



**SANCTA SOPHIA COLLEGE INCORPORATION ACT 1929 No. 45 -
UPDATED 19 SEPTEMBER 1995**

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INCLUDES AMENDMENTS (SINCE DATE OF REPRINT) BY:

Sancta Sophia College Incorporation (Amendment) Act 1978 No. 58

Sancta Sophia College Incorporation (Amendment) Act 1982 No. 17

Statute Law (Miscellaneous Provisions) Act 1994 No. 32

SANCTA SOPHIA COLLEGE INCORPORATION ACT 1929 No. 45

[Reprinted as at 14 August 1975]

UPDATED 19 SEPTEMBER 1995

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SANCTA SOPHIA COLLEGE INCORPORATION ACT 1929 No. 45

Reprinted under the Reprints Act 1972

[Reprinted as at 14 August 1975]

UPDATED 19 SEPTEMBER 1995

NEW SOUTH WALES

An Act to incorporate the Principal and Councillors of Sancta Sophia College; to establish Sancta Sophia College as a College of and within the University; to vest certain lands in the University and to empower the University to grant such lands to Trustees for the purposes of Sancta Sophia College; to vest certain lands held by trustees in trust for the rector and Fellows of Saint John's College in certain other persons; to amend the University and University Colleges Act 1900, and certain other Acts; and for purposes connected therewith.

Short title

1. This Act may be cited as the Sancta Sophia College Incorporation Act 1929.

Definitions

2. In this Act, unless the context otherwise requires:

"**Body corporate**" means the Principal and Councillors of Sancta Sophia College, incorporated under this Act.

"**College**" means Sancta Sophia Hall established as a college of the University by this Act.

"**Sancta Sophia Hall**" means the building erected on the land described in Schedule 1.

Sancta Sophia Hall

3. (1) So soon as the Governor is satisfied that a principal and eighteen councillors for the government of Sancta Sophia Hall in accordance with the constitution thereof, as in this Act set forth, have been duly appointed and elected respectively, the same shall be notified by the Governor by proclamation in the Gazette.*

* See Gazette No. 28 of 7th March, 1930, p. 1119.

(2) Immediately upon such notification and from thenceforth the principal and councillors of Sancta Sophia Hall shall be and they are hereby constituted a body corporate by the name of "The Principal and Councillors of Sancta Sophia College," by which name the body corporate shall sue and be sued or otherwise appear, answer, and be answered.

(3) The body corporate shall have perpetual succession and a common seal.

(4) The body corporate may take and hold them or their successors by grant, will, or otherwise in perpetuity, or for any term of life or years, as well chattels and other personal property as land, buildings, and other hereditaments, and subject to subsection (5) alien or otherwise dispose of or demise the same or any part thereof.

(5) It shall not be lawful for the body corporate or any person or persons seised of or entitled to any lands in trust for the body corporate or for the purposes of the college to alienate, mortgage, charge, or demise any lands or hereditaments granted to or in trust for the body corporate or for college purposes by His Majesty or his successors or by the University of Sydney without the consent in writing of the Governor.

(6) The body corporate may do all other things incident or appertaining to a body corporate.

Principal and councillors to constitute a council

4. (1) The body corporate is to consist of a principal and 15 councillors, of whom 3 are to be duly approved priests of the Roman Catholic Church in New South Wales.

(2) The councillors shall appoint the principal, who shall not be one of themselves.

(3) The principal and councillors for the time being shall together form a council to be called "The Council of Sancta Sophia College".

(4) The government in every respect of the college and all matters relating thereto shall at all times be vested in the council.

Visitor

5. The Roman Catholic Archbishop of Sydney shall be Visitor of the college with all such powers as by law appertain to the office of Visitor of a college.

Vice-principal

6. The council shall have power to appoint for such term as they think fit one or more vice-principal or vice-principals who in order of seniority of appointment shall in the principal's absence have all the powers and discharge all the duties of the principal.

Removal or suspension

7. The principal and vice-principals shall be respectively liable to removal or suspension for sufficient cause by the councillors subject to appeal to the Visitor in the manner prescribed by the by-laws.

Vacancies

8. Any vacancy in the office of councillor shall be supplied, in such manner as may be prescribed by the by-laws, by the remaining councillors and those members of the college who are graduates of the University continuing on the books of the college.

