

CHIFLEY COLLEGE COUNCIL

CONSTITUTION

Originally developed 30th July 2002

Modified 2nd September 2002

Modified 4th March 2003 at first College Council Meeting

Amended 15th March 2005 at 2005 Annual General Meeting (11.1)

Amended 23rd February 2016 at 2016 Annual General Meeting

Constitution of CHIFLEY COLLEGE COUNCIL

1. NAME

- 1.1 The name of the College Council will be CHIFLEY COLLEGE COUNCIL (hereinafter called “The Council”)

2. DEFINITIONS

2.1 APPOINTED MEMBERS

- 2.1.1 “Community Member” means any person appointed to the Council and includes at least one

- TAFE College Principal or nominee
- Nominee from University of Western Sydney
- Business Nominee

- 2.1.2 “Co-opted Member” means any person on the Council appointed from the community to assist the Council for a specific purpose and a specific period.

- 2.2 BUDGET PLAN. This refers to the general outline of anticipated income and expenditure for the funds administered by the College Principal on behalf of the whole College.

- 2.3 CONSTITUENCY means the whole body of voters who are eligible to elect their representatives on Council.

- 2.4 COUNCIL means the Chifley College Council.

- 2.5 COUNCILLOR means an elected, appointed or ex officio member of Chifley College Council.

- 2.6 ELECTED MEMBER means any person on the Council elected by the relevant constituency to represent that constituency.

- 2.7 EXECUTIVE MEMBER refers to those that implement and manage Council policy and includes the principals of each campus of Chifley College, the College Chair and College Deputy Principal.

- 2.8 PARENT means the parent, guardian or any other person who has actual membership of the P&C in any campus of Chifley College.

- 2.9 PARENT ORGANISATION means the P&C Associations of each campus of Chifley College and the three AECG's local to Chifley College.
- 2.10 QUORUM means the minimum number of persons required to attend a meeting before any business can be transacted.
- 2.11 COLLEGE COMMUNITY means the College staff, parents, students and the local community of Chifley College.
- 2.12 COLLEGE STAFF means all persons employed at Chifley College through the Department of Education and Training (teaching and non-teaching staff).
- 2.13 STUDENT means any student enrolled at Chifley College.
- 2.14 SUPPLEMENTARY SERVICES means support provided to the College by parents and other members of the community to enrich the educational programs of the College.

3. **AIMS AND OBJECTIVES**

3.1 AIMS

- To promote quality education for all students within the College.
- To enable formal College community participation in planning and management of Chifley College.
- To foster closer links between the College and its community.

3.2 OBJECTIVES

- To determine the broad policies of the College.
- To encourage and promote community participation in the College.
- To positively promote the College in all forums.

- 3.3 PURPOSE. The purpose of the College Council is to make decisions for all campuses of Chifley College in relation to those areas outlined in the aims and objectives.

4. **ROLE OF THE COLLEGE CHAIR**

- 4.1 The College Council will operate within the context of the relevant legislation and the stated policies and priorities of the government and the NSW Department of Education.
- 4.2 The College Council is accountable to the Area Education Director
- 4.3 The principals of each campus remain accountable under the Public Finance and Audit Act for the management of College finances including, where appropriate, the negotiation of all contracts on behalf of the College Council.

- 4.4 The principals of each campus and the College Chair are accountable to the Director for the management of the College and for the implementation of the broad policies and priorities determined by the Council.
- 4.5 Within the context of the relevant legislation and the stated policies, priorities, expenditure and staff allocations of the government and the Department of Education, the College Council will:
1. In consultation with the principals, and where required the Director, determine the Council representation on the interviewing panel for the selection of an incoming principal, or other staff members, when a vacancy occurs and is to be filled by advertisement and interview;
 2. Be consulted in the determination of the aims and the educational goals of the College;
 3. Identify local educational needs and priorities;
 4. Be involved in consultation in determination of the College student welfare policies and the Fair Discipline Code;
 5. Assess the financial needs of the College and be involved in the determination and approval of the budget plan based on advice from the College Management Group.
 6. Examine reports on expenditure provided by the principals on an annual basis;
 7. Provide guidance for the College Management Group on supplementary services required by the College;
 8. Establish policies for community use of College facilities;
 9. Assess the need of the College in areas such as buildings, grounds, facilities, College transport, starting/finishing times, and matters that affect the smooth operation of the College;
 10. Advise the Director and the College Management Group on issues 1 to 9;
 11. Establish effective liaison with other College and community committees to promote activities consistent with College policies;
 12. Present and promote a positive image of the College in the local community in order to increase parent and community awareness and willingness to be a part of, and or involved in, the College; and
 13. Assist in the provision of an annual report to the College community on the activities of the College.

