

Policy Document

Clarence Valley Anglican School Parents & Friends Association

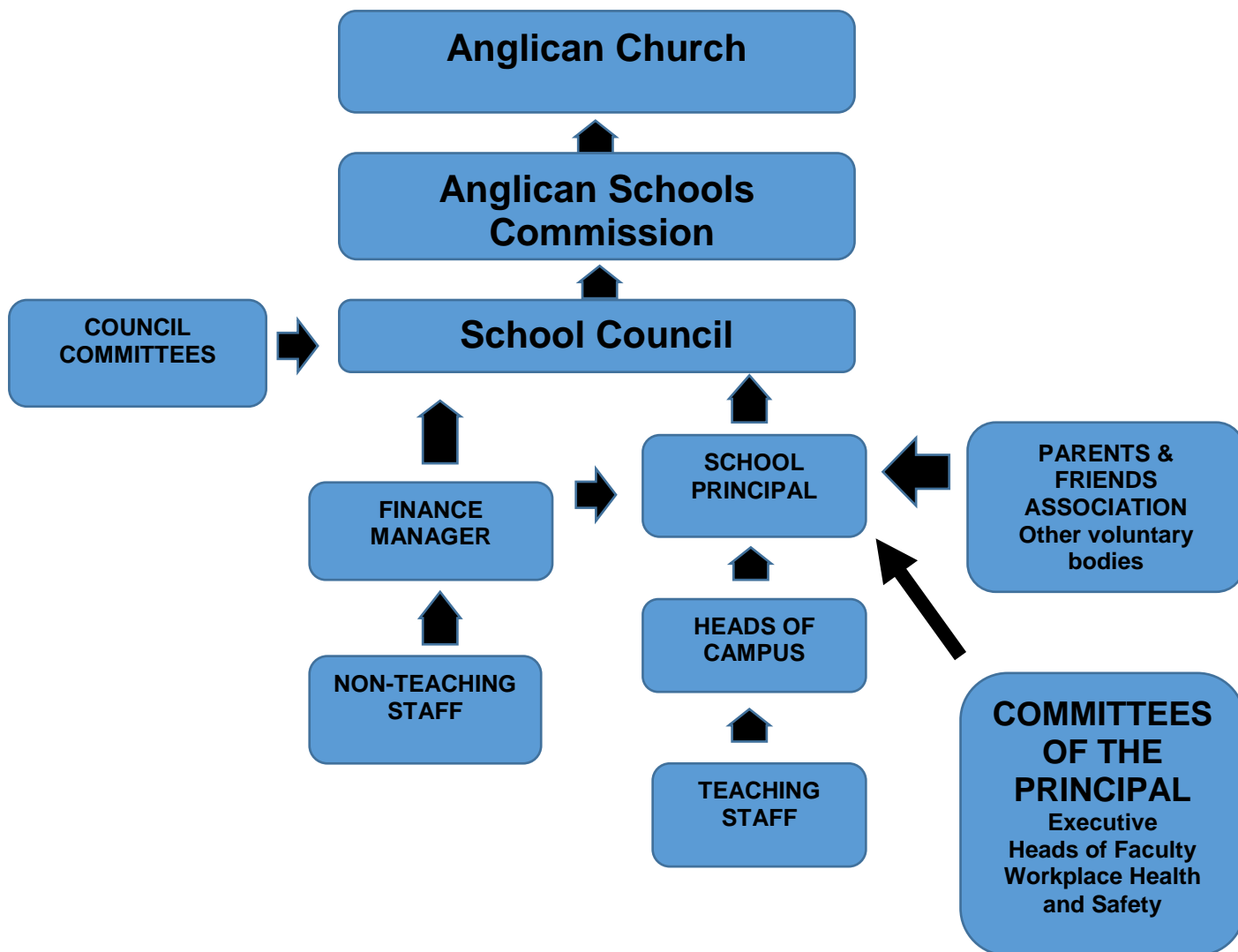
CONSTITUTION

Clarence Valley Anglican School Parents & Friends Association CONSTITUTION		Policy Reference No.
Implementation Date November 21 November 2016 Revision: November 2018	Review Date and Frequency Every two years	Responsible for Review Principal and the Parents & Friends Association

