

Constitution of the Wahroonga Preparatory School Parents' Association

(Non incorporated)

1. NAMES

The "P.A." shall mean the Wahroonga Preparatory School Parents' Association.

The "Executive" shall mean the duly elected President, Secretary and Treasurer of the P.A.

The "Committee" shall mean the Executive plus any other coordinators duly elected as necessary such as Fundraising Coordinator, Class Parent Coordinator, PR Coordinator and Hospitality Coordinator.

2. AIMS AND OBJECTIVES

The P.A. operates as a part of the School and its objectives and purposes are to:

- provide support to the Principal, teachers and staff of the School and the School in general;
- promote the interests of the School community in bringing parents, teaching staff and students into partnership;
- provide support to the new and existing parents and families of the children attending the School;
- assist in the provision of teaching aids, recreational equipment, learning equipment and other amenities for the School as directed by the Principal;
- give public expression to matter affecting the education, safety and welfare of the children attending the School; and
- do all things incidental to any or all of the foregoing objectives.

Solely for furthering the purposes set put above, the P.A. shall have the power:

- operate a bank account and receive and deal with monies behalf of the P.A. All cheques and withdrawals must be signed by two members of the Executive;
- raise monies on behalf of the P.A., upon such terms as it sees fit;
- enter into contracts as agreed to by the Executive from time to time; and
- to accept any gifts for any of the objectives of the P.A.

3. MEMBERS OF THE P.A.

Full membership of the P.A. shall be open to all parents and/ or guardians of students of the School. The Principal shall be an ex-officio member of the P.A.

4. SUBSCRIPTIONS

The memberships subscriptions of the P.A. shall be laid down in each calendar year and shall be payable by eligible parents and/or guardians in conjunctions with school fees.

A financial member of the P.A. shall be the one who has paid the prescribed subscription in respect of the current school year. Only financial members may vote at meetings and be eligible to take part in the P.A. affairs.

5. AFFILIATION

The P.A. shall at all times maintain membership of the NSW Parents' Association.

6. MANAGEMENT

Management of the P.A. shall be vested in the Executive.

7. PROPERTY AND INCOME

The assets and income of the P.A. are not held for the benefit of members but for the welfare of the School. No portion may be distributed, paid or transferred directly or indirectly to or amongst members except as compensation for services rendered or out of pocket expenses occurred on behalf of the P.A. The Executive may invest said income as it sees fit.

8. SUB COMMITTEES

Sub Committees may be appointed from time to time, for a specific purpose, by the Executive.

9. MEETINGS

Annual General Meeting

The P.A. must hold an Annual General Meeting (AGM) no later than 1 December in each calendar year. At least seven days notice shall be given to each member with such notice to include the time and place of the meeting. The business of the AGM is to:

- Confirm the minutes if the previous AGM;
- Deal with any matters arising out of the minutes;
- Receive a report from the Principal;
- Receive reports form the Executive;
- Elect office bearers;
- Transact any other business that has been notified to the members; and
- Give to the Principal a cheque being the sum of monies raised by the P.A. in that calendar year (less a \$3000 float which must carry forward to the next calendar year).

General Meeting

The P.A. must hold a general meeting in each term of the school year. At least seven days notice shall be given to each member and shall include the time and place of the meeting.

Special General Meeting

A special general Meeting may be called by the Executive or by three financial members of the P.A. At least seven days notice shall be given to each member and shall include the time, the place and the business to be discussed during the meeting. Only business set out in the notice shall be discussed at the special general meeting.

General Committee Meeting

General Committee meetings shall be held at the discretion of the Executive but not less than once in each term of the school year.

10. NOTICES

Unless otherwise provided any notice to be given to members of the P.A. shall be deemed given if included in the School newsletter on at least one occasion.

11. QUORUM

To enable any motion to be passed a meeting shall have a quorum of members present. At meetings the following number shall form a quorum:

- General Committee Meeting - five
- Executive Meeting - three
- AGM and Special General Meeting - five

12. ELECTION OF OFFICERS

Executive members shall be elected annually at the AGM as follows:

- a notice calling for nominations must be published in the School newsletter or provided by separate notice at least four weeks prior to the AGM;
- nominations shall be collated by the Secretary;
- if only one nomination is received for an Executive position, then the President shall declare that person nominated to be duly elected;
- if more than one nomination is received for any position of the Executive, then an election by ballot is to be conducted by the Executive at the AGM; and
- names of the persons elected shall be published in the School newsletter following the AGM.

13. DUTIES OF EXECUTIVE COMMITTEE

President

The President shall preside as Chairman at all meetings and act as liaison between the P.A. and the Principal. The President shall represent the P.A. at functions and events and delegates to the committee various tasks involved in pursuing the objectives of the P.A.

Secretary

The Secretary shall:

- keep minutes at all meetings;
- collect and collate all nomination forms for the election of office bearers at the AGM;
- be responsible for all notices relating to meeting; and
- keep custody of all records, documents and securities of the P.A.

Treasurer

The Treasurer shall:

- Receive and collect all monies due to and make payments authorised by the Executive on behalf of the P.A.;
- keep correct accounts showing the financial affairs of the P.A. with full details of all receipts and expenditure;
- Prepare financial statements and submit same to the Principal for auditing; and
- ensure all cheques are signed by two members of the Executive.

14. RESIGNATION AND VACANCIES

Any Executive or Committee member may resign by giving notice to the Secretary in writing. The Executive may appoint any financial member to fill any vacancy which may exist in the Executive or Committee from time to time.

15. AMENDMENTS

This constitution can only be amended by Special Resolution at a General Meeting or AGM where no less than fourteen days has been given of the amendments to be considered. The proposed amendment must be passed by a majority of no less than 75% of such members present and voting at the meeting.

16. WINDING UP

If the P.A. is wound up then the property of the P.A. shall pass to the school.