

CONSTITUTION  
of the  
PARENTS AND CITIZENS ASSOCIATION  
of the  
MOUNT ROGERS PRIMARY SCHOOL

Adopted 2 June 2010

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## **PART A : PRELIMINARY**

### **A 1. NAME**

- 1) The name of the organisation is Mount Rogers Primary School Parents and Citizens Association Incorporated.
- 2) The organisation may also be referred to as the Mt. Rogers Primary School P&C.

### **A 2. INTERPRETATION AND DEFINITIONS**

- 1) Except as provided in this clause, this constitution is to be interpreted by reference to the Legislation Act 2001 and, where necessary, to the Australian Capital Territory (A.C.T.) Associations Incorporation Act.
- 2) In this constitution, unless the contrary intention appears:
  - . "Act" means the Associations Incorporation Act of the A.C.T.;
  - . "AGM" means annual general meeting;
  - . "association" means the organisation established under this constitution;
  - . "model rules" means the Model Rules under the Act;
  - . "objectives" means the objectives of the association established by this constitution;
  - . "parents", in relation to membership of the association, includes de facto parents and guardians of students at the school;
  - . "Principal" means the principal or acting principal of the school;
  - . "Registrar" means the person holding this office under the ACT Associations Incorporation Act;
  - . "school" means Mount Rogers Primary School;
  - . "school board" means the school board of the school; and
  - . "special resolution" means a resolution passed at a special general meeting.
- 3) Part and clause titles [but not the table of contents] are included in the text of this constitution and may be used in its interpretation.
- 4) The table of contents and the annexes are not part of the text of this constitution.

### **A 3. PUBLIC OFFICER**

- 1) At each AGM the association is to appoint a public officer, the office of which by default is vested in the secretary of the administrative committee.
- 2) The public officer must be a resident of the ACT and must be eighteen years of age or more.
- 3) A retiring public officer and former public officers are not excluded from eligibility for appointment.
- 4) In addition to carrying out any duties conferred on the public officer by this constitution, the public officer is also to perform any statutory duties required by or under the Act.

### **A 4. COMMON SEAL**

- 1) The association is to hold and securely store a common seal.
- 2) The seal may only be applied to a document by resolution of a general meeting.
- 3) A document to which the seal is applied must be signed by either the president or secretary and by the public officer.

## **PART B : PRINCIPLES, FUNCTION AND OBJECTIVES**

### **B 1. PRINCIPLES**

The values and principles relating to ACT public schooling which the association seeks to promote are:

- (a) the public schooling system must recognise an obligation to ensure universal access to schools and to learning for all young people so that they can participate actively as citizens;
- (b) the system must be comprehensive;
- (c) the system must be democratic in all its aspects, providing for active participation in policy formulation and decisions by parents, teachers and students at the system and local school level; and
- (d) the system must be effective in meeting the needs of the society and all of its young people.

### **B 2. FUNCTION**

The function of the association is to promote parent and guardian participation and to enable parents and guardians to contribute to the school and to ACT public schooling.

### **B 3. OBJECTIVES**

The objectives to be pursued in the undertaking of this function are:

- (a) to promote the interests of the school and of A.C.T. public schooling;
- (b) to encourage the close collaboration of staff, parents, students and citizens;
- (c) to provide a forum where members can contribute to the development of the goals and policies of the school;
- (d) to provide a forum where members can contribute to the formation of policies and programs for ACT public schooling;
- (e) to provide parents with a means of raising and discussing matters of general concern and interest;
- (f) to provide a means by which parent members of the school board keep in touch with parent views, receive input on matters to be decided and report back on decisions taken;
- (g) to affiliate or cooperate with organisations as would assist in the pursuit of these objectives;
- (h) to make representations to appropriate authorities relating to the well-being and safety of students;
- (i) to provide a canteen or similar facility for use by students, staff and visitors;
- (j) to assist with the provision of equipment for educational, recreational and sporting use by the school and its students; and
- (k) to identify such other objectives as would assist in the carrying out of the association's function.

