

Constitution of Park Orchards Primary School's Parents' Association

The organisation formed under this Constitution shall be known as the "Park Orchards Primary School's Parents' Association".

1. Aims and objectives of the Park Orchards Primary School's Parents'

Association are:

- a) to raise funds for the benefit of the school
- b) to contribute to the wellbeing of the school community
- c) to encourage the participation of all parents in the life of the school and the education of their children
- d) to provide opportunities for parents to get to know each other and to be informed about their child's school
- e) to provide information for parents to extend their understanding of school procedures
- f) to work in cooperation with the School Council, Principal and Assistant Principal
- g) to encourage involvement and support from the wider community
- h) to provide an opportunity to provide feedback on school policy, programs and procedures

2. Membership of the Park Orchards Primary School's Parents' Association

Membership shall be open to any parent or guardian of a child attending Park Orchards Primary School and includes an elected executive and an unlimited number of general members.

All members present at a meeting are eligible to vote at any Park Orchards Primary School's Parents' Association meeting or for election to any office in the Park Orchards Primary School's Parents' Association.

3. Office Bearers

- a) The Park Orchards Primary School's Parents' Association shall have, as a minimum number of office bearers, a President, Vice President, Secretary / Minutes, Treasurer and Fundraising Coordinator. Other office bearers may be elected as required.
- b) All office bearer positions shall be declared vacant at the Annual General Meeting and shall be open to any member of the school community.
- c) Officer bearers will be elected to office for a period of twelve months or until the next Annual General Meeting.

4. Election of Office Bearers

- a) Elections shall be conducted by an independent person, such as the Principal, Assistant Principal, teacher at the school or a Regional Education Officer and may be conducted by ballot.
- b) A person 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.
- c) An office bearer of the Park Orchards Primary School's Parents' Association may be removed from office (but not from membership of the Parents' Association) by a resolution carried by a majority vote of members present at the 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 Park Orchards Primary School's Parents' Association 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 at least seven days prior to the meeting at which the resolution will be considered.

- d) A casual vacancy of an office bearer shall be filled at the next meeting of the Park Orchards Primary School's Parents' Association and notice of this shall be provided to all Park Orchards Primary School's Parents' Association members at least seven days prior to the meeting at which the election shall be held.

5. Annual General Meeting

The Annual General Meeting of the Park Orchards Primary School's Parents' Association shall be held during the month of November unless the majority of members present at an Annual General Meeting vote, after proper notice of motion, to change the date.

6. Meetings

a) General meetings

General meetings shall be held monthly unless otherwise decide on. All members shall be notified of meeting date at least one week before the meeting.

b) Extraordinary meetings

An Extraordinary meeting of the Park Orchards Primary School's Parents' Association can be called, upon a written request to the President or Secretary, by three members or by a general meeting of the Park Orchards Primary School's Parents' Association. Written notice of the time, date, place and nature of an Extraordinary meeting must be provided to all members no less than four days before an Extraordinary meeting occurs.

c) Quorum

The quorum for a meeting of the Park Orchards Primary School's Parents' Association shall be at least 5 members of which at least three must be elected executive members.

d) Voting

Only 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.

7. Finance

- a) The Park Orchards Primary School's Parents' Association shall not be for profit or gain of its individual members.
- b) The Park Orchards Primary School's Parents' Association account is a separate subprogram maintained by and within the school's official account – details below.

A separate program within the School Council's Official Account

The Park Orchards Primary School's Parents' Association will have a discrete program within the school's official account on CASES 21. Expenses that have been incurred with the organisation of a fundraising activity will be reimbursed on production of a receipt, in accordance with the school's procedures.

- c) The Park Orchards Primary School's Parents' Association finances will be audited along with those of the school by an auditor designated by the Department of Education and Early Childhood Development (DEECD).

8. Fundraising

- a) The Park Orchards Primary School's Parents' Association may undertake fundraising activities, with prior approval of the School Council, that aim to augment school funds or provide funds for a particular school purpose.

- b) The School Council must not reject a fundraising activity until it has considered a recommendation by a committee consisting of:
- i. the President of the School Council or his / her nominee, who must be the chairperson; and
 - ii. one other representative of the School Council elected for the purpose by the School Council; and
 - iii. two representatives of the Park Orchards Primary School's Parents' Association; and
 - iv. the Principal and Assistant Principal.
- (Source: Education and Training Reform Regulations 2007)

9. Park Orchards Primary School's Parents' Association Records

All minutes, correspondence, annual financial statements, expenditure receipts and other documents of the Park Orchards Primary School's Parents' Association will be the property of the Minister and will be made available to officers authorised by the Secretary of the DEECD. All such records not in current use will be securely filed with other school records.

10. Representation on School Council

The Park Orchards Primary School's Parents' Association shall elect a member, other than an employee of DEECD, as the Park Orchards Primary School's Parents' Association nominee to be the liaison officer between it and the School Council. The elected member will be a full member of the School Council with the same responsibilities as all other members of the School Council.

11. Alteration of Constitution

- a) Proposals for changes to the Park Orchards Primary School's Parents' Association Constitution may only be made at the Park Orchards Primary School's Parents' Association Annual General 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 Park Orchards Primary School's Parents' Association Secretary, who shall circulate such notice of a motion, in writing to all 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.
- b) Following endorsement by the Annual General Meeting or Extraordinary meeting, all changes to the Constitution must be forwarded to the DEECD for approval by the Minister.

12. Dissolution

The Park Orchards Primary School's Parents' Association may not be dissolved unless –

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

Following this meeting, if a decision is made to dissolve the Park Orchards Primary School's Parents' Association, under the Regulations the following actions must be taken –

- All the remaining funds, after proper payment of outstanding liabilities, are to be transferred to the School Council; and

- All property and other assets are to be transferred to the control of the School Council; and
- A person present at the meeting must report the dissolution in writing to the School Council as soon as possible; and
- The School Council must report, as soon as practicable, the dissolution to the Minister at the DEECD and advise him / her of the completion of actions outlined above.

PRINCIPAL

PARENTS' ASSOCIATION PRESIDENT

SCHOOL COUNCIL PRESIDENT

DATE