

1.03B

MERCY EDUCATION PROCEDURE 1.03B ASSOCIATED ENTITIES

Applying for Recognition as part of Mercy Education

- B01 The following entity types are automatically accepted by the Board as part of Mercy Education. These entities include:
- Associations of Alumni / Alumnae
 - Associations of Staff Members
 - Associations of Parents and Friends
- Such entities are not required to undertake any formal application process, however they should review the “Requirements of Recognised Entities” section of this document to ensure compliance.
- B02 Where any entity type listed at B01 is already legally incorporated then that group will be required to de-incorporate and re-integrate into Mercy Education.
- B03 Any other unincorporated body that has a long-standing relationship with a Mercy Education College may make application for recognition as part of Mercy Education. In order to make such an application the following documents should be supplied:
- a. Written request for recognition as part of Mercy Education, including discussion of the nature and length of relationship with the relevant College.
 - b. Copy of current operating guidelines
 - c. Copy of proposed operating guidelines moving forward which incorporate the “Requirements of Recognised Entities” below.
 - d. Letter of support or endorsement from the College Principal
- B04 Applications for recognition as part of Mercy Education should be forwarded to the Chief Executive of Mercy Education. A decision will normally be notified with 45 days.
- B05 Unincorporated entities that do not apply, or fail to receive, recognition as part of Mercy Education must be wound up or seek incorporated status.

B06 Entities wishing to pursue incorporated status should enter into discussions with Mercy Education PRIOR to undertaking the incorporation process. This process will include negotiation with Mercy Education in relation to a licence agreement to use Mercy Education intellectual property (including school names, logos and colours) as well as a leasing agreement for access to the physical property resources of Mercy Education.

Requirements of Recognised Entities

B07 All associated entities which are accepted as being part of Mercy Education shall be referred to, for procedural purposes, as recognised entities.

B08 Recognised entities are not required to maintain detailed written operating procedures, but at a minimum they must include the following acknowledgements in their official documentation:

- a. They function within, and as part of, Mercy Education Limited.
- b. They accept the authority of the Board and Principal over their operations.
- c. They accept the Mercy Education Code of Conduct and child protection protocols.

B09 Recognised entities should maintain a standing invitation for the principal or their delegate to attend meetings or events organised by the recognised entity. Minutes of meetings should be forwarded to the principal or their delegate.

B10 In order to streamline accounting and audit functions all recognised entities that handle funds are required to maintain and report their accounts on a calendar year basis. This includes the provision of a balance sheet and profit & loss statement within 30 days of year end (31st December).

B11 It is the preferred position of Mercy Education that funds maintained by recognised entities are banked through the main College account and accounted for as a liability within the accounts of the school.

B12 With the approval of the Principal, a recognised entity may maintain a separate bank account, subject to the following requirements:

- a. The account must be held in the name of Mercy Education Limited.
- b. The account must be held at the bank nominated by Mercy Education.
- c. Non-staff, office-bearer signatories shall be permitted, however the Principal and Business Manager of the College must be able to collectively operate the account without reference to any other party.
- d. Copy of all bank statements for the year to be provided with annual financial report, and earlier upon request.

Requirements of ALL Associated Entities (recognised or incorporated)

- B13 All associated entities (either recognised or incorporated) shall provide the College with current contact information at all times, including:
- Name, phone and email address of group leader
 - Name, phone and email address of treasurer
 - Operating procedures or constitution
- B14 Mercy Education will maintain a register of associated entities and the College will ensure that all associated entities are recorded on that register along with the information contained at B13.
- B15 All associated entities are required to supply Mercy Education with a brief summary report by 31 MAR each year outlining their achievements in the previous year, including membership numbers, number of meetings held, and current financial position. For incorporated bodies this should include a copy of certificates of currency for all insurance policies.