

# **GOOD SAMARITAN COMMITTEE**

## **Memorandum of Understanding 2015**

### **1. NAME: ST. MATTHEWS CATHOLIC PRIMARY SCHOOL**

1.1 This body shall be known as the St Matthew's "Good Samaritan Committee"

### **2. AIMS**

2.1 The Good Samaritan Committee shall:

- (a) actively promote the mission, interests and public image of St Matthews ("the school") in particular and Catholic Education generally by bringing together parents, pupils, and school staff in a spirit of collaboration and close co-operation.
- (b) promote activities to raise funds which assist and support the school to acquire learning resources and keep buildings and grounds in good order.
- (c) provide opportunities for the school, parents, staff and other parishioners to come together to celebrate and socialise so as to build a strong and harmonious community spirit.

### **3. ESTABLISHMENT AND OPERATION OF THE GOOD SAMARITAN COMMITTEE.**

3.1 The Good Samaritan Committee operates under the control and supervision of the school Principal.

3.2 The Good Samaritan Committee has no separate legal status.

3.3 The Good Samaritan Committee works in collaboration with the school Principal.

3.4 The Good Samaritan Committee does not exercise authority over the school staff or have control over the management of the school.

3.5 Decisions on the range and extent of authorised activities, designed to achieve the aims set out in 2 above, are matters for determination at the local level involving the Good Samaritan Committee and the school Principal. In the event of consensus not being reached on a particular matter, the decision regarding that matter will be made by the school Principal.

3.6 Any liability there may be in relation to incidents occurring at authorised activities conducted by the Good Samaritan Committee rests with the school.

3.7 Before this memorandum of understanding comes into effect it must be approved by the school Principal.

3.8 Any proposed amendment to this memorandum of understanding will only take effect when it is approved by the school Principal.

### **4. COMMITTEE MEMBERS**

4.1. Parents and guardians of pupils of the School are eligible, and encouraged, to become members of the Good Samaritan Committee.

4.2 A nomination of a person for membership of the Good Samaritan Committee shall be made by a member of the Good Samaritan Committee in such manner as may be approved by the Executive Committee from time-to-time. The nomination shall be deemed to be accepted immediately provided that the person is qualified under clause 4.1.

4.3 The Secretary of the Good Samaritan Committee shall maintain a register of members of the Good Samaritan Committee.

4.4 A person ceases to be a member of the Good Samaritan Committee if the person ceases to qualify for membership under clause 4.1, dies, resigns, fails to attend a General Meeting for a period of three (3) years or is expelled from the Good Samaritan Committee by the Executive Committee.

4.5 Each member shall have the right to vote at any meeting of the Good Samaritan Committee.

4.6 The School Principal shall be an ex-officio member of the Good Samaritan Committee and all its committees.

## **5. THE SAMARITAN EXECUTIVE COMMITTEE**

- 5.1 The Good Samaritan Executive Committee shall consist of 4 elected office-bearers and an ex officio member(school Principal). The elected members are the President, Vice President, Secretary, Treasurer, and other committee members in the roles to be determined by the members of the Good Samaritan Committee at an Annual General meeting.
- 5.2 Terms of office for all office-bearers shall not exceed three(3) consecutive years in any one position.
- 5.3 If an office-bearer is absent from three (3) consecutive General Meetings without reasonable cause, the position may be declared vacant and an election held to fill the vacancy.
- 5.4 An elected officer-bearer of the Good Samaritan Committee may be removed from office by resolution of the Good Samaritan Committee carried at a properly convened General or Special Meeting. Notice of a motion given by a member and seconded by another member to remove an elected officer must be given to the Secretary not less than one (1) month before the proposed meeting. The Secretary shall notify the affected elected office-bearer within seven (7) days of receipt of such notice.
- 5.5 In the event of a casual vacancy occurring in the membership of the Good Samaritan Executive Committee, the Good Samaritan Executive Committee may appoint a member of the Good Samaritan Executive Committee to fill the vacancy and the member so appointed shall hold office, subject to this Memorandum of Understanding, until the conclusion of the next Annual General Meeting following the date of appointment.
- 5.6 Subject to this Memorandum of Understanding and any resolution passed by the Samaritan Committee at a General Meeting, the Good Samaritan Executive Committee:
- shall manage the endeavours of the Good Samaritan Committee;
  - has power to perform all such acts and do all such things as appear to the Good Samaritan Executive Committee to be necessary or desirable for the proper management of the endeavours of the Good Samaritan Committee subject to the determination of the school Principal.

## **6. DUTIES OF THE OFFICE BEARERS**

6.1 The President shall:

- Preside as chairperson at all meetings
- Ensure the smooth running of all meetings
- Ensure meetings run on time
- Prepare the agenda for General Meetings/Annual General Meetings in collaboration with other members of the Executive Committee.
- Liaise with the school Principal to prepare the agenda for the executive meetings.
- Liaise with the school Principal at all times.

6.2 The Vice-President shall:

- Assist the President in her/his duties as required.
- Preside as chairperson at meetings in the absence of the President.

6.3 The Secretary shall:

- Take minutes of all business conducted.
- Ensure minutes are signed by the president at the next meeting.
- Receive and deal with correspondence.
- Maintain copies of correspondence, bulletins and minute books.
- Give notice of meeting agendas to all members.
- Maintain a Register of members.