1. NAME

The name of the Association shall be "Clarence Valley Anglican School Parents & Friends Association". Unless specifically approved by the Principal of Clarence Valley Anglican School, no party, entity or organisation can use the name "Clarence Valley Anglican School" unless that party or organisation is a sub-committee of the Clarence Valley Anglican School Parents & Friends Association.

Under the Clarence Valley Anglican School Governance Model the Parents & Friends Association has both accountability and reporting relationships with the Principal as follows:



2. INTERPRETATION AND DEFINITIONS

The following interpretation provisions and definitions shall apply, except to the extent that the same are excluded by, or are repugnant to the context.

“Association” means the Clarence Valley Anglican School Parents & Friends Association.

“Executive” means the Management Committee of the Association for the time being.

“Friends of the School” means any person who shall, from time to time, apply in writing to the Secretary of the Association for membership declaring therein that they support the objects and activities of the school, and who shall as a consequence after compliance with any requirements for membership determined by the Association.

Friends of the School or Friends of Music, Tennis or other groups are only able to use the name of Clarence Valley Anglican School as determined in Clause 1.

“Full time attendance” means normal attendance as a full time student of the school during the ordinary school semester system for Pre-Kindergarten to Year 12.

“Funds” means monies raised by or donated to, or otherwise lawfully obtained by the Association.

“General Meeting” means a General Meeting of the Association whether annual, special or ordinary.

“Management of the School” means all and every aspect of the day to day operation and running and administration of the school, including, without limitation, all executive and administrative functions, all teaching and other instructive activities, academic, sporting or otherwise, all clerical, domestic maintenance and other like duties performed by any person or persons in the employ of the school, be such employment on a permanent or temporary basis.

“Parent of a student” or “Parents of a student” includes any natural parent or parents of any student, any adoptive or foster parent and without limiting the foregoing any person having for the time being the care and control of any student attending the school.

“School” means Clarence Valley Anglican School, PO Box 500, GRAFTON, NSW, 2460.

“Student” means any person enrolled as a student at the school from time to time, for full time attendance.

“This constitution” means this Constitution as herein set out, or as may from time to time be amended by any alteration or addition thereto, or substitution therefor.

Words importing the singular shall where the context requires include the plural, and vice versa. Words importing any gender shall where the context requires include any other gender.

3. OBJECTS

The objects for which the Association is established are:

1. To represent the viewpoint of parents and friends with respect to the school’s aims and activities
2. To build parent connections and a sense of community
3. To foster parent-teacher-student understanding and communication
4. To raise funds, with the support and approval of the Principal, to improve curriculum opportunities and facilities.

Examples of activities to increase parent engagement and communication are shown in Appendix 1 of this Constitution.

4. LIMITATION OF OBJECTS

The Association acknowledges that the governance of the school is vested solely in the School Council, subject to the Canons and Diocesan Policies of the Anglican Church in the Diocese of Grafton. The Association acknowledges it has no right to share or interfere in any way whatever in the management of the school. The Principal of the school shall determine what constitutes an interference with the management of the school.

5. POWERS OF THE ASSOCIATION

Subject to the election of office bearers, the Executive of the Parents & Friends Association shall have the entire management, control and conduct of the business affairs of the Association **provided that** the Executive shall not expend any monies (other than in the ordinary course of the day-to-day administration and operations of the Association and the investment of its funds) that is not agreed to by the Principal. In the case of a difference of opinion between the Principal and the Executive as to the interpretation of the words “administration”, “operations” and “investments” in this clause, the opinion of the Principal will prevail. The Executive must ensure the safe custody of books, documents, instruments of title and securities of the Association.

