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PART A: PRELIMINARY

A 1 NAME

(1) The name of the organisation is the Florey Primary School Parents and Citizens Association Incorporated.
(2) The organisation may also be referred to as the Florey 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 ACT Interpretation Act and where necessary to the ACT Associations Incorporation Act.

(2) In this constitution, unless the contrary intention appears:
   . “Act” means the Associations Incorporation Act of the ACT;
   . “AGM” means annual general meeting;
   . “Association” means the organisation established under this constitution;
   . “Council” means the ACT Council of Parents and Citizens Association Incorporated;
   . “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 Florey Primary School;
   . “School Board” means the school board of the school;
   . “School community” means individuals, groups and businesses who assist in the school in a variety of ways. It includes parents.
   . “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 index 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.

(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 the 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 the school community, teachers and students at the system and local school level;
(d) the system must be effective in meeting the needs of the society and all of its young people.

B 2 FUNCTION

“School community” means individuals, groups and businesses who assist in the school in a variety of ways. It includes parents.
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 ACT public schooling;

(b) to encourage the close collaboration of teaching staff, school community, students and citizens;

(c) to assist with the provision of resources and equipment for educational, recreational and sporting use;

(d) to provide a forum where members can contribute to the development of the goals and policies of the school;

(e) to concurrently provide a forum where members can contribute to formulation of policies and programs for ACT public schooling;

(f) to provide the school community with a means of raising and discussing matters of general concern and interest;

(g) to provide a means by which parent members of the school board keep in touch with the school community’s views, receive input on matters to be decided and report back on decisions taken;

(h) to affiliate with the council and to actively participate in its work;

(i) to affiliate or cooperate with such other organisations as would assist in the pursuit of these objectives;

(j) to make representations to appropriate authorities relating to the well-being and safety of students;

(k) to provide a canteen or similar facility for use by students, staff and visitors;

(n) to provide a source of school uniforms; and

(o) to identify such other objectives as would assist in the carrying out of the association’s function.
PART C: POWERS AND CHARACTER OF OPERATIONS

C1 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 cooperate with other organisations concerned with promoting community interests involving the school or its students;

(d) to raise funds in the form of voluntary contributions, subscriptions, sponsorships, fundraising activities, interest on investments or other forms of income;

(e) to manage the investment and expenditure of the association’s funds;

(f) to make gifts, subscriptions or donations for purposes consistent with the objectives;

(g) to provide a canteen service, uniform service or such other services as are consistent with the objectives;

(h) to enter into contractual arrangements in connection with such services and facilities or otherwise;

(i) to affiliate with the council and to participate in its work;

(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;

(m) to draw to the attention of the appropriate authorities any matters relating to the safety and well-being of the students.
C2 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 the school community in the work and decision-making of the association.

(2) To this end office bearers of the association must place high importance on keeping the school community 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 utilisation of direct circular, 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

D1 BASIS OF MEMBERSHIP

(1) Subject to this clause, the membership of the association consists of:

   (a) all parents of students at the school; and

   (b) other citizens who elect to be members of the association.

(2) Any parent of a student at the school who has religious or other 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 clause 9 of 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.
D2 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 registrar are deemed to be care of the school.

D3 MEMBERSHIP FEES AND MEMBERS’ LIABILITIES

(1) Any fees 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.

(2) Except in the cases dealt with in the following subclause, members are liable to contribute to payment of debts of the association only to the extent that they have unpaid membership fees.

(3) Where a debt has been incurred through the illegal action of the member, that member is liable for that debt.

PART E: POLICY

E1 DETERMINATION AND RECORDING

(1) The policies of the association are to be determined in a manner which encourages participation by the whole membership.

(2) In determining its policies the association is to have regard to the policies of the Council.

(3) Policies arrived at are to be recorded in a policy manual, in an annexe to this constitution or in other durable form to facilitate communication between successive generations of members.
E2 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

F1 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.

