



RULES OF KRISTIN FAMILY AND FRIENDS

1 Constitution

- 1.1 The Kristin School Charitable Trust (“the Trust”) does hereby establish an unincorporated association which shall be called Kristin Family and Friends (“the KFF”).
- 1.2 To better promote the objects of the KFF, the KFF shall:
 - 1.2.1 elect officers to hold office on a subcommittee, which subcommittee shall include representatives or nominees of the management of Kristin School (“the KFF Subcommittee”);
 - 1.2.2 hold regular meetings from time to time at which any parent, former parent, former pupil or person who belongs to the wider Kristin community, including grandparents or other relatives of pupils, parents or former pupils or parents, shall be entitled to attend (“the Members”).

2 Objects

- 2.1 The objects of the KFF (“the Objects”) shall be:
 - a. To foster community spirit throughout Kristin School;
 - b. To provide opportunities for all parents to be included as an integral part of the Kristin school community;
 - c. To fundraise for purposes and in the priorities identified by Kristin School;
 - d. To advance the educational interests of the students, Kristin School, and the wider Kristin community;
 - e. To provide support to the management of Kristin School in areas where the participation of parents and the wider Kristin community will be beneficial to the interests of Kristin School;
 - f. Do any act or thing incidental or conducive to the attainment of any of the above objects.
- 2.2 All Members and those holding office on the KFF Subcommittee shall promote the interests and the Objects of the KFF and shall do nothing to bring the KFF and Kristin School into disrepute.

3 Structure

- 3.1 The activities of the KFF shall be managed and governed by the KFF Subcommittee, constituted and operated according to these Rules.
- 3.2 The functions of the KFF Subcommittee shall be to:
 - a. Provide a point of liaison between the Kristin school community and the management and the Board of Trustees of Kristin School;
 - b. To assist the Kristin School in the organization of activities to promote the Objects.

4 Financial

- 4.1 Any levies or subscriptions which may be set by the Board of Trustees of Kristin School from time to time (in its absolute discretion), or monies raised by the fund-raising activities of the KFF shall be:
 - a. Used to fund activities of KFF to further promote its Objects;
 - b. Prudently managed by the KFF Subcommittee, on behalf of the Board of Trustees of Kristin School for the furtherance of the Objects;
 - c. Administered by the accounting department of Kristin School.
- 4.2 In order to properly carry out its activities, the KFF and the accounting department of Kristin School shall consult on appropriate protocols to govern the financial transactions relating to the KFF.
- 4.3 Funds to the credit of the KFF shall be receipted into the Kristin School bank account within 48 hours of receipt, but shall be separately recorded by the management of Kristin School, so that there is always an accurate record of the financial affairs of the KFF available.
- 4.4 Any expenditure or liability or financial commitment in excess of \$150 must be duly authorised before it is incurred by a resolution of the KFF Subcommittee. All accounts for payment shall be submitted to the KFF Subcommittee for approval. Once approved, the account shall be forwarded to the accounting department of Kristin School, together with a cheque requisition authorising payment signed by the President or an Elected Officer of the KFF Subcommittee, and counter-signed by the Executive Principal or his/her nominee to the KFF Subcommittee.
- 4.5 Kristin School shall provide relevant accounting information to the Treasurer in a timely fashion, as may be reasonably required by the Treasurer. The Treasurer shall report on the KFF's financial position to each KFF Subcommittee meeting, and present an annual Statement of Account (Income and Expenditure Account and Balance Sheet) to the Annual General Meeting.
- 4.6 The KFF's financial year shall commence on the first day of each year and end on the last day of the year.

- 4.7 Unless the KFF Subcommittee or the KFF in an Annual General Meeting resolve, the KFF shall not be required to carry out an audit.