Sancta Sophia Hall to be a college of and within the University

9. (1) Sancta Sophia College shall be a college of and within the University of Sydney.

(2) All students in the college shall immediately upon entering the college matriculate in the said University and shall thereafter continue to be members thereof and submit and be subject to the discipline thereof and shall be required duly and regularly to attend the lectures of the University on those subjects an examination and proficiency in which are required for honours or degrees.

Power to make by-laws

10. (1) The council of the college shall have power from time to time to make and establish all such by-laws and rules for carrying into effect the several provisions and objects of this Act as the council deems fit and particularly:

(a) for declaring the causes which shall create vacancies in the office of councillors; and

(b) directing who shall preside at meetings of the council and of the councillors; and

(c) for the management of the college; and

- (d) prescribing the duties of the several officers thereof and of the principal and vice-principals; and
- (e) the ordering of all things in and connected with the college and the discipline thereof.

(2) Every such by-law and rule shall be transmitted to the Governor within thirty days after being made, to be by him laid before both the Houses of Parliament of the State as soon as conveniently may be thereafter.

Control over students

11. The principal or vice-principal of the college, subject only to the by-laws and rules so made, shall have the general superintendence and control of the students and of the institution.

Votes and quorum at meetings

12. (1) The votes at all meetings of the council (except votes for the appointment of a principal) shall be taken exclusively of the person presiding unless there shall be an equality of votes, in which case he or she shall have a casting vote.

(2) In every case where all the councillors entitled to attend shall have had notice of the time and place of intended meeting, 6 members of the council with the principal shall constitute a meeting of the council, and the votes and proceedings of the majority at any such meeting shall be taken and accepted as the votes and proceedings of the council or councillors respectively.

Temporary vacancies not to prejudice the corporation

13. No temporary vacancy or vacancies in the office of principal or in the number of councillors shall be deemed in any way to affect the constitution of the college or its privileges or status as a body corporate.

Vesting in University of land described in Schedule 1

14. The land described in Schedule 1 shall be and the same is hereby vested in the University of Sydney their successors and assigns for an estate in fee simple to be held freed from any trusts in favour of the Rector and Fellows of St. John's College but subject to the trusts mentioned in section 16.

Vesting in University of land described in Schedule 2

15. The land described in Schedule 2 shall be and the same is hereby vested in the University of Sydney their successors and assigns for an estate in fee simple to be held freed from any of the trusts declared in Crown grant dated the sixth day of January, one thousand eight hundred and eighty, volume four hundred and eighty-six, folio one hundred and thirty-five, and Crown grant dated the tenth day of December, one thousand eight hundred and ninety-nine, volume four hundred and eighty-eight, folio one hundred and thirteen, respectively, but subject to the trusts mentioned in section 16.

Sancta Sophia College land

16. The land described in Schedule 3 being the whole of the land contained in Schedule 1 and the whole of the land contained in Schedule 2 and hereby vested in the University of Sydney shall be held upon trust to make and execute a subgrant of such land upon trust for the body corporate in the same manner and with the same effect in all respects as of such land were part of one of four several portions consisting of not less

than eighteen acres, directed by the Crown grant of land to the University of Sydney dated the eighteenth day of January, one thousand eight hundred and fifty-five, to be selected by the Senate of the said University for the purposes in the said Crown grant declared and as if such portion had lapsed so far as regards such part and as if the Governor with the advice of the Executive Council and after such lapse had nominated the Sancta Sophia Hall as a College in trust for which land or lands so set apart as aforesaid were to be subgranted subject to the provisions by the said Crown grant directed in the case of any such subgrant.

Vesting in Trustees of land described in Schedule 4

17. The land described in Schedule 4 is hereby vested in the Most Reverend Michael Kelly, Roman Catholic Archbishop of Sydney; the Most Reverend Michael Sheehan, coadjutor Archbishop of Sydney; the Right Reverend Monsignor Patrick Lewis Coonan of Forest Lodge, Rector General; the Very Reverend Thomas Phelan of Lewisham, Chancellor; and the Reverend Thomas Gabriel Kelleher of Camperdown, Clerk in Holy Orders, for an estate in fee simple as joint tenants to be held freed from any trusts in favour of the University of Sydney and Rector and Fellows of St. John's College, and as if such land were part of the land granted by Crown grant, dated the sixth day of January, one thousand eight hundred and eighty, volume four hundred and eighty-six, folio one hundred and thirty-four.

