

**CONSTITUTION**

**of the**

**PARENTS AND CITIZENS ASSOCIATION**

**of**

**THEODORE PRIMARY SCHOOL**

**Adopted: 15 September 2011**

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## **PART A : PRELIMINARY**

### **A 1. NAME**

- (1) The name of the organisation is Theodore Primary School Parents and Citizens Association Incorporated.
- (2) The organisation may also be referred to as the Theodore Primary School Parents & Citizens Association Incorporated or as the Theodore Primary School P&C.

### **A 2. INTERPRETATION AND DEFINITIONS**

- (1) Except as provided in this clause, this constitution is to be interpreted by reference to the Legislation Act 2001 and, where necessary, to the ACT Associations Incorporation Act.
- (2) In this constitution, unless the contrary intention appears:
  - (a) "Act" means the Associations Incorporation Act of the ACT;
  - (b) "AGM" means annual general meeting;
  - (c) "Association" means the organisation established under this constitution;
  - (d) "Council" means the ACT Council of Parents and Citizens Associations Incorporated;
  - (e) "Model Rules" means the Model Rules under the Act;
  - (f) "Objectives" means the objectives of the Association established by this constitution;
  - (g) "Parents", in relation to membership of the Association, includes de facto parents and guardians of students at the school;
  - (h) "Principal" means the principal or acting principal of the school;
  - (i) "Registrar" means the person holding this office under the ACT Associations Incorporation Act;
  - (j) "School" means Theodore Primary School;
  - (k) "School Board" means the school board of the school;
  - (l) "Special Resolution" means a resolution passed at a special general meeting.

- (3) Part and clause titles are included in the text of this constitution and may be used in its interpretation.
- (4) The table of contents, the index and annexures are not part of the text of this constitution

### **A 3. PUBLIC OFFICER**

- (1) At each AGM the Association is to appoint a Public Officer and that Public Officer must be a member of the Executive Committee.
- (2) The Public Officer of the Association may hold any other office on the Executive Committee of the Association.
- (3) The Public Officer must notify the Registrar of appointment within one (1) month.
- (4) The Public Officer must be a resident of the ACT and must be at least eighteen (18) years of age.
- (5) A retiring Public Officer and former Public Officers are not excluded from eligibility for appointment.
- (6) In addition to carrying out any duties conferred on the Public Officer by this constitution, the Public Officer is also to perform any statutory duties required by or under the Act.
- (7) The office of Public Officer of the Association becomes vacant if the person holding that office:
  - (i) dies;
  - (ii) becomes insolvent under administration within the meaning of the Corporations Law;
  - (iii) suffers physical or mental incapacity;
  - (iv) resigns his/her office by writing under his hand addressed to the Executive Committee of the Association;
  - (v) ceases to reside in the Territory;
  - (vi) ceases to be a member of the Executive Committee of the Association;
  - (vii) convicted, whether in or outside the Territory, of an offence involving fraud and dishonesty; within the period of five (5) years immediately preceding his or her appointment as Public Officer, or is convicted of such an offence after taking office;
  - (viii) removed from office by resolution made by the Association.

#### **A 4. COMMON SEAL**

- (1) The Secretary of the Association is to hold and securely store a common seal.
- (2) A register is to be maintained with the seal which details all affixation dates, title of the document and the names of the attesting witnesses.
- (3) The common seal of the Association shall have the words inscribed "Theodore Primary School Parents & Citizens Association Incorporated" encircling the words "Common Seal".
- (4) The seal may only be applied to a document by resolution of a general meeting.
- (5) A document to which the seal is applied must be signed by the President and/or Secretary and 1 other Executive member.

### **PART B: PRINCIPLES, FUNCTION AND OBJECTIVES**

#### **B 1. PRINCIPLES**

The values and principles relating to ACT public schooling which the Association seeks to promote are:

- (1) the public schooling system must recognise an obligation to ensure universal access to schools and to learning for all young people so that they can participate actively as citizens;
- (2) the system must be comprehensive;
- (3) the system must be democratic in all its aspects, providing for active participation in policy formulation and decisions by parents, teachers and students at the system and local school level; and
- (4) the system must be effective in meeting the needs of the society and all of its young people.

#### **B 2. FUNCTION**

The function of the Association is to promote parent participation and to enable parents to contribute to the school and to ACT public schooling.

#### **B 3. OBJECTIVES**

The objectives to be pursued in the undertaking of this function are:

- (1) to promote the interests of the School and of ACT public schooling;

- (2) to encourage the close collaboration of teaching staff, parents, students and citizens;
- (3) to provide a forum where members can contribute to the development of the goals and policies and management of the school;
- (4) to concurrently provide a forum where members can contribute to formulation of policies and programs for ACT public schooling;
- (5) to provide parents with a means of raising and discussing matters of general concern and interest;
- (6) to provide a means by which parent members of the school board keep in touch with parents' views, receive input on matters to be decided and report back on decisions taken;
- (7) to affiliate with the Council and to actively participate in its work;
- (8) to affiliate or co-operate with such other organisations as would assist in the pursuit of these objectives;
- (9) to make representations to appropriate authorities relating to the well being and safety of students;
- (10) to provide, or ensure the provision of a canteen or similar facility for use by students, staff and visitors;
- (11) to provide, or ensure the provision of outside school hours care;
- (12) to assist with the provision of equipment for educational, recreational and sporting use; and as necessary approving such proposals involving the expenditure of funds available to the Association; and
- (13) identify other objectives which would assist in carrying out the Association's function.

