

# **Constitution of the Wahroonga Preparatory School Parents' Association**

*(Non-incorporated)*

## **1. NAMES**

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

The "Executive" shall mean the duly elected President, Secretary and Treasurer of the Parents Association.

The "Committee" shall mean the duly elected President, Secretary, Treasurer, Fundraising Coordinator, Uniform Shop Coordinator, Class Mother Coordinator, PR Coordinator and Hospitality Coordinator of the Parents Association.

The "School" shall mean the Wahroonga Preparatory School.

## **2. AIMS AND OBJECTIVES**

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The P.A. operates as 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 sSchool community in bringing parents, teaching staff and students into partnership;
- ❖ provide support to the new and existing parents and families of children attending the School;
- ❖ provide social activities and events for the 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 matters 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 out above, the P.A. shall have the power to:

- ❖ Operate a bank account and receive and deal with monies on behalf of the P.A. All cheques and withdrawals must be signed by the President and the Treasurer;.
- ❖ Raise monies on behalf of the P.A., upon such terms as it sees fit;
- ❖ Enter into contracts as agreed to by the Executive Committee from time to time; and
- ❖ To accept any gifts for any of the objectives of the P.A.

### **3. MEMBERS OF THE P.A.**

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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**

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

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

### **5. AFFILIATION**

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

### **6. MANAGEMENT**

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

### **7. PROPERTY AND INCOME**

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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 incurred on behalf of the P.A. The executive may invest said income as it sees fit.

### **8. SUB COMMITTEES**

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

### **9. MEETINGS**

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#### **Annual General Meeting**

The P.A. must hold an Annual General Meeting (AGM) not 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 of the previous AGM;
- ❖ Deal with any matters arising out of the minutes;
- ❖ Receive a report from the principal;
- ❖ Receives reports from the Committee;
- ❖ Elect officer bearers;
- ❖ Transact any other business that has been notified to the members;
- ❖ Give to the Principal a cheque being the sum of monies raised by the P.A. in that calendar year

## **General meeting**

The P.A. must hold a general meeting in each term of the school year. At least seven (7) 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 (3) financial members of the P.A. At least seven (7) days notice shall be given to each member and shall include the time, and place of 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**

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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**

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

- ❖ General Committee Meeting - five(5);
- ❖ Executive Meeting – three (3);
- ❖ AGM and Special General Meetings – Fifteen (15).

## **12. ELECTION OF OFFICERS**

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Committee 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 to the members at least four (4) weeks prior to the AGM;
- ❖ Nominations shall be collated by the Secretary ;
- ❖ If only one nomination is received for a Committee position then the President shall declare that person nominated to be duly elected;
- ❖ If more than one nominations is received for any position of the Committee then an election by secret ballot is to be conducted by the Executive at the AGM;
- ❖ Names of the Persons elected shall be published in the school newsletter following the AGM.

## **13. DUTIES OF EXECUTIVE COMMITTEE**

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### **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 the minutes of all meetings;

- ❖ In conjunction with the PR Coordinator collect, collate and form the P.A. Address list and ensure same is updated regularly throughout the school year;
- ❖ Collect and collate all nomination forms for the election of office bearers at the AGM;
- ❖ Be responsible for all notices relating to meetings;
- ❖ Keep custody of all records books, 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 annual financial statements and submit same to the Principal for auditing;
- ❖ Ensure all cheques are signed by two members of the Executive.

## 14. RESIGNATION AND VACANCIES

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Any 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 Committee or Executive from time to time.

## 15. AMENDMENTS

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This Constitution can only be amended by Special Resolution at a General Meeting or AGM where no less than 14 days has been given of the amendments to be considered. The proposed amendment must be passed by a majority of not less than three-quarters (3/4) of such members present and voting at the meeting.

## 16. WINDING UP

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