6.4 The Treasurer shall:

- Assist the school's Financial Secretary in the counting of monies on special event and other fundraising days.
- Forward all relevant invoices that need to be paid to the school's Financial Secretary.

- Obtain details from the school's Financial Secretary in relation to relevant income and expenditure so that details can be provided at meetings.

## **7. SUB-COMMITTEES**

7.1 The Good Samaritan Committee may set up separate sub-committees to carry out specific functions on its behalf. Such sub-committees shall be accountable to the Good Samaritan Committee as a whole. Sub-committees will act within the terms of reference approved by the General Meeting of the Good Samaritan Committee or by the Executive Committee meeting at which the sub-committee is formed.

## **8. MEETINGS**

8.1 The Good Samaritan Committee shall meet at least four times per year, including the Annual General Meeting. Each such meeting is a General Meeting for the purposes of this Memorandum of Understanding.

8.2 All meetings shall be conducted in accordance with standard meeting procedures. In the case of a tied vote the Principal shall exercise a casting vote.

### **8.3 General Meetings**

8.3.1 4 members, including at least two (2) Executive members, shall constitute a quorum at General Meetings.

8.3.2 Adequate notice must be given for meeting with the agenda being issued at least 7 days prior to the meeting.

8.3.3 General Meetings shall not last longer than one and a half (1 1/2) hours. A motion by the President to extend the meeting must be carried by a two-thirds majority.

### **8.4 Meetings of the Executive Committee**

8.4.1 Half of the number of members shall constitute a quorum at meeting of the Executive Committee.

8.4.2 Meetings of the Executive Committee are convened by the President as necessary or, in the absence of the President, by the Vice President. 7 days notice of such a meeting must be given to all elected and ex officio members of the Executive Committee.

### **8.5 Annual General Meeting**

8.5.1 An Annual General Meeting shall be held once each calendar year in Term 1. At least 14 days notice of the date of the Annual General Meeting shall be given. The agenda of the Annual General Meeting shall be notified at least 7 days before the meeting.

8.5.2 The quorum for an Annual General Meeting shall be 6 members, not including ex officio members.

8.5.3 At each Annual General Meeting all positions shall be declared vacant. The members of the Good Samaritan Committee shall elect an Executive Committee as required by 5.1. Other positions and sub-committees as determined by the meeting may also be elected at this time. The Principal or the Assistant Principal shall conduct each election and declare the result.

8.5.4 Any candidate for the Good Samaritan Executive Committee shall be nominated and seconded by members of the Good Samaritan Committee and if there is more than one candidate for each position, the election shall be decided by ballot. No absent member can be accepted as a candidate unless he/she accepts nomination in person or in writing.

8.5.5 All members are entitled to vote in the election of office bearers.

### **8.6 Special Meetings**

8.6.1 A special Meeting of the Good Samaritan Committee shall be called at any time by the Principal or by the Good Samaritan Executive Committee. Members must be given 7 days notice of a Special Meeting, stating clearly the purpose for which the Special Meeting has been convened.

8.6.2 A quorum for a Special meeting shall be the same as for an Annual General Meeting.

## **9. FINANCES**

- All funds will be deposited into the school's bank account.
- All expenditure (payment of invoices or reimbursements required) will be made via the school's bank account.
- The school will maintain separate dissections within the schools accounts to show all income and expenditure for the Good Samaritan Committee

## **10. NOTICES**

10.1 For the purpose of this Memorandum of Understanding wherever notices are required to be given or served or items to be issued or published to members, such shall be deemed to have occurred and served upon each member by, and the time of, the placing of same in the school newsletter or via a special notice.

## **11. AMENDMENTS TO THE MEMORANDUM OF UNDERSTANDING**

11.1 Amendments to the Memorandum of Understanding may only be made at:

- The Annual General Meeting, with the proposed amendment detailed in the notified agenda or
- A Special Meeting duly called for the purpose, with the proposed amendment specifically included in the notice of the meeting, which shall be issued at least twenty one (21) days before the meeting.
- A quorum must be present and it must be carried by a two-thirds majority of those present and eligible to vote.

11.2 Any amendment to the Memorandum of Understanding will only take effect when approved by school Principal.

## **12. DISSOLUTION OF THE GOOD SAMARITAN COMMITTEE**

12.1 The Good Samaritan Committee may be dissolved in terms of a resolution duly carried at a General Meeting provided that a Notice of Motion to that effect shall have been given to the President, in writing, at least twenty one (21) days prior to such a General Meeting. The proposal to dissolve the Good Samaritan Committee must be notified at least fourteen (14) days before the meeting.

12.2 In the event that the Good Samaritan Committee fails to achieve a quorum for an Annual General Meeting within a full calendar year, the Good Samaritan Committee may be dissolved under the direction of the school Principal.

12.3 The school Principal is entitled to dissolve the positions of any or all members of the Good Samaritan Committee and/or its Executive in the event that the Aims of the Committee are not being adhered to or as the school Principal deems necessary.

## **13. INDEMNITY**

The Trustees for the Roman Catholic Church for the Diocese of Parramatta shall indemnify and keep indemnified any person who is, or at any time has been, a member of the Good Samaritan Committee against every action or suit that shall be brought and maintained for anything done or omitted pursuant to the duties imposed upon that person as a member of the Good Samaritan Committee provided that such indemnity shall not apply in respect of any fraudulent or criminal act or omission.