Constitution of Genesis Christian College Parents & Friends Association
‘Your Word is My Light’

Statement of Faith

1. That the Scripture of the Old and New Testament is the infallible Word of God, our supreme and absolute standard by which our whole life is to be directed and judged, and necessary and conclusive for our knowledge of God, of ourselves, and the rest of creation.

2. That there is one God, eternal and indivisible in whom are three Persons, Father, Son and Holy Spirit - one Triune God.

3. That all things were created by God in and through Jesus Christ by His Word and Spirit according to His eternal purpose and for His own glory; that all things are upheld and controlled by Him and that He reveals Himself in all that He has created and made.

4. That man was created in the image of God to enjoy communion with his Creator, to exercise dominion over the Creation to the Glory of God and to interpret all reality in accordance with His design and law; that man sinned by disobeying the express command of God and fell from the estate in which he was created; and that by the curse justly imposed on man everyone is cut off from communion with God and is dead in sins, wholly corrupt throughout the whole man, and utterly reluctant, disabled, and made opposite to all good and wholly inclined to all evil.

5. That Jesus Christ is the only begotten Son and is God incarnate, born of the Virgin Mary, who laying down His life for His sheep, paid the price of sin for them being a substitute for all who truly believe in Him; that on the third day he rose bodily from the dead by the power of God, and is now seated at God’s right hand, possessing all power and authority; and that, at the time appointed He will come in power and glory to judge the world in righteousness, and establish new heavens and a new earth where righteousness dwells.

6. That the Holy Spirit, the third Person of the Trinity, effectually applies the salvation secured by Christ to His people, uniting them to Him by faith; that He is the source of faith in Jesus Christ, of true knowledge, and a new sanctified life; and that at the point of faith, the believer is baptized with all the fullness of the Holy Spirit.

7. That those who are effectually called by the Holy Spirit are also freely justified in God's sight, which saving faith is alone the instrument of justification; and yet it is not alone in the person justified, but is ever accompanied with all other saving graces.
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1. **NAME**

   The name of the Association shall be GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION, hereafter called the P&F Association.

2. **OBJECTIVES**

   The objectives of the P&F Association are:

   a) To work closely with the Genesis Christian College Community, in particular the Principal, to achieve common goals. The Genesis Christian College Community includes the board members of the North Brisbane Christian Schools Association (NBCSA), principal, teachers, administration staff and other staff.

   b) To create, foster and maintain open, two way communication between parents/carers and the Genesis Christian College Community.

   c) To provide a medium of support, information and involvement of parents/carers in their children’s education and the Genesis Christian College community.

   d) To encourage parent/carer participation in order to enhance their children’s learning.

   e) To promote a distinctive Christian environment in the College.

   f) To actively raise funds to support projects agreed to.

   g) To source guest speakers on current and suggested educational programmes, faith development and other matters of interest.

3. **MEMBERSHIP**

3.1 **Types of Membership**

   Membership of the P&F Association shall consist of:-

   a) The parent/s and or carer/s of each child enrolled at the college who shall be called ordinary members.

   b) The friends of the college who shall be any person over the age of 18 years or any past student of the college who is interested in the welfare of the college and who supports the objectives of the P&F Association. A Friend Member shall be enrolled on the Friend Member Register (see Clause 3.2) upon written application to the Secretary or by written nomination to the Secretary by a member provided such application or nomination is approved at a general meeting. Friend Membership of the P&F Association shall be renewable each year at the Annual General Meeting.
If a Friend Member no longer resides at the address listed on the register then they shall not be re-enrolled without written application or written nomination to the Secretary. The decision to re-enrol a Friend Member on the register shall be by a majority vote at the meeting.

c) Members of the NBCSA Board, the College Principal and all members of teaching and other staff of the College who are not parents/carers or on the Friends Register who shall be called ex-officio members. Ex-officio members are welcome to attend meetings, but will not have voting rights.

3.2 Register of Members

1. The Executive Committee shall cause a register to be kept in which shall be entered the names of all persons admitted to membership of the P&F Association.

2. In the case of those qualifying for Ordinary Membership as parents and/or carers of children currently on the college roll, the college roll shall be considered as the register of members.

3. A Friend Member Register shall be kept by the Secretary, who shall make it available at any meeting of the P&F Association for the purpose of confirmation of membership and recording of new members. The Friend Member Register shall contain name, residential address and date on which membership commences.