Modification of subgrant to St. John's College

18. From and after the passing of this Act the subgrant of land by the University of Sydney to trustees for the Rector and Fellows of St. John's College, dated the fifth day of December, one thousand eight hundred and sixty, shall be read and construed as if the land thereby subgranted had been the land described in Schedule 5 and as if the plan endorsed thereon had been omitted therefrom. In all other respects the said subgrant is hereby ratified and confirmed.

19. * * * * *

SCHEDULES

SCHEDULE 1 - LAND DIVESTED FROM ST. JOHN'S COLLEGE AND VESTED IN THE UNIVERSITY UPON TRUST FOR SANCTA SOPHIA COLLEGE

All that piece or parcel of land containing by admeasurement 2 acres 3 roods 6 1/2 perches or thereabouts situated in the parish of Petersham, county of Cumberland, and State of New South Wales, be the hereinafter several dimensions a little more or less, being part of 18 acres sub-granted to St. John's College by University of Sydney, and being part of 126 acres granted to the University of Sydney on the 18th day of January, 1855: Commencing on the north-eastern side of Missenden-road at a point bearing 128 degrees 49 minutes 20 seconds and distant 48 feet 9 1/2 inches from the north-western extremity of the frontage to that road of said 18 acres, and bounded thence on the south-west by the north-eastern side of Missenden-road bearing 128 degrees 49 minutes 20 seconds 427 feet 6 inches; thence on the south-east by a line bearing 38 degrees 49 minutes 20 seconds 91 feet 9 inches; thence on the north-east by lines respectively bearing 334 degrees 14 minutes 20 feet 9 3/4 inches, 337 degrees 41 minutes 58 feet 11

inches, 312 degrees 34 minutes 17 feet 2 1/2 inches, 331 degrees 51 minutes 13 feet 7 inches, and 344 degrees 17 minutes 23 feet; thence again on the south-east by a line bearing 38 degrees 49 minutes 97 feet; thence again on the north-east by lines respectively bearing 317 degrees 39 minutes 275 feet and 330 degrees 23 minutes 258 feet 10 inches to the Parramatta-road; thence on the north-west by the south-eastern side of that road bearing 245 degrees 5 minutes 158 feet 7 1/4 inches to the south-western extremity of the frontage to that road of the said 18 acres; thence on the south-west by a south-western boundary of the said 18 acres, being a fenced line bearing 129 degrees 33 minutes 20 seconds 342 feet 9 1/2 inches, and thence again on the north-west by part of a north-western boundary of the said 18 acres being a fenced line bearing 245 degrees 15 minutes 163 feet 2 inches and by a line bearing 216 degrees 25 minutes 90 feet 7 inches to the point of commencement.

SCHEDULE 2 - LAND DIVESTED FROM ST. JOSEPH'S PRESBYTERY, CAMPERDOWN, AND VESTED IN THE UNIVERSITY UPON TRUST FOR SANCTA SOPHIA COLLEGE

All that piece or parcel of land containing by admeasurement 21 3/4 perches or thereabouts situated in the parish of Petersham, county of Cumberland, and State of New South Wales, be the hereinafter several dimensions a little more or less, being part of land comprised in Certificates of Title Registered Volume 2,218, Folios 10, 11 and 12: Commencing at the most easterly corner of the land in Certificate of Title Registered Volume 2,218, Folio 11, and bounded thence on the south-east by the south-eastern boundaries of the land in Certificates of Title Volume 2,218, Folios 11 and 10, and by part of the south-eastern boundary of the land in Certificate of Title Volume 2,218, Folio 12, being a fenced line bearing in all 245 degrees 15 minutes 163 feet 2 inches; thence on the north-west by a line bearing 36 degrees 25 minutes 147 feet 3 inches to the north-eastern boundary of the land in Certificate of Title Volume 2,218, Folio 11; and thence on the north-east by that boundary of that land bearing 129 degrees 33 minutes 20 seconds 78 feet 9 1/2 inches to the point of commencement.