## **PART C : POWERS AND CHARACTER OF OPERATIONS**

### **C 1. POWERS**

- 1) The association may do all things permitted at law and by this constitution which are necessary or helpful in the pursuit of the association's function and objectives.
- 2) Subject in particular to the provisions of this constitution relating to financial management, the capacities of the association under this constitution include powers:
  - (a) to consider and determine courses of action to be taken in pursuit of the objectives;
  - (b) to make statements or to implement other action as required for this purpose;
  - (c) to initiate projects or co-operate with other organisations concerned with promoting community interests involving the school or its students;
  - (d) to raise funds in the form of subscriptions, sponsorships, fund raising activities, or other forms of income;
  - (e) to assist the school board to determine an annual voluntary contribution from parents or guardians of children attending the school;
  - (f) to manage investment and expenditure of the association's funds;
  - (g) to make gifts, subscriptions or donations for purposes consistent with the objectives;
  - (h) to provide a canteen service, or such other services as are consistent with the objectives;
  - (h) to enter into contractual arrangement in connection with such services and facilities or otherwise;
  - (i) to affiliate or cooperate with organisations as would assist in the pursuit of the objectives;
  - (j) to choose representatives and delegates for purposes consistent with the objectives;
  - (k) to establish such subcommittees, task forces and working groups as are convenient from time to time;
  - (l) to conduct the election of the school board members representing parents; and
  - (m) to draw to the attention of the appropriate authorities any matters relating to the well-being and safety of students.

### **C 2. CHARACTER OF OPERATIONS**

- 1) The operations of the association must at all times be undertaken in a manner which is conducive to the inclusion of all parents in the work and decision-making of the association.
- 2) To this end the administrative committee of the association must place high importance on keeping parents informed of the work of the association and of the issues it is addressing.
- 3) Wherever possible, active use is to be made of the school's newsletter for this purpose, in addition to the use of direct circulars or notes, general meetings and other means of communication with members.
- 4) The operations of the association are also to be based on the policies of the association arrived at in accordance with this constitution.

## **PART D : MEMBERSHIP**

### **D 1. BASIS OF MEMBERSHIP**

- 1) Subject to this clause, the membership of the association consists of:
  - all parents of students at the school; and
  - other citizens who elect to be members of the association.
- 2) Any parent of a student at the school who has objections to membership of the association is not a member.
- 3) Citizens who are not parents of students at the school and elect, in writing or by attendance at a general meeting, to be members of the association, become such members on acceptance by the parent body, and continue to be members during the currency of such acceptance.
- 4) Where the administrative committee or a general meeting is of the view that a member of the association has persistently acted in a manner which is prejudicial to the association, action may be taken in accordance with the model rules with respect to the courses available, the procedures and processes to be followed, the rights of appeal which may be utilised, and the like.
- 5) The rights, privileges and obligations of membership are not transferable.

### **D 2. REGISTER OF MEMBERS**

- 1) The association must keep a register of the names of members.
- 2) The register is to be kept at the school and is to be available for inspection by any member at such times as the association specifies after consultation with the school staff.
- 3) In the interests of confidentiality, the addresses of members for the purposes of the register are deemed to be care of the school.

### **D 3. VOLUNTARY FEES AND MEMBERS' LIABILITIES**

- 1) Any fee set must be voluntary and decisions as to whether or not to invite payment of such a fee must be considered as part of the wider financial arrangements for which provision is made in this constitution. Consistent with the powers under the constitution the association may assist the school board to determine an annual voluntary contribution from parents or guardians of children attending the school.
- 2) Except in the cases dealt with in the following subclause members of the association shall not be liable to contribute towards the payment of debts and liabilities of the association, or the costs, charges and expenses of winding up of the association.
- 3) Where a debt to the association has been incurred through the illegal action of the member or contrary to a decision of the administrative committee, that member is liable for that debt.

## **PART E : POLICY**

### **E 1. DETERMINATION AND RECORDING**

- 1) The policies of the association are to be determined by wide consultation with the whole membership.
- 2) In determining its policies the association is to have regard to the policies of organisations relevant to the pursuit of the objectives.
- 3) Policies arrived at are to be recorded in a policy manual, in an annex to this constitution or in other durable form to facilitate communication between successive generations of members.