4. EXECUTIVE COMMITTEE

4.1 Membership of Executive Committee

The management of the administration of the P&F Association shall be by an Executive Committee consisting of:-

a) A President, Vice-President, Secretary, Treasurer, Fund Raising Coordinator, Liaison Officer plus additional Executive Committee members being not more than three (3) or as the members of the P&F Association at an Annual General Meeting may from time to time determine.

b) The College Principal or their nominee.

c) A member of the NBCSA Board. This person may also hold one of the roles in item (a).

4.2 Election of Executive Committee

a) At the Annual General Meeting of the P&F Association, all the members of the Executive Committee with the exception of the College Principal and College Board Representative shall retire from office, but shall be eligible for re-election subject to the terms of this constitution.
b) The Executive Committee will be elected from the membership by the Ordinary members.

c) Tenure of membership of the Executive Committee shall be for one (1) year with the right to serve a maximum of three (3) years consecutive full terms in the one position.

d) Members of the Executive Committee must obtain a current blue card if applicable as soon as practical after being elected.

e) Members of the Executive Committee must adhere to the Statement of Faith at the front of this constitution.

4.3 Termination of Membership of Executive Committee

1. Any member of the Executive Committee may resign at any time from membership of the Executive Committee by giving notice in writing to the Secretary. Such resignation shall only take effect at the time when such notice is received by the Secretary unless some later date is specified in the notice when it shall take effect on that later date.

2. Any member of the Executive Committee may be asked to stand down from office at an Executive Meeting of the P&F Association convened for that purpose if the member:-

   a) Fails to comply with any of the provisions of this constitution.

   b) Conducts him/herself in a manner considered to be injurious and prejudicial to the character or interests of the P&F Association or the College.

   c) Fails to attend three (3) consecutive meetings without reasonable cause.

3. The member concerned shall be given a full and fair opportunity of presenting his/her case, and if the Executive Committee resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.

4. At a General Meeting the member shall be given the opportunity to fully present a case either orally or in writing or partly by either of these means. The question of removal shall be determined by the majority vote of the members present at such General Meeting.

5. In the case of resignation or removal of the Treasurer, the books and accounts shall be audited before handover to the newly appointed Treasurer.

4.4 Vacancies on Executive Committee

The Executive Committee shall call for nominations at the first available General Meeting to fill any vacancy on the Executive Committee. If two or more nominations are received an election will occur at that meeting. The person so elected shall fill the appointment until the next Annual General Meeting.
4.5 Functions of the Executive Committee

Except as otherwise provided by this Constitution and subject to resolutions of the members of the P&F Association carried at any Annual or General Meeting the Executive Committee shall.

1. Exercise management of the administration of the affairs, property and funds of the P&F Association.

2. Interpret and apply the Constitution with regard to any matter concerning the activities of the P&F Association.

3. Formulate for consideration by the General Meeting of the P&F Association by-laws or the repeal or amendment of same designed to promote the good government and management of the P&F Association.

4.6 Roles of the Executive Committee

1. The role of the President is to provide leadership for the P&F Association and its Executive Committee including:
   a) Conducting meetings.
   b) Acting as a representative of the P&F Association.
   c) Ensuring the smooth running of the Executive Committee.
   d) Providing team leadership and mentoring to the Executive Committee.
   e) Ensuring adequate and efficient communication exists between members and between the P&F Association and the College.
   f) Developing a good working relationship with the College Principal and the College NBCSA Board.
   g) Encouraging parents and friends to participate.

2. The role of the Vice President is to provide support to the President including chairing any meetings that the President is unable to attend.

3. The role of the Secretary is to organise the P&F Association’s activities and manage communication within the P&F Association including:
   a) Coordinating the correspondence of the P&F Association.
   b) Preparing an agenda for each meeting.
   c) Keeping full and correct minutes of each meeting.
d) Publishing of all outgoing correspondence.

e) Having custody of the books, documents, records and registers of the P&F Association excluding those financial documents that are kept by the Treasurer.

4. The role of the **Treasurer** is the financial management of the P&F Association including:

a) Accounting for all money coming in and going out.

b) Being responsible for receipt of all moneys paid to or received by the P&F Association and being responsible for paying all monies into such account or accounts of the P&F Association as directed.

c) Ensure that all funds raised are banked into the P&F Association account within two working days.

d) Making payments from funds of the P&F Association with the authority of a general meeting or of the Executive Committee and in doing so ensuring that all cheques are signed in accordance with Clause 7.5.

e) Having custody of all books, records and documents of a financial nature including the accounting records of the P&F Association but excluding cheque and deposit books for the P&F bank account which will be securely held at Genesis Christian College.

f) Presenting a summary statement at each General Meeting which will become an appendix to the minutes of that meeting. This summary will include: total incoming, outgoing, cheques outstanding, payments outstanding and reconciled balance.

g) Presenting a financial statement at the Annual General Meeting.

