



Prince of Peace Lutheran School

Parents and Friends Association Constitution

Adopted: 24 November 2004

1 NAME

The name of The Association shall be “Prince of Peace Lutheran Primary School Parents and Friends Association”, herein referred to as “The Association”.

2 AFFILIATION

The Association is an affiliate organisation of the School Council of Prince of Peace Lutheran Primary School

3 AIMS

In keeping with the Christ-centred nature of the School, the aims of The Association shall be:

- 3.1 To stimulate active interest in the life and growth of the school and school family
- 3.2 To foster positive fellowship amongst parents, teachers and friends of Prince of Peace Lutheran Primary School
- 3.3 To promote a spirit of genuine co-operation between parents, administrators, teachers and students of the school
- 3.4 To promote greater understanding and effectiveness in the educational development of children
- 3.5 To provide financial assistance for the development of the school’s facilities and teaching resources
- 3.6 To provide oversight of the Auxiliary

4 MEMBERSHIP

4.1 The membership of The Association shall be drawn from three (3) categories as follows:

Parent Members
Staff Members
Friend Members

4.1 All members shall have equal rights to speak and vote on all questions and motions at any meeting, subject to the conditions of these rules and any by-laws.

4.2 A friend member or staff member cannot hold any position on the Executive Committee

4.1 PARENT AND STAFF MEMBERSHIP

4.1.1 A parent member shall be the father, mother and/or guardian of any child enrolled at Prince of Peace Lutheran Primary School

4.1.2 A staff member shall be any member of the current staff of Prince of Peace Lutheran Primary School

4.2 FRIEND MEMBER

4.2.1. A friend member shall be any person over the age of 18 years, who is interested in the welfare of the school and who has been enrolled on the Friend Member register

4.2.2. A Friend Member Register shall be kept by the Secretary of The Association, who shall make it available at any meeting of The Association for the purpose of confirmation of membership and recording of new members.

4.2.3. A Friend Member shall be enrolled on the Friend Member Register upon written application to the Secretary or by written nomination to the Secretary provided such application or nomination is approved at an Executive Committee Meeting. Upon acceptance or rejection of an application or nomination for membership as a friend member, the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

4.2.4. The Register of Friend Members of The Association shall be maintained and shall contain the following in respect of each member:

- Name, address and contact phone number;
- The date on which membership commences.

4.2.5. Friend Membership of The Association shall be renewable each year at the Annual General Meeting

5 ADMISSION AND REJECTION OF MEMBERSHIP

5.1 No application for membership of a parent or staff member shall be required.

5.2 At the next meeting of the executive committee after the receipt of any application for membership as a friend member, such application shall be considered by the executive, who shall determine the admission or rejection of the applicant.

6 TERMINATION OF MEMBERSHIP

6.1 A member may resign from The Association at any time by giving notice in writing to the secretary.

6.2 Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.

6.3 The executive committee shall consider whether the member's membership shall be terminated if a member;

- is convicted of an indictable offence; or
- fails to comply with any of the provisions of these rules; or
- conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of The Association.

- 6.4 The member concerned shall be given a full and fair opportunity of presenting the member's case and if the executive committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.

7 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 7.1 A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of the person's intention to appeal against the executive committee.
- 7.2 Upon receipt of a notification of intention to appeal against the rejection of termination of the membership the secretary shall convene, within one month of the date of receipt by the secretary of such notice, a general meeting to determine the appeal.
- 7.3 At any such meeting the applicant/appellant shall be given the opportunity to fully present his or her case and the executive committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.
- 7.4 The appeal shall be determined by the vote of the members present at such meeting.

8. REGISTER OF MEMBERS

- 8.1 The executive committee shall instruct the secretary to cause a register to be kept in which shall be entered the names, addresses and telephone contact numbers of all persons admitted as friend members of The Association, the dates of their admission and the date on which he/she ceases to be a member.
- 8.2 A register of eligible parent and staff members is kept by Prince of Peace Lutheran Primary School administration staff and is published annually.
- 8.3 The secretary shall make the register available at any meeting of The Association for the purpose of confirmation of membership and recording of new members.

9. MANAGEMENT

- 9.1 The Association is a body sponsored by the School Council and ultimately responsible to it. Subject to this, the affairs of The Association shall be managed by the Executive Committee which may exercise all powers and do all things which are by this constitution required to be exercised or done by the executive Committee.
- 9.2 The Association shall exercise a power of authority or perform a duty by majority vote of the members present and voting in respect of that exercise or performance at a duly constituted meeting.
- 9.3 Only members whose names appear on the register shall be entitled to vote at any meeting of The Association.