### **E 2. UTILISATION**

- 1) In taking action to implement the objectives of the association the administrative committee is to be guided by the policies endorsed as provided for in the preceding clause.
- 2) The administrative committee is to report to a special general meeting, or to an ordinary general meeting if held promptly, in any case where it believes that departure from these policies is required in relation to any matter being pursued.

## **PART F : DIRECTION-SETTING AND MANAGEMENT**

### **F 1. DIRECTION-SETTING**

- 1) The overall direction of the association is vested in the membership at large.
- 2) The consequential right to participate in the management of the association and to set policies is therefore likewise vested in the membership at large.

### **F 2. MANAGEMENT**

- 1) This direction is to be exercised through general meetings where possible and through the consideration and adoption of annexes to this constitution as provided for in Part L.
- 2) This direction may also be exercised through the election of representatives of the membership to undertake the administration of the association, and through the provision of guidelines for such representatives.

## **PART G : ADMINISTRATIVE ARRANGEMENTS**

### **G 1. STRUCTURE**

- 1) The day to day administration of the association is vested in:
  - an administrative committee elected in accordance with this constitution; and
  - the officebearers provided for in this constitution.
- 2) The administrative committee consists of the officebearers and 5 general members of the association.
- 3) The Principal or the Principal's nominated School staff representative acting in the stead of the Principal shall be ex-officio a member of the administrative committee but without voting rights.

- 4) The officebearers consist of:
  - (a) a president;
  - (b) a vice president;
  - (c) a secretary, who is by default also the public officer;
  - (d) a treasurer; and
  - (d) an assistant treasurer.

## **G.2 ROLES**

- 1) The role of the administrative committee is to act as agent of the membership at large, to be accountable to the membership at large and be responsible for the day to day administration of the association consistent with the objectives and powers of this constitution, including (yet not limited to):
  - (a) Acting on the decisions of the association;
  - (b) Deal with correspondence of the association;
  - (c) Open and manage a bank account on behalf of the association;
  - (d) Raising money, appealing for funds and accepting donations for the association;
  - (e) Establishing and overseeing subcommittees to assist with activities of the association;
  - (f) Initiating and administering (including minute taking) general meetings;
  - (g) Ensure the association has adequate insurance coverage for its activities; and
  - (h) Assisting the school with its activities.
- 2) A statement of the specific roles of officebearers, as decided or amended from time to time by general meetings, annual general meetings and special general meetings, is annexed to this constitution.

## **G.3 TENURE**

Officebearers may not hold the same office on the committee for more than two consecutive years.

# **PART H : ELECTIONS**

## **H 1. OFFICEBEARERS**

- 1) The officebearers are to be elected at the annual general meeting.
- 2) Notification of the election is to be circulated to all members in conjunction with the notice of the annual general meeting.
- 3) Nominations are to be invited at the annual general meeting and are to be on the basis of self-nomination.

## **H 2. ADMINISTRATIVE COMMITTEE**

- 1) The election of the remainder of the administrative committee is to be held at the annual general meeting following the election of the officebearers.
- 2) The processes for notification and nomination are the same as for the office-bearers.

### **H 3. VOTING**

- 1) In any election voting may only be in person.
- 2) The voting procedure at a general meeting is specified in an annex to this constitution.

### **H 4. CASUAL VACANCIES**

- 1) A casual vacancy arises when an officer or a member of the administrative committee:
  - (a) is unable to continue their role due to health reasons;
  - (b) resigns in writing; or
  - (c) fails to attend three consecutive meetings without tendering an apology.
- 2) Any casual vacancy occurring in the officebearers or the administrative committee is to be notified within fourteen days in writing to all members.
- 3) The notification is to invite interested members to nominate themselves for the vacancy.
- 4) If the number of nominations exceeds the places available the administrative committee is to determine the successful candidate or candidates by voting in a ballot.

### **H 5. QUORUM AND PROCEDURE OF THE ADMINISTRATIVE COMMITTEE**

- 1) At any meeting of the administrative committee a quorum is to be one half of its members.
- 2) Having regard to the informality of such meetings the procedure is to be determined from time to time by the administrative committee.