F2 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

G1 STRUCTURE

(1) The day to day administration of the association is vested in:

   (a) an administrative committee elected in accordance with this constitution; and

   (b) the officebearers provided for in this constitution.

(2) The administrative committee consists of the officebearers and not less than three other members of the association.

(3) The officebearers consist of:

   (a) a president
(b) one vice president
(c) a secretary
(d) a treasurer

G2 ROLES

(1) The role of the administrative committee is to act as agent of the membership at large and to be accountable to the membership at large.

(2) A statement of the specific roles of each officebearer, as decided from time to time by general meetings, is annexed to this constitution.

PART H: ELECTIONS

H1 OFFICEBEARERS

(1) The officebearers are to be elected at the AGM.

(2) Notification of the election is to be circulated to all members in conjunction with the notice of the AGM.

(3) Nominations are to be invited at the AGM and are to be on the basis of self-nomination.

H2 ADMINISTRATIVE COMMITTEE

(1) The election of the remainder of the administrative committee is to be held at the AGM following the election of the officebearers.

(2) The processes for notification and nomination are the same as for the officebearers.

H3 VOTING

(1) In any election voting may be in person or by proxy.

(2) Voting is to be by preferential ballot and, where more than one person is to be elected, is to also be by quota preferential voting.

H4 CASUAL VACANCIES

(1) A casual vacancy arises when an officer or a member of the administrative committee:
(a) dies;
(b) resigns in writing;
(c) fails to attend three consecutive meetings without tendering an apology.
Any casual vacancy occurring in the officebearers or the administrative committee is to be notified within fourteen days in writing to all members.

The notification is to invite interested members to nominate themselves for the vacancy.

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.

H5 QUORUM AND PROCEDURE

(1) At any meeting of the administrative committee a quorum is to be one half of its members.

(2) The administrative committee shall meet at least twice during school terms. Having regard to the informality of such meetings the procedure is to be determined from time to time by the administrative committee.

An administrative committee meeting may be held conjointly with a general meeting.

PART I : GENERAL MEETINGS

I1 ROLE

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.

I2 ANNUAL GENERAL MEETINGS

(1) An AGM is to be held on or before 31st March of each school year.

(2) Notice is to be given in writing to all members of the school community at least three weeks prior to the date of the meeting.

(3) Notice may be given in the school newsletter or by direct circular to the home.

(4) The following documents must be presented at the AGM:
   - The audited statement of the previous year’s accounts
   - A copy of the auditor’s 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
a statement of net profit and loss/

(5) In any year when the association has more than 1000 members, 50 copies of the audited statement and of the auditor’s report must be available at the AGM.

I3 ORDINARY GENERAL MEETINGS
(1) The administrative committee is to arrange for an ordinary general meeting to be held at least once a term.
(2) Notifications of ordinary general meetings are to be given in the same way as notifications of AGMs.
(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.

I4 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
   (b) any three members of the administrative committee; or any five members of the association.
(3) Subject to the following subclause, notifications of special general meetings must be given in the same way as for AGMs.
(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.

I5 CONDUCT AND PROCEDURE
(1) The quorum for all general meetings including special general meetings is seven members of the association.
(2) At any general meeting the 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, as provided for in the model rules.

PART J: FINANCE

J1 FINANCIAL YEAR
The financial year of the association is the calendar year.

J2 BUDGET AND FINANCIAL PLANNING
(1) The treasurer is to prepare a draft budget as soon as possible after each AGM.
(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.
(4) In addition, the administrative committee, as part of the budgeting process and financial planning, may recommend to members that a voluntary fee of a specified amount be paid to the association by members to assist it in its work.

J3 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) Cheques made out on behalf of the committee must be signed by the treasurer and at least one other office bearer.
(6) In any event, not more than one member of the same family group is able to authorise cheques or disburse money.

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.

**J5 AUDIT**

(1) The accounts and financial records of the association must be audited at least annually.

(2) Each year 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 or Certified Practising Accountants

**J6 MEMBERSHIP FEE**

(1) 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.

