ROBERTS McCUBBIN PRIMARY SCHOOL
PARENTS' AND FRIENDS' ASSOCIATION
CONSTITUTION

February 2002

1. NAME:
The organisation formed under this constitution shall be known as Roberts McCubbin Primary School Parents' and Friends' Association.

2. OBJECTIVES
(a) To contribute to the positive and caring environment of the Roberts McCubbin school community
(b) To assist in building the participation of parents in the life of the school, and in the education of their children
(c) To provide a forum for the discussion of education and other school related issues and assist in the development of a shared parent view
(d) To enhance communication between parents and the Principal and School Council
(e) To support the work of the School Council

3. ROLE
With these objectives in mind, the activities of the Association will aim to:
(a) Provide opportunities for families to come together, particularly new families
(b) Forge strong links between families and school by assisting in the conveying of information, providing support for the teachers in a range of organisational tasks and encouraging families to participate in school activities and special events
(c) Contribute funds and resources to the school to improve educational and social outcomes for the children
(d) Encourage parents to offer suggestions for innovation and contribute to the process of formulating school policy

4. MEMBERSHIP
(a) Membership shall be open to any parent, guardian or caregiver of a child attending Roberts McCubbin Primary School, upon payment of the annual subscription.
(b) Parents, guardians and caregivers who have not taken up membership are welcome to attend meetings and participate in discussion, however only financial members shall be eligible to vote at any meeting

5. SUBSCRIPTION
The annual subscription shall be a nominal amount decided at the Annual General Meeting and payable from the commencement of the school year.

6. OFFICE BEARERS
(a) A President, Secretary and Treasurer shall be elected to oversee the business of the Association.
(b) A Vice President and Assistant Secretary and/or Assistant Treasurer may also be elected.
(c) Convenors will be appointed to co-ordinate various activities of the Association.
(d) These Office Bearers will be elected at the Annual General Meeting, when all positions shall be declared vacant.
(e) Nomination is open to any financial member.
(f) Elections shall be conducted by an independent person such as the Principal or Vice Principal (or their representative).
(g) Voting is open to all financial members in attendance at the Annual General Meeting.
(h) The election will occur by secret ballot – using a simple majority vote, i.e. “First past the post”
6. OFFICE BEARERS continued
(i) In the case of the President having a child completing Grade 6 in December, this being the President's final year of involvement with the school, the Vice President (or other Office Bearer) would take on the responsibilities of the President from January – March (A.G.M. date) in the following year.
(j) In the event of a Secretary or Treasurer being in the same circumstance as described in (j) the Assistant Secretary or Treasurer would step in or another person be appointed by the President.

7. DUTIES OF OFFICE BEARERS

PRESIDENT
(a) The President, or an Office Bearer nominated by the President, shall preside at all meetings of the Association.
(b) The President shall be empowered to call a special meeting of the Association when required.
(c) The President shall report to each meeting regarding the activities of the Association and any matters requiring discussion, that are not contained in other reports.
(d) The President shall maintain regular contact with the Principal.
(e) The President shall invite a parent representative on School Council to present a regular report of the activities of the PFA and report back to the PFA meeting regarding the decisions of Council.
(f) The President shall maintain regular contact with the Convenors of all activities of the Association and any Representatives of the Association.
(g) The President shall prepare a report of the Association's activities for the previous year for presentation and circulation at the Annual General Meeting.
(h) No president shall hold office for more than three consecutive years.

SECRETARY
(a) The Secretary shall ensure members receive adequate notice of all meetings i.e. a meeting shall be advertised in the school newsletter in the week prior to the meeting. Speakers or special items for discussion will be included in such notification.
(b) The Secretary shall liaise with other Office Bearers prior to the preparation of the meeting agenda. The agenda for the Annual General Meeting must be circulated prior to the meeting.
(c) The Secretary shall keep accurate minutes of each meeting; to be ratified at the following meeting.
(d) The Secretary shall provide an attendance book for members to sign at each meeting, and be responsible for recording all apologies. These details will be included in the minutes.
(e) The Secretary shall ensure the minutes of the meeting are approved by the Principal prior to distribution to all members and School Councillors.
(f) The Secretary shall record all incoming correspondence, and any action taken, and report this to the following general meeting.
(g) The Secretary shall ensure action is taken regarding outgoing correspondence as requested by the Association, and record such items in the correspondence record.
(h) The Secretary shall keep a record of financial members' names, addresses and contact numbers.

TREASURER
(a) The Treasurer shall keep accurate records of all income and expenditure.
(b) The Treasurer shall report to all meetings and provide a written report to be distributed to members with or as part of the minutes.
(c) The Treasurer shall receive official separate* receipts from members requiring reimbursement for approved expenses.
(d) The Treasurer shall liaise with the School Administrative staff regarding the collection of monies and maintenance of the Association financial records according to D.E.E.T. guidelines.
(e) The Treasurer will prepare an annual financial statement for the previous calendar year which is to be distributed to members prior to the Annual General Meeting, usually with the AGM agenda.

* The School Office Administration require P.F.A. members to submit receipts that only consist of purchases or payments specifically made on behalf of P.F.A., otherwise reimbursement cannot be made. Receipts go to the P.F.A. Treasurer (for recording) who then liaises with the Administrative staff.
8. REMOVAL/REPLACEMENT OF OFFICE BEARERS
(a) A casual vacancy caused by resignation, removal or incapacity of an Office Bearer shall be filled at the next general meeting of the Association. Notice of this must be provided to all members at least seven days prior to the meeting at which an election shall be held.
(b) An Office Bearer of the Association may be removed from office (but not from membership) by a resolution of a majority of financial members at a general meeting of the Association, providing all members are notified of the resolution not less than seven days prior to the meeting.

