1. Name
The name of this Association shall be “Prince of Peace Lutheran College Parents and Friends Association”.

2. Affiliation
The Association is an affiliate organisation of the School Council of Prince of Peace Lutheran College.

3. Aims
In keeping with the Christ-centred nature of the College, the Aims of Association shall be to:
(a) Support and work with the college and its staff in the interest of the students.
(b) Provide financial assistance for the development of the college’s facilities and teaching resources.
(c) Advise the college on the wishes of parents in relation to relevant aspects of college activity.
(d) Promote good fellowship and a spirit of cooperation between parents, friends, teachers and students for the well-being of the college.
(e) Encourage a broad community interest in and support for the college.

4. Membership
Membership shall be open to parents of present and accepted future pupils of the College.
The Head of College shall be an ex officio member of the Association.

5. Levy
(a) There is no membership fee but parents will be given the opportunity to pay a voluntary membership levy to the Association each year.
(b) There will be a working bee levy payable per family per year. The amount of this levy will be set at the AGM every year. The levy funds collected will be utilised in the regular maintenance and upkeep of the grounds of the College. Families who attend a minimum of 2 working bees organised by the P&F or College during the calendar year will have their levy refunded by the end of the year.

6. Office Bearers
(a) The Office Bearers shall consist of the President, Vice-President, Secretary and Treasurer and such additional officer bearers as may be determined from time to time.
(b) All offices shall be held in an honorary capacity and no honoraria shall be granted to any of the Office Bearers.
(c) The President, Vice-President, Secretary and Treasurer shall constitute the Executive Committee with powers to act in matters of urgency or extraordinary nature. Any such powers which may be exercised shall be reported to the next meeting of the Association.

The duties of the President of the Association are:
- to arrange with the Secretary, for the meeting of the Association;
- to preside at meetings of the Association;
- to see that all resolutions of the Association are carried out;
- to draw up the Annual Report prior to the Annual General Meeting;
- to attend to correspondence in conjunction with the Secretary; unless otherwise determined by the Association.

The duties of the Secretary of the Association are:
- to notify all members of the meetings of the Association;
- to keep accurate minutes of all meetings;
- to receive and, in conjunction with the president, attend to all correspondence unless otherwise determined by the Association.

The duties of the Treasurer of the Association are:
- to ensure receipts are banked in accordance with clauses 14 and 15 hereof;
- to ensure payments are made in accordance with clauses 14 and 15 hereof;
- to keep a proper set of accounting records
- to provide at each meeting of the Association a statement of receipts and payments as well as a statement of funds on hand.

The duties of the Vice-President are:
- to assist the President in carrying out the duties as defined for the president.
- to undertake the duties of the President as defined in this Constitution at that time when the President is unavailable to act.

The duties of additional office bearers shall be as determined by the executive committee at the time of election of the relevant office bearer.

7. Election of Office Bearers
(a) Election of all Officer Bearers will take place at the Annual General Meeting.
(b) Retiring Officers shall be eligible for re-appointment.
(c) Any vacancy or resignation occurring amongst the Office Bearers may be filled by the Executive Committee but any such appointment shall be subject to ratification at the next General Meeting of the Association.

8. Executive Committee
The business of the Association shall be carried on between its general meetings by the Executive Committee, consisting of the President, Vice-President, Secretary & Treasurer. Additional parties invited to executive committee meetings will include additional office bearers, representatives of the sub committees, auxiliary & supporter groups in existence at the time.