## **PART C: POWERS & CHARACTER OF OPERATIONS**

### **C 1. POWERS**

- (1) The Association may do all things permitted at law and by this constitution which are necessary or helpful in the pursuit of the Association's function and objectives.

- (2) Subject in particular to the provisions of this constitution relating to financial management, the capacities of the Association under this constitution include powers:
- (a) to consider and determine courses of action to be taken in pursuit of the objectives;
  - (b) to make statements or to implement other action as required for this purpose;
  - (c) to initiate projects or co-operate with other organisations concerned with promoting community interests involving the School or its students;
  - (d) to raise funds in the form of subscriptions, sponsorships, fund raising activities, interest on investments or other forms of income;
  - (e) to manage the investment and expenditure of the Association's funds;
  - (f) to make gifts, subscriptions or donations for purposes consistent with the objectives;
  - (g) to provide a canteen service, outside School hours care service or such other services as are consistent with the objectives;
  - (h) to enter into contractual arrangements in connection with such services and facilities or otherwise;
  - (i) to affiliate with the Council and to participate in its work;
  - (j) to choose representatives and delegates for purposes consistent with the objectives; and
  - (k) to establish such subcommittees, task forces and working groups as are convenient from time to time.
- (3) Subject to any direction by an AGM, the Executive Committee shall have power to form such subsidiary committees as may be necessary to achieve the objectives of the Association; and shall have power to delegate defined powers and responsibilities to its subsidiary committees, subject to such terms and conditions as the Executive Committee and/or an AGM of the Association may decide.

## **C 2. CHARACTER OF OPERATIONS**

- (1) The operations of the Association must at all times be undertaken in a manner which is conducive to the inclusion of all parents in the work and decision making of the Association.



- (2) To this end, officebearers of the Association must place high importance on keeping parents informed of the work of the Association and of the issues it is addressing.
- (3) Wherever possible, active use is to be made of the School's newsletter for this purpose, in addition to utilization of direct circulars, general meetings and other means of communication with members.
- (4) The operations of the Association are also to be based on the policies of the Association arrived at in accordance with this constitution.

## **PART D: MEMBERSHIP**

### **D 1. BASIS OF MEMBERSHIP**

- (1) Subject to this clause, the membership of the Association consists of:
  - (a) all parents of students at the School; and
  - (b) other citizens who elect to be members of the Association.
- (2) Any parent of a student at the School who has religious or other objections to membership of the Association can automatically be considered a non-member.
- (3) Citizens who are not parents of students at the School and elect, in writing or by attendance at a general meeting, to be members of the Association, become such members on acceptance by the parent body, and continue to be members during the currency of such acceptance.
- (4) Where the Executive Committee or a general meeting is of the view that a member of the Association has persistently acted in a manner which is prejudicial to the Association, action may be taken in accordance with D4 and D5 of this Constitution with respect to the courses available, the procedures and processes to be followed, the rights of appeal which may be utilised, and the like.
- (5) The rights, privileges and obligations of membership are not transferable.

### **D 2. REGISTER OF MEMBERS**

- (1) The Association must keep a register of the names of members.

- (2) The register is to be kept at the School and is to be available for inspection by any member at such times as the Association specifies after consultation with the School staff.
- (3) In the interests of confidentiality, the addresses of members for the purposes of the register are deemed to be 'Care of the School'.

### **D 3. MEMBERSHIP FEES AND MEMBERS' LIABILITIES**

- (1) Any fee set must be voluntary and decisions as to whether or not to invite payment of such a fee must be considered as part of the wider financial arrangements for which provision is made in this constitution.
- (2) Except in the cases dealt with in the following subclause members are liable to contribute to the payment of debts of the Association only to the extent that they have unpaid membership fees.
- (3) Where a debt has been incurred through the illegal action of the member, that member is liable for that debt.

### **D 4. DISCIPLINING OF MEMBERS**

- (1) If the Executive Committee is of the opinion that a member:
  - (a) has persistently refused or neglected to comply with a provision of this constitution; or
  - (b) has persistently and willfully acted in a manner prejudicial to the interests of the association;

the Executive Committee may, by resolution:

- (c) expel the member from the association; or
  - (d) suspend the member from the rights and privileges of membership of the association and the Executive Committee may decide the specified period for the suspension .
- (2) A resolution of the Executive Committee under subsection (1) is of no effect unless the Executive Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the Executive Committee passes a resolution under subsection (1), the secretary must, as soon as practicable, give written notice to the member -
  - (a) setting out the resolution of the Executive Committee and the grounds on which it is based;
  - (b) stating that the member may address the Executive Committee at a

meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;

- (c) stating the date, place and time of that meeting; and
- (d) informing the member that the member may do either or both of the following:
  - (i) attend and speak at that meeting; and
  - (ii) submit to the Executive Committee at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to the Act, section 50, at a meeting of the Executive Committee mentioned in subsection (2), the Executive Committee must:
  - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations;
  - (b) give due consideration to any written representations submitted to the Executive Committee by that member at or before the meeting; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the Executive Committee made under subsection (1).
- (5) If the Executive Committee confirms a resolution under subsection (4), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section D5.
- (6) A resolution confirmed by the Executive Committee under subsection (4) does not take effect:
  - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution in accordance with section D5 (4).