5 Election of Officers

- 5.1 The following Officers shall be elected by and from the Members annually (“the Elected Officers”):
- a. Vice-President;
 - b. Secretary;
 - c. Treasurer.
- 5.2 The President shall be appointed by the Executive Principal of Kristin School for the time being. The office shall be held for a period of two years (“Term”), although the appointment may be revoked before the expiration of the Term at any time by the Executive Principal. In the event of a revocation of the appointment, the Executive Principal shall appoint a new President as soon as practicable hold the office for Term. In the event that the President is temporarily unable to carry out the functions of President, for example due to ill health, those functions shall be performed by the Vice-President.
- 5.3 The President shall, in addition to all other duties described in these Rules, generally oversee and direct the affairs and business of the KFF. No President shall serve for more than 2 consecutive Terms as President.
- 5.4 The election of Officers shall take place at the Annual General Meeting of the KFF, which shall be held at a time and place decided upon by the KFF Subcommittee. The initial Annual General Meeting for 2006 shall be held before the end of the first school term of 2006. Thereafter, the Annual General Meeting shall take place annually before the end of fourth school term.
- 5.5 The election shall be conducted as follows:
- a. Nominations for nominees may be received by the Secretary before the date of the Annual General Meeting or may be received from the floor at the Annual General Meeting, if the chairperson allows;
 - b. The President (and in his or her absence the Vice-President) shall be the chairperson;
 - c. Votes shall be cast in accordance with the procedure for General Meetings;
 - d. If there is only one nomination for a particular position then that nominee shall be deemed to be accepted by the Members, unless any Member at the Annual General Meeting calls for a vote of hands;
 - e. In the event of any vote being tied the tie shall be resolved by the incoming KFF Subcommittee.

6 The KFF Subcommittee

- 6.1 The KFF Subcommittee shall comprise:
- a. President;
 - b. The Elected Officers;
 - c. The Executive Principal for the time being of Kristin School;
 - d. Up to two nominees of the Executive Principal, who shall be employees or officers of Kristin School.
- 6.2 If a vacancy in the position of the Elected Officers occurs between Annual General Meetings that vacancy shall be filled by the KFF Subcommittee co-opting a person to fulfill that role until the next Annual General Meeting.
- 6.3 Any Elected Officer may be removed by a resolution of a General Meeting of which prior notice was given in the notice of meeting and which is passed by a two-thirds majority of those present and voting.

7 Management by the KFF Subcommittee

- 7.1 From the end of each Annual General Meeting until the end of the next, the KFF shall be administered, managed and controlled by the KFF Subcommittee.
- 7.2 The KFF Subcommittee shall meet at such times and places, and in such manner, as it shall determine and otherwise where and as convened by the President or Secretary.
- 7.3 All KFF Subcommittee meetings shall be chaired by the President or in the President's absence by the Vice President, or in the absence of both of them by some other KFF Subcommittee member elected for the purpose by the meeting, and any such chairperson shall have a deliberative and casting vote.
- 7.4 The KFF Subcommittee may co-opt any person to the KFF Subcommittee for a specific purpose, or for a limited period, or generally until the next Annual General Meeting.
- 7.5 The quorum for KFF Subcommittee meetings shall be at least three members of the KFF Subcommittee.
- 7.6 The KFF Subcommittee may appoint subcommittees consisting of such persons (whether or not members of the KFF) and for such purposes as it thinks fit. But no subcommittee may commit the KFF to any financial expenditure in excess of \$150 without express authority of a resolution passed by the KFF Subcommittee.
- 7.7 The KFF Subcommittee from time to time may make and amend policies for the conduct and control of the KFF activities, but no such policies shall be inconsistent with these Rules.

- 7.8 These Rules (and any amendment thereof) shall be available at all reasonable times for inspection by members, and copies shall be provided (at cost) to any Member on request.
- 7.9 Other than as prescribed by statute or these Rules, the KFF Subcommittee may regulate its proceedings as it thinks fit.
- 7.10 A member of the KFF Subcommittee shall be entitled to be reimbursed by the KFF for any reasonable actual expenses incurred by them on behalf of the KFF as approved by a resolution of the KFF Subcommittee.
- 7.11 The KFF Subcommittee shall have the power in its discretion to suspend or remove any Elected Officer from office.
- 7.12 Each Elected Officer shall within one week of submitting a resignation or ceasing to hold office deliver to that officer's successor all books, papers and other property of the KFF or Kristin School possessed by such former officer.

