

# MULGRAVE PRIMARY SCHOOL PARENTS' & FAMILIES ASSOCIATION CONSTITUTION

Constitution of Mulgrave Primary School Parents and Families Association

The organisation formed under this constitution shall be known as Mulgrave Primary School Parents and Families Association hereinafter referred to as “the MPSPFA”.

## 1. **Aims and Objectives**

The aims and objectives of the Association are:

- to provide a sense of warmth and hospitality to our school and the wider community
- to promote the school values
- to contribute to the wellbeing of the school community
- to encourage the participation of all family members in the life of the school and the education of children
- to provide opportunities for all parents/guardians of students 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 grow the school community spirit
- to provide information for parents to extend their understanding of school issues, and to be informed about their child's school
- to work in cooperation with the school council and the principal
- to raise funds for the benefit of the school
- to support teachers in providing beneficial learning opportunities for all children
- To encourage and foster the involvement of staff, students and parents in the activities of the school and this association

## 2. **Membership**

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

No fees, subscriptions or conditions shall apply with respect to membership.

## 3. **Office Bearers**

The Association shall have as a minimum number of office bearers, a President and a Secretary. 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 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, a teacher at the school or a senior education officer and may be conducted by secret ballot.

A 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 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 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**

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. Every meeting must have an agenda and minutes from the previous meeting where applicable.

**8. Extraordinary Meetings**

An extraordinary meeting of the Association can be called, upon a written request to the President or Secretary, by three 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 Members no less than four days before an Extraordinary Meeting occurs.

**9. Quorum**

The quorum for a meeting of the Association shall be 4 Members or 33%, whichever is the lesser.

**10. 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.

**11. Terms of Office**

Nominated members shall be elected for a term of 2 years and may serve a maximum of 2 consecutive terms (4 years). A member may become eligible for re-election after an absence of 1 or more years from the committee.

**12. Payments to Members**

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

**13. 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 from the PFA at a General Meeting.

All funds raised will be held by the school as part of fundraising revenue.

**14. Association Records**

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 Training. All such records not in current use will be filed in the school building with other school records.

**15. 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.

**16. 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 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 Training for approval by the Minister.

**17. 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 Clubs & 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.

## **Appendix A**

### **DUTIES OF THE EXECUTIVE:**

#### **PRESIDENT:**

- To Chair the monthly meetings and Annual General Meeting.
- To consult with and keep the Principal and School Council informed of the activities of the Association regularly and to update the Parents Association Committee of the School situations and its impact (if any) on the plans of the Parents Association Committee.
- To provide a President's Report to the parent body at the end of each term of office.
- To co-ordinate events/activities in conjunction with the Secretary and general committee.
- To address new group/parent body whenever necessary to promote new interest and new members.
- To be approachable by all members of the school communities.

#### **SECRETARY:**

- To prepare the agenda in consultation with the President.
- To distribute agendas for meetings.
- To record the minutes of committee meetings.
- To write up the minutes of each meeting and have copies available for members to read.
- To read the minutes of previous meetings.
- To put relevant notices in the weekly school newsletter.