**J6A GENERAL FUND**

(1) The association shall maintain a fund, to be known as the General fund, in an account at a bank, building society or a credit union selected by the administrative committee.

(2) The General Fund shall, subject to the provisions of this clause, be kept separate and apart from all other funds and accounts of the association and shall be audited separately from those funds and accounts.

(3) All donations and voluntary contributions (accept those voluntary contributions which are directed to be paid into the Library Fund) and monies from other fund raising activities shall be deposited in the account maintained in accordance with sub-clause (1).

(4) All receipts issued in respect of voluntary contributions deposited into the General Fund shall be clearly marked with the name of the fund.

(5) Money deposited into the General fund may be used by the association for any purpose permitted by this constitution.

(6) In circumstances where there are insufficient funds in the Library Fund to meet expenditure that the association decides to make from the Library Fund for the purpose of
purchasing library books for the school library and library materials for the use of the school; the association may, in order to meet such expenditure from the library fund, advance money from the General Fund to the Library Fund.

(7) In circumstances where the association has advanced money from the General Fund to the Library Fund in accordance with sub-clause (6), the association may, notwithstanding the provisions of sub-clause J8(5), recover the money advanced from donations and contributions made to the Library fund.

**J6B LIBRARY FUND**

(1) The association shall maintain a fund, to be known as the Library Fund, in an account at a bank, building Society or a credit union selected by the administrative committee.

(2) The Library Fund shall be kept separate and apart from all other funds and accounts of the association and shall be audited separately from those funds and accounts.

(3) All donations and contributions which are directed to be paid into the Library Fund shall be deposited in the account maintained in accordance with sub-clause (1). The association may make such other payments into the Library Fund as it considers appropriate.

(3A) It shall not be necessary for the association to pay into the account maintained in accordance with sub-clause (1) any money that the association may advance from the General Fund to the Library Fund in accordance with sub-clause J6A(7), provided that any such money is expended for the purpose of purchasing library books for the school library and library materials for the use of the school.

(4) All receipts issued in respect of money deposited into the library fund shall be clearly marked with the name of the Fund.

(5) Subject to sub-clause (6) and (6A) money deposited into the library Fund shall only be used for the purpose of purchasing library books for the school library and library materials for the use of the school library.

(6) Sub-clause (6) does not prevent the association from transferring money held in the library fund from one account to another account at the same or a different bank, building society or credit union provided that:

at all times the library fund remains separate and apart from all other funds and accounts of the association; and

at all times the library fund remains subject to the restrictions in sub-clause (5)
(6A) Where the association has advanced money from the general fund to the library fund in accordance with sub-clause J6A(6) and such money has been expended for the purpose of purchasing library books for the school library and library materials for the use of the school, the association may transfer money from the library fund to the general fund to repay the money advanced.

(7) If the school is closed and the association is dissolved pursuant to subclause M3(2), any funds outstanding in the library fund shall only be transferred to an organisation which has, or established a fund with similar purposes to the library fund and shall only be deposited to the credit of that fund.

(8) All other provisions of this constitution relating to the financial affairs of the association apply to the library fund, except to the extent to which they are consistent with any provision of this clause.

 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 changes.
(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 a majority of the members present and voting.

 PART L: ANNEXES TO THE CONSTITUTION
L1. 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.

L2 ADOPTION, AMENDMENT AND REVOCATION

(1) Annexes may be adopted or changed by simple majority at any 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

M1 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 of 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 AGM complied with the requirements of the Act.

M2 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.

M3 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, and shall be given or transferred to the Florey Primary School.

**DUTIES OF EXECUTIVE MEMBERS**

(a) The President shall preside at all meetings and in his absence a Vice President shall act in his stead. In the absence of the President and Vice President the meeting shall elect a chairman. The president shall be an ex-officio member of all committees of the Association.