8 Indemnity for KFF Subcommittee:

- 8.1 No member of the KFF Subcommittee shall be liable for the acts or defaults of any other member of the KFF Subcommittee or any loss occasioned thereby, unless occasioned by their willful default or by their willful acquiescence.
- 8.2 The members of the KFF Subcommittee shall be indemnified by the Trust for all liabilities and costs incurred by them provided that the liability is incurred:
- (i) in the proper performance of the duties and functions of the KFF Subcommittee;
 - (ii) those functions and duties were authorized and approved by the Executive Principal or his or her nominees during proceedings of the KFF Subcommittee;
 - (iii) other than as a result of willful default or for improper purpose.
- 8.3 The Trust shall be entitled to revoke the above indemnity, in whole or in respect of a particular Member or Officers, where:
- (i) the KFF, or the particular Member or Elected Officer concerned is ceasing to promote the interests of Kristin School;
 - (ii) in the opinion of Kristin School, the KFF or the particular Member or Elected Officer concerned is damaging the reputation or interests of Kristin School or is carrying on activities which are not consistent with the Objects;
 - (iii) the Board of Kristin School proposes to wind up the KFF.
- 8.4 The revocation of the indemnity shall be communicated to the KFF by notification to the President of the KFF, and to the Member or Elected Officer concerned by the delivery of a notice that person's last known residential address. The notice shall specify the date from which the revocation shall be effective.

8.5 The effect of the revocation shall be that The Board of Trustees of Kristin School shall not be obliged to indemnify the KFF, the KFF Subcommittee, any Elected Officer or any Member for any liability incurred after the date on which the revocation was effective.

9 Secretary

9.1 The Secretary shall record the minutes of all General meetings and KFF Subcommittee meetings, and all such minutes when confirmed by the next such meeting and signed by the chairperson of that meeting shall be prima facie evidence that that meeting was duly called and shall prima facie be a true and correct record of what occurred at that meeting.

9.2 The Secretary shall hold the KFF's records, documents, and books.

9.3 The Secretary shall deal with and answer correspondence and perform such other duties as directed by the KFF Subcommittee.

10 General Meetings

10.1 The quorum for General Meetings is three (3).

10.2 General Meetings shall be chaired by the President or in the President's absence by the Vice-President or in the absence of both of them by some other KFF Subcommittee member elected for the purpose by the Meeting, and any such chairperson shall have a deliberative and casting vote.

10.3 Votes shall be exercised as follows:

- (i) At General Meetings voting shall be by voices, by show of hands or, on demand of the chairperson or of any financial Member present, by secret ballot, and on any secret ballot each Member shall be entitled to one vote.
- (ii) Unless otherwise required by these rules, all questions shall be determined by a simple majority of those present and voting at the General Meeting.

11 The business of the Annual General Meeting shall be:

- a. Minutes of the previous General Meeting(s),
- b. Annual Report of the KFF Subcommittee,
- c. Statement of Accounts,
- d. Election of Officers,
- e. Motions of which notice has been given,
- f. Approval of a budget for the next financial year, and
- g. General business.

11.1 Any member wishing to give notice of any motion for consideration at the Annual General Meeting shall forward written notice of the same to the Secretary not less than 7 clear days before the date of the meeting. The KFF Subcommittee may consider all such notices of motion and provide recommendations to members in respect thereof.

12 Alteration of Rules

12.1 These rules may be amended or replaced by the Trust provided that no amendment may be made which would alter the Objects of the KFF, except to augment the charitable nature of the KFF and the promotion of the interests of Kristin School.

13 Winding Up

13.1 The KFF may be wound up by the passing of a resolution to this effect by the Trust

13.2 Upon the winding up of the KFF, the surplus assets after payment of all debts, costs and liabilities, shall be paid to:

- (a) Kristin School for the furtherance of its educational purposes; or
- (b) in the event that this disposition fails, then the assets shall be paid to a charitable organisation with similar educational and community objectives to the KFF's Objects.

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Trustee of the Kristin School Charitable Trust

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