## **PART I : GENERAL MEETINGS**

### **I 1. ROLE OF GENERAL MEETINGS**

General meetings are the basic management structure of the association. Their purpose is to facilitate interaction between the administrative committee and the rest of the membership.

### **I 2. ANNUAL GENERAL MEETINGS**

- 1) An annual general meeting is to be held on or before 31<sup>st</sup> March of each year.
- 2) Notice is to be given in writing to all members of the school community at least two weeks prior to the date of the meeting.
- 3) Notice may be given in the school's newsletter or by direct circular or note to the home.
- 4) The following documents must be presented at the annual general meeting:
  - . the audited statement of the previous years accounts;
  - . a copy of the auditors report to the association for the previous year;
  - . a report signed by two members of the administrative committee stating:
    - . the name of each member of the committee during the previous year;
    - . the changes if any on the membership of the committee in the previous year;
    - . the principal activities of the association during the previous year;
    - . any significant change which occurred in those activities in the previous year;and
  - . a statement of net profit and loss.

### **I 3. ORDINARY GENERAL MEETINGS**

- 1) The administrative committee is to arrange for an ordinary general meeting to be held at least once a term, with an aim of once per month during the school year.
- 2) Notifications of ordinary general meetings are to be given in the same way as notifications of annual general meetings.
- 3) A schedule of anticipated ordinary general meetings is to be prepared and circulated to all members of the association as early as possible in the first term.
- 4) The schedule is to be updated and re-circulated as often as is judged helpful in soliciting maximum member participation.
- 5) The administrative committee may prepare a proposed standing schedule of topics of regular interest on which meetings will normally be held annually or biennially, and may arrange for it to be annexed to this constitution.

### **I 4. SPECIAL GENERAL MEETINGS**

- 1) Where an issue of major or urgent nature cannot conveniently be discussed at an ordinary general meeting, a special general meeting is to be convened to deal with it.
- 2) A special general meeting may be called by:
  - (a) the president; or
  - (b) any three members of the administrative committee; or
  - (c) any ten members of the association.
- 3) Subject to the following subclause, notifications of special general meetings must be given in the same way as for annual general meetings.
- 4) Only seven days notice of a special general meeting is required except in the case of a proposed change to the constitution.
- 5) Only business of which notice has been given in the notification of the meeting may be dealt with at a special general meeting.

### **I 5. CONDUCT AND PROCEDURE AT GENERAL MEETINGS**

- 1) The quorum for all ordinary general meetings is 7 members of the association, including at least one half of the administrative committee members. The quorum of annual general meetings and special general meetings is 7 members of the association.
- 2) At any general meeting the president or chair has a substantive vote and also has a casting vote.
- 3) Voting by proxy on issues before a general meeting is not permitted.
- 4) A general meeting may be adjourned by simple majority of those present and voting.
- 5) Notification of the date, time and place of the resumed meeting is to be given in writing to all members of the association within seven days of the adjournment and at least seven days prior to the date on which the adjourned meeting will be resumed.

- 6) Procedure at a general meeting in other respects is to be as specified in an annex to this constitution or in the absence of such an annex provided for in the model rules.

## **PART J : FINANCE**

### **J 1. FINANCIAL YEAR**

The financial year of the association is the calendar year.

### **J 2. BUDGET AND FINANCIAL PLANNING**

- 1) The treasurer, in consultation with the school and administrative committee, is to prepare a draft budget as soon as possible after each annual general meeting. The procedure to prepare a draft budget is to be specified in an annex to this constitution.
- 2) The budget is to be considered at, and may be endorsed by, the next-held ordinary general meeting of the association or at a special general meeting called for the purpose.
- 3) The purpose of the budget is, in particular, to provide guidance to the administrative committee and to provide an opportunity for the general membership to consider issues of priorities and planning over the coming year.