(b) The Secretary shall attend all meetings and keep a record of all business conducted, shall issue notices of all General and Special meetings, shall normally conduct all correspondence, shall hand to the Treasure all monies received by him, and shall hand over all records, minutes and correspondence to his successor on relinquishing office. In conjunction with the president, the secretary shall prepare for and present to each AGM a report outlining the activities relating to the Association’s objectives carried out during the previous 12 months, an explanation of the purposes for which funds were raised and their disposition, and the state of membership.

(c) The Treasurer of the association shall as provided for in Rule 32 receive all monies including remittances from sub-committee surpluses and keep a record of all monies, issue receipts for all monies received by him, obtain vouchers for all monies paid from the association funds (other than sub-committee funds which shall be the responsibility of the sub-committee Treasurer), shall bank or caused to be banked all monies in the bank or approved institution at which the association has its account, within seven days of its receipt. No money shall be drawn from the said account unless authorised by the executive. The treasurer shall present at each general meeting and each executive meeting of the association a statement of accounts showing receipts and expenditure since the previous meeting together with a bank reconciliation statement.

The treasurer shall submit an audited annual statement of income and expenditure, receipts and payments and assets and liabilities to the AGM.

All books, receipts, vouchers and monthly statements of accounts shall be made available to the auditors not less than 21 days prior to the AGM. The treasurer shall hand over all records of accounts, receipts and vouchers to his successor on relinquishing office.

(d) The P&C Council Delegate shall provide active liaisons between the association and the ACT Council of Parents and Citizens Associations and keep the Association informed of the Council’s activities, provide information on educational issues, reports, sub-committees and resolutions under consideration by Council and where possible, represent the opinions of the association at council meetings.
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Amendment No 1

A 2 INTERPRETATION AND DEFINITIONS

Add

2. “School community” means individuals, groups and businesses who assist in the school in a variety of ways. It includes parents.

B 2 FUNCTION

Add

2. “School community” means individuals, groups and businesses who assist in the school in a variety of ways. It includes parents.

B 3 OBJECTIVES

Am

(b) to encourage the close collaboration of teaching staff, school community, students and citizens;

(f) to provide the school community with a means of raising and discussing matters of general concern and interest;

(g) to provide a means by which parent members of the school board keep in touch with the school community’s views, receive input on matters to be decided and report back on decisions taken;

Repealed

(l) to provide or ensure the provision of, outside school hours care;

(m) to provide a music tutor scheme for use by students

Am

(n) to provide a source of school uniforms; and

C 1 POWERS

Add

C 1 (2d)
(d) to raise funds in the form of voluntary contributions, subscriptions, sponsorships, fundraising activities, interest on investments or other forms of income;

Am

C 1 (2g)

(g) to provide a canteen service, uniform service or such other services as are consistent with the objectives;

Am

C 1 (2h)

(h) to enter into contractual arrangements in connection with such services and facilities or otherwise;

Am

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 the school community in the work and decision-making of the association.

(2) To this end office bearers of the association must place high importance on keeping the school community informed of the work of the association and of the issues it is addressing.

Am

E1 DETERMINATION AND RECORDING

(1) The policies of the association are to be determined in a manner which encourages participation by the whole membership.

Am

G ADMINISTRATION ARRANGEMENTS

1 STRUCTURE

2) The administrative committee consists of the officebearers and not less than three other members of the association.

(3) The officebearers consist of:
(a) a president
(b) one vice president
(c) a secretary
(d) a treasurer

REP
G 3 QUORUM AND PROCEDURE

(1) At any meeting of the administrative committee a quorum is one half of its members.

(2) The administrative committee is to meet at least once a month during school terms.

(3) Having regard to the informality of such meetings, the procedure to be followed is to be determined by the administrative committee.

Am
H 5 QUORUM AND PROCEDURE

(2) The administrative committee shall meet at least twice during school terms. Having regard to the informality of such meetings the procedure is to be determined from time to time by the administrative committee.

Add

(3) An administrative committee meeting may be held conjointly with a general meeting.

