



John Septimus Roe Anglican Community School Parents and Friends Association

CONTENTS

- NAME
- OBJECTIVES
- MEMBERSHIP
- P&F MANAGEMENT COMMITTEE
- P&F MANAGEMENT COMMITTEE MEMBERSHIP CONDITIONS
- ELECTION OF OFFICERS
- EXTRAORDINARY VACANCIES ON P&F MANAGEMENT COMMITTEE
- SCHOOL COUNCIL PARENT NOMINEES
- COMMITTEE POWERS
- THE CHAIRMAN
- THE SECRETARY
- THE TREASURER
- INSPECTION OF BOOKS AND DOCUMENTS
- THE AUDITOR
- GENERAL MEETINGS
- NOTICE OF GENERAL MEETINGS
- QUORUM
- VOTING
- AMENDMENT OF CONSTITUTION
- RULES OF CONDUCT
- FUNDS OF THE P&F ASSOCIATION
- DISSOLUTION

- **NAME**
 - The Association shall be called John Septimus Roe Anglican Community School Parents and Friends Association.
 - The term “School” shall mean John Septimus Roe Anglican Community School.
 - School locations are Corner Boyare Ave and Mirrabooka Ave Mirrabooka and Blackboy Way Beechboro.

- **OBJECTIVES**
 - The aims of the Association shall be:
 - To promote the Christian emphasis of the School by participation, where appropriate, in the worship and presentation of the Gospel of Jesus Christ, and in creating a loving, caring community of faith in the School.
 - To create a fellowship among the Members of the Association.
 - To foster a close link between the School, the local Churches and the community.
 - To create opportunities for Parents and Teachers to become more closely acquainted in order to facilitate the discussion of subjects of mutual interest.
 - To be available for consultation with the Principal with the object of promoting the effectiveness of the School as an educational establishment and affording assistance to this end.
 - To organise social activities designed to promote the general welfare of the School.
 - To provide assistance in School activities.
 - To maintain close liaison with the School Council and generally assist in promoting the interests of the School and the achievements of the objectives of the School.
 - To raise funds and expend them for the purpose of carrying the objectives of the Association into effect, for the benefit of the School.

- **MEMBERSHIP**
 - Membership of the Parents and Friends Association shall comprise Ordinary and Honorary members.
 - All parents and/or guardians of the children attending the School are Ordinary members.
 - The Principal, the Business Manager and or their representative, shall be ex-officio members of the Parents and Friends Association.
 - Honorary membership is open to parents of past students of the school; all staff who are not parents/guardians of current students; and other persons who may satisfy the school that they have a bona fide interest in furthering the objectives of the Parents and Friends Association.
 - Honorary members shall not have the power to vote at Annual General Meetings or General meetings and shall not form part of a quorum at such meetings.
 - Cessation of Membership

- If, in the opinion of the P&F Management Committee, any member is guilty of misconduct or conduct prejudicial to the objectives of the Parents and Friends Association, the P&F Management Committee may give notice to that member under clause.
 - A notice given by the P&F Management Committee under clause 3.6.1 shall be in writing and shall state clearly the opinion of the P&F Management Committee, and the reasons upon which the committee's opinion was based, and shall invite that member to address the P&F Management Committee at its next scheduled meeting to be held not sooner than 14 days after the giving of that notice, for the purposes of showing cause why the P&F Management Committee should not expel that member from the Parents and Friends Association.
 - The member to whom such notice was given shall at that meeting have the opportunity to hear the allegations against him or her, to answer them, and to address the meeting and present reasons why he or she should not be expelled.
 - The P&F Management Committee may only expel a member from the Parents and Friends Association if after this procedure it remains of the opinion, acting reasonably, that the member ought to be expelled. Any decision to expel a member shall be communicated to that member at that meeting, or afterwards by written notice.
 - The member may, by written notice given to the Secretary within seven days of receiving notification of expulsion, appeal the decision to an Annual General Meeting or a Special General Meeting of the Association and the decision of the P&F Management Committee shall not be overturned except by a vote of 75% of the members present at that meeting and entitled to vote.
- **P&F MANAGEMENT COMMITTEE**
 - The P&F Management Committee of the Association shall consist of:
 - President who shall be elected for a two-year term
 - Secretary
 - Treasurer who shall be elected for a two-year term in the year alternate to the Presidents
 - Publicist
 - Two School Council Nominees
 - School Principal or his/her representative as an ex-officio member
 - School Business Manager or his/her representative as an ex-officio member
 - Other members totalling not less than four (4) but not exceeding twenty (20) in number
 - The above 4.1.1 to 4.1.5 shall be known as the Senior Officers of the Association.
 - Those accepting the positions of President, Treasurer, and Secretary are required to obtain a Police Clearance Certificate in terms of EDWA guidelines and deliver same to the Principal.
- **P&F MANAGEMENT COMMITTEE MEMBERSHIP CONDITIONS**
 - All members of the P&F Management Committee, other than the ex-officio members referred to in clause 4.1.5, 4.1.6 and 4.1.7, must be Ordinary Members of the Association.
 - The President, School Council Nominees, Secretary and Treasurer of the P&F Management Committee are the Senior Officers of the Association, and only one person from any family may at any one time hold a position as a Senior Office Bearer.