10. EXECUTIVE COMMITTEE

- 10.1 Except as otherwise provided by these rules and subject to resolutions of the members of The Association carried at any General Meeting the Executive Committee shall:
- (a) have the general control and management of the administration of the affairs, property and funds of The Association; and
 - (b) have authority to interpret the meaning of these rules and any matter relating to The Association on which these are silent.
- 10.2 The executive committee shall also supervise all sub-committees appointed by it or by any General Meeting provided that the executive committee shall by majority decide so.

11. MEMBERSHIP OF EXECUTIVE COMMITTEE

- 11.1 The executive committee of The Association shall consist of a president, vice-president, treasurer, secretary and such number of other members, not less than two, as the members of The Association at any General Meeting may from time to time decide. The Principal of Prince of Peace Lutheran Primary School or the Principal's staff nominee shall be an ex-officio member of the executive committee and shall have full voting rights. An invitation will be extended to the Auxiliary to nominate a representative to the Executive Committee of The Association.
- 11.2 No current employee of The Association shall hold any position on the executive committee.
- 11.3 The executive committee shall be elected by the Annual General Meeting each year. The term of office for each executive committee member, which shall commence at the conclusion of the Annual General Meeting held in November of each year, shall be for a period of one (1) year. Nothing herein shall prevent a retiring executive committee member seeking re-election.
- 11.4 The election of officers and other members of the executive committee shall take place in the following manner:
- (a) Any two members of The Association shall be at liberty to nominate any other member to serve as an officer or other member of the executive committee;
 - (b) Any member nominated for any position of the executive committee may decline the nomination;
 - (c) The nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the secretary at least seven (7) days before the Annual General Meeting at which the election is to take place;
 - (d) Balloting lists 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;
 - (e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated or the executive committee so decide, nominations may be taken from the floor of the meeting.

12 RESIGNATION OR REMOVAL FROM OFFICE OF MEMBER OF EXECUTIVE COMMITTEE

- 12.1 Any member of the executive committee may be removed from office by a special resolution at a general meeting of The Association where that member shall be given the opportunity to fully present the member's case, and provided one month's notice of such special resolution has been given.
- 12.2 The secretary shall provide within one month, written notice to the member of the result of the motion to remove the member.
- 12.3 A member so removed may appeal the decision by lodging written notice with the secretary within one month of notification of removal. Such appeal shall be heard by a general meeting of The Association to be convened within two months of receipt of such notice by the secretary.
- 12.4 In the case of the resignation or removal of the secretary, all notices will be forwarded to or by the executive committee in accordance with the above provisions.

13 VACANCIES ON EXECUTIVE COMMITTEE

- 13.1 The executive committee shall have power at any time to appoint any member of The Association to fill any casual vacancy on the executive committee. Any such casual vacancy shall be filled at the next meeting of the executive committee.

14 MEETINGS OF THE EXECUTIVE COMMITTEE

- 14.1 The executive committee shall meet at least once every school term to exercise its functions.
- 14.2 Notice of a meeting is to be given in the way decided by the executive committee.
- 14.3 A special meeting of the executive committee shall be convened by the secretary on the written requisition of the president, or, by not less than one-third of the members of the executive committee, which requisition shall clearly state three reasons why such a special meeting is being convened and the nature of the business to be transacted.
- 14.4 At every meeting of the executive committee a number equal to the number of members elected and/or appointed to the executive committee as at the close of the last general meeting of The Association, minus three (3), shall constitute a quorum. No business shall be voted upon at any executive committee meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 14.5 Questions arising at any meeting of the executive committee shall be decided by a majority of votes and, in the case of equality of votes, the motion shall be lost.
- 14.6 A member of the executive shall not vote in respect of any contract or proposed contract with The Association in which the member has an interest, or any matter arising thereout, and if the member does so vote the member's vote shall not be counted.

14.7 The president shall preside as chairperson at every meeting of the executive, or if there is no president, or if at any meeting the president is not present within ten (10) minutes after the time appointed for holding the meeting, the vice-president shall be chairperson or if the vice-president is not present at the meeting then the members may choose one of their members to be chairperson of the meeting.

14.8 If within half an hour from the time appointed for the commencement of the executive committee meeting a quorum is not present, the meeting 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 time and place as the executive committee 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.

