

Constitution of Wattleview Primary School's Parents and Friends Association

The organisation formed under this constitution shall be known as *Wattleview Primary School's Parents and Friends' Association* hereinafter referred to as "*the Association*".

1. Aims and Objectives

The aims and objectives of the Association are:

- to contribute to the wellbeing of the school community
- to encourage the participation of all parents in the life of the school and the education of their children
- to provide opportunities for all parents of students of the school to discuss issues concerned with the welfare and the general education policy of the school and to assist in the development of a shared parent view
- to provide opportunities for parents to get to know each other and to be informed about their child's school
- to provide information for parents to extend their understanding of school issues
- to work in cooperation with the school council and the principal
- to raise funds for the benefit of the school.

2. Membership

Membership shall be open to any parent or guardian of a child attending the school or any other interested party.

All members must pay an Annual Membership Fee. Upon paying the Annual Membership Fee, a person becomes a Financial Member of the Association for one school year. The Association Secretary shall maintain a register of Financial Members of the Association and their addresses, and provide an attendance book for members to sign at each meeting they are in attendance.

Only Financial Members are eligible to vote at any Association meeting or for election to any office in the Association.

3. Annual Membership Fee

The Annual Membership Fee shall be payable on or before the Annual General Meeting of the Association or at any General Meeting of Association. Only financial members shall be eligible to vote at any meeting. The amount of the Annual Membership Fee for the following year shall be determined by a majority vote of Financial Members present at the Annual General Meeting.

4. Office Bearers

The Association shall have as a minimum number of office bearers, a President, Secretary and Treasurer. Other office bearers may be elected as required. All office bearer positions shall be declared vacant at the Annual General Meeting and shall be open to any Financial Member of the Association. Office bearers will be elected to office for a period of twelve months or until the next Annual General Meeting.

5. Election of office bearers

Elections shall be conducted by an independent person, such as the Principal or a teacher at the school and may be conducted by secret ballot.

A Financial Member who nominates for office must be present at the Annual General Meeting or have indicated their intention to nominate in writing to the President prior to the meeting.

An office bearer of the Association may be removed from office (but not from membership of the Association) by a resolution carried by a majority vote of members present at a General Meeting. Notice of intention to move a resolution that an office bearer be removed from office shall be included in the notice summoning the meeting at which the resolution will be moved. Such notice must be circulated to all Financial Members and the office bearer, at least seven days prior to the meeting at which the resolution will be considered.

The office bearer in question must have an opportunity to respond at the meeting to a written copy of the claim made against him/her, which must be provided to him/her at least seven days prior to the meeting at which the resolution will be considered.

A casual vacancy caused by the resignation, removal or death of an office bearer shall be filled at the next meeting of the Association, and notice of this shall be provided to all Financial Members of the Association at least seven days prior to the meeting at which the election shall be held.

6. Annual General Meetings

The Annual General Meeting of the Association shall be held during the month of March unless the majority of members present at an Annual General Meeting vote, after proper notice of motion to change the date.

7. General Meetings

Formal General Meetings shall be held monthly unless otherwise decided on. All members shall be notified of the date at least one week before each meeting. Working party meetings to organise approved fundraising events meetings may be scheduled between general meetings.

8. Extraordinary Meetings

An extraordinary meeting of the Association can be called, upon a written request to the President or Secretary, by three Financial Members or by a general meeting of the Association. Written notice of the time, date, place and object of an Extraordinary Meeting must be provided to all Financial Members no less than four days before an Extraordinary Meeting occurs.

9. Quorum

The quorum for a meeting of the Association shall be **three** Financial Members.

10. Voting

Only Financial Members present at any meeting shall be entitled to vote. Voting shall be by a show of hands unless a majority of those present request a secret ballot. Where voting is tied, the President may exercise a casting vote.

11. Finance

A separate account will be maintained for the purpose of:

- (a) the administrative functions of the parents' Association; and
- (b) the raising of funds by the parents' Association for the benefit of the school.

The Association will have a discrete program within the school's official account on CASES 21. Expenses that have been incurred with the approval of a general meeting will be paid or reimbursed on production of a receipt, in accordance with the school's procedures.

The Association's finances will be audited along with those of the school.

Payments to members

The Association shall not be for profit or gain of its individual members.

12. Fundraising

The Association may undertake fundraising activities, with the prior approval of the school council, having as their object the establishment or augmentation of school funds or funds for a particular school purpose.

The school council must not reject a fundraising activity until it has considered a recommendation by a committee consisting of:-

- (a) the President of the school council or the President's nominee, who must be the chairperson; and
- (b) one other representative of the school council elected for the purpose by the school council; and
- (c) 2 representatives of the Association; and
- (d) the principal.

(Source: Education and Training Reform Regulations 2007)

13. Association Records

Minutes of each General meeting must be recorded noting any decisions made and action required and distributed to financial members before the next meeting. All minute books, correspondence, annual financial statements, expenditure vouchers, and other documents of the Association will be the property of the Minister and will be made available to officers authorised by the Secretary of the Department of Education and Early Childhood Development. All such records *not in current use* will be filed with other school records.

14. Representation on School Council

Where the School Council invites the Association to nominate a member to fill a Community Member Category position on the School Council, the Association shall elect a member, other than an employee of the Department of Education and Early Childhood Development as the Association nominee. Upon co-option to the School Council, the nominee will be a full member of the School Council with the same responsibilities as all other members of the School Council.

15. Alteration of Constitution

Proposals for changes to the Association's constitution may only be made at the Association's Annual General Meeting or Extraordinary Meeting and should be the first agenda item at that meeting. Notice to add to, amend or delete any part of the constitution shall be given in writing to the Association secretary, who shall circulate such notice of motion, in writing to all Financial Members at least one month prior to the Annual General Meeting or Extraordinary Meeting. Such amendments must be voted on in the form in which they were circulated.

Following endorsement by the Annual General Meeting or extraordinary meeting, all changes to the Constitution must be forwarded to the Department of Education and Early Childhood Development for approval by the Minister.

16. Dissolution

An Association may not be dissolved unless-

- a. all reasonable steps have been taken to circulate a notice of the proposed dissolution generally throughout the school community; and
- b. a meeting to discuss the notice of dissolution is held not less than 14 days after the circulation of that notice; and
- c. at least two-thirds of those present at that meeting agree to the dissolution.

Following this meeting, if a decision is made to dissolve a Parents' Association under the Regulations the following actions must be taken-

- a. all the remaining funds, after the proper payment of outstanding liabilities, are to be transferred to the school council; and
- b. all property and other assets are to be transferred to the control of the school council; and
- c. a person present at the meeting must report the dissolution in writing to the school council as soon as practicable.

The school council must report as soon as practicable the dissolution to the Minister and advise him or her of the completion of actions outlined above.

Membership of Parents Victoria

Parents Victoria is a not-for-profit organisation, representing parents and parent Associations in Victorian Government schools. The Association may choose to become a member of Parents Victoria. Delegates elected by the Association to attend conferences of Parents Victoria shall vote as directed by the Association.