

CONSTITUTION and RULES

Camberwell Girls' Grammar School Parents' Association ("PA")

Preamble

Camberwell Girls' Grammar School is governed by the School Council and the Life Governors. The students and parents are represented by The Parent's Association ("the PA"), The Auxiliary, Class Representatives, and other formal and informal groups. These groups communicate with the School Council and Governors through The Fig Tree Circle Association. The PA has two primary functions in the School community:

- to bring parents into the School community; and
- to raise funds to provide benefits and facilities for the students and the School.

This Constitution sets out the Purposes of the PA, and the procedural rules governing its membership, committee and meetings.

NAME

- 1 The name of the association is Camberwell Girls' Grammar School Parents' Association (in these Rules called "the PA").

DEFINITIONS

- 2 In these Rules, unless the contrary intention appears:-

"Annual General Meeting" means a meeting of members convened in accordance with Rule 7;

"Committee" means the committee of management of the PA;

"Extraordinary General Meeting" means a meeting of members convened in accordance with Rule 8;

"Financial year" means the year ending 30 June;

"Member" means a member of the PA;

"Ordinary member of the Committee" means a member of the Committee who is not an office-bearer of the PA under Rule 10;

"President" means the person holding office as President of the PA;

"Treasurer" means the person holding office as Treasurer of the PA; and

"Secretary" means the person holding office as Secretary of the PA.

OBJECTIVES AND PURPOSES

- 3 The objectives and purposes of the PA are to support the School's mission, and values by:
- (a) enlisting the co-operation and involvement of the parents of the School's pupils in all matters which concern the School;
 - (b) promoting social interaction between parents of the School;
 - (c) pursuing goals and objectives agreed periodically with the School;
 - (d) pursuing projects or undertakings for the welfare or benefit of the pupils of the School;
 - (e) nominating a suitable representative to the School Council;
- and
- (f) doing all things incidental to any or all of the foregoing objectives.

ALTERATION OF THE RULES

- 4 Any alteration or rescission of these Rules, including the making of additional Rules, or any alteration to the Objectives and Purposes in Rule 3, or motion to wind up the PA may be made only by a majority of three quarters of the members attending an Annual General Meeting or Extraordinary General Meeting and with the consent of the School Council.

MEMBERSHIP OF THE PA

- 5(1) The members of the PA are:
- (a) those parents (being the mothers, fathers and legal guardians) of the pupils of the School, for the period of the pupils' enrolment at the School who from time to time register with the Secretary as members;
 - (b) the members of the Committee for the time being; and
 - (c) such other persons as the Committee sees fit, and subject to such conditions as it sees fit, to admit as members.
- 5(2) The Secretary shall maintain a register of members under clauses 5(1)(a), (b) and (c), containing-
- (a) the name, electronic contact details and physical address of each member; and
 - (b) the date on which each member's name was entered in the register.
- 5(3) The register is available for inspection free of charge by any member upon request.

- 5(4) A member may make a copy of entries in the register.
- 5(5) To be eligible for election to the Committee a member must have attended three General or Committee Meetings in the twelve month period prior to being nominated for election the Committee, unless the Committee resolves to waive the application of this provision to all candidates for election in any particular year.
- 5(65) There shall be no membership subscription.

VOTING AT MEETINGS

- 6(1) Each meeting of the PA and of the Committee shall be chaired by the President.
- 6(2) In the President's absence, he/she may appoint a deputy to be notified to members at least one week prior to that meeting to be the Chair. Failing such appointment, members or Committee members (as the case may be) present at the meeting may elect one of the Vice Presidents or, in their absence, such other member of the PA (or the Committee) as the members may decide to chair the meeting.
- 6(3) Except where these Rules require a special majority, a resolution put to a meeting of the PA requires assent by a simple majority of members present. No voting by proxy shall be allowed.
- 6(4) Only Committee members are entitled to vote at Committee meetings. All members of the Committee present at the meeting shall be entitled to exercise one vote, save the President who, in the event of a tied vote, shall have an additional and casting vote.
- 6(5) All members pursuant to Rule 5(1) are entitled to vote at Extraordinary General Meetings and the Annual General Meeting.

ANNUAL GENERAL MEETING

- 7(1) The PA must hold an Annual General Meeting at a date, time and place determined by the Committee but not later than six (6) months after the closing of the PA's accounts for a financial year.
- 7(2) The notice convening the Annual General Meeting must state that the meeting is an Annual General Meeting and must be served in accordance with Rule 17 at least fourteen (14) days before the date of the Annual General Meeting.
- 7(3) No business may be conducted at any Annual General Meeting unless a quorum of six (6) members is present during the meeting.
- 7(4) The Annual General Meeting shall be chaired in accordance with Rule 6 until the completion of the election of an incoming President whereupon that person shall chair the remainder of the meeting.
- 7(5) The ordinary business of the Annual General Meeting shall be:

- (a) to confirm the minutes of the previous Annual General Meeting and of any Extraordinary General Meeting held since that meeting;
- (b) to receive from the President a report of the activities of the PA during the previous year;;
- (c) to receive from the Treasurer reports upon the transactions of the PA during the preceding financial year;
- (d)) to receive from the Secretary the current register of members and office bearers;
- (e) to elect office-bearers of the PA and the ordinary members of the Committee; and
- (f) to consider the suggested amount of any annual donation to the PA.