9. FINANCIAL ARRANGEMENTS
(a) The Association will have a discrete program within the School Council’s official accounting system maintained 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.
(b) The raising of funds and expenditure must be with the approval of School Council and must be consistent with the Education Regulations.
(c) No member of the Association will receive any payment for their services as an Office Bearer or a member.
(d) If a member of the Association, or a member of his/her immediate family, has any direct pecuniary interest in a matter under discussion by the Association, that member must not be present when a vote is taken on that matter, but may be included in the quorum for that meeting.
(e) In the event of the dissolution of the Association, the assets of the Association shall become the property of School Council. (SEE DISSOLUTION)

10. RELATIONSHIP WITH SCHOOL COUNCIL
It is imperative that positive communication be maintained between the Association and School Council.
(a) To facilitate communication, the President will invite a School Council member to report to the Council on behalf of the Association and report back to the Association on the decisions of the Council.
(b) The report to School Council will consist of the minutes of the previous Association meeting including requests for approval for fundraising and expenditure and a verbal summary of significant events or decisions.
(c) The School Council member will be invited to communicate decisions and requests of the Council at the subsequent meeting of the Association.
(d) Members of the Association are encouraged to attend meetings of the sub-committees of the School Council (e.g. Buildings & Grounds, Publicity & Marketing, Education, Canteen, Out of School Hours Program, Information Technology, Finance) to provide parental input, as are all parents at Roberts McCubbin.

11. GENERAL MEETINGS
(a) General meetings of the Association are open to all parents, guardians and caregivers of children attending Roberts McCubbin P.S.
(b) Other people may be invited to attend by the Association, e.g. Principal, staff member or guest speaker.
(c) General meetings of the Association shall be held monthly with regular opportunity for the involvement of working parents by the provision of some evening meetings.
(d) Members will be notified of meeting details (date, time, venue, and any particular focus or speaker) via advertisement in the School newsletter in the week prior.
(e) A notice in the School Newsletter shall constitute sufficient notice of any alteration to such details.
(f) Only financial members may vote and must be present at the meeting to do so.
(g) Voting at general meetings will be by a show of hands unless a majority of those present request a secret ballot.
   (Any election held at a general meeting will be by secret ballot.)
(h) The quorum for general meetings of the Association shall be five financial members.
(i) A general meeting with five people eligible for membership (but not all current financial members) may proceed however no vote may be taken on any matter. Decisions requiring a vote must be held over until the next meeting.
12. EXTRAORDINARY MEETINGS
An extraordinary meeting of the Association may be called by:
(a) a motion at a general meeting at a time & place decided by that meeting; or
(b) upon request to the President, Secretary or Treasurer, by three financial members, providing that all
   members are notified in writing of the time, date, place and objective of the meeting at least 4 school days
   beforehand.
(c) A notice in the School Newsletter will constitute sufficient notice.

13. ANNUAL GENERAL MEETING
(a) The Annual General Meeting of the Association shall be held during the month of March, unless a majority of
    members present at a general meeting vote, after proper notice of motion and for substantial reason, to change the
    date.
(b) The business of the meeting shall include:
    - any proposed change to the constitution
    - the annual report of the Association’s activities
    - the annual financial report (of the previous calendar year)
    - the amount of membership fee to apply for the following year
    - the election of office bearers for the coming 12 months
(c) A written copy of the annual report shall be made available to all financial members of the Association and to
    the School Council
(d) The annual financial statement should indicate the meeting costs; events and project income, expenditure and
    profit. The objective is to allow planning for the following year.

14. CHANGES TO THE CONSTITUTION
(a) Any change to the Constitution of the Association may only be made at the Annual General Meeting.
(b) Proposed changes must be made available in writing to all members at least 30 days prior to the Annual
    General Meeting.
(c) A proposal to change the Constitution of the Association will constitute the first agenda item at the Annual
    General Meeting.

15. DISSOLUTION
(a) The Association shall not be dissolved except by a two-thirds majority vote of those present at an extraordinary
    meeting called expressly for that purpose.
(b) Notice of such meeting shall be given to all financial members, the Principal and School Council.
(c) Notice of such meeting and the motion for dissolution must be circulated not less than fourteen days prior to
    the meeting and all reasonable steps must be taken to inform the school community.
(d) Where a meeting of the Association has agreed to dissolve the Association, the notice of dissolution given to
    School Council may request an agreed amount of money be held in trust for a period of twelve months, to
    enable the Association to be re-established with the existing constitution.
(e) After twelve months, if the Association has not been reinstated any money held in trust reverts to the School
    Council.
(f) In the event of the dissolution of the Association, the assets of the Association shall become the property of
    School Council
(g) In the event of dissolution of the Association procedures as described in the Education Regulations 41 and 42
    will be followed.

16. COMPLIANCE WITH EDUCATION REGULATIONS
(a) The constitution of the Association must not contravene any part of the Education Regulations.
(b) Should changes occur to the Regulations between Annual General Meetings of the Association, compliance
    with the Education Regulations will take precedence over compliance with this constitution.
(c) All records of the Association (including minutes, correspondence, financial statements) remain the property of
    the Department of Education, Employment and Training, and will be made available to authorised representatives
    of the Secretary to the Department of Education if requested.