9. Sub-Committees and Auxiliaries
(a) The Association shall have power to form Sub-Committees for special purposes. Any Sub-Committees so formed shall regularly report progress to the Executive Committee and upon completion of the task for which it was formed, submit a final report and financial statement, if applicable, upon the work done.
(b) Parent auxiliaries may be formed from time to time as determined by the association and as such will come under the auspices of the Association. Auxiliaries shall provide a report at least yearly and upon request as to the activities and financial statements, if applicable, in relation to those activities.
(c) Supporters groups may be formed from time to time as determined by the association and as such will come under the auspices of the Association. Auxiliaries shall provide a report at least yearly and upon request as to the activities and financial statements, if applicable, in relation to those activities.
(d) Meetings
(e) The Executive Committee shall meet on a regular basis not less than four times a year. Notice of a meeting of an executive meeting shall be given in a way decided by the executive committee. The business conducted at executive committee meetings shall include:
   o A review of the operation and activities of the association at the time of the meeting
   o A review of the operation and activities of the existing sub committees, auxiliaries and parent groups
   o Confirmation of the receipts & payments made by the association as per the duties of the treasurer of the association.
   o Other business as determined by the Executive Committee
(f) There shall be at least one General Meeting during each school term as determined by the Association. The business conducted at a general meeting shall include:
   o A review of the operation and activities of the association at the time of the meeting
   o A review of the operation and activities of the existing sub committees, auxiliaries and parent groups
   o Confirmation of the receipts & payments made by the association as per the duties of the treasurer of the association.
   o Other business as determined by the Association

A General Meeting may occur in lieu of an Executive Committee Meeting

(g) The Annual General Meeting shall be held in the month of November each year. The business conducted at an annual general meeting shall include:
   o A report from the president on the activities of the association for the year
   o A report from the treasurer on the financial activities of the association for the year and presentation of the audited accounts for the financial year
   o Election of new office bearers
   o If appropriate the setting of dates & endorsement of the activities and responsibilities for the year.

Presiding at Meetings
   The President of the Association shall preside at every meeting of the Association at which he/she is present and –
   - in the absence of the President from such a meeting, the Vice-President;
   - in the absence of the President and the Vice-President for such a meeting, a member of the Association elected from the members who are present shall preside at that meeting.

10. Notice of Meetings
   The Secretary shall give at least seven days clear notice of intention to convene a General Meeting, and fourteen days notice of intention to convene an Annual General Meeting or a Special Meeting of the association. A notice in the College newsletter is an acceptable form of notice for meetings.

11. Quorum
   (a) The Quorum for an Executive Committee meeting shall be three members of the executive committee.
   (b) The Quorum for a General Meeting of the Association shall be four members.
   (c) The Quorum for the Annual General Meeting and for a Special Meeting of the Association shall be ten members.

12. Voting
   All members of the association shall have the right to one vote.
   Every question, matter or resolution put to a meeting shall be decided by a majority of votes.
   In case of equality of votes, the President or other person presiding at a meeting shall be entitled to a casting vote.

13. Funds
   (a) The funds of the Association shall be lodged at a bank or financial institution as the Association shall decide from time to time.
   (b) The bank account shall be operated on by any two jointly of the President, Vice-President, Treasurer, Secretary and Head of College or staff member/s nominated by the Head of College.
   (c) Responsibility for the collection and disbursement of money shall rest with the President, Vice-President, Secretary and Treasurer and the Treasurer shall take charge of all money raised both by and on behalf of the Association and shall bank same promptly to the credit of the Association.
   (d) The Treasurer shall keep a proper account of receipts and expenditure.
(e) If appointed by the Executive Committee, the College may be assigned the responsibility for items (a) to (d) noted above. If the college is assigned the responsibilities of items (a) to (d) the college shall provide a monthly report as to the collection and disbursement of funds and no funds shall be spent by the college without the receipt of a written notice detailing the required expenditure signed by a minimum of two members of the executive committee.

14. Audit

The Auditor or Auditors shall be elected at each Annual General Meeting. They shall examine all accounts, vouchers, receipts, books and furnish a report thereon for presentation at the Annual General Meeting.

Audits shall be conducted during the financial year and concluded at year end.

If the College is assigned the responsibilities for items 13. (a) to (d) then the auditor will be the auditor used by the College.

15. End of Financial Year

The financial year of the Association shall conclude on the 31st December each year.

If the College is assigned the responsibilities for items 13. (a) to (d) then the end of financial year will be as determined and agreed with the College.

16. Amendments to the Constitution

This Constitution may only be amended by resolution at an Annual General Meeting or at a Special Meeting convened for the purpose after due notice in writing has been given at a previous General Meeting.

17. Dissolution

The Association shall be dissolved in the event of membership being fewer than three persons or upon the vote of four-fifths majority of the members present at a Special Meeting convened to consider the question.

Upon dissolution, all moneys and other assets remaining in the name of the Association after payment of all liabilities shall become the property of the college.