The Executive may appoint any sub-committee from among the members of the Association for such special purposes and for such period as the Executive shall determine. The recommendations and/or reports of any sub-committee shall be submitted for the consideration and approval or otherwise of the Executive. The sub-committee shall report on activities at each general meeting.

6. MEMBERSHIP

The Principal, Finance Manager, Head of Cathedral Campus, Head of Clarenza Campus and Chaplain **plus** all parents of students from Pre-Kindergarten to Year 12 currently enrolled and attending full-time are deemed to be members of the Association.

7. TERMINATION OF MEMBERSHIP

If a parent member is convicted of an indictable offence, or fails to comply with any of the provisions of the Constitution or conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Association, then the Executive shall consider whether their membership shall be terminated. The parent member concerned shall be given a full and fair opportunity of presenting their case to the Executive and if the Executive resolves to terminate the membership it shall instruct the Secretary to advise the parent member in writing accordingly.

8. APPEAL AGAINST TERMINATION OF MEMBERSHIP

A parent member whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of their intention to appeal against the decision of the Executive.

Upon receipt of a notification of intention to appeal against the termination of membership the Secretary shall convene, within three months of the date of receipt by them of such notice, a general meeting to determine the appeal. At any such meeting the parent member shall be given the opportunity to fully present their case and the Executive or those members thereof who terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

9. OFFICE BEARERS

The Association shall be managed by an Executive comprising the following persons from time to time:

As-of-Right Members

1. The Principal or the nominee of the Principal
2. The Finance Manager
3. The Immediate Past President.
4. Head of Cathedral Campus
5. Head of Clarenza Campus

Elected Members

6. The President
7. The Vice President
8. The Secretary
9. The Treasurer
10. A number not exceeding three (3) other members elected by members in annual general meeting

The "As-of-Right" members are entitled to vote at meetings of the Executive.

10. ELECTION OF THE EXECUTIVE

The election of the Executive shall take place in the following manner:

1. Nominations for all positions on the Executive (with the exception of the As-of-Right Members) shall be in writing and signed by the member and their proposer. A template for this purpose is attached as Appendix 2 of this Constitution. Such nominations shall be lodged with the Principal by 9.00am on the morning of the annual general meeting at which the election is to take place.
2. A list of the candidates' names in alphabetical order, with the proposers' names, shall be distributed to all parent members no later than 9.30 am on the day of the annual general meeting, provided they have supplied their email address.
3. Balloting shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
4. Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting, provided that all nominations should then go to a ballot (if necessary).
5. Members of the Executive shall vacate office at the close of the annual general meeting of the Association held the year following their election.
6. Officers may only stay three successive years in the same office.
7. An elected member of the Executive who has been absent for three consecutive meetings of the Association may have their position declared vacant by the Executive.

Any member of the Executive may resign from membership of the Executive at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice.

11. VACANCIES ON THE EXECUTIVE

Any vacancy in the Executive occurring other than by normal termination may be filled by the Executive by the appointment of any person who is a parent member provided that if any vacancy occurs in the office of President, Vice President, Secretary or Treasurer, such vacancy shall be filled by the Executive by the appointment thereto of one of the members of the Executive determined by the vote of the Executive.

The continuing members of the Executive may act notwithstanding any casual vacancy in the Executive, but if and so long as their number is reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the Executive, the continuing member or members may act for the purpose of increasing the number of members of the Executive to that number or of summoning a general meeting of the Association, but for no other purpose.

12. EXECUTIVE MEETINGS

The Executive shall meet not less than every three months at such times and at such places as the Executive or the President shall decide.

A special meeting of the Executive shall be convened by the Secretary on receipt of a request signed by not less than one-third of the members of the Executive. The request shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted.

A quorum of the Executive meetings shall be a simple majority of half plus one.

The President shall preside as Chair at every meeting of the Executive, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chair or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chair of the meeting.

