



SUPPORT GROUP BY-LAWS

SCHEDULE 1 - BY-LAWS FOR SUPPORT GROUPS

(which operate as sub-committees of the Management Committee of the Great Southern Grammar School Parents and Friends Association ("Association"))

1. The name of the Group shall be _____ [Activity name] SUPPORT GROUP (hereinafter referred to as The Support Group).
 2. The Management Committee of the Association in consultation with the Head of the School shall first authorise the establishment of each support group.
 3. The Support Group shall comprise members of the Association who are interested in the promotion of [Activity] at the School. The Support Group shall be a subcommittee of the Association and shall act in support of its objects.
 4. Position Descriptions for executive officers of a support group, approved by the Head of School, are to be complied with.
 5. The purposes of the Support Group shall be:
 - a. to help ensure that all students of the School interested in [Activity] will have the gain appropriate participation, tuition and encouragement in the activity.
 - b. to assist the School in ensuring that student efforts are supported by the full and effective use of the facilities provided by the School.
 - c. to assist the coordinated efforts of the students, staff, coaches and voluntary helpers to achieve successful competition of [Activity] within the School activities.
 - d. to assist the teacher-in-charge to carry out his/her responsibilities and in particular those responsibilities referred to in Clause 16.1.
 - e. to appoint subcommittees to organise any such activities which, in the opinion of the Support Group and the Head of the School, will promote the development of [Activity] within the School.
 - f. to raise funds on behalf of [Activity] (and in the case of major fund raising in consultation with the Association) by various means approved by the Head of the School.
 - g. for a member of the Support Group executive to attend and report back to P&F general meetings.
6. Once sanctioned by the Management Committee of the Association and the Head of the School, all funds resulting from approved fund raising activities shall be applied towards the advancement of [Activity] within the School PROVIDED THAT prior to spending any sum of money, above an amount agreed from time to time between the Head of School and the Management Committee of the Association, on School equipment or facilities, the Support Group committee must first obtain the approval of the Head of School both as to application and timing. The Management Committee of the Association shall at all times be responsible to the Head of School for the activities of the Support Group, and shall assist, cooperate or intervene with the Support Group to ensure school policies are adhered to.

7. Funds raised will be managed by the P&F Treasurer and in consultation with Business Manager as per section 29 Funds and Accounts.
8. The Support Group Committee shall consist of a president, a vice president, an honorary secretary. The teacher-in-charge, the president of the Association (or their nominee), and the immediate past president of the Support Group Committee shall be ex-officio members of the Committee. A quorum shall consist of three members, one of whom must be the president, vice president or immediate past president. All support group meetings must be attended by the teacher in charge or his/her nominee.
9. There shall be at least three general meetings in each year. General meetings can also be called by a minimum of four members in writing.
10. An annual general meeting of the members of the Support Group is to be held within 8 weeks following the conclusion of the season/period of activity for [Activity], or in February if the activity is not seasonal. The president and teacher-in-charge shall present their reports. A quorum at annual general meetings shall be five members.
11. At each annual general meeting:-
 - a) the president, the vice-president and secretary shall retire from their offices. An election or these positions and unless the meeting shall otherwise resolve no person shall serve more than 2 consecutive terms in the same office. The outgoing members of the committee shall be deemed to have vacated their respective offices at the commencement of the election.
12. If the annual general meeting so resolves, the number of members serving on the Committee for the ensuing year may be increased.
13. The Committee shall have power to co-opt and to fill its casual vacancies.
14. The Support Group shall by resolution carried by 75% of the members present and voting at a general meeting have power to remove any member of the Committee from office provided the member shall have been given 14 days notice of the motion for his or her removal. The Management Committee of the Association by majority resolution shall have power to remove a member from office of the Support Group Committee where that member is acting in a manner inconsistent with the aims and objects of the Association.
15. It is the function of the Support Group Committee to carry out on behalf of the Support Group the purposes set out in Clause 5.
16. A statement of income and expenditure of the support group is to be provided to the P&F Treasurer on request and at the end of each financial year.
 - a) Subject to Clause 5 of these By-Laws:-
 - i) The teacher-in-charge shall have responsibilities to recommend to the Head of School:-
 - the appointment of the [Activity] captain;
 - the appointment of coaches/tutors;
 - the purchase, replacement and maintenance of assets which are the property of the School;

- the review of existing facilities on an ongoing basis to prepare a comprehensive long-range programme for the development of the [Activity] for the benefit of the [Activity] at the School;
 - the entry of school teams and representatives for competitions, and it shall be the duty of the Committee to ensure that the teacher-in-charge is given adequate assistance when required, to discharge these responsibilities.
- ii) The Support Group Committee shall have the responsibility of:-
- assisting the School in developing, in consultation with the teacher-in-charge, the medium to long term direction of support to the [Activity];
 - social and fund-raising programmes for the [Activity] season;
 - assisting the teacher-in-charge by providing manpower and logistic support beyond school resources for the various [Activity] activities.
17. Minutes of the meetings of the Committee shall be promptly circulated to members of the Committee and confirmed minutes be circulated promptly to the Head of School and secretary of the Association.
18. These By-Laws may only be amended by a general meeting of members of the Association.
19. These By-Laws shall be read subject to the rules of the Association.
20. In these By-Laws, the term “teacher-in-charge” shall mean the person or persons for the time being appointed by the Head of School to have responsibility for [Activity].
21. The Association at a general meeting of members may wind up a support group on the grounds of insufficient interest from the students in that activity.
22. In the event of a voluntary or Association initiated wind-up of the Support Group all residual assets of the Support Group will become the property of the Association to be applied to purposes approved by the Head of the School. The Support Group Committee shall report regularly to the Association on its activities. This may be either in a formal report or by a Support Group representative attending a meeting of the management committee or a general meeting of the Association to present a written or verbal report.
23. The Support Group Committee shall report regularly to the Association on its activities. This may be either in a formal report or by a Support Group representative attending a meeting of the Management Committee or a general meeting of the Association to present a written or verbal report.

**SCHEDULE 2 – BY-LAWS FOR THE PURPOSES OF CLAUSE 33.2
-DIRECTION BY THE HEAD OF SCHOOL**

1. The Management Committee must:-
- a) promptly provide to the Head of the School a statement of income and expenditure of the Association for the last financial year, as soon as that report has been prepared;
 - b) first obtain the approval of the Head of the School both as to application and timing, prior to spending any sum of money, above an amount agreed from time to time between the Head and the Management Committee, on School equipment, services or facilities; and

- c) whenever requested to do so by the Head of the School, promptly provide the Head with current account balances detailing funds held by the Association, including those of the Support Groups and details of all funds raised by the Association and its various subcommittees for any particular period.

2. The Association must:-

- a) not (either through the Management Committee or its various subcommittees including Support Groups) employ any person to conduct any activity at or on behalf of the School without first obtaining the approval of the Head of the School; and
- b) comply with the School's policy from time to time on sponsorship and promotion.