15 RESOLUTIONS OF EXECUTIVE COMMITTEE WITHOUT MEETING

15.1 A resolution in writing signed by all members of the executive committee for the time being entitled to receive notice of a meeting of the executive committee shall be as valid and effectual as if it had been passed at a meeting of the executive committee duly convened and held.

15.2 Any such resolution may consist of several documents in like form, each signed by one or more members of the executive committee.

16 DELEGATION OF POWERS OF EXECUTIVE COMMITTEE

16.1 The executive committee may delegate any of its powers to a subcommittee consisting of such members of The Association as the executive committee thinks fit.

16.2 Any subcommittee so formed shall, in the exercise of powers so delegated, conform to any regulations that may be imposed on it by the executive committee.

16.3 Any subcommittee so formed shall, at each executive committee or general meeting held during its currency of the subcommittee, give a report of its activities.

16.4 One representative of the executive committee can attend any meeting of any subcommittee appointed either by the executive committee or by the general meeting.

16.5 A quorum for any subcommittee meeting shall be determined by the executive committee.

16.6 A subcommittee shall elect a chairperson and secretary for its meetings. If at any meeting the chairperson is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson for the meeting.

16.7 A subcommittee may meet and adjourn as it deems necessary.

16.8 Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be referred to the executive committee.

16.9 A subcommittee if so authorized may operate a bank account in its name at the same bank as The Association, or such other bank as determined by the executive committee and cheques on such account shall be signed by chairperson and one other member of the subcommittee.

16.10 All funds in subcommittee accounts are the funds of The Association.

17 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATION

17.1 All acts done by any meeting of the executive committee or of a subcommittee or by any person acting as a member of the executive committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the executive committee or person acting as aforesaid, or that the members of the executive committee or any or them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the executive committee.

18 GENERAL MEETING

18.1 There shall be at least one general meeting during each school term as determined by The Association at the annual general meeting or as otherwise determined by the executive committee, provided fourteen (14) days notice of any change of meeting shall be given to the members.

19 NOTICE OF GENERAL MEETING

19.1 The secretary shall convene all general meetings of The Association at the direction of the executive committee, by giving not less than seven (7) days notice of any such meeting to the members of The Association.

20 QUORUM AT GENERAL MEETING

20.1 At any general meeting or special meeting the number of members required to constitute a quorum shall be not less than eight (8) members, present in person.

20.2 No business shall be voted upon at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

20.3 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting 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 committee 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 members present shall be a quorum.

21 ANNUAL GENERAL MEETING

21.1 The annual general meeting shall be held in the month of November of each year or as otherwise arranged provided fourteen (14) days notice is given to members.

22 NOTICE OF ANNUAL GENERAL MEETING

22.1 The secretary shall convene the annual general meeting of The Association at the direction of the executive committee, by giving not less than fourteen (14) days notice of such meeting to the members of The Association. Such notice shall state clearly the business to be transacted at the meeting.

23 BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING

23.1 The following business must be transacted at every annual general meeting:

- (a) the receiving of reports of the school principal, president, auxiliary and any subcommittee currently in force;
- (b) statements of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of The Association for the last financial year;
- (c) the election of members of the executive committee;
- (d) the appointment of an auditor.

24 QUORUM AT ANNUAL GENERAL MEETING

24.1 A quorum shall be constituted by a number of members, not less than twice the number of members on the executive committee plus one, present in person. No business shall be voted upon at any annual general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

24.2 If within half an hour from the time appointed for the commencement of an annual general meeting a quorum is not present, the meeting 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 committee 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 members present shall be a quorum.

25 SPECIAL GENERAL MEETING

25.1 The secretary shall convene a special general meeting by giving notice of the meeting within fourteen (14) days of:

- (a) being directed to do so by the president or executive committee; or
- (b) being given a requisition in writing signed by not less than one-third of the members on the executive committee or not less than the number of ordinary members of The Association which equals double the number of members presently on the executive committee plus one; or
- (c) being given a notice in writing of an intention to appeal against the decision of the executive committee to reject an application for membership or to terminate the membership of any person.

- 25.2 The requisition in the preceding sub-section shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.
- 25.3 The special meeting shall be convened within one(1) month of such requisition or notice.

