

MORANG SOUTH PRIMARY SCHOOL

**PARENTS & FRIENDS
ASSOCIATION
CONSTITUTION**

Formally adopted on June 17th, 1986.

As amended on June 12th, 1991.

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NAME:

The organisation formed under this constitution shall be known as the Morang South Primary School Parents and Friends' Association, herein after referred to as "the Association."

AIMS AND OBJECTIVES:

- a. To promote the development of facilities for education generally and for the Morang South Primary School in particular;
- b. To co-operate with the School Council and other bodies which aim to advance the cause of education;
- c. To raise funds for the purpose of providing amenities for the students, parents and staff of the Morang South Primary School;
- d. To endeavour to stimulate interest in the Morang South Primary School and in education generally.

MEMBERSHIP:

Membership shall be open to any parent or guardian of a child attending the school and any other interested person. For the purposes of eligibility to vote at General and Annual Meetings of the Association, a "financial member" shall be defined as the parent or guardian of any child attending the school. Any person who is not the parent or guardian of a child attending the school may obtain "financial member" status by payment of a nominal subscription, the amount of this subscription for the following year to be determined by a majority vote of members present at a General Meeting of the Association, providing that notice of such intention is circulated beforehand to all members. The Principal (or Principal's nominee) shall be deemed to be a financial member of the Association.

ANNUAL MEETING:

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

GENERAL MEETINGS:

These shall be held monthly unless otherwise decided on. A notice of meeting shall be forwarded to all members, and all members shall be encouraged to attend General Meetings.

SPECIAL MEETINGS:

Upon the request of two or more members a special meeting of the Association may be held on condition that two days clear notice in writing is given to the President or his/her Deputy, who shall instruct the Secretary to convene the special meeting. The Secretary shall inform all financial members in writing of the date and reason for the proposed meeting. Such notice shall be given at least two days before such special meeting. The business of such a meeting shall be confined to the subject for which it was called, accurate minutes shall be taken and shall be available to all members at the next General Meeting.

QUORUM:

The quorum for a meeting of the Association shall be eight members.

VOTING:

Only financial members shall be entitled to vote. Voting shall be by a show of hands unless the majority of those present request a secret ballot.

ALTERATION OF CONSTITUTION:

Notice to add to, amend or delete any part of the constitution shall be given in writing to the Secretary, who shall circulate such notice of motion, in writing, to all members at least thirty days before the Annual General Meeting or Special General Meeting. A Special General Meeting may be called at any time to make changes to the Constitution. Amendments to the constitution shall be first item of General Business at the Annual Meeting or Special General Meeting, such amendments must be voted on in the form in which they were circulated. Voting on a motion to change the constitution of the Association shall be by a show of hands, and the motion shall be carried by a majority vote.

OFFICE BEARERS:

The following office bearers shall be elected at the Annual Meeting:-
President, Vice President, Secretary, Assistant Secretary, Publicity Officer, Treasurer (these 5 members shall constitute the Executive of the committee) and seven other committee

members. The Principal (or Principal's nominee) shall also be a member of the Committee in addition to those already mentioned.

All positions shall be declared vacant at the Annual Meeting. Wherever possible such elections shall be conducted by an independent person. All members who accept nomination must be present at the meeting or have indicated their intention in writing to the meeting. Only members attending the meeting shall be entitled to vote.

FINANCE:

a. The Association shall not commit itself to any expenditure unless the Treasurer of the Association submits evidence that it is able to meet in full any liability accepted, and that such expenditure is consistent with the expectations of the School Council.

b. The Association shall have one bank account at a local branch of a Savings Bank; the General Account shall be for administration expenses of the Association and for all funds raised for the purpose of providing amenities for the school - cheques drawn on this account shall be signed by the Treasurer, Secretary or President and countersigned by the Principal.

c. Financial reports will be presented to each meeting of the Association indicating receipts, payments and the current balance available in the account. The Treasurer will also submit a list of paid cheques for ratification, and a list of accounts for approval.

d. **AUDIT:** The books of the Association shall be audited at the end of each financial year by an auditor appointed by a General Meeting of the Association. All books, documents and other relevant material as may be required by the auditor shall be provided by the Secretary, Treasurer or any other relevant person. A copy of the audited financial statement shall be circulated to each member present at the Annual Meeting.

e. **PAYMENT TO MEMBERS:** The Association shall not be for profit or gain of its individual members. In the event of dissolution of the Association, the property and assets of the Association shall be given to the School Council for expenditure in the interest of the school.

However, an amount of petty cash agreed upon by members may be given to the President, Secretary, Treasurer, and other appropriate people to defray expenses incurred on behalf of the Association's administration.

DISMISSAL OF OFFICE BEARERS:

An office bearer of the Association may be removed from office, but not from membership, by a resolution carried by a majority of members present at a General Meeting provided that 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 shall be moved. Such notice must be circulated to all financial members and the office-bearer/bearers in question must be provided with a written copy of the claim to be made against him/her/them. An office bearer shall forfeit the position if absent from more than three consecutive meetings without

adequate apology. Any vacancies occurring for these reasons or because of resignation or death shall be filled at a General Meeting unless such vacancy occurs one month before the Annual Meeting, in which case it shall be held over to the Annual Meeting.

REPRESENTATION ON SCHOOL COUNCIL:

The Association shall elect one person to be nominated as a member of the School Council, who shall be responsible for furnishing the club with a written account of proceedings.

DISSOLUTION:

The Association shall not be dissolved except by consent of at least two-thirds of those present at a Special General Meeting called expressly for the purpose. Notice of this meeting shall be circulated generally throughout the school community, and shall be sent to all financial members at least fourteen days before the meeting date.