7(6) The Annual General Meeting may only conduct other business if notice has been given in accordance with these Rules.

EXTRAORDINARY GENERAL MEETINGS

- 8(1) An Extraordinary General Meeting may be called at the direction of the Committee, or upon the written request of a minimum of one half of the members of the PA , stating clearly the purpose for which the meeting is desired and such direction or request shall be delivered to the Secretary.
- 8(2) The Extraordinary General Meeting shall be held at a time, date and place as determined by the Committee, but not less than fourteen (14) days after notice of the meeting in accordance with Rule 17. Notice of such meeting shall be advertised within fourteen (14) days after the date of receipt of the direction or request by the Secretary.
- 8(3) The only business which may be conducted at an Extraordinary General Meeting is the business set out in the notice of meeting.
- 8(4) No business may be conducted at any Extraordinary General Meeting unless a quorum of six (6) members is present.
- 8(5) Where any member has a dispute of any kind concerning any aspect of the PA and such dispute cannot be resolved by internal mediation amongst the PA, the dispute must be referred in the first instance to the Fig Tree Circle for resolution, and if a satisfactory outcome cannot be achieved, the matter must be referred to an

Extraordinary General Meeting of the PA for resolution by a simple majority of members present.

PROCEDURE FOR GENERAL MEETINGS

- 9 In the event that six (6) members are not present within 30 minutes after the advertised starting time of a general meeting, then
- (a) in the case of an Extraordinary General Meeting, the meeting lapses;
 - (b) in the case of an Annual General Meeting or ordinary General Meeting, the meeting shall stand adjourned to the same place and the same time and day in the following week or the earliest practicable date thereafter.

THE COMMITTEE

10(1) The Committee of the PA (“Committee”) comprises the following:

- (a) the President, one or two Vice Presidents, Secretary and Treasurer (“office bearers”);
- (b) such number of ordinary Committee members as the Committee may resolve from time to time, but in any event no later than 21 days before the Annual General Meeting from year to year; and
- (c) ex-officio members comprising:
 - (i) the Principal of the School (or her nominee from time to time);
 - (ii) the Director of Development (or her nominee from time to time). (

10(2) Only members of the PA pursuant to Rule 5(1), 10(1)(a) and (b) are eligible to stand for election to the Committee.

10(3) A person ceases to be a member of the Committee if that person:

- (a) resigns; or
- (b) ceases to be a member of the PA.

At the time that person ceases to be a member of the Committee that person shall cease to have authority (if any) to commit funds or resources of PA and shall transfer management of any incomplete activity to the Committee.

10(4) The Committee may, at its discretion, co-opt any person from either within or outside the School community to assist in the execution of the Committee’s duties, that person not thereby becoming a member of the Committee.

10(5) No business may be conducted at any committee meeting unless four (4) members are present. In the event of that number not being present within 30 minutes of the advertised starting time of a committee meeting then the meeting shall stand adjourned to the same place and the same time and day in the following week or the earliest practicable date thereafter.

10(65) All members of the PA may attend meetings of the Committee unless the Committee resolves that any particular meeting or part of a meeting be held "in camera".

ELECTION OF COMMITTEE

11(1) Nominations for the position of an office bearer or ordinary Committee member of the PA must be delivered to the Secretary in the form prescribed in Appendix 1 and bear the signature of the proposer, seconder and nominee for each position.

11(2) The nomination form may be delivered in person by the nominee or by an agent.

11(3) In the event of:

(a) only one nomination being received for any office bearer position, except that of Vice President for which up to two (2) nominations may be received; or

(b) nominations received for general Committee members being equal to or less than the number of ordinary Committee members established under Rule 10(1)(b);

the Chair must declare those nominees elected unopposed.

11(4) In the event of more than one (1) nomination being received for each office bearer position, or more than two (2) nominations for the position of the Vice President, or more than the number of general Committee members established under Rule 10(1)(b), the Chair of the Annual General Meeting or Extraordinary General Meeting shall conduct a secret ballot of members present for each position which is contested.

11(5) In the event that not all office bearer positions are filled at an Annual General Meeting or Extraordinary General Meeting or a casual vacancy arises in respect of any such position, any subsequent Committee meeting may appoint by a simple majority any member of the PA to the vacant position.

11(6) Additional Committee members may be appointed by the Committee at any time by resolution of a majority of members present at a Committee Meeting provided such total number of Committee members is consistent with Rule 10(1)(b).