### **J 3. INCOME AND EXPENDITURE RESTRICTIONS**

- 1) The association must not pursue any form of fundraising or income generation which is, or might be, in conflict with the principles, function or objectives of the association.
- 2) The association must not make any form of investment or deposit, with a financial institution or otherwise, which is, or might be, in conflict with the principles, function or objectives of the association.
- 3) The association must not accept bequests or gifts in any form if conditions are attached which are or might be in conflict with the principles, function or objectives of the association.
- 4) The association must not make gifts, grants, subscriptions or donations for purposes which are, or might be, in conflict with the principles, function or objectives of the association.
- 5) Payments (by cheque, electronic funds transfer or otherwise) made on behalf of the association must be authorised through signature by at least two officebearers or as otherwise agreed by the administrative committee through a procedure specified in an annex to this constitution. The term of any such authorisation by the association is only valid for the financial year in which the authorisation is provided. A new authorisation should be provided in each subsequent financial year as necessary.

### **J 4. ANNUAL ACCOUNTS**

- 1) The administrative committee must ensure that an annual statement is prepared setting out:
  - . an income and expenditure statement for the year past;
  - . a statement of the assets and liabilities of the association at the end of the previous financial year;
  - . any mortgages or securities affecting any property of the association;

- . any trust established or operated by the association.
- 2) The annual statement may in addition contain such further information as the treasurer or the administrative committee consider desirable or as a general meeting directs.

#### **J 5. AUDIT**

- 1) The accounts and financial records of the association must be audited at least annually.
- 2) In any year when the association has a membership of 1000 or more the accounts must be audited by a registered auditor who is a member of either:
  - . the Institute of Chartered Accountants;
  - . the National Institute of Accountants; or
  - . the Australian Society of Certified Practising Accountants.
- 3) In any year when the association has a membership of less than 1000 the accounts may be audited by a person who:
  - . is not on the administrative committee; and
  - . has not helped prepare the accounts.

#### **J 6. MEMBERSHIP FEE**

Having regard to the nature of the association and the automatic membership of parents of students in the school no membership fee shall be levied.

### **PART K : ALTERATION OF CONSTITUTION**

#### **K 1. NOTICE OF PROPOSED CHANGE**

- 1) Notice of a proposed change to this constitution may be given by any of the members and groups of members able to call a special general meeting.
- 2) Notifications of proposed changes must be given in writing and must set out both the specific change sought and the reasons for the proposed change.
- 3) At least 21 days notice in writing, but not more than 42 days notice, is to be given to all members of any proposed change to the constitution.
- 4) Such notices are to be given within 21 days of the receipt of the notification of proposed change.
- 5) If a member or group of members opposing the proposed change so requests, a statement of the reasons for their opposition must likewise be circulated.
- 6) Subject to this clause, proposed changes can be considered at any general meeting whether annual, ordinary or special.

#### **K 2. DISCUSSION AND VOTING**

- 1) Any member of the association may speak to the proposed constitutional change at the meeting at which it is considered.
- 2) When no further members wish to speak on a proposed change, the change will be voted on.
- 3) A change is passed if carried by three quarters of the members present and voting

## **PART L : ANNEXES TO THE CONSTITUTION**

### **L 1. ROLE AND CONTENT**

- 1) Annexes may be added to this constitution setting out policy positions of the association, or dealing with particular aspects of process or procedure, or otherwise relating to the implementation of matters provided for in this constitution.
- 2) Their role is to provide an orderly way for the association to proceed with its business from year to year, and to keep track of decisions made, stances taken, or procedures established or utilised, which may be helpful in future years.
- 3) Annexes must not be inconsistent with this constitution. In the instance where an Annex is inconsistent with this constitution, the constitution takes precedence.

### **L 2. ADOPTION, AMENDMENT AND REVOCATION**

Annexes may be adopted or changed by simple majority at any general meeting, special general meeting or annual general meeting but notice, and proposed texts, must be circulated to all members at least seven days prior to the meeting.

## **PART M : CONCLUDING PROVISIONS**

### **M 1. LODGEMENT OF ANNUAL RETURNS**

The administrative committee must lodge with the Registrar within six months of the start of each calendar year detailed statements relating to:

- . the name of the association;
- . the registration number if any;
- . the title of the document;
- . the name, address and telephone number of the person on behalf whom the statement is lodged;
- . the audited statement of the association's accounts;
- . a copy of the auditor's report;
- . a statement signed by two members of the administrative committee certifying that preparation, auditing and presentation to the annual general meeting complied with the requirements of the Act.

