

# **Constitution of Tucker Road Bentleigh Primary School Parents and Friends Association**

## **1. Name**

The organisation formed under this constitution shall be known as Tucker Road Bentleigh Parents and Friends Association, hereinafter as the PFA.

## **2. Aims and Objectives**

The aims and objectives of the PFA are:

- To contribute to the well being of the members of the Tucker Road Primary School ("School") community.
- To encourage the participation of all parents and guardians of students of the School ("Parents") in the life of the School and education of their children
- To provide opportunities for Parents 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 contribute to proposals on School policy and other educational issues to the School Council
- To provide opportunities for Parents to get to know each other and to be informed about the School
- To provide training programs and information sessions for Parents to extend their understanding of School issues
- To work in cooperation with the School Council and the Principle
- To raise funds for the benefit of the school.

## **3. Membership**

Membership shall be open to any Parent (including a guardian) of a child attending the School.

The PFA Secretary shall make sure a register of financial PFA members is kept, and provide an attendance book for members to sign at each meeting they are in attendance.

No member of the PFA will receive any payment for their services as an office bearer or as a member.

## **4. Subscription**

The annual subscription shall be payable on or before the Annual General Meeting of the PFA. Only financial members shall be eligible to vote at any meeting. The amount of the subscription for the following year shall be determined by a majority vote of members present at the Annual General Meeting of the PFA providing that notice of such intention is circulated beforehand to all members.

## **5. Office Bearers**

The PFA shall have as a minimum of office bearers, a President, Secretary, and Treasurer. Other office bearers may include Vice President, Assistant Secretary and if applicable on invitation of School Council, a Parent Representative on School Council.

All positions shall be declared vacant at the Annual General Meeting and shall be open to any financial member of the PFA. Office bearers will be elected for a period of twelve months or until the next Annual General Meeting.

Elections shall be conducted by the Principal or another independent person and will be by secret ballot. 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.

An office bearer of the PFA may be removed from office (but not from membership of the PFA) 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 in question must be provided with a written copy of the reasons for the resolution.

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

## **6. Annual General Meeting**

The Annual General Meeting of the PFA shall be held before the first meeting of the New School Council for the year.

The business of this meeting will include:

- Voting on any proposed changes to this constitution
- Receiving a report on the PFA's activities for the previous year, a copy of which will be sent to School Council
- Receiving a financial report on the PFA's activities for the previous year, a copy of which will be sent to School Council
- Electing office bearers for the forthcoming year
- Setting the annual subscription to apply for the following year
- Setting the day for General Meetings for the forthcoming year.

## **7. General Meeting**

The frequency of General Meetings shall be decided upon and voted on at the Annual General Meeting. Days, frequencies, timings and formats will be decided upon at the Annual General Meeting also.

Notices of General Meetings will be sent to all Parents one week before each meeting.

General meetings are open to all Parents (including guardians) and any other person invited to attend by the PFA.

Only financial members of the PFA who are present at a General meeting may vote at the meeting. The Secretary will keep a written record of each meeting which will be validated at the following meeting. This will detail the time and place of the meeting, who attended and the decisions taken at the meeting.

The only decisions that are binding on the PFA are those taken at a General meeting constituted in accordance with this constitution.



## **8. Special Meetings**

An extraordinary meeting of the PFA can be called, upon request to the President or Secretary, by three financial members or by a general meeting of the PFA, providing that all members are notified in writing of the time, date, place, and object of the meeting, no less than four school days beforehand.

## **9. Quorum**

The quorum of the meeting of the PFA shall be 5 financial members (or 10% of the membership if greater than 50), two of whom should be office bearers.

## **10. Voting**

Only financial members of the PFA who are present at a General Meeting may vote at the meeting. With the exception of voting on the election of office bearers, voting shall be by a show of hands unless a majority of those present request a secret ballot. Where voting is tied, the PFA President may exercise a casting vote.

## **11. Finance**

The PFA shall not commit itself to any expenditure unless the Treasurer of the PFA submits evidence that it is able to meet in full any liability accepted.

The PFA will have a discrete program with the School's official account on CASES. Expenses that have been incurred with the approval of a General Meeting may be reimbursed on production of a receipt, in accordance with the School's procedures. The PFA's finances are kept in with the School's accounts and will be audited along with those of the School.

The PFA shall not be for profit or gain of its individual members. In the event of dissolution of the PFA, the property and assets of the PFA shall be given to the School Council for expenditure in the interests of the School.

## **12. Fundraising**

The PFA may undertake fundraising activities, with the prior approval of the School Council, having as their object the establishment or augmentation of school 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 PFA; and
- d) The Principle

(Source: Education and Training Reform Regulations 2007)

## **13. PFA Records**

All minute books, correspondence, annual financial statements, expenditure vouchers and other documents of the PFA will be the property of the Department of Education, Employment & Training, and will be made available to officers authorized by the Secretary to the Department of Education, Employment & Training, if requested. All such records not in current use will be filed in the School building with other School records.

#### **14. Representation on School Council**

Where the School Council invites the PFA to nominate a member to fill a Community Member category on the School Council, the PFA shall elect a member, other than an employee of the Education Department and Early Childhood Development, as the PFA nominee. Upon co-option to the School Council, the PFA 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 the Constitution**

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

#### **16. Dissolution**

The PFA may not be resolved 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 parent's Club (PFA) under the Regulations, the following actions must be taken –

- a) All 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 to the School Council as soon as is practicable.

The School Council must report as soon as is practicable the dissolution of the PFA to the Minister and advise him/her of the completion of actions outlined above.

#### **17. Membership of Parents Victoria**

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