

Constitution of Bellbrae Primary School Parents' Club/Association

The organisation formed under this constitution shall be known as Bellbrae Primary School Parents and Friends hereinafter referred to as "the Club/Association".

1. **Aims and Objectives**

The aims and objectives of the Club are:

- to contribute to the wellbeing of the school community
- to encourage the participation of all parents in the life of the school and the education of their children
- to provide opportunities for all parents of students of the school 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 to be informed about their child's school
- to provide information for parents to extend their understanding of school issues
- to work in cooperation with the school council and the principal
- to raise funds for the benefit of the school.

2. **Membership**

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

All members must pay an Annual Membership Fee. Upon paying the Annual Membership Fee, a person becomes a Financial Member of the Club for one school year. The Club Secretary shall maintain a **register of Financial Members of the Club and their addresses**, they are in attendance.

Only Financial Members are eligible to vote at any Club meeting or for election to any office in the Club.

3. **Annual Membership Fee**

The Annual Membership Fee shall be payable on or before the Annual General Meeting of the Club or at any General Meeting of Club. Only financial members shall be eligible to vote at any meeting. The amount of the Annual Membership Fee for the following year shall be determined by a majority vote of Financial Members present at the Annual General Meeting.

4. **Office Bearers**

The Club shall have as a minimum number of office bearers, a President, Secretary and Vice President. 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 Financial Member of the Club.

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 Financial 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 Club may be removed from office (but not from membership of the Club) 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 Financial 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 Club, and notice of this shall be provided to all Financial Members of the Club 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 Club 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.

8. Extraordinary Meetings

An extraordinary meeting of the Club can be called, upon a written request to the President or Secretary, by three Financial Members or by a general meeting of the Club. Written notice of the time, date, place and object of an Extraordinary Meeting must be provided to all Financial Members no less than four days before an Extraordinary Meeting occurs.

9. Quorum

The quorum for a meeting of the Club shall be three Financial Members.

10. Voting

Only Financial 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. Finance

A separate account must be maintained for the purpose of:

- (a) the administrative functions of the parents' Club; and
- (b) the raising of funds by the parents' Club for the benefit of the school.

The Club account is a separate subprogram maintained for the parents' Club within the school's official account.

The Club will have a discrete program within the school's official account on CASES 21. 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.

The Club's finances will be audited along with those of the school.

Payments to members

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

12. Fundraising

The Club 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 by a committee consisting of:-

- (a) the President of the school council or the President's nominee, who must be the chairperson; and
- (b) one other representative of the school council elected for the purpose by the school council; and
- (c) 2 representatives of the Club; and
- (d) the principal.

(Source: Education and Training Reform Regulations 2007)

13. Club Records

All minute books, correspondence, annual financial statements, expenditure vouchers, and other documents of the Club will be the property of the Minister

and will be made available to officers authorised by the Secretary of the Department of Education and Early Childhood Development. All such records not in current use will be filed in the school building with other school records.

14. Representation on School Council

Where the School Council invites the Club to nominate a member to fill a Community Member Category position on the School Council, the Club shall elect a member, other than an employee of the Department of Education and Early Childhood Development as the Club 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.

15. Alteration of Constitution

Proposals for changes to the Club's constitution may only be made at the Club'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 Club secretary, who shall circulate such notice of motion, in writing to all Financial 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 Early Childhood Development for approval by the Minister.

16. Dissolution

A Club 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' Club 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 in Victorian Government schools. The Club may choose to become a member of Parents Victoria. Delegates elected by the Club to attend conferences of Parents Victoria shall vote as directed by the Club.