Am

I  GENERAL MEETINGS

2 Annual General Meetings
(1) An AGM is to be held on or before 31st March of each school year.

Am

5 Conduct and Procedure

(1) The quorum for all general meetings including special general meetings is seven members of the association.

Am

J FINANCE

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.

(5) Cheques made out on behalf of the committee must be signed by the treasurer and at least one other office bearer.

Add

(6) In any event, not more than one member of the same family group is able to authorise cheques or disburse money.

5 AUDIT

(2) Each year 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 or Certified Practising Accountants

Rep

(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

Add

J6A GENERAL FUND

(1) The association shall maintain a fund, to be known as the General fund, in an account at a bank, building society or a credit union selected by the administrative committee.

(2) The General Fund shall, subject to the provisions of this clause, be kept separate and apart from all other funds and accounts of the association and shall be audited separately from those funds and accounts.

(3) All donations and voluntary contributions (accept those voluntary contributions which are directed to be paid into the Library Fund) and monies from other fund raising activities shall be deposited in the account maintained in accordance with sub-clause (1)

(4) All receipts issued in respect of voluntary contributions deposited into the General Fund shall be clearly marked with the name of the fund.
(5) Money deposited into the General fund may be used by the association for any purpose permitted by this constitution.

(6) In circumstances where there are insufficient funds in the Library Fund to meet expenditure that the association decides to make from the Library Fund for the purpose of purchasing library books for the school library and library materials for the use of the school; the association may, in order to meet such expenditure from the library fund, advance money from the General Fund to the Library Fund.

(7) In circumstances where the association has advanced money from the General Fund to the Library Fund in accordance with sub-clause (6), the association may, notwithstanding the provisions of sub-clause J8(5), recover the money advanced from donations and contributions made to the Library fund.

**J6B LIBRARY FUND**

(1) The association shall maintain a fund, to be known as the Library Fund, in an account at a bank, building Society or a credit union selected by the administrative committee.

(2) The Library Fund shall be kept separate and apart from all other funds and accounts of the association and shall be audited separately from those funds and accounts.

(3) All donations and contributions which are directed to be paid into the Library Fund shall be deposited in the account maintained in accordance with sub-clause (1). The association may make such other payments into the Library Fund as it considers appropriate.

(3A) It shall not be necessary for the association to pay into the account maintained in accordance with sub-clause (1) any money that the association may advance from the General Fund to the Library Fund in accordance with sub-clause J6A(7), provided that any such money is expended for the purpose of purchasing library books for the school library and library materials for the use of the school.

(4) All receipts issued in respect of money deposited into the library fund shall be clearly marked with the name of the Fund.

(5) Subject to sub-clause (6) and (6A) money deposited into the library Fund shall only be used for the purpose of purchasing library books for the school library and library materials for the use of the school library.

(6) Sub-clause (6) does not prevent the association from transferring money held in the library fund from one account to another account at the same or a different bank, building society or credit union provided that:
at all times the library fund remains separate and apart from all other funds and accounts of the association; and

at all times the library fund remains subject to the restrictions in sub-clause (5)

(6A) Where the association has advanced money from the general fund to the library fund in accordance with sub-clause J6A(6) and such money has been expended for the purpose of purchasing library books for the school library and library materials for the use of the school, the association may transfer money from the library fund to the general fund to repay the money advanced.

(7) If the school is closed and the association is dissolved pursuant to subclause M3(2), any funds outstanding in the library fund shall only be transferred to an organisation which has, or established a fund with similar purposes to the library fund and shall only be deposited to the credit of that fund.

(8) All other provisions of this constitution relating to the financial affairs of the association apply to the library fund, except to the extent to which they are consistent with any provision of this clause.

K ALTERATION OF CONSTITUTION

Am

2 Discussion and Voting

(3) A change is passed if carried by a majority of the members present and voting

M CONCLUDING PROVISIONS

Am

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 of 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 AGM complied with the requirements of the Act.