



CONSTITUTION

OF THE

ST. ANDREW'S GRAMMAR

PARENTS

&

FRIENDS

ASSOCIATION



CONSTITUTION OF THE ST. ANDREW'S GRAMMAR PARENTS AND FRIENDS ASSOCIATION

1. NAME

The name of the association shall be:

“St Andrew’s Grammar Parents and Friends Association”.

2. AIMS AND OBJECTIVES

The aims of the Association shall be within the overall policies and/or guidance of the School Board to:

- a) To promote the Christian emphasis of the School by participation where appropriate in worship and presentation of the Christian message, and in creating a loving, caring community of faith in the School.
- b) To create opportunities for parents and teachers to become more closely acquainted in order to facilitate the discussion of subjects of mutual interest.
- c) To be available for consultation with the Principal with the object of promoting the effectiveness of the School as an educational establishment affording assistance to this end.
- d) To organise social activities designed to promote the general welfare of the School.
- e) To provide assistance in School activities.
- f) To maintain close liaison with the School Board and generally assist it in promoting the interest of the School and the achievement of the objects of the School.
- g) To raise funds and expend them for the purpose of carrying the objects of the Association into effect, for the benefit of the School.
- h) To foster a close link between the School and the Greek Orthodox Churches under the Archbishop of the Greek Orthodox Archdiocese of Australia within the Ecumenical Patriarchate.
- i) To create fellowship among the members of the Association.

3. MEMBERSHIP

- a) All parents and guardians of present pupils of the School, together with parents of children to whom a place has been offered and from whom an acceptance of the offer of a place has been received, members of the School Staff and members of the School Board shall automatically be members of the Association.
- b) Subject to the approval of the Executive Committee, Membership of the Association shall otherwise be open to parents and guardians of past pupils of the School and all other adults interested in and willing to promote the welfare of the School.
- c) The Secretary shall on behalf of the Association keep and maintain the register of members. That register shall be so kept and maintained at the office of St Andrew's Grammar School. The secretary shall cause the name of a person who dies or ceases to be a member to be deleted from the register of members.

4. ANNUAL SUBSCRIPTIONS

There shall be an annual subscription. The amount of the subscription shall be determined at a General Meeting of the members of the Association. Non payment of any such subscription shall not affect any rights to membership of the Association.

5. EXECUTIVE COMMITTEE

The Executive Committee of the Association shall consist of a:

- a) President - (Ex-officio member of the School Board)
- b) Secretary
- c) Treasurer
- d) The Principal
- e) School Board Representative (Ex-officio)

6. COMMITTEE MEMBERSHIP CONDITIONS

- a) All members of the Executive Committee, other than the Principal and members of the School Staff, shall be parents or guardians of children currently attending the School.
- b) No Committee member, other than the Principal or ex-officio members shall hold office for more than three (3) consecutive years.

7. VOTING RIGHTS

- a) The Association shall limit the voting rights of its members to parents of pupils.
- b) Each family shall be entitled to one vote per pupil attending the School.

8. ELECTION OF OFFICERS

- a) The executive Committee shall be elected at the Annual General Meeting of the Association for the ensuing calendar year.
- b) The Association's nominees to the School Board shall be elected by secret ballot, such nominees can only be parents of pupils attending the School.

9. EXTRAORDINARY VACANCIES ON COMMITTEE

- a) If, for any reason, an office becomes vacant, or in the event of an office not being filled at the Annual General Meeting, the Executive Committee shall have the power to fill the vacancy and such appointment shall be valid until the next Annual General Meeting.
- b) The Executive Committee shall have the right to co-opt additional members to the Committee as it deems appropriate.

10. SCHOOL BOARD PARENT REPRESENTATION

At the Annual General Meeting, one parent of a child/children currently attending the School shall be elected as a parent representative on the School Board for a term of two years. Only parents of children currently attending the School are eligible to vote for these representatives. Such representatives of the School Board shall also become ex-officio members of the Executive Committee if not already elected thereto. If the parent representative ceases to have children at the School, the position becomes vacant and a new member is to be elected.

11. DUTIES OF EXECUTIVE

It shall be the duty of the executive to carry into effect any resolution made by a General Meeting of the Association and to further in all ways the general aims of the Association. The Executive shall have power to co-opt any member to assist in its work, either individually, or on committees or sub-committees.

12. GENERAL MEETINGS

- a) The Annual General Meeting of the Association shall be held in final term. At least one General Meeting or activity shall be held in each other term at such date and time as may be decided upon by the Committee.
- b) The Secretary shall give all members not less than 14 days notice of a General Meeting and of any motions to be moved at the General Meeting.
- c) (i) A Special General Meeting may be called on the written request of any twenty members of the Association and such Special General Meeting shall

be held within twenty-eight (28) days of receipt of such request by the Secretary.

- (ii) The request shall clearly state the purpose for which the Special General Meeting is being called and this shall be the only item discussed at the Special General Meeting.
 - (iii) Written notification providing 14 days notice of a Special General Meeting and complete details of the purpose of the meeting together with the names of the members requesting the meeting shall be provided to all members of the Association.
- d) Minutes of the meeting will be distributed to members via the School Newsletter.

13. FUNDS OF THE ASSOCIATION

- a) The funds of the Association shall be kept in an account or accounts with a recognised financial institution as determined from time to time by the School Board.
- b) Any withdrawal of money from this account shall be by cheque signed by the School Principal and either the President or the Treasurer. All payments must be approved by the Executive Committee. Any surplus funds may be invested from time to time with the School on the resolution of the General Committee.
- c) The income and property of the Association wheresoever derived shall be applied solely towards the promotion of its objects as set forth in this Constitution and no portions thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members, provided that nothing herein shall prevent the payment in good faith or remuneration to any officer or servant to the Association for services actually rendered to the Association.

14. QUORUMS

At a General, Annual General or Special meeting the quorum shall be six member. If this requirement is not met, at the time of commencement of the meeting, business may be deferred and notices will be issued for a meeting to be held in 7 days.

Should a quorum not be reached at this second meeting the quorum requirements can be suspended and the deferred business dealt with.

15. AMENDMENT OF CONSTITUTION

The Constitution may be amended only in accordance with a decision of seventy-five per cent (75%) of the members attending a General Meeting. Notice of motion to amend the Constitution shall be signed by the proposer and seconder and submitted to the Secretary not less than twenty-one (21) days prior to the date of the meeting to which the motion is to be submitted. A copy of the motion shall appear on the notice calling the meeting. Amendments to this Constitution must be ratified by the School Board.

16. COMMON SEAL OF ASSOCIATION

- a) The Association shall have a Common Seal on which its corporate name shall appear.
- b) The Common Seal of the Association shall not be used without the express authority of the Executive Committee and every use of the Common Seal shall be recorded in the Minute Book.
- c) The affixing of the Common Seal of the Association shall be witnessed by any two of the President, Secretary and Treasurer.
- d) The Common Seal of the Association shall be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

17. INSPECTION OF RECORDS, ETC. OF ASSOCIATION

A member may at any reasonable time inspect without charge the books, documents,

18. DISSOLUTION

The Deputy Commissioner of Taxation (Perth) shall be advised of the date of the dissolution should this occur. If upon dissolution or winding up of the Association there remains, after the satisfaction of all its debts or liabilities, any profits and assets whatsoever the same shall not be paid to or distributed amongst the members of the Association for their personal profit or gain, but shall be given or transferred to the School Board of St Andrew's Grammar.