5. MEMBERSHIP AND COMPOSITION

- 5.1 The composition of the Council will be as follows
- The College Chair as executive officer
 - Each Campus Principal as executive members
 - The College Deputy Principal as an executive member
 - Two (2) parents elected from each campus P&C Association, one (1) to be a parent of a student enrolled within the College
 - One (1) College staff member elected from each campus
 - Four (4) community members appointed by the Council

- One (1) representative nominated from the regional Aboriginal Education Consultative Group
- Two (2) student representatives elected by each Student Representative Council

The total number of Councilors is 25.

5.2 The College Chair is ex officio the Executive Officer of the Council.

5.3 Each campus principal and the College DP is an ex officio executive member of the Council

5.4 Elected members

5.4.1 Parent members are elected by their representative campus P&C. Parent members are to provide a report of each Council meeting to the next P&C meeting.

5.4.2 A full staff meeting at their respective campus elects staff representatives. Staff located at the College administration centre will be considered, for this purpose, staff of the senior campus. At least three (3) College staff members must be teaching staff. Once the quota of non-teaching staff is filled teaching staff must fill all other vacancies. Each staff representative is to provide a report of each Council meeting to the next campus staff meeting.

5.4.3 Their respective SRC meeting elects student members. Each SRC representative is to provide a report of each Council meeting to the next SRC meeting.

5.5 Community members

5.5.1 Community members will be identified at the initial Council meeting and will subsequently be invited on to the Council by the Director via the College Principal.

5.5.2 Community members will be confirmed at the second meeting of the newly constituted Council.

5.5.3 When a nominated community member of the Council has a change in circumstances related to their initial nomination to Council, the continued tenure of that person on Council will depend on the endorsement of the College Council. Should the College Council fail to endorse the continued representation of that person on the Council then a casual vacancy will be declared and a new representative will be invited to sit on Council.

5.6 Co-opted members

5.6.1 Council may co-opt members of the community to assist the Council for a specific purpose and for a specific period.

5.6.2 Such positions are advisory and do not have voting rights on the Council.

6 TENURE OF COUNCIL

- 6.1 The term of the office for elected/appointed members of Council will be two (2) years
- 6.2 The tenure of any one member will be three (3) terms, with the exception of executive members.
- 6.3 Elected/appointed members of Council who cease to be eligible to represent their constituency will vacate their position.

7. ELECTION OF COUNCILLORS

- 7.1 Elections for members to represent the College staff, students and parent community will take place biennially, prior to week 5, term 1 of the school year, commencing 2015.
- 7.2 Where a casual vacancy occurs elections will be held as quickly as possible after the vacancy has been identified.
- 7.3 Each constituency will determine eligibility to vote and designate a returning officer.
- 7.4 Any nominee must indicate a willingness to accept the position.
- 7.5 If more than the required number of candidates is nominated, the designated returning officer will ensure that the election is conducted so that all members of the respective constituency, where possible, have an opportunity to vote for their representative.
- 7.6 Where possible and practical, election will take place by secret ballot. Election will be by the exhaustive preferential process.
- 7.7 Announcement of Council elected members representing College staff, student and parent groups will, be made, after elections are finalised, through the first available issue of the local papers, the College newsletter and the campus newsletters.

8. COUNCIL OFFICE BEARERS

- 8.1 The College Council will have the following officer bearers.
 - **President.** This will be an elected member from the parent or community bodies OTHER THAN EXECUTIVE AND STUDENT MEMBERS
 - **Executive Officer.** The College Chair
 - **Executive Members.** The five campus principals and College DP

- 8.2 Office bearers will be elected at the first meeting of the newly constituted Council
- 8.3 The College Chair will assume the responsibilities normally associated with Treasurer.
- 8.4 The College Deputy Principal will assume the responsibilities normally associated with the secretary.
- 8.5 Officer bearers have the power to co-opt assistance as approved by Council. Co-opted persons have no voting rights.

8.6 Roles and responsibilities of Council office bearers.

8.6.1 President

- Chairs the meeting
- Prepares the agenda in consultation with the executive officer
- Prepares the report on the activities of the Council for presentation at the annual general meeting.
- Prepare a report for the Annual Report

8.6.2 College Deputy Principal

- Prepares and circulates the minutes of each meeting within fourteen (14) days of that meeting of Council.
- Is responsible for the preparation of correspondence.
- Maintains official records of the Council
- Prepares, in consultation with the president and executive officer, any items for inclusion in the campus newsletters that would inform the College community about activities associated with the Council.

8.6.3 Executive Officer and Executive Members

- Are responsible for the implementation of the broad policies and priorities as determined by Council.
- Are responsible for negotiating all contracts on behalf of Council where appropriate.
- Are advisers to Council on educational matters.
- Are responsible for the preparation of financial reports and draft budget plans as required by Council.
- Are responsible for the transition from one Council to the next.

9. COUNCIL MEETINGS

- 9.1 Council meetings are open to staff, students, parents and the wider community of Chifley College.
- 9.2 The Council will meet not fewer than (4) times a year.