## **D 5. RIGHT OF APPEAL OF DISCIPLINED MEMBER**

- (1) A member may appeal to the association in general meeting against a resolution of the Executive Committee that is confirmed under section D4 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

- (2) On receipt of a notice under subsection D5 (1), the secretary must notify the Executive Committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a general meeting of the Association called under subsection D5 (2):
  - (a) no business other than the question of the appeal may be transacted;
  - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) members present must vote by secret ballot on the question of whether the resolution made under section D4 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section D4 (4), that resolution is confirmed.

## **PART E : POLICY**

### **E 1. DETERMINATION AND RECORDING**

- (1) The policies of the Association are to be determined by wide consultation with the whole membership.
- (2) In determining its policies the Association is to have regard to the policies of the Council.
- (3) Policies arrived at are to be recorded as an annex to this constitution to facilitate communication between successive generations of members.

### **E 2. UTILIZATION**

- (1) In taking action to implement the objectives of the Association the Executive Committee is to be guided by the policies endorsed as provided for in the preceding clause.
- (2) The Executive Committee is to report to a special general meeting, or to an ordinary general meeting if held promptly, in any case where it believes that departure from these policies is required in relation to any matter being pursued.

## **PART F: DIRECTION-SETTING AND MANAGEMENT**

### **F 1. DIRECTION-SETTING**

- (1) The overall direction of the Association is vested in the membership at large.
- (2) The consequential right to participate in the management of the Association and to set policies is therefore likewise vested in the membership at large.

### **F 2. MANAGEMENT**

- (1) This direction is to be exercised through general meetings where possible and through the consideration and adoption of annexes to this constitution as provided for in Part L.
- (2) This direction may also be exercised through the election of representatives of the membership to undertake the administration of the Association, and through the provision of guidelines for such representatives.

## **PART G : ADMINISTRATIVE ARRANGEMENTS**

### **G 1. STRUCTURE**

- (1) The day to day administration of the Association is vested in:
  - (a) an Executive Committee elected in accordance with this constitution;  
and
  - (b) the officebearers provided for in this constitution.
- (2) The Executive Committee consists of the officebearers and not less than three (3) elected members of the Association, together with a representative from each of the ongoing subsidiary committees established by the Association.
- (3) The officebearers consist of:
  - (a) A President;
  - (b) A Vice President;
  - (c) A Secretary;
  - (d) A Treasurer; and
  - (e) An Assistant Treasurer.

## **G 2. ROLES**

- (1) The role of the Executive Committee is to act as agent of the membership at large and to be accountable to the membership at large.
- (2) A statement of the specific roles of each office bearer, as decided from time to time by general meetings, is to be included as an annex to this constitution.

## **G 3. TENURE**

Officebearers may hold the same office on the Executive Committee if supported by their peers via normal voting conventions at an Annual General Meeting, as long as the individual still has a student at the school.

## **G 4. QUORUM AND PROCEDURE**

- (1) Any five (5) members of the Executive Committee constitute a quorum for the transaction of the business of a meeting of the Executive.
- (2) The Executive Committee is to meet at least twice each term. Each general meeting shall be regarded as an Executive Committee meeting.
- (3) Having regard to the informality of such meetings, the procedure to be followed is to be determined from time to time by the Executive Committee.

## **PART H : ELECTIONS**

### **H 1. OFFICEBEARERS**

- (1) The officebearers are to be elected at the AGM.
- (2) Notification of the election is to be circulated to all members in conjunction with the notice of the AGM.
- (3) Nominations are to be invited in conjunction with the notification of the AGM as well as at the AGM and are to be on the basis of self-nomination.
- (4) Nominations of candidates for elections as officebearers of the association shall be made in writing, signed by two members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form).
- (5) If insufficient nominations are received to fill all vacancies, further nominations shall be received after the AGM.

## **H 2. EXECUTIVE COMMITTEE**

- (1) The election of the remainder of the executive committee is to be held at the AGM following the election of the officebearers.
- (2) The processes for notification and nomination are the same as for the officebearers.

## **H 3. VOTING**

- (1) In any election voting may be only in person.
- (2) Voting is to be by preferential ballot and, where more than one person is to be elected, is to also be by quota preferential voting.