5) The role of the **Fund Raising Coordinator** is to organise activities/events to assist with raising funds for the P&F Association including:

a) Preparing and managing a fundraising calendar.

b) Preparing and submitting fundraising proposals which are to be approved by the P&F Association Executive Committee and the College (refer to the attached Form 3).

c) Organize, communicate and coordinate/delegate such fundraising activities/ events.

d) Prepare a financial summary of fundraising activities/events for presentation at the Annual General Meeting.

e) Deliver a report at the next P&F meeting on the success of or any problems encountered for the fundraising activity/event.
6) The role of the Liaison Officer is to open the lines of communication between parents and the levels of organisation of Genesis Christian College. They will do this through the coordination and promotion of functions for this purpose.

The Liaison Officer will be responsible for coordinating all P&F submissions to the Genesis Chronicle by the required deadline.

4.7 Appointment of Sub-Committees

The Executive Committee shall have the authority to appoint sub-committees to undertake such tasks as it may from time to time determine. All groups / committees / working parties representing the parents with children enrolled in the college and acting in accordance with the constitutional objectives shall be deemed to be a part of the P&F Association.

4.8 Meetings of the Executive Committee

a) The Executive Committee shall meet at least once each term and on other occasions deemed necessary during its term of office to exercise its functions.

b) A special meeting of the Executive Committee shall be convened by the President or in his/her absence, the Vice president on the requisition in writing of not less than one third of the members of the Executive Committee, which requisition shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted there at.

c) At every meeting of the Executive Committee a simple majority of the members of the Executive Committee shall constitute a quorum.

d) Subject to as provided in this Constitution, the Executive Committee may meet together and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and in the case of equality of votes on any question or at any meeting of the Executive Committee the question shall be deemed to be decided in the negative.

5. ANNUAL GENERAL MEETING AND GENERAL MEETINGS.

5.1 Timing of Annual General Meeting

The Annual General Meeting shall be held prior to the 14th of March in each year.

5.2 Agenda of Annual General Meeting

The business to be transacted at every Annual General Meeting shall include:

a) the receiving of the Executive Committee’s individual reports including the balance sheet and statement of accounts for the preceding financial year;
b) the presentation of the auditor’s report upon the books and accounts for the preceding financial year from 1 January to 31 December;

c) the election of members of the Executive Committee;

d) the election of up to four (4) members of the Executive Committee to act as signatories for relevant bank account/s.

e) the appointment of an auditor who must be either a Chartered Accountant or a CPA or ASA or equivalent.

5.3 Quorum

At the Annual General Meeting and at a General Meeting the number of members required to constitute a quorum shall be double the number of members currently on the Executive Committee plus one. If a quorum is not reached at general meetings, agenda items can be discussed and relevant decisions made by the Executive Committee in accordance with Clause 4.8.

5.4 Calling of Meetings

1. The President, or in his/her absence the Vice President, shall convene all Annual and General Meetings of the P&F Association by giving not less than fourteen days notice of such meetings. The manner by which such notice is given shall be determined by the Executive Committee.

2. The President, or in his/her absence the Vice President, shall convene an extraordinary General Meeting of members when:

   a) directed to do so by the Executive Committee or;

   b) upon being given a requisition in writing signed by not less than one third (1/3) of the members of the Executive Committee or not less than seven (7) ordinary members and clearly stating the purpose for which the General Meeting is desired.

3. There shall be a least one General Meeting per term.

5.5 Conduct of Meetings.

Unless otherwise provided by this Constitution, at every Annual and General Meeting:

a) The President shall be Chairperson and in his/her absence the Vice President and in both their absences a Chairperson shall be elected by resolution of a majority of the members present at the meeting.

b) The Chairperson shall conduct all meetings in accordance with by-laws and standing orders.
c) Every question, resolution or decision shall be by consensus but should an impasse occur a vote of all members of the P&F Association present will be taken and a majority decision shall apply.

d) A member may vote in person or by proxy. The proxy form must be signed by the member and should be like the attached Form 4.

e) Should a vote be required every member present shall be entitled to one vote and where a vote for and against is of equal value, the motion lapses so that the status quo is maintained.

f) Voting shall be by show of hands or a division of members, unless not less than ten percent (10%) of members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.

g) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Committee Meeting, Annual General Meeting and General Meeting to be entered in a book/folder to be provided for that purpose, such book/folder to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection.

6. ALTERATION OF CONSTITUTION

6.1 This Constitution may be amended with prior Genesis College Board approval at a General Meeting called for that purpose.