If within half an hour from the time appointed for the commencement of a Executive meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Executive, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Executive may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

13. GENERAL MEETINGS

The first ordinary meeting shall be held at such time, and at such place as the Executive may determine.

The annual general meeting shall be held during November in each year to:

1. Receive the annual report of the Executive and the audit of the financial statements for the year ended the previous thirtieth (30) day of November,
2. Elect the Executive members requiring election and honorary auditor for the ensuing year,
3. Deal with any other matter brought before the meeting.

Special general meetings may be convened by the President and Secretary or by a majority of the Executive and shall be convened by them on a request in writing signed by at least ten parent members of the Association stating the reason for calling such a meeting or by being given notice in writing of an intention to appeal against the decision of the Executive.

In addition to the annual general meeting, ordinary general meetings shall be held at least five (5) times each school year and at each such meeting the Executive shall make a report to the meeting of its activities since the previous general meeting of the Association.

A general meeting shall be convened by notice published in the Association's annual calendar and/or the school's calendar which is available on the school's website.

A notice convening a general meeting at which an amendment to this constitution is to be proposed shall contain particulars of any proposed amendment.

Lack of knowledge of any notice convening a general meeting on the part of any member of the Association shall not invalidate the proceedings of that meeting.

The quorum at all general meetings of the Association shall be double the number of members on the Executive plus one. The As-of-Right Members shall be counted in the quorum.

Every parent member of the Association shall be entitled to attend and vote at any general meeting.

The President or in his/her absence the Vice President shall preside as Chair at each general meeting and each Executive meeting of the Association. If no such person shall be present, the members present shall choose someone of their number to be Chair of the meeting, be it a general meeting or an Executive meeting.

Every question, matter or resolution shall be decided by a majority of votes of the parent members present. Every parent member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote.

Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chair shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting at which the ballot was demanded.

At any meeting, a declaration by the Chair that a resolution has been carried, carried by a particular majority or lost or not carried by a particular majority shall be conclusive.

The order of business at an annual general meeting shall be:

1. Names of those present and apologies
2. Confirmation of minutes for previous annual general meeting
3. Correspondence and business arising therefrom
4. Receiving the financial statement of balance sheet of the affairs of the Association for the past financial year together with the auditor's report in respect thereof
5. Receiving the President's annual report
6. Declaring all positions vacant (the Principal will take the chair and declare all positions vacant and act as the returning officer)
7. Electing the President and the Executive
8. The outgoing President resumes the chair
9. Electing an auditor or auditors
10. Dealing with such amendments (if any) to this Constitution as may be brought forward in accordance with the rules made in that regard
11. Dealing with notices of motion
12. Date of next annual general meeting.

The order of business at a special general meeting shall be:

1. Names of those present and apologies
2. Dealing with the business for which the meeting has been convened.

The order of business of any ordinary general meeting shall be:

1. Names of those present and apologies
2. Minutes of the previous general meeting
3. Correspondence
4. President's report
5. Treasurer's report
6. Dealing with other reports and such matters as may be brought forward by the Committee
7. Dealing with such general business as may be brought forward at the meeting
8. Dealing with notices of motion
9. Date of next meeting and time.

14. MINUTES

The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any parent member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Executive meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding Executive meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting; provided that the minutes of any annual general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting or annual general meeting.

15. ALTERATION OF CONSTITUTION

This Constitution may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.

16. FUNDS AND ACCOUNTS

The financial year of the Association shall conclude on the thirtieth (30) day of November in each year.

The funds of the Association shall be deposited in a bank in the name of the Association within such accounts as are from time to time determined by the Executive. Any two of the following, namely the President, Secretary, Treasurer and such members of the Executive as may from time to time be specifically appointed by the Executive for the purpose and authorized to operate on any such account of the Association and any one of them may endorse cheques for deposit to account. Under no circumstances shall the signatories sign blank cheques.

Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.

All monies shall be deposited as soon as practicable after receipt thereof.

Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.

The Committee shall determine the amount of petty cash which shall be kept on the imprest system.