### **M 2. CUSTODY AND INSPECTION OF RECORDS**

- 1) The administrative committee is to provide for the safe custody of all books and other records of the association.
- 2) Any member may inspect any such record unless such inspection would create a conflict of interest or a breach of privacy, in which case the member will be provided with a written explanation of the reason access was not provided.
- 3) A request from the association's auditor or public officer, or from the Registrar, must be met.

**M 3. WINDING UP**

- 1) The association may be wound up voluntarily by the association resolving by special resolution that this happen.
- 2) Any property remaining after meeting the debts and liabilities of the association, and paying the costs of winding up, is to be disposed of in accordance with the requirements of the Act at that time.

## **ANNEX 1 : STATEMENT OF THE SPECIFIC ROLES OFFICEBEARERS**

### **1. PRESIDENT**

- (a) The president shall preside at all meetings, in their absence a vice president shall act in their stead. In the absence of the president and vice president the meeting shall elect a Chairman.
- (b) The president or a vice president standing in the stead of the president shall be an ex-officio member of all committees of the association.
- (c) The president shall not be eligible to be a member of the school board.
- (d) The president with the assistance of the secretary and treasurer will prepare a report for the annual general meeting stating:
  - I. the name of each member of the committee during the previous year;
  - II. the changes if any on the membership of the committee in the previous year;
  - III. the principal activities of the association during the previous year;
  - IV. any significant change which occurred in those activities in the previous year; and
  - V. a high-level statement of net profit and loss based on the treasurer's detailed statement.

### **2. SECRETARY**

- (a) The secretary shall keep a record of all business conducted including minutes of all meetings (including motions as put forward by the mover and seconder), issue notices of all general and special meetings, conduct all correspondence, with the president, prepare the annual report for presentation to the annual general meeting of the Association, hand all moneys received by them on behalf of the association to the treasurer, hand over all records, minutes, account books, and correspondence to their successor on relinquishing their position.
- (b) In the absence of the secretary from any meeting a minute secretary shall be elected from the members present.
- (c) The secretary shall also act as public officer and carry out any duties conferred on the public officer by this constitution, and the public officer is also to perform any statutory duties required by or under the Act.

### **3. TREASURER**

- (a) The treasurer shall receive all moneys including remittances from subcommittee surpluses, keep a record and issue receipts of all moneys received by him, obtain vouchers for all moneys paid from the association funds, bank or cause to be banked all moneys in the association's bank account within seven (7) days of its receipt.
- (b) The treasurer shall keep a Property Register which should be maintained in two parts:
  - a. as determined by the administrative committee; equipment, assets or resources donated to the school by the association; and
  - b. Equipment, assets or resources retained in ownership of the association.
- (c) Each part of the Property Register shall show the purchase date and purchase price of the equipment recorded.

- (d) The treasurer shall have available (and may be called upon to present) at each general meeting of the association a statement of accounts showing receipts and expenditure since the previous meeting, together with a reconciliation statement.
- (e) The treasurer shall submit an audited Annual Statement of Income and Expenditure for the last full financial year to the annual general meeting. Accounting and other related records shall be made available to the auditor/s upon request.
- (f) The treasurer shall hand over all records of accounts, books, receipts, and vouchers to their successor on relinquishing office.
- (g) The treasurer shall prepare a draft budget as described in sub-part J2.

## **ANNEX 2 : PROCEDURE AT GENERAL MEETINGS**

### **1. MATTERS OF BUSINESS**

At all general meetings the minimum matters of business shall be:

- (a) welcome to guests; apologies; confirmation of minutes; matters arising from minutes; correspondence; matters arising from School Board report; Principals report, treasurer's report, general business; and date and place of next meeting.

### **2. VOTING PROCEDURE AT ANNUAL GENERAL MEETINGS**

- (a) Voting is to be by majority closed ballot. In the case of a tied result, the vote is to be taken a second time. In the case that the second vote is tied, the Principal or their delegate is to draw a nominee from a hat, and that nominee will be the elected person.