- Except when the Management Committee determines otherwise, no Senior Office Bearer may hold the same Senior Office for more than 2 consecutive terms. The Management Committee may make such determinations from time to time and all such determinations shall be recorded in the minutes of the meeting when it is so resolved.
- No Committee member shall be allowed to hold more than one Senior Office Bearer position at any one time unless approved by the Management Committee.
- Committee membership may be terminated after three consecutive absences without an apology being received prior to meetings.
- **ELECTION OF OFFICERS**
 - The P&F Management Committee together with one Auditor shall be elected at the Annual General Meeting of the Parents and Friends Association to hold office until the next Annual General Meeting.
 - The School Council parent nominees shall hold office until their term expires in terms of the Constitution of the John Septimus Roe Anglican Community School Council. (See 8.1 to 8.5 below)
- **EXTRAORDINARY VACANCIES ON P&F MANAGEMENT COMMITTEE**
 - If, for any reason, an office becomes vacant, or in the event of an office bearer position not being filled at the Annual General Meeting, the P&F Management Committee shall have power to fill the vacancy by co-option and such an appointment shall be valid until the next Annual General Meeting.
- **SCHOOL COUNCIL PARENT NOMINEES**
 - As Council Nominees term on School Council expires the Association is required to nominate suitable replacement member(s) for membership of the School Council. Nominees must be ordinary members of the association at the time the nomination is considered by the School Council.
 - The P&F Senior Office Bearers will put forward the nominee(s) in accordance with the School Council guidelines, to the Chair of School Council for their consideration.
 - Nominees who are accepted for appointment to the School Council shall continue to hold that office bearer position until the term on council expires.
 - The Secretary shall inform the Chair of School Council of any change to the status of the Nominees Membership of the Association.
 - Parent representatives holding office prior to the formation of the Parents and Friends Association shall remain in their representative positions on the School Council until the expiration of their term, in accordance with the school's Constitution.
 - Should the School Council not accept as a member a person who has been put forward as an Association Nominee the position shall be declared vacant and a new nominee sought.

- **P&F MANAGEMENT COMMITTEE – POWERS**

- The P&F Management Committee shall manage the Parents and Friends Association when a General Meeting is not in session. The P&F Management Committee shall have power to control and manage the affairs and finances of the Parents and Friends Association in liaison with the Principal and the Business Manager but shall be answerable to the members at a General Meeting.
- The P&F Management Committee shall have the power to declare vacant the seat of any of its members who, without leave approved in advance, or a reasonable excuse, is absent from three (3) consecutive meetings of the P&F Management Committee. Vacancies so caused on the P&F Management Committee shall be filled by co-option until the next Annual General Meeting of the Association.
- The P&F Management Committee may form sub-committees to deal with particular aspects of its work. Such sub-committees shall derive their authority by delegation from the P&F Management Committee and shall be responsible to the P&F Management Committee. Sub-committees shall each include at least one (1) member of the P&F Management Committee who will represent it on the P&F Management Committee.

- **THE CHAIR**

- The President shall, when present, preside at all General Meetings and all P&F Management Committee Meetings.
- In the event of the President being absent the Treasurer or Secretary shall preside and in the case of lack of consensus between the Treasurer and Secretary as to which of them shall preside then the meeting shall appoint one of them as Chairperson.
- In the event that the President and both Treasurer and Secretary are absent, the meeting shall elect a Chairperson from within the P&F Management Committee for the occasion.

- **THE SECRETARY**

- The Secretary shall in liaison with the Business Manager
 - Conduct the correspondence of the Association
 - Keep full and correct minutes of the proceedings of the Association and forward same to the Principal within one week of the conclusion of each meeting.
 - The School shall maintain a register of ordinary, honorary and ex-officio members.
 - Have custody of all documents of the Association excluding financial records, securities and documents of a financial nature.
 - Check and answer queries received via the P&F Associations email account

- **THE TREASURER**

- The Treasurer shall in liaison with the Business Manager:
 - Be responsible for the receipt of all monies paid to or received by the Association and shall issue receipts on the Association's receipt forms.
 - Pay all monies received into such account or accounts as may from time to time be established by the School for that purpose.