All expenditure shall be approved or ratified at an Executive meeting.

As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing the particulars of:

- the income and expenditure for the financial year just ended, and
- the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

The Secretary may be provided with such amount from the funds of the Association as the Executive shall from time to time determine, for petty cash in respect thereof. The Secretary shall operate an imprest system.

17. AUDIT

An Auditor or Auditors shall be elected at the annual general meeting. Any vacancy occurring prior to the next annual general meeting shall be filled by the Executive.

The auditor or auditors shall examine all accounts, vouchers, receipt books and other financial records relating to the financial affairs of the Association for each financial year and furnish a report thereon at the next annual general meeting. Further audits shall be conducted as and when required by the Executive or by the President or by the Principal of the school.

18. USE OF INCOME AND PROPERTY

The income and property of the Association whence-so-ever derived shall be used and applied solely in promotion of its object and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by them to the Association or otherwise owing by the Association to them or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out-of-pocket expenses, money lent, reasonable and proper charges for goods hired by the Association, or reasonable and proper rent for premises demised or let to the Association.

19. DOCUMENTS

The Executive shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

20. DISTRIBUTION OF SURPLUS

If the Association shall be wound up and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the parent members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, or to Clarence Valley Anglican School.

SUGGESTED ACTIVITIES TO INCREASE PARENT ENGAGEMENT AND COMMUNICATION

Parent Welcome Events

Drinks and food to allow parents to socialise before the start of the school year, to network and to build connections within the school and to meet teachers.

Welcome Back Morning Teas

Hold morning teas for the start of term welcome.

P&F Enquiry Form

Place a sign-up or “interested” e-form on the Parents and Friends webpage to assist easy entry to the P&F.

Facebook/Social Media

Increase current Facebook page utilization.

P&F Liaison Groups – Parent Supporter Groups

Develop P&F liaison groups consisting of a parent for each class or year level, depending on interest. The responsibilities of that person will be to provide information to parents and friends which is topical and of relevance to the education and wellbeing of the students. In addition to this, the parent liaison groups (PLG) should aim to facilitate parent consultation within the school community when required. This would involve members of the PLG contacting parents via email or phone for their opinions and/or considerations on various matters which may arise. They may also open submissions to the school parents for suggestions regarding information evenings, for example, topics such as mental health, communication and relationships with children and teenagers, bullying and cyber safety.

Playgroup/Clarence Valley Parents’ Group

Provide social opportunities for Clarence Valley parents to discuss children, parenting and education.

Guest Speaker Evenings

Organise informative speakers for parents around social, emotional, educational and parenting topics, charge a minimal fee, and perhaps even open them up to the general public.

Contact Register

Develop a parent contact register to assist with communication within classes and year levels.

Social Evenings/Events open to the public

Hold social evenings and events that are also open to the public, for example, cocktail evenings, trivia nights, school fair, movie screening, drama/music/dance recital or art evening.

Coffee Mornings

Held regularly to allow parents to catch up.

Provide Coffee and Cake for parents after major assemblies which parents attend

Catering may be supplied by catering students, funds raised could go towards the hospitality department.

ELECTION OF EXECUTIVE MEMBERS

The annual general meeting of the Clarence Valley Anglican School Parents and Friends Association will be held in November each year at the Cathedral Campus of the Clarence Valley Anglican School.

At this time all Executive positions will be declared vacant. Nominations for all positions on the Executive shall be in writing and signed by the person nominated and the proposer.

Such nominations shall be lodged with the Principal by 9.00 am on the day of the meeting.

Executive roles are as follows:

- President
- Vice President
- Secretary
- Treasurer
- Committee Member (1)
- Committee Member (2)
- Committee Member (3)

NOMINATION FORM

I,

nominate

for the position of

on the Executive of the Clarence Valley Anglican School Parents and Friends Association.

Name of person nominated	Signature of person nominated
Name of proposer	Signature of proposer

Date lodged