.1 may call a meeting of the Committee at any time; and
  - 3.2.2 must call a meeting of the Committee if requested in writing by two members of the Committee, such meeting to be convened within fourteen days after the receipt of such requisition provided that not less than five days' notice shall be given to the members of the Committee.
- 3.3 The President, must, at least once in every financial year:



- 3.3.1 meet with the Rector or Headmaster for the time being of Saint Ignatius' College in furtherance of the objects of the Association
  - 3.3.2 meet, or require his or her delegate to meet, with the President or other authorised representative of each club within the meaning of clause 3.1.4 in furtherance of the objects of the Association; and
  - 3.3.3 provide a report to the Committee on such meetings.
- 3.4 The President for the time being of the Association shall represent the Association at all public functions and on all occasions provided that if, for any reason, the President is unable to represent the Association he or she may appoint a Vice-President for the purpose.

#### **4 SPECIAL PROVISIONS RELATING TO VICE-PRESIDENTS**

- 4.1 A person may not hold the position of Vice-President for more than three consecutive terms.
- 4.2 During any period for which the President is unable to perform his or her functions under this Constitution, a Vice-President:
  - 4.2.1 may call a meeting of the Committee at any time; and
  - 4.2.2 must call a meeting of the Committee if requested in writing by two members of the Committee, such meeting to be convened within fourteen days after the receipt of such requisition provided that not less than five days' notice shall be given to the members of the Committee.

#### **5 SPECIAL PROVISIONS RELATING TO THE TREASURER**

- 5.1 The Treasurer must:
  - 5.1.1 receive all the monies of the Association and account for the same, and their receipt shall be a sufficient discharge for the same;
  - 5.1.2 open and maintain a banking account in the name of the Association with a recognized financial institution;
  - 5.1.3 within five days after the receipt of any monies on behalf of the Association pay the same into the Association's Bank Account.
  - 5.1.4 keep in a book to be open to the inspection of the Committee or the members at any time an account of all monies received and expended;



- 5.1.5 submit at the Annual General Meeting a Balance Sheet signed by the Auditor (if any) and disclosing the financial position of the Association as at the 30<sup>th</sup> day of June of the preceding financial year;
- 5.1.6 submit to the Committee, whenever so requested by the Chairman, a statement showing clearly the financial position and progress of the Association; and
- 5.1.7 keep other such records as may be necessary for the proper and efficient maintenance of the financial affairs of the Association.
- 5.1.8 maintain a minimum of two and a maximum of four bank signatories that are members of the Committee
- 5.1.9 arrange that all cheques payable by the Association require two signatories

## **6 SPECIAL PROVISIONS RELATING TO THE SECRETARY**

6.1 The Secretary of the Association shall:

- 6.1.1 conduct the affairs of the Association under the direction of the Committee;
- 6.1.2 record full and accurate minutes of the proceedings at all meetings of members kept for that purpose as well as at all meetings of the Committee;
- 6.1.3 use his or her best endeavours to distribute minutes to the Committee within a reasonable time following a meeting and, in any event, within one month of a meeting; and
- 6.1.4 such other duties at the Committee or the Association shall designate.