



Esperance Anglican Community School

A school of The Anglican Schools Commission Inc

Esperance Anglican Community School Parents & Friends Association Constitution

1. NAME

The Association shall be called the *Parent and Friends Association of the Esperance Anglican Community School* which will be abbreviated to the *Parents and Friends Association or PFA*.

The School is the parent body as part of the Anglican Schools Commission and incorporation as a separate legal entity is not required.

2. OBJECTIVES

The Association exists:

To promote a sense of community within the School by encouraging mutually beneficial relationships between staff, parents and carers, students, School Council members, the Parish and friends of the School.

To further the interests of the School socially, educationally and financially through:

- Liaison and co-operation with the Principal
- Assisting with various School activities
- Organising activities and social events
- Raising funds to assist the School in meeting its stated objectives as contained in the

School Plan

Any funds raised will be applied solely for the promotion of the Parents and Friends Association's objectives except for the remuneration of genuine and approved expenses incurred in this promotion.

3. MEMBERSHIP

Membership of the Association is automatically conferred on all parents and carers of children currently attending the School. Parents will be levied a sum of \$10 annually per family to provide working funds for the Association: this sum is to be agreed with the School Council before being levied.

Parents of former students, staff, Council members, The Parish and friends will be regarded as honorary members provided that they have a *bona fide* interest in the School, and in furthering the objectives of the Parents and Friends Association. They will not have the right to vote at any Annual or Extraordinary General Meeting.

The Principal, or his nominee, will be an *ex officio* member of the Parents and Friends Association.

4. TERMINATION OF MEMBERSHIP

If a Member or Honorary Member of the Parents and Friends Association conducts themselves in a manner prejudicial to the objectives and expectations of the Association the Executive Committee may give notice to terminate the membership.

Such notice will be given in writing and will provide for the member given notice to address the Executive Committee and hear the allegations made against them; they may put their views to the Executive Committee who will consider any such statements before making a decision about membership. Any decision to expel will be given in writing and will give the opportunity for the member to be expelled to appeal in writing within seven days of the decision to an AGM or EGM, which must be organised within 14 days; the decision will be put to a vote of those present at the AGM or EGM and can only be overturned if more than 75% of members vote in favour of the member appealing against expulsion.

5. PARENTS & FRIENDS ASSOCIATION EXECUTIVE COMMITTEE

The Executive Committee will consist of the following:

President
Vice-President
Secretary
Treasurer
Principal or nominee as an *ex officio* member
Other members - up to eight

Executive Committee members should be members of the Parents and Friends Association, other than *ex officio* members, and should serve for no more than two consecutive years without re-election at an AGM. After three such two-year terms the Executive Committee member must resign.

Members of the Association may put themselves forward for membership of the Executive Committee, or be nominated for such, before an AGM where a vote will be taken for the positions which fall vacant at the AGM. If a position on the Executive Committee falls vacant during the year the Executive Committee has the power to co-opt a member who can serve until the next AGM.

6. POWERS OF THE PARENTS & FRIENDS ASSOCIATION EXECUTIVE COMMITTEE

The Executive Committee has the power to run the affairs of the Parents and Friends Association in close liaison with the Principal.

The Executive Committee has the power to declare a position vacant if a member of the Committee fails to attend meetings of the Executive Committee for three consecutive meetings. Such vacancies shall be filled by co-option as provided for in 5 above.

The Executive Committee has the power to form sub-committees to manage specific affairs or events provided that such a sub-committee has one member of the Executive Committee serving on it.

The Principal has, extraordinarily, the power of *veto* over decisions made by the Executive Committee which, in his or her opinion, are felt to be detrimental to the Philosophy, Aims and Goals of the School or would bring the School into disrepute.

7. PARENT MEMBERSHIP OF THE SCHOOL COUNCIL

The Constitution of the School Council of Esperance Anglican Community School provides for a parent representative from parents of students currently attending the School. The Principal will give notice of such a vacancy in time for the Annual General Meeting of the Parents and Friends Association and invite expressions of interest from the parent body to be submitted to the Executive Committee. The Executive Committee will then endorse the applications and submit them to the Principal who will, on behalf of the School Council, arrange for interviews to take place. Such interviews will involve the Principal and members of the School Council delegated for the purpose. The decision of the School Council regarding the parent to be selected will be final. Membership of the School Council will be according to the Constitution of the School Council except that if the child of the parent leaves the School the parent's membership of the School Council will end.

8. EXECUTIVE COMMITTEE - SPECIFIC RESPONSIBILITIES

THE PRESIDENT

The President will chair meetings of the Association and Executive Committee and provide leadership to the Parents and Friends Association. In the event that the President cannot attend any such meeting the Vice President will act in the capacity of the President. In the event that neither the President or Vice President are present the Executive Committee will nominate a Chair from within their number.

THE SECRETARY

The Secretary, in liaison with the Principal, shall conduct the administration and correspondence of the Association, keep full and accurate minutes of meetings, maintain a register of attendees at meetings and be responsible for the documentation of the Association (except for financial documentation).

THE TREASURER

The Treasurer, in liaison with the Principal and Administrative Officer, shall conduct the financial affairs of the Association which will come under the financial accounting arrangements of the School. The Treasurer will be responsible for keeping management accounts; receive monies on behalf of the Association (and issue receipts for such) before passing them on to the Administrative Officer; disburse payments as necessary when not managed by the Administrative Officer. The Treasurer shall submit a financial report to each meeting of the Executive Committee and AGM or EGM, and shall hold all financial information relating to the Association (excepting that held by the Administrative Officer).

9. MEETINGS

Meetings of the Executive Committee of the Association will be held on a regular basis, during term-time, at Esperance Anglican Community School and at times agreed by members of the Executive Committee in consultation with the Principal. The AGM will be held by the first week of December with notice being given to all members not less than 28 days before the meeting. Nominations for election to the Executive Committee must be lodged with the Secretary not less than 14 days before the AGM.

An Extraordinary General Meeting can be called at any time at the written request to the Secretary of any ten members of the Association. An EGM will be held not less than 28 days before notice of such a meeting. The purpose of the EGM will be stated clearly in the notice given of the meeting.

10. QUORUM

A quorum of the Executive Committee will exist when six members of the Executive Committee are present.

A quorum of a general meeting will exist when ten members of the Association are present.

11. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution can be made by the Executive Committee in liaison with the Principal, and after the Executive Committee has voted on such amendments.

12. CONDUCT OF THE ASSOCIATION

The Executive Committee and members of the Association will conduct their affairs in a reasonable manner in alignment with the Philosophy, Aims, Goals and established and accepted protocols of the School. Such conduct must not bring the School into disrepute. In such an eventuality the Principal may have to consider a dissolution of the Association.

13. DISSOLUTION OF THE ASSOCIATION

The Association can only be dissolved by the Principal after discussion with the Executive Committee. In such an event all books, files, records and monies not in the School's possession must be handed over to the Principal.