MENTONE GIRLS' GRAMMAR SCHOOL
PARENTS' ASSOCIATION
CONSTITUTION

(as adopted 2009 & amended November 2013 & November 2014)

INDEX

1. Name
2. Objectives
3. Members
4. Committee
5. Meetings
6. Office Bearers
7. Annual General Meetings
8. Finance
9. Amendment to Constitution
10. Winding Up
1. **Name**

The name of the Association is Mentone Girls' Grammar School Parents’ Association (the "Association").

2. **Objectives**

The aims and objectives of the Association are:

I. to contribute to the well-being of the School community - students, parents & staff
II. to encourage the participation of all parents/guardians in the life of their School & in the education of their children
III. to operate democratically & inclusively, providing opportunities for parents / guardians to develop links within the School community
IV. to conduct/assist in social & fundraising activities thereby complementing & enhancing the School facilities & programmes
V. to facilitate allocation of raised funds to assist School activities
VI. to work in cooperation with the Principal and the School Council, providing information for parents/guardians thereby extending understanding of School issues.

3. **Members**

All parents (or a guardian in lieu of a parent) of current students shall be deemed Members of the Association. The Principal and the Community Development Manager shall be ex-officio Members and entitled to attend any meetings.

4. **Committee**

There shall be a Committee consisting of not less than 7 and no more than 12 Elected Members, namely: President, Secretary and Treasurer, and not less than 4 Elected Ordinary Members.

In any year if the total number of nominees for the following year exceeds 12, a motion can be put forward by a current PA member and seconded by another existing PA member to enable the PA to have more than 12 members for the following year.

Any other Office Bearer positions can be filled from within the Elected Ordinary Members as required.

Examples include i) Support Of Families in Need Co-ordinator and ii) Class Representatives Co-ordinator

The Committee shall manage the business of the Association. The Committee shall be accountable to the Members, shall observe any decisions of the Members in a General Meeting and work in consultation with the Principal to further the objectives of the Association.
A Member shall be elected to the Committee at the Annual General Meeting. A Member shall be nominated to the Committee by two other Members by notice in writing. Such notice shall be signed by the person nominated and received by the Secretary not later than fourteen days before the AGM. If there are more nominations than vacancies a ballot shall be conducted at the AGM. The method of ballot shall be determined by the Chairperson. Once elected, a Committee Member shall serve for a term of 2 years and may present themselves for re-election at the AGM at which they were due to retire.

A Committee Member will cease to hold office if he or she is absent from three consecutive Committee meetings without leave of the Committee.

A Committee Member may resign from office by notice in writing to the Secretary, whereupon his or her office shall become vacant.

The Committee shall fill a casual vacancy from within the Members. Notification will be given to the parent community through the School Bulletin advising of the vacancy and calling for nominations. At least 7 clear days must lapse before the Committee is empowered at a meeting to appoint a casual vacancy from amongst the received nominations. The Member appointed to the Committee shall cease to hold office at the next AGM and may present themselves for re-election at that time. The period served whilst filling a casual vacancy will not be included within the 2-year period identified for Term of Office.

5. Meetings

The Committee may meet for the dispatch of business, adjourn and otherwise regulate its business as it thinks fit. The President may at any time call a meeting of the Committee with appropriate notice.

A quorum required for Committee Meetings shall not be less than one half of the Committee Members plus one.

All Committee Meetings shall be chaired by the President, or in his or her absence the Secretary. If neither is present within 15 minutes of the scheduled commencement time, the Committee shall decide on a Chairperson.

Any voting is by simple majority with each Committee Member present having an equal vote and the Chairperson having a casting vote in the event of an equality of votes. There shall be no proxy voting. If requested by more than one Committee Member, voting may be conducted by secret ballot.

The Secretary shall keep proper records of all resolutions and proceedings of Committee Meetings and table them at the subsequent Committee Meeting for adoption.

All Committee Meetings are to be open for any Member to attend. To allow for participation of those Members, a defined part of each Committee Meeting is to be scheduled for Members to raise issues for consideration by the Committee.

6. Office Bearers

The President, Secretary and Treasurer for the coming year shall be elected by the Committee at the AGM. Once elected, each shall hold office for a term of 1 year
until the conclusion of the next AGM, so long as they remain elected Members of the Committee.

Any two Committee Members may nominate a Committee Member for the position of President, Secretary or Treasurer. In the event of more than one nomination being received for an Office Bearer, an election shall be conducted by such method of ballot as the Chairperson shall determine.

In the event of a casual vacancy in the office of President, Secretary or Treasurer, the Committee shall elect one of its Committee Members to hold such office until the conclusion of the next AGM, in accordance with Clause 4.

7. Annual General Meeting

The AGM shall be held during the final School term at such time and place as the Committee shall determine. The AGM is available for all Members to attend and participate. The outgoing President shall act as Chairperson of that meeting.

Notice of the AGM shall be dispatched to each Member at least 28 clear days before the day of holding same. A quorum shall consist of not less than 12 Members.

The business of the AGM is to deal with:

Minutes of the preceding AGM Receipt of the Principal’s report Receipt of the President’s report Receipt of the Treasurer’s report Election of Members to fill the position of retiring Committee Members and Disposal of any other business.

If within thirty minutes of the scheduled commencement time of the Meeting a quorum is not present, the Meeting shall lapse. Another Meeting may be called at the discretion of the President.

All matters put to vote at the Annual General Meeting shall be decided by a simple majority of the Members present by a show of hands. There shall be no proxy voting. In the event of an equality of votes, the Chairperson shall have a casting vote.

8. Finance

The financial years shall be from 1 February to 31 January each year.

The School shall keep proper accounts of the Association’s income and expenditure and the Treasurer shall provide a report to the Committee, as required, on the state of finances of the Association. All monies received shall be deposited into the School bank account but specifically identified in the records of the School as generated by the Association. All expenses arising out of the business of the Association shall be debited to the account of the Association. All payment requests shall be countersigned by any two of the President, Treasurer or Secretary or otherwise as determined by the Committee.

The accounts shall be audited within the audit of the School’s operation by a qualified Auditor appointed by the School. A copy of the Auditor’s Report shall be submitted at the AGM for information.
All fund balances maintained within the School accounts will be credited with a pro-rata amount of the interest available to the School as earned in its Investment operations. It is not the intention of the Association to maintain fund balances, but provide support to the School, as it is able.

On a periodic basis the Committee will seek a list of potential projects from the Principal that it may consider for funding. The Committee will, as it sees fit, make a contribution to support any of the projects so listed.

9. **Amendment of the Constitution**

This Constitution can only be amended at the Annual General Meeting held each year. Notice of any proposed amendment must be given to the Secretary at least 28 days prior to the AGM. Not less than 7 days prior to the AGM at which it is proposed to move such motion, the Secretary shall cause to be delivered to members a copy of the motion.

10. **Winding Up**

The Association may be wound up by a majority vote at a General Meeting. On winding up, any surplus of assets will be transferred to the School.