## **H 4. CASUAL VACANCIES**

- (1) A casual vacancy arises when an office bearer or a member of the Executive Committee:
  - (a) dies;
  - (b) resigns in writing;
  - (c) fails to attend three consecutive meetings without tendering an apology;
  - (d) ceases to be a member of the Association;
  - (e) suffers from mental or physical incapacity; or
  - (f) becomes insolvent under administration within the meaning of the Corporations Law.
- (2) Any casual vacancy occurring in the officebearers or the Executive Committee is to be notified within fourteen days in writing to all members.
- (3) The notification is to invite interested members to nominate themselves for the vacancy.
- (4) If the number of nominations exceeds the places available the Executive Committee is to determine the successful candidate or candidates by voting in a silent ballot.
- (5) A casual vacancy also arises in any case where the office of an officebearer, or a member of the Executive committee is vacated by virtue of action taken pursuant to clauses D4 and D5 of this Constitution.

## **PART I: GENERAL MEETINGS**

### **I 1. ROLE**

General meetings are the basic management structure of the Association. Their purpose is to facilitate interaction between the Executive Committee and the rest of the membership.

### **I 2. ANNUAL GENERAL MEETINGS**

- (1) An annual general meeting is to be held in the first full month of the first term of each School year.
- (2) Notice is to be given in writing to all members of the School community at least three weeks prior to the date of the meeting.
- (3) Notice may be given in the School's newsletter or by direct circular to the home.
- (4) The following documents must be presented at the AGM:
  - the audited statement of the previous year's accounts;
  - a copy of the auditor's report to the association for the previous year; and
  - a report signed by two members of the Executive Committee stating:
    - a) the name of each member of the committee during the previous year;
    - b) the changes if any on the membership of the committee in the previous year;
    - c) the principal activities of the Association during the previous year;
    - d) any significant change which occurred in those activities in the previous year; and
    - e) a statement of net profit and loss.
- (5) In any year when the association has more than a thousand members, 100 copies of the audited statement and of the auditor's report must be available at the AGM.
- (6) The Principal or deputy Principal shall be the Returning Officer and shall conduct the election and declare the result.



- (7) At each AGM of the association the members of the Executive Committee shall retire from office, but shall be eligible for re-election subject to the provisions of clause G3 of this constitution.

### **I 3. ORDINARY GENERAL MEETINGS**

- (1) The Executive Committee is to arrange for an ordinary general meeting to be held at least twice a term.
- (2) Notifications of ordinary general meetings are to be given in the same way as notifications of AGMs.
- (3) A schedule of anticipated ordinary general meetings is to be given in the same way as notifications of AGMs.
- (4) The schedule is to be updated and re-circulated as often as is judged helpful in soliciting maximum member participation.
- (5) The Executive Committee shall maintain a schedule of regular annual action items and present this as a standing agenda item at general meetings. This schedule is to be presented in a term by term format.
- (6) The Secretary shall draw up and circulate the proposed agenda for the meetings, along with any other agenda papers.

### **I 4. SPECIAL GENERAL MEETINGS**

- (1) Where an issue of major or urgent nature cannot conveniently be discussed at an ordinary general meeting, a special general meeting is to be convened to deal with it.
- (2) A special general meeting may be called by:
  - (a) the president;
  - (b) any three members of the Executive Committee; or
  - (c) any five members of the association.
- (3) Subject to the following subclause, notifications of special general meetings must be given in the same way as for AGMs.
- (4) At least seven days notice of a special general meeting is required except in the case of a proposed change to the constitution.
- (5) Only business of which notice has been given in the notification of the meeting may be dealt with at a special general meeting.

## **I 5. CONDUCT AND PROCEDURE**

- (1) The quorum for all general meetings, including special general meetings, is eight (8) members of the association, subject to clause G4 of this constitution.
- (2) At any general meeting the chair has a substantive vote and also has a casting vote.
- (3) Voting by proxy on issues before a general meeting is not permitted.
- (4) A general meeting may be adjourned by simple majority of those present and voting.
- (5) Notification of the date, time and place of the resumed meeting is to be given in writing to all members of the association within seven days of the adjournment and at least seven days prior to the date on which the adjourned meeting will be resumed.
- (6) No item of business shall be transacted at a general meeting unless a quorum of members, entitled under this constitution to vote, is present during the time the meeting is considering that item.
- (7) If after 15 minutes of the appointed time for the commencement of a general meeting a quorum is not present, members may conduct an informal discussion as per the agenda. Any motions will be deferred until the next general meeting.
- (8) A question arising at a general meeting of the association shall be determined on a show of hands and unless a poll is demanded, a declaration by the person presiding that a particular majority or lost, or an entry to that effect in the minutes of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (9) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than three (3) members present in person.
- (10) Where the poll is demanded at a general meeting, the poll shall be taken:
  - a) Immediately, in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - b) In any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

## **PART J : FINANCE**

### **J 1. FINANCIAL YEAR**

The financial year of the association is the calendar year.