- The Treasurer will make payments of Association accounts as may be approved by the P&F Management Committee. Cheques and/or payments must be authorised/signed by any two (2) signatories, up to the value of \$1000.00. Signatories to the account will be President, Secretary and Treasurer of the P&F Management Committee and Principal and/or Business Manager of the School. Cheques and/or payments over the value of \$1000.00 must be signed by authorised/signed by two(2) signatories one being representative from the School and one being representative from the P&F.
 - Maintain proper records of all income and expenditure of the association and shall submit to each Annual General Meeting an annual report, balance sheet, and statement of income and expenditure for the financial year ending 31st December, as well as such other information as the P&F Management Committee may require.
 - The Treasurer shall submit to each P&F Management Committee meeting a financial report, balance sheet or financial statement as required by the P&F Management Committee. For the sake of clarity, the financial year of the Association shall end on the 31st December each year.
 - Hold all books, documents, securities and documents of a financial nature of the Association.
- **INSPECTION OF BOOKS AND DOCUMENTS**
 - Any member or ex-officio member of the Association may inspect the accounts and documents of the Association by arrangement with the P&F Management Committee.
- **THE AUDITOR**
 - At each Annual General Meeting there shall be elected an Auditor, being a member of either the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants. The Auditor shall audit the Annual Statement of Accounts and Balance Sheet of the Association and shall certify the same.
 - The Auditor may call for the production of all books of account, vouchers and documents of the Association and Members shall comply with all such requests.
 - The Auditor may not be a member or ex-officio member of the P&F Management Committee.
- **GENERAL MEETINGS**
 - General Meetings of the Association shall be held at John Septimus Roe Anglican Community School at such times as shall be determined by the P&F Management Committee. The Annual General Meeting shall be held at John Septimus Roe Anglican Community School within four months of the end of the Associations financial year on a date determined after consultation with the Principal.
 - A Special General Meeting may be called on the written request of any 10 members of the Parents and Friends Association and such Special General Meeting shall be held at John Septimus Roe Anglican Community School within twenty-eight (28) days of receipt of such request by the Secretary.
 - The request shall state clearly the purpose(s) for which the Special General Meeting is being called and this/these shall be the only item(s) discussed at the Special General Meeting.

- Written notification providing details of the purpose(s) of the Special General Meeting together with the names of the members requesting the meeting shall be provided to all members of the Association by the Secretary.
- Meetings of the P&F Management Committee shall be held at the John Septimus Roe Anglican Community School at least four (4) times each calendar year at such times as shall be determined at a P&F Management Committee Meeting.
- **NOTICE OF GENERAL MEETINGS**
 - Notice of all General Meetings of the Association shall be given in writing not less than fourteen (14) days prior to the date of the proposed meeting. Notice shall be deemed given if it is printed in, or sent with, any official School publication sent generally by the School to the families of its students, or if published on the School's website.
- **QUORUM**
 - A quorum for the P&F Management Committee General Meeting shall comprise five (5) of its members.
 - Subject to clause 19.1, a quorum for a General Meeting for Constitution amendments shall be 75% of P&F Management Committee.
- **VOTING**
 - Ordinary Members present at a General Meeting shall be entitled to exercise one (1) vote each on any proposition or motion put before, or election held at the meeting. No other person shall be entitled to vote at any General Meeting of the Association.
 - Unless otherwise required by this Constitution, decisions at all General Meetings of the Association, all P&F Management Committee meetings and the meetings of all sub committees, shall be decided by simple majority of members present and voting at the meeting
 - Voting shall be by simple show of hands except where a member requests voting by secret ballot and this request has the support of the meeting. A declaration by the Chairperson that a resolution has been carried shall be deemed to be a resolution of the Association.
 - Voting for all elected positions shall be by secret ballot in which the person(s) receiving the greatest number of primary votes shall be elected. The Chairperson shall appoint two (2) tellers, not being candidates or relatives of candidates, to count the ballot. In the event of a tied ballot, a new election shall be held with the tied candidates being the only candidates in this new election. Should another tie eventuate, the candidate(s) shall be determined by the toss of a coin.
 - In the case of an equality of votes cast on any motion put to a meeting (other than an election), the motion shall be deemed lost. The Chairperson is not entitled to a second or casting vote.

- **AMENDMENT OF CONSTITUTION**

- The Constitution may be amended only in accordance with a decision of seventy five percent (75%) of the members present and voting at a General Meeting at which meeting the quorum shall be 75% of P&F Management Committee.
- Notice of motion to amend the Constitution at an Annual General Meeting shall be signed by the proposer and seconder and submitted to the Secretary not less than twenty-one (21) days prior to the date of the meeting to which the motion is to be submitted. Notice of motion to amend the Constitution at a Special General Meeting shall be given in accordance with Clause 15.2.
- A copy of the motion shall appear on the notice calling the meeting.
- The Deputy Commissioner of Taxation and the Association's Bank will if necessary be advised of amendments to the Constitution.

- **RULES OF CONDUCT**

- Generally accepted rules and standards for the conduct of Meetings shall govern discussion at all meetings of the Association and its Sub Committees.

- **FUNDS OF THE PARENTS AND FRIENDS ASSOCIATION**

- The funds of the Association shall be kept in an account or accounts established by the School Business Manager for that purpose.
- All expenditure of the Association must be authorised by a minimum of two authorised persons and ratified at a general meeting.

- **DISSOLUTION**

- The Association shall, in accordance with a decision of seventy five percent (75%) of the members present and voting at a Special General Meeting in favour of the motion, be dissolved.
- If upon dissolution or winding up of the Association there remains, after the satisfaction of all its debts or liabilities, any profits and assets whatsoever they shall not be paid to or distributed amongst the members of the Parents and Friends Association for their personal profit or gain. Any profits or assets shall be given or transferred to the School. The Deputy Commissioner of Taxation shall if necessary be advised of the date of dissolution.