### **3. MINUTES AT ALL GENERAL MEETINGS**

The secretary (or minute secretary) will take minutes at all general meetings and include the following minimum details:

- (a) all decisions (including motions and the names of the movers and seconders of the motion) and highlights of general discussion made by the association or administrative committee; and
- (b) number of members of the association present at each meeting;

### **4. ANNUAL GENERAL MEETINGS**

The business of the annual general meeting shall be:

- (a) to consider and receive the documents specified at sub-part 12(4) of the constitution;
- (b) to elect the administrative committee for the ensuing year;
- (c) to elect special committees where required;
- (d) to appoint an Auditor or Auditors;
- (e) to assist the school board to determine an annual voluntary contribution from parents or guardians of children attending the school; and
- (f) to conduct such other business as may be specified in the notice of the meeting and any other business brought forward from the floor at the meeting.

The procedure to elect officerbearers and the administrative committee at the annual general meeting is as follows:

- (a) All positions shall first be declared vacant. The officebearers and 5 general committee members shall be elected by the members of the association.
- (b) The Principal, or the principals nominated staff representative, standing in the stead of the Principal shall be the returning officer and shall conduct the election and declare the result.
- (c) Nominees for membership of the administrative committee shall be proposed and seconded by members of the association. Any member nominated shall signify consent to the nomination. If the member is absent written consent to the nomination must be tendered.
- (d) Where there are insufficient nominations, the vacancies will remain so until there is a nomination at a future general meeting.

### **5. ORDINARY GENERAL MEETINGS**

The business of an ordinary general meeting shall be:

- (a) to consider and receive all reports and financial statements from the administrative committee;
- (b) to consider and receive all reports and financial statements from sub-committees, officebearers and related bodies; and
- (c) to conduct such other business as may be specified in the notice of meeting and any other business brought forward from the floor at the meeting.

### ANNEX 3 : PROCEDURE FOR AUTHORISATION OF PAYMENTS BY THE ADMINISTRATIVE COMMITTEE

1. Payments (by cheque, electronic funds transfer or otherwise) made on behalf of the association must be authorised through signature by at least two officebearers (as per sub-part J.3(5) of the constitution) or as otherwise agreed by the administrative committee through the procedure detailed below.
2. Authorisation of payments (by electronic funds transfer or otherwise) can occur through a decision by the administrative committee or association at a general meeting by passing a motion along the following lines:
  - (a) 'The administrative committee authorise [payers name or title, position] to make a payment not exceeding the amount of [\$money] by electronic funds transfer or otherwise to [payee details including name and position] for the purposes of [reason – provide specific reason]. This payment is authorised to occur [once; or other payment period] within the calendar year [year].
    - i. An example of how the decision might read is as follows: *'The administrative committee authorise Mr Frodo Baggins, member of the gardening subcommittee to make payment not exceeding the amount of \$200 by electronic funds transfer to Mr Samwise Gamgee, Gardener, for the purposes of gardening services to the school. The payment is authorised to occur on a fortnightly basis during the school term within the calendar year 2010'.*
  - (b) A printed receipt(s) containing: a description of the payment; payer; payee; reference to administrative committee's authorisation; and full details of the funds transferred must be provided to the treasurer for reconciliation purposes at each ordinary general meeting.

#### **ANNEX 4 : PREPARATION OF ANNUAL BUDGET BY THE TREASURER**

Consistent with sub-part J2 of the constitution the treasurer, in consultation with the school and administrative committee, is to prepare a draft budget as soon as possible after each annual general meeting. The procedure to prepare a draft budget is as follows:

- (a) At the beginning of each year, on or before the 31 March, the school prepares and provides the association a prioritised list or 'wish-list' resources, equipment, activities or otherwise (including indicative costs) needed or desired as part of student education for the coming year.
- (b) At the next available general meeting, the association considers the 'wish-list' as well as any other suggestions from members.
- (c) The treasurer then prepares and provides a draft budget based on these discussions to the next general meeting for discussion and endorsement by the association. The purpose of the budget is described in the constitution.