### **J 2. INCOME AND EXPENDITURE RESTRICTIONS**

- (1) The funds of the Association shall be banked in the name of the Association with an institution approved by its members. Interest shall be obtained on the balance
- (2) No commitment shall be entered into for the expenditure of Association funds except by decision of an AGM or general meeting, unless specific delegation has been given under provision C1 (3) and is detailed in an Annex to this Constitution.
- (3) The association must not pursue any form of fundraising or income generation which is, or might be, in conflict with the principles, function or objectives of the association.
- (4) The association must not make any form of investment or deposit, with a financial institution or otherwise, which is, or might be, in conflict with the principles, function or objectives of the association.
- (5) The association must not accept bequests or gifts in any form if conditions are attached which are or might be in conflict with the principles, function or objectives of the association.
- (6) The association must not make gifts, grants, subscriptions or donations for purposes which are, or might be, in conflict with the principles, function or objectives of the association.
- (7) The account or accounts shall be operated on by at least two of the President, Vice President, Treasurer, Assistant Treasurer and Secretary.

### **J3. ANNUAL ACCOUNTS**

- (1) The Executive Committee must ensure that an annual statement is prepared setting out:
  - (a) an income and expenditure statement for the year past;
  - (b) a statement of the assets and liabilities of the association at the end of the previous financial year;

- (c) any mortgages or securities affecting any property of the association;
  - (d) any trust established or operated by the association.
- (2) The annual statement may in addition contain such further information as the treasurer or the Executive Committee consider desirable or as a general meeting directs.

#### **J 4. AUDIT**

- (1) The accounts and financial records of the association must be audited at least annually.
- (2) In any year when the association has a membership of 1000 or more the accounts must be audited by a registered auditor who is a member of either:
- (a) the Institute of Chartered Accountants;
  - (b) the National Institute of Accountants; or
  - (c) the Australian Society of Certified Practising Accountants.
- (3) In any year when the association has a membership of less than 1000 the accounts may be audited by a person who has been appointed by the Executive Committee and who:
- (a) is not on the Executive Committee;
  - (b) has not helped prepare the accounts; and
  - (c) is a qualified Auditor.
- (4) The person appointed to audit the accounts must examine accounts, vouchers, receipts, audit the books and furnish a report and shall state whether the accounts were properly drawn up and exhibit a true and fair view of the financial affairs of the Association and its Committees.
- (5) The report shall be submitted to the AGM prior to the election of officebearers.
- (6) The Auditor's fees will be regarded as a valid expenditure.

#### **J5 MEMBERSHIP FEE**

Having regard to the nature of the association and the automatic membership of parents of students in the School no membership fee is to be levied.

## **PART K: ALTERATION OF CONSTITUTION**

### **K 1. NOTICE OF PROPOSED CHANGE**

- (1) Notice of a proposed change to this constitution may be given by any of the members and groups of members able to call a special general meeting.
- (2) Notifications of proposed changes must be given in writing and must set out both the specific change sought and the reasons for the proposed change.
- (3) At least 21 days notice in writing, but not more than 42 days notice, is to be given to all members of any proposed change/s to the constitution.
- (4) Such notices are to be given within 21 days of the receipt of the notification of proposed change.
- (5) If a member or group of members opposing the proposed change so requests, a statement of the reasons for their opposition must likewise be circulated.
- (6) Subject to this clause, proposed changes can be considered at any general meeting whether annual, ordinary or special.

### **K 2. DISCUSSION AND VOTING**

- (1) Any member of the association may speak to the proposed constitutional change at the meeting at which it is considered.
- (2) When no further members wish to speak on a proposed change, the change will be voted on.
- (3) A change is passed if carried by three quarters of the members present and voting.

## **PART L: ANNEXES TO THE CONSTITUTION**

### **L1. ROLE AND CONTENT**

- (1) Annexes may be added to this constitution setting out policy positions of the Association, or dealing with particular aspects of process or procedure, or otherwise relating to the implementation of matters provided for in this constitution.

- (2) Their role is to provide an orderly way for the Association to proceed with its business from year to year, and to keep track of decisions made, stances taken, or procedures established or utilised, which may be helpful in future years.
- (3) Annexes must not be inconsistent with this constitution.

## **L 2. ADOPTION, AMENDMENT AND REVOCATION**

Annexes may be adopted or changed by simple majority at any general meeting but notice, and proposed texts, must be circulated to all members at least 7 days prior to the meeting.

## **PART M : CONCLUDING PROVISIONS**

### **M 1. LODGEMENT OF ANNUAL RETURNS**

The Executive Committee must lodge with the Registrar within six months of the start of each calendar year detailed statements relating to:

- (1) the name of the association;
- (2) the registration number if any;
- (3) the title of the document;
- (4) the name, address and telephone number of the person on behalf of whom the statement is lodged;
- (5) the audited statement of the association's accounts;
- (6) a copy of the auditor's report;
- (7) a statement signed by two members of the Executive Committee certifying that preparation, auditing and presentation to the AGM complied with the requirements of the Act.

### **M 2. CUSTODY AND INSPECTION OF RECORDS**

- (1) The Executive Committee is to provide for the safe custody of all books and other records of the association.
- (2) Any member may inspect any such record unless such inspection would create a conflict of interest or a breach of privacy, in which case the member will be provided with a written explanation of the reason access was not provided.

- (3) A request from the association's auditor or public officer, or from the Registrar, must be met.