- 9.3 The first meeting of the newly constituted Council will be held within one (1) month of elections.
- 9.4 Council will decide the date, venue and time of Council meetings.
- 9.5 The secretary of the Council will advise the dates, venues and times of subsequent meetings.
- 9.6 Quorum
- 9.6.1 A quorum for Council meetings will be twelve (12) of which at least eight (8) need to be elected representatives.
- 9.6.2 A quorum will only include one executive member.
- 9.6.3 If after thirty (30) minutes of the meeting being opened a quorum has not been reached the meeting may proceed with general discussions on agenda items listed. If there is a need to move formal motions they may be moved but will need to be held in abeyance until the next scheduled meeting for formal endorsement.
- 9.7 Attendance
- 9.7.1 Councillors, where possible, should attend all meetings.
- 9.7.2 If a councillor is unable to attend a prior apology should be made.
- 9.7.3 Unless leave of absence has been obtained, should a councilor fail to attend three (3) meetings in any one year, the future intentions of the member should be sought, if possible in writing.
- 9.7.4 In the absence of the president of the Council a chairperson will be nominated from those parent and community councillors present.
- 9.8 Agenda
- 9.8.1 The secretary of the Council will, where possible, distribute the meeting agenda to Council members at least five (5) days prior to the meeting
- 9.8.2 Any member of the College community, who wishes Council to debate a particular matter, should submit this matter to the secretary or their elected representative, allowing enough time for it to be entered on to the agenda.
- 9.8.3 Items not on the agenda may be raised in general business.

10. COUNCIL MEETING PROCEDURES

- 10.1 Formal meeting procedures will apply. The chairperson will have discretionary powers regarding their implementation.
- 10.2 Each member of the Council will entitled to one (1) vote. Voting shall be by show of hand at which quorum is present.
- 10.3 Proxy votes are permitted upon declaration of the notice appointing the proxy on the form set out in the appendix of this constitution. The council member appointing a proxy must appoint another member of their representative group as their proxy. A proxy must be submitted to the Executive Officer of the Council at least 24 hours before the scheduled meeting of the Council.

- 10.4 Decisions will be taken by simple majority. Where voting is equal the motion will be deferred.
- 10.5 Co-opted members or visitors will have no voting rights.
- 10.6 Council members may invite members of the College community to attend a Council meeting for a specific purpose. Such visitors have no voting rights and cannot introduce items of business at the meeting.

11. ANNUAL GENERAL MEETING

- 11.1 The AGM will be held Term 1 each year.
- 11.2 Notice of the AGM will be given at least fourteen (14) days in advance to all members of the College Community.
- 11.3 The quorum for the AGM will be the designated quorum as per 9.6.1.
- 11.4 Items not on the advertised agenda will be dealt with at the discretion of the meeting.
- 11.5 The relevant office bearers and conveners of committees of the Council will present reports of all Council activities at the AGM, where the Council has established such committees.

12. SPECIAL GENERAL (EXTRAORDINARY) MEETING

- 12.1 A special meeting may be called at any time during the College term when requested by one of the following:
 - An executive member in writing to the president or executive officer
 - An individual campus P&C or AECG
 - One third of councilors
- 12.2 A special meeting will be called for the purpose of'
 - Amending the constitution
 - Recommending the removal of an elected or appointed member
 - Dissenting from a Council decision
 - Recommending dismissal of the present Council
 - Recommending dissolution of the Council
- 12.3 Such a meeting will be held within twenty one (21) days of a request.
- 12.4 A notice of motion will be circulated to the College community at least seven (7) days prior to the meeting date.
- 12.5 The quorum for any issue in 12.2 is two thirds of Council voting members.
- 12.6 Recommendations associated with any issue in 12.2 will be forwarded to the District Superintendent by the president and the executive officer. Any amendment to the Constitution will be submitted to the District Superintendent for approval.

13. COUNCIL RECORDS

- 13.1** Council records, including copies of the constitution and all agenda, minutes, correspondence, files, financial reports and committee reports should be readily accessible with prior notice and **will be retained by the Secretary (College Deputy Principal)**.

14. REPLACEMENT OF COUNCIL MEMBERS

- 14.1 When a casual vacancy for an elected Councillor occurs, the position will be filled as follows:
- A new parent member will be elected at an appropriate advertised P&C meeting.
 - A new staff member will be elected at an appropriate staff meeting.
 - Should an appointed member resign or transfer out of the College community, the executive member and the president, in consultation with the College Council, will make a further recommendation to the Area Education Director.
 - Where a former councilor was an office bearer of the Council that position will be filled by election from the existing Council.

15. REVIEW OF CONSTITUTION

- 15.1 There will be a review of the Constitution every two (2) years which will be aligned with the AGM and the election of the President. Constitutional amendments in line with changes in Department of Education policies will be incorporated as a matter of course. All other major changes will require broad consultation.