SCHEDULE 3 - LAND VESTED IN THE UNIVERSITY UPON TRUST FOR SANCTA SOPHIA COLLEGE

All that piece or parcel of land containing by admeasurement 2 acres 3 roods 19 3/4 perches or thereabouts situated in the parish of Petersham, county of Cumberland, and State of New South Wales, be the hereinafter several dimensions a little more or less, being part of 18 acres sub-granted to St. John's College by the University of Sydney, which 18 acres is part of 126 acres granted to the University of Sydney on the 18th day of January, 1855, together with part of the land comprised in Certificates of Title Registered Volume 2,218, Folios 10, 11, and 12: Commencing on the north-eastern side of Missenden-road at a point bearing 128 degrees 49 minutes 20 seconds and distant 48 feet 9 1/2 inches from the north-western extremity of the frontage to that road of the said 18 acres, and bounded thence on the south-west by the north-eastern side of Missenden-road bearing 128 degrees 49 minutes 20 seconds 427 feet 6 inches; thence on the south-east by a line bearing 38 degrees 49 minutes 20 seconds 91 feet 9 inches; thence on the north-east by lines respectively bearing 334 degrees 14 minutes 20 feet 9 3/4 inches, 337 degrees 41 minutes 58 feet 11 inches, 312 degrees 34 minutes 17 feet 2 1/2 inches, 331 degrees 51 minutes 13 feet 7 inches, and 344 degrees 17 minutes 23 feet; thence again on the south-east by a line bearing 38 degrees 49 minutes 97 feet; thence again on the north-east by lines respectively bearing 317 degrees 39 minutes 275 feet and 330 degrees 23 minutes

258 feet 10 inches to the Parramatta-road; thence on the north-west by the south-eastern side of that road bearing 245 degrees 5 minutes 158 feet 7 1/4 inches to the south-western extremity of the frontage to that road of the said 18 acres; thence on the south-west by a south-western boundary of the said 126 acres being a fenced line bearing 129 degrees 33 minutes 20 seconds 264 feet; and thence on the north-west by a line bearing 216 degrees 25 minutes 237 feet 10 inches to the point of commencement.

SCHEDULE 4 - LAND DIVESTED FROM ST. JOHN'S COLLEGE AND VESTED IN ST. JOSEPH'S PRESBYTERY, CAMPERDOWN

All that piece or parcel of land containing by admeasurement 8 perches or thereabouts situated at Camperdown, in the parish of Petersham, county of Cumberland, and State of New South Wales, be the hereinafter several dimensions a little more or less, being part of 18 acres sub-granted to St. John's College by the University of Sydney, and being part of 126 acres granted to the University of Sydney on 18th day of January, 1855: Commencing on the north-eastern side of Missenden-road at the north-western extremity of the frontage to that road of the said 18 acres, and bounded thence on the north-west by part of the north-western boundary of the said 18 acres, being a fenced line bearing 65 degrees 15 minutes 101 feet 1 inch; thence on the south-east by a line bearing 216 degrees 25 minutes 90 feet 7 inches to Missenden-road, and thence on the south-west by the north-eastern side of Missenden-road bearing 308 degrees 49 minutes 20 seconds 48 feet 9 1/2 inches to the point of commencement.