### **M 3. WINDING UP**

- (1) The association may be wound up voluntarily by the association resolving by special resolution that this happen.
- (2) Any property remaining after meeting the debts and liabilities of the association, and paying the costs of winding up, is to be disposed of in accordance with the requirements of the Act at that time.

### **M 4. INSURANCE**

The Executive Committee shall determine appropriate insurance cover including a "Voluntary Workers Personal Accident" policy and a "Public Liability" policy which is to be held in the name of the Association.

### **M 5. PROPERTY**

The Executive Committee shall arrange for the maintenance of a property register which records all equipment provided by the Association to the School.

# ANNEXURE “A”

## ROLE OF OFFICEBEARERS

### 1. **President (Executive Member)**

- Preside at meetings; in his/her absence one of the Vice-Presidents shall preside; in the absence of the President and Vice-President, the meeting shall elect a chairperson;
- Liaise with members of the Association to ensure the P&C is conducting its business in accordance with the Theodore Primary School P&C Association Constitution and any related policies and procedures as set out by the Association;
- Update any governing documents of the P&C Association as necessary;
- The President is considered an ex-officio member of all Committees of the Association and should attend sub-committee meetings where possible;
- Is the official spokesperson and senior representative to the School and all outside bodies; and
- Provide hand-over and suitable support and training to the incoming President.

### 2. **Vice President (Executive Member)**

- Support the role of the President;
- Assist in liaison with members of the Association regarding the conduct of business; and
- Provide hand-over and suitable support and training to incoming Vice-President.

### 3. **Secretary/Assistant Secretary (Executive Member)**

- Accurately record discussions at general meetings and AGMs and distribute minutes to members for their information and/or action within 2 weeks after each meeting;
- Provide information to the school to ensure the school website is kept up to date with the activities of the Association;
- Circulate out of session requests for consideration by Executive members;
- Conduct correspondence, record and distribute;
- Carry out other duties as requested by the Committee;
- Lodge all returns by due dates as required (refer to Part M, item M1 of the Constitution); and



- Provide hand-over and suitable support and training to incoming Secretary.

#### **4. Treasurer/Assistant Treasurer (Executive Member)**

- Arrange for the receipt and payment of all monies of the Association and keep appropriate records relating to these transactions;
- Bank, or cause to be banked, all moneys in the institution at which the Association has its account(s), within 48 hours of its receipt;
- Ensure all payments made on behalf of the Association are correctly authorised and endorsed in accordance with the requirements of the Theodore Primary School P&C Constitution referred to under Part J2;
- Present at each General of the Association (or as requested by the Executive), a Statement showing receipts and expenditure since the previous General meeting;
- Make available all financial books, receipts, vouchers and monthly statements to the Auditor(s) not less than twenty-one days prior to the AGM;
- Submit an audited annual statement to the AGM as per requirements at section J3 of the Constitution;
- Pay insurances and fees by due dates as required;
- Prepare, present and facilitate completion of the change of signatory forms for the Bank at the AGM; and
- Hand over all records of accounts, books, receipts and vouchers to his/her successor on relinquishing office and provide suitable support and training.

#### **5. Fundraising Convenor (Executive Member)**

- Manage fundraising activities for the year from term 2 to term 1 of the next calendar year;
- Prepare and submit a calendar of events for discussion and approval to the next general meeting in Term 1 after the AGM elections take place;
- Liaise with Preschool representatives to ensure there are no duplications or clashes of proposed fundraising events for the year;
- Advise the Preschool committee of the calendar of fundraising events in term 1 and keep the Preschool informed of any cancellations, changes or additions are necessary to the calendar of events. Invite the Preschool to participate in fundraisers that the income can be easily separated;
- Arrange approvals for expenditure relating to fundraising through a general meeting or a meeting of the Executive committee. (This can be done out of

session via an email to the President initially and then sent to the Executive members through the Secretary);

- Table a report at each P&C meeting outlining the discussions and outcomes from the Fundraising meetings;
- Advertise all fundraising meeting dates in the school newsletter as soon as possible prior to the meeting, as well as emailing P&C members;
- Advertise results of all P&C fundraising events in the newsletter, as well as present a report to the P&C general meeting as soon as possible after the event detailing the costs and income and final profit/loss for the activity; and
- Hand over all fundraising records and information to their successor and provide advice and guidance as necessary.

## **6. Student Banking Officer (Executive Member)**

- Collect student banking money once a week and deposit funds no less than 48 hours after collection;
- Represent the P&C to the Bendigo Bank and advise the P&C of any relevant information and communications;
- Provide a report (verbal or written) to the P&C general meetings with any relevant information regarding school banking;
- Actively promote the Bendigo Banking and its school banking program in the newsletter and as instructed by the P&C committee;
- Maintain current information in Pre-school and new student packs to front office staff; and
- Provide hand-over and suitable support and training to incoming Student Banking Officer.