11(7) Subject to these Rules, each office-bearer of the PA shall hold office until the Annual General Meeting next after the date of his or her election but is eligible for re-election.

FUNCTION OF COMMITTEE

- 12(1) Except for those things that these Rules require the PA in general meeting to do, the Committee may exercise all powers of the PA.
- 12(2) The Committee may make rules consistent with these Rules for the proper conduct, control and management of the PA (including meetings) and its funds and other assets and for the conduct of the proceedings of the Committee and the office bearers.
- 12(3) The Committee, after consultation with the Fig Tree Circle, may appoint such sub-committees or auxiliaries as it deems expedient to further benefit the objectives of the PA and may define the powers and duties of every sub-committee or auxiliary it appoints. The Committee may establish procedures for the election of the convenors of these sub-committees and auxiliaries.
- 12(4) The Committee must arrange for minutes of the proceedings at all meetings of the Committee, sub-committees and auxiliaries to be made and retained by the Secretary of the PA and copies forwarded to the Secretary of The Fig Tree Circle Association.

DUTIES OF THE PRESIDENT

13 The President must

- (a) ensure the Constitution and Rules of PA are adhered to;
- (b) chair all meetings of PA or, where unable to do so, endeavour to appoint a deputy in accordance with Rule 6(2);
- (c) represent the PA at meetings of Fig Tree Circle and report on any decisions or actions of Fig Tree Circle or The Governors and Council affecting the PA to the Committee of the PA;
- (d) ensure the PA establishes an annual program of events consistent with Rule 3;
- (e) authorise letters on behalf of the PA to School Council, staff or parent bodies, such letters shall include but not be limited to acknowledgement of parent donations to PA, significant fundraising events or significant donations made by PA; and
- (f)) in the event that the President ceases to hold office before the next Annual General Meeting, provide a report of the activities of the PA since the preceding Annual General Meeting to the Secretary.
- (g) carry out such other duties as are required under these Rules and rules made under Rule 12(2).

DUTIES OF THE SECRETARY

14 The Secretary must

- (a) keep the register of Members in accordance with Rule 5(2);
- (b) keep and issue minutes of past meetings and agenda for future meetings; and
- (c) carry out such other duties as are required under these Rules and rules made under Rule 12(2).

DUTIES OF TREASURER

15 The Treasurer must:

- (a) ensure that proper books of accounts are kept of all money received and expended by the PA;
- (b) prepare quarterly financial statements and submit these to the Treasurer of The Fig Tree Circle Association;

- (c) present the financial statements and balance sheet to the Annual General Meeting;
- (d) ensure safe custody of the relevant documents and securities of the PA; and
- (e) carry out such other duties as are required under these Rules and rules made under Rule 12(2).

CHEQUE AND BANK WITHDRAWALS

- 16 The Committee may operate such bank accounts as the Committee determines. All cheques and bank withdrawals from the PA's accounts must be signed by any two of the Treasurer, the President, the Vice Presidents and the Secretary and such other members as may be nominated by the Committee from time to time.

NOTICES

- 17 Unless otherwise provided in these Rules, any notice required to be given to a member may be given in writing delivered personally, by electronic means, by insertion in the School bulletin or posted by pre-paid letter addressed to that member's address in the records of the School or handed to that member's child at the School for delivery to the member. Any notice given by such means is deemed to have been received on the day immediately following its despatch. Any notice must provide the required period of notice under Rules 7(2) and 8(2).

SOURCE OF FUNDS

- 18 Funds for the PA may be derived from the School community or any government authority, by way of donations, bequests or grants or by any fundraising activity as the Committee determines from time to time.

CUSTODY OF BOOKS AND RECORDS

- 19 Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the PA.

PROPERTY AND INCOME

- 20 The assets and income of the PA are not held for the benefit of its members, but for the benefit and welfare of the School. No portion may be paid, distributed or transferred directly or indirectly to or amongst the members except as fair compensation for services actually rendered or reimbursement of out-of-pocket expenses incurred on behalf of the PA and approved by the Committee.

WINDING UP

- 21 If the PA is wound up, the assets of the PA must be transferred to The Fig Tree Circle Association.

APPENDIX 1

NOMINATION

CAMBERWELL GIRLS' GRAMMAR SCHOOL PARENTS' ASSOCIATION COMMITTEE

We wish to nominate:
 _____ (Name)

for For election at the Annual General Meeting on:

to To the Camberwell Girls' Grammar School Parents' Association to for the position of:

Committee Member	
President	
Vice President	
Treasurer	
Secretary	

	Proposer	Seconder
Name (block letters)		
Signature		
Date		

CONSENT OF NOMINEE

I, _____ (*Name in block letters*) hereby
 consent to the above nomination.

Signature _____ **Date** _____

Please return completed form to The Secretary,
Camberwell Girls' Grammar School Parents' Association, 2 Torrington Street, Canterbury, VIC 3126.