SCHEDULE 5 - RESIDUE OF ST. JOHN'S COLLEGE LAND

All that piece or parcel of land containing by admeasurement 15 acres 0 roods 24 1/4 perches or thereabouts situated at Camperdown, in the parish of Petersham, county of Cumberland, and State of New South Wales, be the hereinafter several dimensions a little more or less, being part of the sub-grant of 18 acres from the University of Sydney to St. John's College, and being part of the grant of 126 acres to the University of Sydney dated the 18th day of January, 1855: Commencing on the north-eastern side of Missenden-road at the most southerly corner of the said 18 acres, and bounded thence on the south-west by that side of Missenden-road bearing 339 degrees 39 minutes 50 seconds 10 feet 5 1/2 inches and 308 degrees 49 minutes 20 seconds 464 feet to Sancta Sophia College land; thence on the north-west by a south-eastern boundary of that land bearing 38 degrees 49 minutes 20 seconds 91 feet 9 inches; thence again on the south-west by north-eastern boundaries of that land respectively bearing 334 degrees 14 minutes 20 feet 9 3/4 inches, 337 degrees 41 minutes 58 feet 11 inches, 312 degrees 34 minutes 17 feet 2 1/2 inches, 331 degrees 51 minutes 13 feet 7 inches, and 344 degrees 17 minutes 23 feet; thence again on the north-west by a line bearing 38 degrees 49 minutes 97 feet; thence again on the south-west by lines respectively bearing 317 degrees 39 minutes 275 feet and 330 degrees 23 minutes 258 feet 10 inches to the south-eastern building line of Parramatta-road; thence on the north-west by that building line bearing 65 degrees 5 minutes 168 feet 10 inches and 67 degrees 55 minutes 142 feet 2 1/2 inches; thence on the north-east by a fenced line passing through the centre of the top of a stone pillar at Parramatta-road, and bearing 109 degrees 4 minutes 40 seconds 666 feet 3 1/2 inches; thence on the north-west by a line passing along the remains of an old fence bearing 76 degrees 31 minutes 20 seconds 74 feet 7 inches; thence on the north-east by lines bearing 135 degrees 31 minutes 20 seconds 88 feet 5 1/4 inches and 173 degrees 41 minutes 20 seconds 204 feet 11 1/2 inches to the south-eastern boundary of the said 18 acres subgrant; and thence by that boundary being a fenced line bearing 214 degrees 51 minutes 20 seconds 794 feet 6 1/2 inches to the point of commencement.

NOTES

Table of Acts

Sancta Sophia College Incorporation Act 1929 No. 45. Assented to, 23.12.1929. This Act is reprinted as amended by:

Sancta Sophia College Incorporation (Amendment) Act 1932 No. 6. Assented to, 30.3.1932. Date of commencement, 23.12.1929, sec. 1 (2).

Sancta Sophia College Incorporation (Amendment) Act 1969 No. 10. Assented to, 20.3.1969.

Sancta Sophia College Incorporation (Amendment) Act 1978 No. 58. Assented to, 3.4.1978.

Sancta Sophia College Incorporation (Amendment) Act 1982 No. 17. Assented to, 16.4.1982.

Statute Law (Miscellaneous Provisions) Act 1994 No. 32. Assented to, 2.6.1994. Date of commencement of the provisions of Sch. 1 relating to the Sancta Sophia College Incorporation Act 1929, assent, Sch. 1.

This Act has also been amended pursuant to an order under secs. 8 (2) and 9 (3) of the Reprints Act 1972 No. 48 (*formerly* Acts Reprinting Act 1972). Assented to, 9.10.1972. Order dated 7.8.1975, and published in Gazette No. 105 of 8.8.1975, p. 3238, declaring that the Sancta Sophia College Incorporation Act 1929 is an enactment to which sec. 8 (2) and sec. 9 (3) of the Acts Reprinting Act 1972 apply.

Table of Amendments

(No reference is made to certain amendments made by the Reprints Act 1972.)

Sec. 2 - Am. 1994 No. 32, Sch. 1.

Sec. 4 - Am. 1969 No. 10, s. 2 (1) (a); 1994 No. 32, Sch. 1.

Sec. 6 - Am. 1982 No. 17, s. 2.

Sec. 8 - Subst. 1969 No. 10, s. 2 (1) (b).

Secs. 9, 12 - Am. 1994 No. 32, Sch. 1.

Sec. 19 - Rep. 1978 No. 58, s. 2.

Schs. 1-5 - Subst. 1932 No. 6, s. 2.

RESOLUTION:

1. That the By-laws formally approved by the Council on the 19th November 1992 be amended as follows:
 - (a) by deleting from By-law 14 the numbers 20.5 and inserting in their place the numbers 21.6;
 - (b) by deleting from By-law 20 the numbers 34 and inserting in their place the numbers 36;
 - (c) by deleting in their entirety By-laws 26 and 27;
 - (d) by renumbering By-laws 28 to 48 inclusive so that they become By-laws 26 to 46 inclusive.