## **7. Canteen Liaison**

- Inform the P&C of all relevant information relating to the canteen service provider (Metro Canteens) including menu changes and any other changes made to the provision of this service to the school community;
- Inform the school community of any changes to this service through the school newsletter as well as on the school website, as soon as possible;
- Maintain a roster of volunteers for the delivery of lunches and arrange replacements as necessary. This roster should be made available to the P&C Secretary for reference in case of emergency;
- Maintain a current Menu and information in Pre-school and new student packs to front office staff; and

- Provide hand-over and suitable support and training to incoming Canteen Liaison Officer.

## **8. High School Liaison**

- Keep the P&C informed of all relevant information from Calwell High School so this can be passed on to students if necessary and any community events that would be of interest to Theodore Primary School.

## **9. Preschool Liaison**

- Liaise with the P&C Fundraising Convenor to discuss the calendar of events for the year; and
- Attend P&C meetings to keep the school community informed of the activities of the Preschool.

## **10. Uniform Liaison**

- Represent the P&C and be the P&C contact for the uniform supplier (currently PSW till 2012);
- Publish information in the newsletter with any relevant information for parents including sales the store is having;
- Arrange for the samples to be displayed at the pre-school in Term 4 together with a list of prices and information from PSW on how to purchase;
- Supply and maintain current information in Pre-school and new student packs to front office staff; and
- Provide hand-over and suitable support and training to incoming Uniform Liaison Officer.

## ANNEXURE “B”

### Theodore Primary School Parents and Citizens Association

#### ACT School Program Sponsorship Policy

On 19 May 2011 a general meeting of the Theodore Primary School Parents and Citizens Association voted to accept the following policy in relation to the sponsorship of children representing Theodore Primary School in ACT School Program activities.

#### The Policy

Any student of Theodore Primary School who has been selected to represent Theodore Primary School in an ACT School Program activity is eligible to apply for sponsorship from the Theodore Primary School Parents and Citizens Association.

The student is required to prepare a letter of request for sponsorship and direct it to the President of the Theodore P&C Association. The letter should include details which outline the specific activity for which they have been chosen to be a representative and how the sponsorship would assist them in participating in this activity. Proof of selection must be included in the application or prior to sponsorship being approved.

Any requests are to be brought to a general P&C meeting to be approved. If, due to insufficient funds, an application cannot be honored, it will be held in trust in that academic year for possible later payment.

Each academic year only one sponsorship payment per child may be provided by the Theodore Primary School Parents and Citizens Association.

Applications must be made in the academic year in which the activity is being held.

If sponsorship is paid and the student does not participate in the activity, then the sponsorship amount must be reimbursed to the Theodore Parents and Citizens Association. Extenuating circumstances will be considered regarding non-participation and sponsorship may still be granted.

A maximum of \$50 was agreed per sponsorship.

The members agreed this policy document would be reviewed as deemed necessary by the Theodore P&C Association.

Leanne O'Donohue  
P&C President 2011

Date: 19 May 2011

Steph Hughes  
P&C Secretary 2011

Date: 19 May 2011

## **ANNEXURE “C”**

### **Theodore Primary School Parents and Citizens Association**

#### **Bereavement Policy**

On Thursday 19 May 2011 a general meeting of the Theodore Primary School Parents and Citizens Association voted and agreed to accept the following bereavement policy:

#### **The Policy**

In the event of a death of a student of Theodore Primary School or a member of a student's immediate family, Theodore Primary School Parents and Citizens Association may, after approval by the P&C Executive, purchase an item(s) of sympathy for the family.

The type of gift is to be determined at the time.

This policy can be applied outside the definition of “immediate family” with approval of the Executive Committee.

A maximum of \$50 was agreed to for any one request.

The members agreed this policy document should be reviewed as deemed necessary by the Theodore Primary School P&C Association.

Leanne O'Donohue  
P&C President 2011

Date: 19 May 2011

Steph Hughes  
P&C Secretary 2011

Date: 19 May 2011

# THEODORE PRIMARY P&C CONSTITUTION

## ANNEXURE “D”

### 1. THEODORE PRESCHOOL SUB-COMMITTEE

The Theodore Preschool has unique requirements, specifically in regards to the different resources it requires, within the framework of the Theodore Primary School educational structure.

As preschool students are educated through play and hands-on experience, there are unique funding requirements for the Theodore Preschool to ensure appropriate resources, as identified by preschool teaching staff, are obtained.

The P&C Association notes the importance of maintaining a Preschool Sub-committee to facilitate funding requirements by:

- maintaining a close relationship with the Theodore Preschool teaching staff; and
- organising fundraising activities.

### 2. THEODORE PRESCHOOL SUB-COMMITTEE CHARTER

The purpose of the Theodore Preschool Sub-Committee is to:

- Create an environment where families are encouraged to be part of the preschool and school community;
- Ease families into school life and to assist with the transition from family life to an educational setting;
- Organise fundraising and social activities for preschool families;
- Create a forum to engage in conversation about the preschool experience; and
- Support preschool staff.