6.2 Notice of any proposed amendment shall be given in writing to the Secretary who immediately following receipt of such notice shall notify the terms thereof to each member with the date, time and place of the General Meeting called for that purpose. The meeting shall take place within one month of the notice of the meeting called for that purpose.

6.3 The amendment or alteration is approved if voted for by at least seventy five percent (75%) of the members at the meeting.

7. FUNDS MANAGEMENT

7.1 The income and property of the P&F Association shall be applied in promotion of its objectives.

7.2 The funds of the P&F Association shall be banked in the name of GENESIS CHRISTIAN COLLEGE P&F ASSOCIATION in the same bank or financial institution as used by the College.
7.3 Accurate books and accounts shall be kept and maintained showing correctly the financial affairs of the P&F Association and the particulars usually shown in books of like nature, such books to be open for inspection at all reasonable time by any member who requests the Treasurer for that inspection.

7.4 All moneys shall be counted by no less than two members of the P&F. Once counted, monies shall be banked consistent with clause 4. c).

7.5 All accounts other than petty cash transactions shall be paid by cheque signed by any two (2) of the following: Genesis Finance Manager or his/her nominated representative and/or members of the Executive Committee elected by the Annual General Meeting.

7.6 Cheques shall be crossed 'Not Negotiable' except those in payment of allowances or petty cash recoupments which may be open.

7.7 The amount of petty cash which shall be kept on the Imprest system shall be no more than $100.

7.8 Accounts for payment, consistent with clause 4.5 item 1, shall be presented with a completed Payment Request Form 5 attached and passed at an Executive Committee Meeting or subsequently endorsed by the next general meeting.

7.9 The P&F Association shall not borrow money except from the College.

7.10 The P&F Association shall, where possible, manage the funds in accordance with prospective goals.

7.11 By 14 February annually the Treasurer shall prepare a statement of receipts and payments and income and expenditure and a balance sheet for the financial year just ended. All such statements shall be examined by the auditor who shall present his/her report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made. The financial year shall run from January to December.

7.12 The Treasurer of the P&F Association or of a sub-committee will hand to the successor in office all records and accounts of the P&F Association or sub-committee, as soon as the successor has been appointed.

7.13 If a Treasurer of the P&F Association or of a sub-committee resigns during the term of office, the P&F Association should arrange for an audit of the records and accounts of the P&F Association or sub-committee to be carried out before handing these to the new Treasurer.

8. P&F ASSOCIATION AS AN AGENT OF THE COLLEGE.

8.1 The P&F Association will conduct its objectives as an agent of the College only.
8.2 Without limiting the generality of clause 8.1 above, where the P&F Association wishes the College to:

   a) enter into a contract (of employment or otherwise); or
   b) purchase goods or services,

it shall request the college to do so on the P&F Association's behalf using Form 1 provided in the Schedule hereto.

8.3 Where a request is made in accordance with clause 8.2 above, the P&F Association shall reimburse the College for expenses and costs (or such percentage of expenses and costs as the College and P&F Association agree is payable).

8.4 Where a request is made in accordance with clause 8.2 above, the P&F Association will arrange for the administration and/or organisation required for the conduct of any contract or purchase.

8.5 Without limiting the generality of clause 8.1 above, where the P&F Association wishes to organise a College function or activity, it shall if practicable, notify the College using Form 3 in the Schedule hereto and shall organise such function or activity as the College's agent only.

8.6 Any notice, advertisement or description of a function or activity organised by the P&F Association in accordance with clause 8.5 above, shall describe the activity or function in the following terms:

"A Genesis Christian College function/activity organised by Genesis Christian College P&F Association as an agent of the College."

9. DISOLUTION

9.1 The P&F Association may be dissolved:

   a) if the membership is less than three persons; or
   b) if a resolution to that effect is carried by a vote of three-fourths (3/4) majority of the members present at a General Meeting convened to consider the question.

9.2 In such event the property and other assets of the P&F Association remaining after the payment of all expenses and other liabilities shall, as the majority of members present at such General Meeting by resolution may decide, be handed over to:

   a) the North Brisbane Christian Schools Association;
   b) an Association having similar objectives.
CERTIFICATION

We certify that this is a true and correct copy
of the Constitution of

GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION

(P & F PRESIDENT) (P & F SECRETARY)

DATE: _______________ DATE: _______________

(COLLEGE PRINCIPAL) (NBCSA BOARD CHAIRMAN)

DATE: _______________ DATE: _______________
FORM 1
TO BE USED TO REQUEST THE PURCHASE OF EQUIPMENT

GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION EQUIPMENT PURCHASE MEMORANDUM

Date: ________________________________

Equipment to be Purchased: ________________________________

_______________________________

Recommended Supplier: ________________________________

(Attach Quote if Available)

Quoted Price: ________________________________

Nominated use within College:-

1. The College acknowledges the gift of the equipment from the GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION and will take steps to have the equipment covered by the College’s insurance.

