



Q1. AGM usually held during the Prize Giving day. Why was it moved to a different day?

It was a unanimous decision made by members (floor) at the 2022 AGM not to have the AGM on the Prize Giving day.

Q2. When can the AGM be held?

Short answer - Last term of the school year.

History

- As per the constitution, at least once in each calendar year and within 30 days of the commencement of the school year (**Annexure 1**).
- As per the amendment on 04/12/2000, at least once in each calendar year and in the last term of the school year (**Annexure 2**).

Q3. What is the required notice?

14 days prior to the meeting, except where the nature of the business proposed requires a special resolution (**Annexure 3**).

21 days prior to the meeting if the nature of the business proposed to be dealt with required a special resolution (**Annexure 3**).

Q4. What is the quorum for AGM?

Short answer – One fifth of entitled members present.

History

- As per the constitution, one third of entitled members present (**Annexure 4**).
- As per the amendment on 30/06/2011, one fifth of entitled members present (**Annexure 5**).

Q5. What happens if no quorum present?

If within half an hour after the appointed time for the commencement of an AGM, a quorum is not present, the meeting shall be dissolved and shall stand adjourned to the same day in the following week at the same time and same place (**Annexure 4**).

Q6. What happens if no quorum at the adjourned meeting?

If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 12, consisting of 3 to conduct the election and nine committee members) shall constitute a quorum (**Annexure 4**).

Q7. Who is considered entitled members for quorum?

Short answer - All parents and guardians of children who attended the centre for three months prior to the date of a meeting. Farther and mother or Guardian of a child shall be considered to be independent members and hence are entitled to attend and vote on issues individually.

History

- As per the constitution (**Annexure 6**)
 - All parents and guardians of children currently attending the school shall be members of the centre.
 - Farther and mother or Guardian of a child shall be considered to be independent members and hence are entitled to attend and vote on issues individually.
 - Teachers are ex-officio members of the centre and are entitled to attend the meetings and vote on issues
 - Parents or Guardians whose children had not attended the centre for three months prior to the date of the meeting shall participate but shall not have the right to cast vote without submitting a valid reason for their children's absence to secretary in writing.
 - CESSATION OF MEMBERSHIP
 - Loses his membership rights later by not qualifying to be a member;
 - Is expelled from the Centre
- As per amendment on 09/01/2020 (**Annexure 7**)
 - Parents or guardians whose child/children had not attended the Centre for three months prior to the date of a meeting, shall participate in the proceedings of the meeting (as an observer) but shall not have the right to cast their votes.
 - CESSATION OF MEMBERSHIP
 - Loses his membership rights later by not qualifying to be a member;
 - Whose child/children had not attended the Centre for three months prior to the date of notice of any meeting;
 - Teachers who had not attended the Centre for three months prior to the date of notice of any meeting;
 - Is expelled from the Centre.

*** Amendment date denotes the date the amendment was registered with Office of Fair Trading.**

Annexure 1

PART IV GENERAL MEETINGS

21. ANNUAL GENERAL MEETINGS - HOLDING OF:

- 21.(1) With the exemption of the first annual general meeting of the Centre, the Centre shall, at least once in each calendar year and within 30 days of the commencement of the school year, convene an annual general meeting of its members.
- 21.(2) Commencement of the school year of the Centre coincides with the school year of the department of school education of NSW.
- 21.(3) Clauses (1) and (2) have effect subject to any extension or permission granted by the commission under section 26.(3) of the Act.

Annexure 2

Rule Number 21.(1) has been changed to read as follows

21.(1) The Centre shall at least once in each calendar year and in the last term of the school year, convene an annual general meeting of its members.

Annexure 3

24. NOTICE

- 24.(1) The members shall be notified by mail the date, time, venue and agenda of the meeting at least 14 days prior to the meeting, except where the nature of the business proposed requires a special resolution.
- 24.(2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Centre, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.

Annexure 4

25. PROCEDURE

- 25.(1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 25.(2) One third members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 25.(3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and at the same place.
- 25.(4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 12, consisting of 3 to conduct the elections and nine committee members) shall constitute a quorum.

Annexure 5

Rule 25.(2) has been changed to read as follows

25.(2) One fifth of the members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

Annexure 6

4. MEMBERSHIP QUALIFICATIONS

- 4.(1) All parents and guardians of children currently attending the school shall be members of the Centre.
- 4.(2) Father and mother or Guardian of a child shall be considered to be independent members and hence are entitled to attend and vote on issues individually or by proxy.
- 4.(3) Teachers are ex-officio members of the centre and are entitled to attend meetings and vote on issues.
- 4.(4) Parents or Guardians whose children had not attended the centre for three months prior to the date of a meeting, shall participate in the proceedings of the meeting but shall not have the right to cast their votes without submitting a valid reason for their children's absence in writing to the secretary.
- 4.(5) All member of the centre shall be bound by the rules and by laws of the Centre, as well as the Associations Incorporation Act, 1984.

Annexure 7

<p>4. MEMBERSHIP QUALIFICATIONS</p> <p>4.(4) Parents or Guardians whose children had not attended the centre for three months prior to the date of a meeting, shall participate in the proceedings of the meeting but shall not have the right to cast their votes without submitting a valid reason for their children's absence in writing to the secretary.</p>	<p>4.(4) (a) Parents or guardians whose child/children had not attended the Centre for three months prior to the date of a meeting, shall participate in the proceedings of the meeting (as an observer) but shall not have the right to cast their votes.</p>
<p>6. CESSATION OF MEMBERSHIP</p> <p>(c) Loses his membership rights later by not qualifying to be a member;</p> <p>(d) Is expelled from the Centre.</p>	<p>(c) Loses his membership rights later by not qualifying to be a member;</p> <p>(d) Whose child/children had not attended the Centre for three months prior to the date of notice of any meeting;</p> <p>(e) Teachers who had not attended the Centre for three months prior to the date of notice of any meeting;</p> <p>(f) Is expelled from the Centre.</p>