2. That the said By-laws incorporating the above amendments be forwarded to the Office of Minister for Education and Youth Affairs for tabling as required by Section 10 of the Sancta Sophia College Incorporation Act 1929 as amended.

Note: By-laws 26 and 27 are irrelevant following the recent amendments to the Act. The other amendments correct the numbering. The Department advises that tabling is a formality only and that it will not be concerned to change the By-laws in any way.

By-laws

Membership

1. The members of the Sancta Sophia College shall be the Principal, Vice-Principal or Vice-Principals, Councillors, Graduates and Diplomates continuing on the books of the College and Students. The Principal shall keep and make available for inspection at the College a Graduates' and Diplomates' Register and a Students' Register.
2. A Graduate and Diplomate of the University of Sydney shall be deemed to continue on the books of the College if he or she has been a resident in the College for at least two consecutive years in the course of their studies and has upon graduation or the grant of a further degree or diploma or at any time thereafter applied in writing to the Principal to have his or her name entered on the Graduates' and Diplomates' Register or whose name, without such application, has been entered by the Principal on such Register.
3. Students may be male or female, graduates or undergraduates and resident or non-resident.
4. Before admission as a student each applicant shall, if required, produce satisfactory evidence of character.
5. The name of every student admitted into College shall be registered in a book provided for that purpose.
6. All students upon entering the College, if undergraduates, shall matriculate in the University and shall thereafter continue to be members thereof.

Principal

7. The Principal shall, subject to the direction of the Council have complete supervision of the College and of the Students.
8. During the University semester, the Principal shall reside in the College.

Honorary Fellows

9. The Council by unanimous vote may appoint as Honorary Fellows of the College those persons who have given distinguished service to the College or who have demonstrated an active interest in it, such appointments to be deemed an honour without financial implications, and not implying membership of the College.

Council

Meetings

10. The meetings of the Council shall be held at such times and places as shall be determined by the members thereof.

11. Ordinary meetings shall be held at least four times a year.

12. The Principal may at any time convene an extraordinary meeting of the Council.

13. The Principal shall convene an extraordinary meeting of the Council on the written request of five or more Councillors.

21.6
14. Notice of ordinary meetings shall be given at least ten calendar days and of extraordinary meetings except as provided in By-law ~~21.6~~, at least seven calendar days before the dates fixed for holding the same. All such notices shall be in writing addressed to members of the Council and shall state the business to be transacted at such meetings. The Council may decide at any meeting to transact business of which no notice has been given if in its opinion circumstances so require. In special circumstances it may also accept a shorter period of notice.

15. The Council shall, at its first ordinary meeting of the year elect from its members a Chairman and Deputy Chairman, who shall hold office for one year, but shall be eligible for re-election on the expiration of their term of office.

16. The Chairman shall preside at meetings of the Council and in the absence of the Chairman and Deputy Chairman the Council

17. All members of the Council including the Chairman and the Deputy Chairman in their respective capacities shall hold office until their successors are appointed.

18. If any Councillor shall without leave of the Council be absent from four consecutive ordinary meetings, the seat of such Councillor may be declared vacant, provided that for the purpose of this rule, every adjourned meeting shall be reckoned as part of the ordinary meeting and not distinct therefrom.

19. All the proceedings of the Council shall be entered in a journal and following the opening of each meeting the minutes of the previous meeting shall be read and confirmed, unless the meeting shall be an adjourned meeting, in which case the confirmation of the Minutes shall be deferred until the next ordinary meeting.

Committees

20. The Council may appoint committees from its members. Subject to the terms of By-law ~~36~~ it may also appoint to those committees persons having expert or useful knowledge and experience in the areas covered who are not Council members. Such persons shall assist the committees in their work but shall not participate in voting. All committees shall be reappointed at the first ordinary meeting of the year.

*Shows now 36
refer to 34.
not 36?*

Vacancies and elections

21. A vacancy in the office of Councillor shall be created in the following events -

1. absence without leave as set out in By-law 18;
2. resignation;
3. death;
4. the expiration of seven years from the date of last assumption of office provided that this paragraph shall apply only in the case of those councillors who shall assume office on or after the 19th November, 1992.