2. The college acknowledges that in the event of the GENESIS CHRISTIAN COLLEGE selling the equipment, the sale proceeds may be used as the GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION sees fit in the furtherance of its projects.

_______________________________
Principal of the College 
(Date)

_______________________________
President of the Parents and Friends Association 
(Date)

Copies to be distributed to:-
1. College Principal
2. Genesis Christian College P&F Association
3. Genesis Christian College Insurance Agent
FORM 2
TO BE USED TO REQUEST A CONTRACTUAL ARRANGEMENT

Request for Genesis Christian College to Enter Into a Parents & Friends Association Funded Contractual Arrangement

Contractual Obligations to be Entered Into:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Purpose of Contract and Benefit to College:

________________________________________________________________________

________________________________________________________________________

Duration of Contract:

1. The GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION requests the college to enter into the abovementioned contractual arrangement for which documents are attached.

2. The GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION will contribute to the expense of this contractual arrangement as noted above.

3. The attached contractual document has been carefully considered by the Executive Committee and is recommended for signature by the principal on behalf of the College.

Signed by the Executive Committee ___________________________ President ___________________________ Secretary ___________________________

Dated this ______ Day of ___________________________ ______

Approved by the College Principal ___________________________

Dated this ______ Day of ___________________________ ______

NOTE: Representatives of the GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION Executive Committee to initial front page of contractual document (if Applicable).
FORM 3
TO BE USED TO NOTIFY OF FUNCTION / ACTIVITY

GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION Notification of Function / Activity.

Description of Activity/Function: ______________________________________________________
                                                                                      ______________________________________________________
Date / Duration of Activity / Function: ________________________________________________

1. The GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION requests permission from the college to organise the above function/activity on the college’s behalf.

2. The GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION will be responsible for all costs and expenses incurred in the organization and conduct of such function/activity.

3. The college acknowledges that the GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION will be entitled to the proceeds, if any, of the activity/function.

   Signed by the
   Executive Committee  President  Secretary

   Dated this ______ Day of _____________________________  _____

Approved by the College Principal __________________________________________

   Dated this ______ Day of _____________________________  _____

NOTE: The authorised wording for any approved function should be “a Genesis Christian College function organised by the GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION as an agent of the College”.

__________________________________________________________
FORM 4
TO BE USED FOR PROXY VOTING

GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION:
I, ___________________________ of ________________________________________________,
being a member of the GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS
ASSOCIATION, appoint
_________________________________________ of _________________________

As my proxy to vote for me on my behalf at the (annual) general meeting of the
GENESIS CHRISTIAN COLLEGE PARENTS & FRIENDS ASSOCIATION, to be
held on the _______ day of ____________, 20__, and at any adjournment of the
meeting.
Signed this the _____ day of ____________, 20__.

Signature ____________________________.

This form is to be used * in favour of
* against *

Strike out whichever is not wanted. (Unless otherwise instructed, the proxy may
vote as the proxy considers appropriate.);
## FORM 5
TO BE USED TO REQUEST PAYMENT

<table>
<thead>
<tr>
<th>PAYMENT DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What good or service are we paying for? (eg 500 plastic bags)</td>
<td></td>
</tr>
<tr>
<td>What is this to be used for? (eg. Pie drive)</td>
<td></td>
</tr>
<tr>
<td>Total Invoice Amount</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPLIER DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
</tbody>
</table>

| Invoice Dated |  |

<table>
<thead>
<tr>
<th>Is the cheque to be made payable to the above supplier?</th>
<th>Yes</th>
<th>Circle selection</th>
<th>No</th>
<th>If “NO” please insert alternative payee below</th>
<th></th>
</tr>
</thead>
</table>

| Alternative Payee |  |

| Reason for alternative payee (eg. To reimburse, already paid in cash) |  |

| ANY SPECIAL INSTRUCTIONS |  |

| CHEQUE NUMBER | ACCOUNT DEBITED |  |

| Joint cheque? (Does this cheque cover more than one invoice? If so, which invoices/receipts?) |  |

<table>
<thead>
<tr>
<th>CERTIFICATION – I certify that the goods have been received in good order and condition or the services were satisfactorily performed.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>