26 QUORUM AT SPECIAL GENERAL MEETING

- 26.1 At any general meeting or special general meeting the number of members required to constitute a quorum shall not be less than eight (8) members, present in person
- 26.2 No business shall be voted upon at any special general meeting unless a quorum of members is present at the time the meeting proceeds to business.
- 26.3 If within half an hour from the time appointed for the commencement of an special general meeting a quorum is not present, the meeting 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 committee 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.

27 PROCEDURE AT ALL GENERAL MEETINGS

- 27.1 Unless otherwise provided by these rules, at every general meeting, special general meeting or annual general meeting:
- (a) the president shall preside as chairperson, or if there is no president, or if the president is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the vice-president shall be the chairperson or if the vice-president is not present or unwilling to act then the members present shall elect one of their number to be chairperson of the meeting;
 - (b) the chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
 - (c) every question, matter or resolution shall be decided by a majority of votes of the members present;
 - (d) every member present shall be entitled to one vote and in the case of an equality of votes the chairperson shall have a casting vote;
 - (e) voting shall be by a 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;
 - (f) the chairperson shall appoint two (2) members to conduct the secret ballot in such a manner as the chairperson shall determine and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded;
 - (g) a member may only vote in person and on a show of hands every person present who is a member shall have one vote and in a secret ballot every member present shall have one vote; and
 - (h) the secretary shall cause full and accurate minutes of all matters, resolutions and other proceedings of every general meeting, special general meeting and annual general meeting to be entered in a book to be open for inspection at all

reasonable times by any member who previously applies to the secretary, in writing for that inspection.

- 27.2 For the purpose of ensuring accuracy of the recording of such minutes, the minutes of every meeting shall be signed by the chairperson of the next succeeding meeting verifying their accuracy.

28 FUNDS AND ACCOUNTS

- 28.1 The treasurer shall be responsible for all financial transactions of The Association.
- 28.2 The treasurer shall present to each general meeting and executive meeting a complete statement of income, expenditure and all investments.
- 28.3 The funds of The Association must be kept in the name of The Association in a financial institution decided by the executive committee.
- 28.4 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.
- 28.5 All moneys shall be deposited as soon as practicable after receipt thereof.
- 28.6 All accounts shall be paid by cheque signed by two of the members authorized from time to time by the executive committee. The nomination of these members shall be as prescribed in the by-laws of The Association.
- 28.7 Cheques shall be crossed "not negotiable".
- 28.8 The executive committee shall determine the amount of petty cash which shall be kept.
- 28.9 All expenditure shall be approved or ratified at an executive committee or a general meeting.
- 28.10 As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of:
- (a) the income and expenditure for the financial year
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of The Association at the close of that year.
- 28.11 The income and property of The Association must be used solely in promoting The Association's objects and exercising The Association's power.

29 AUDIT

- 29.1 The Association shall appoint an Auditor at its Annual General Meeting each year to audit the books of accounts for the financial year in which such auditor is appointed. Should the appointment not be made then, it can be made at any General Meeting prior to the end of the financial year.

29.2 The Auditor so appointed must be either a Chartered accountant or a CPA or ASA or equivalent.

29.3 Qualified persons who are parents and/or guardians of student(s) at the school are eligible for appointment.

30 HONORARIA

30.1 No honoraria shall be granted to any officer of The Association.

31 DOCUMENTS

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

32 FINANCIAL YEAR

32.1 The financial year of The Association shall close on the 31st December in each year. Audited statements will be submitted by the second general meeting of the next financial year for adoption.

33 NOTICES

33.1 Any notices required to be given herein shall be deemed given if included in the school newsletter, but any failure by neglect or otherwise, on part of the secretary to do so shall not invalidate the giving of such notice.

34 AMENDMENTS, ALTERATION OR MODIFICATION OF CONSTITUTION

34.1 This constitution shall be amended, altered or modified only by resolution at an annual general meeting or a special general meeting convened for the purpose, after due notice in writing has been given:

- (a) at a previous general meeting
- (b) to each of the registered members

34.2 Any amendments, alterations or modifications to this constitution shall only take effect on the approval of the same by the Prince of Peace Lutheran Primary School Council.

35 DISSOLUTION OF THE ASSOCIATION

35.1 The Association shall be dissolved in the event of the membership being less than three persons. It may be dissolved upon the vote of a three-fourths majority of the members present at a general meeting convened to consider the question. Any assets on hand, shall, after payment of all expenses and liabilities be handed over to:

- (a) Prince of Peace Lutheran Primary School if it continues to operate, or
- (b) Prince of Peace Church if Prince of Peace Lutheran Primary School ceases to operate.