5. if the Councillor becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
6. on the passing of a resolution that the Councillor be excluded from the Council by not less than two thirds of the members of the Council present and voting at an extraordinary general meeting called for that purpose provided that at least twenty one days written notice of the proposed resolution is given and provided further that the Councillor concerned is given an opportunity to be heard before the resolution is voted on.

22. A vacancy shall be filled by way of election held not later than six months after the vacancy occurs on a date appointed by the Council.

23. The election shall be conducted by the Principal. All members of the College with the exception of the students shall be qualified voters.

24. The Principal shall give at least thirty-five days' notice of the date of election by notice -

1. published in one or more of the daily newspapers published in Sydney;
2. published at the University of Sydney;
3. published at the College; and
4. forwarded to the Secretary of the Sancta Sophia College Ex-Students' Association.

Such notices shall call for nominations to fill the vacancy and shall state the last day on which such nominations shall be received, which shall be the day twenty-one days before the date appointed for the election.

25. No person shall be eligible for election unless his or her name shall have been communicated to the Principal under the hands

of two qualified voters on or before the last day fixed for receipt of nominations.

~~26. The Council shall consist of three groups namely:~~

1. Six duly approved priests of the Roman Catholic Church in New South Wales,
2. not less than three nor more than five laymen, and
3. nine laywomen.

~~27. If there is no candidate for the vacancy in any group, the Principal shall call for nomination to the vacancy from one or both of the other groups, as directed by the Council.~~

26. If there is only one candidate to fill the vacancy or, in a case where there is more than one vacancy to be filled, the number of candidates equals the number of vacancies, the Principal shall declare the candidate or candidates duly elected and shall immediately report to the Chairman accordingly.

27. If there are more candidates than vacancies, the election shall be by ballot of those entitled to vote.

28. A ballot shall be taken on the day appointed by the Council for the election. Candidates may appoint scrutineers for the counting of the ballot.

29. Voting papers shall be forwarded by post to those entitled to vote and requesting the same not later than ten days after the last day fixed for the receipt of nominations.

30. Voting papers shall state the names of the candidates in alphabetical order; the number of candidates to be elected; the manner in which the voters are to indicate their preference; the date of the election; and that voting papers shall be returned by post so as to reach the Principal not later than the date of the election.

31. Voting papers received by the Principal after the date of election shall be invalid.

32. In the event of an equality of votes, the election shall be determined by drawing lots.

33. The Principal shall declare elected the successful candidate or candidates and immediately report to the Chairman accordingly.

Finance

34. The Finances shall be in charge of a Finance Committee which shall consist only of Councillors and shall be appointed annually at the first ordinary meeting of the year. The Principal, or in her absence a Vice-Principal, shall be an ex officio member.

35. A financial statement of Income and Expenditure and a Balance Sheet and all necessary accompanying documents shall be submitted to the Council annually from that Committee.

36. Once at least in every year the accounts of the College shall be examined and the correctness of the profit and loss account and balance sheet ascertained by one or more Auditors.

37. The Council at its first ordinary meeting of the year shall appoint an Auditor or Auditors to hold office until the first meeting of the succeeding year.

38. The current report and balance sheet shall be signed by two Councillors. The balance sheet shall also have attached to it or there shall be inserted at the foot thereof a reference to the Auditor's Report.

39. All information in regard to the details of income and expenditure and other financial information shall be made available to the Council when required.

Fees

40. All fees shall be paid to the Principal, and the amounts and times of payment shall be fixed from time to time by the Council.

Semesters and Vacations

41. The semesters and vacations shall be same as those of the University.
42. During the semester the students shall continuously reside in the College, but if any student finishes examinations in sixteen days after lectures cease, he or she shall leave the College for the vacation on that or the following day.
43. The Principal may, for sufficient reason, grant temporary exemption from the preceding rule.
44. Students wishing to remain in the College during vacation may do so, with the consent of the Principal, and under such regulations as shall from time to time be made by or with the approval of the Council.

Lectures

45. All lectures, instructions or tutorials given in the College shall be under the superintendance of the Principal or a Vice-Principal or other person appointed to this duty by the Principal according to such arrangements as the Council may from time to time approve.

Amendment

46. These By-laws may be amended by a two-thirds majority of the members of the Council provided that fourteen days' written notice of the proposed amendments has been given to all members.

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