### 3. MEETINGS AND REPORTING

- The Theodore Preschool Sub-committee must meet twice per school term.
- A written report on the activities and meetings of the Theodore Preschool Sub-committee will be provided at P&C meetings.
- All meetings and decisions including approval of expenditure, of the Theodore Preschool Sub-committee must be formally recorded and provided to the P&C for their records. This can be provided in the form of minutes as an attachment to the written report by the Sub-committee Convener.
- The Convener, Secretary, Finance Officer or a nominated representative of the Preschool Sub-committee attends the P&C Association general meetings.
- The P&C Association general meetings will maintain a standing agenda item to discuss issues relating to the Preschool.

### 4. FINANCIAL CONSIDERATIONS

- The Preschool Sub-committee will manage the Preschool Sub-committee’s available funds. Available funds will be advised by the P&C Treasurer at the P&C general meetings and expenditure will be limited to this amount.
- A minimum of \$3000 + CPI must be available in Preschool funds at the end of the school year for use at the start of the next school year. At the beginning of the year these funds may be used for either purchasing preschool resources or for supporting fundraising activities.
- The Preschool Sub-committee will utilise the P&C bank account for all transactions. Transactions will be monitored by the P&C Treasurer who will provide a report to the Preschool Sub-committee Finance Officer prior to the Sub-committee’s meetings.

- The Preschool Sub-committee will maintain its own deposit book and provide this to the P&C Treasurer as necessary for reconciliation purposes.

## **5. ASSET OWNERSHIP AND FUTURE MANAGEMENT**

- Resources will be stored at the Theodore Preschool, and are primarily for the use of the preschool.
- It is recognised that there may be times when Preschool resources/assets may be requested for short-term use in the Primary School. The Preschool will administer sharing of preschool assets with the primary school through the implementation of a basic borrowing system.
- The Preschool will gift all assets to the Theodore Primary School P&C Association. All non – cash assets will then be gifted to Theodore Primary School.
- Theodore Primary School will automatically take ownership of all assets purchased by the P&C Association in the future.

## **6. FUNDRAISING**

- At the beginning of each year a joint fundraiser between the P&C Fundraising Committee and Theodore Preschool Sub-committee will be held to raise money to assist in covering all administrative and insurance costs.
- The P&C Fundraising Committee and the Theodore Preschool Sub-committee will meet at the beginning of Term 1 to agree on a timetable for fundraising events during the year. This is to specifically co-ordinate activities to prevent overlaps and duplications.
- Both committee conveners will contact each other should any new fundraising activities need to be considered or previously scheduled activities postponed or cancelled.

## **7. ADDITIONAL RESPONSIBILITIES OF THE PRESCHOOL SUB-COMMITTEE**

- Encourage the outgoing Sub-committee to organise:
  - an event to welcome new parents; and
  - an initial fundraiser of each calendar year for the new Sub-committee (1st term event).
- Ensure at least two members of the outgoing Sub-committee attend the first two meetings of the new committee to provide support and guidance.

## **8. SUB-COMMITTEE MEMBERSHIP AND QUORUM**

- Convener;
- Secretary;
- Finance Officer; and
- Committee Members.
- A quorum may be constituted by a minimum of five (5) Theodore Preschool sub-committee members, which must include two of the main office bearers of the Sub-committee. A quorum will be required to formally approve expenditure and resolve issues affecting the Sub-committee.

## **9. ROLES OF EACH OFFICEBEARER**

### **Convener**

- Chair the meetings of the Preschool Sub-committee; in his/her absence the meeting shall elect a chairperson;
- Ensure Preschool Sub-committee meetings are conducted in accordance with the constitution;
- Prepare a report for and attend the P&C general meetings as the representative for the Sub-committee;

- Provide a copy of the minutes from the sub-committee meetings to the P&C general meeting as part of the Convener's report;
- Liaise with the P&C President on matters relating to the Preschool Sub-committee where necessary;
- Maintain regular contact with the preschool teachers to understand the ways in which the staff wish to involve parents and caregivers;
- Keep the Preschool community informed of all matters pertaining to the running of the Preschool;
- Assist the other Preschool Sub-committee members in their respective roles;
- Regularly assess and ensure that the Preschool Sub-Committee is running within its budget;
- Provide hand-over and suitable support and training to the incoming Convener; and
- The Convener is the main external liaison or representative of the Preschool Sub-committee.

### **Secretary**

- Accurately record discussions at Preschool Sub-committee meetings and distribute minutes to members for their information and/or action shortly after each meeting;
- Prepare notices of Preschool Sub-committee meetings for distribution to parents;
- Receive and distribute correspondence to the Preschool;
- Ensure all minutes and reports are filed appropriately; and
- Provide hand-over and suitable support and training to incoming Secretary.

### **Finance Officer**

- Receive and bank incoming monies;
- Maintain good communication and regular liaison with the P&C Treasurer regarding Preschool finances to ensure they are aware of any issues which may arise;
- Provide any financial paperwork to the P&C Treasurer if requested at any stage;
- Provide a financial status report and advice at Preschool Sub-committee meetings;
- Make purchases on behalf of the Preschool Sub-committee as required;
- Attend P&C general meetings where possible to talk to the members about the Preschool finances; and
- Provide hand-over and suitable support and training to incoming Finance Officer.