

TERANG COLLEGE

PARENTS ASSOCIATION

POLICY (Operations)

1. RATIONALE

- 1.1. It is desirable the College be supported by a strong and active Parents Association whose function is to assist the staff and College by catering for equipment and requisites of the students.
- 1.2. Provide an opportunity for parents to be involved in the College community beneficial to both parents and the College.

2. AIMS

The Parents Association will:

- 2.1. through organised fundraising, provide for teachers and students aids and amenities additional to any provided the Department of Education and Training.
- 2.2. provide a forum for parents to discuss issues and exchange information.
- 2.3. be a constructive part of the collaborative decision making process through their respective College Council representatives.
- 2.4. provide an opportunity for parents to meet socially.

3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars Ministerial Orders and Acts.
- 3.2. Office Bearers will be elected at the annual meeting.
- 3.3. Meetings to be held monthly on the fourth Monday of the month.
- 3.4. The fundraising activities will be spaced to avoid clashes.
- 3.5. All finances will be recorded and transacted through the Terang College Official Account.
- 3.6. The Principal, Assistant Principal and College Council President are ex-officio members of the Parents Association.
- 3.7. The Parents Association is a subcommittee of College Council.
- 3.8. The Parents Association will abide by their Constitution.

4. EVALUATION

- 4.1. To be done annually

Approved by College Council on 20/08/2018

TERANG COLLEGE

PARENTS ASSOCIATION

CONSTITUTION

1. NAME

- 1.1 The organisation formed under this constitution shall be known as the Terang College Parents Association hereinafter referred to as the Association. This Association is a sub-committee of College Council.

2. AIMS & OBJECTIVES

- 2.1 To provide an opportunity for all parents of students of the College to discuss issues concerned with the welfare and the general education policy of the College and to assist in the development of a shared parent view.
- 2.2 To assist in the co-ordination of College activities and to liaise with other State bodies organised to promote the welfare of all State schools.
- 2.3 To recommend one member of the Association to the College Council as co-opted parent representatives.
- 2.4 To convey proposals on College policy and other school matters to the College Council.
- 2.5 To receive funds and, with the approval of College Council raise funds and expend funds for the benefit of the College.
- 2.6 To provide information sessions for parents to extend their understanding of College issues.
- 2.7 To conduct meeting in accordance with democratic procedures which will enable the participation of all parents in the College.

3. MEMBERSHIP

- 3.1 Membership shall be open to any parent or guardian of a child attending the Terang College.

4. SUBSCRIPTION

- 4.1 The annual subscription shall be payable on or before the Annual General Meeting of the Association. Only financial members shall be eligible to vote at any meeting.

5. REGISTER OF MEMBERS

- 5.1 The Association secretary shall maintain a register of financial Association members and their addresses and provide an attendance book for members to sign at each meeting.

6. ANNUAL GENERAL MEETING

- 6.1 The Annual General Meeting of the Association shall be held during the month of November, unless the majority of members present at an Annual General Meeting, vote after proper notice of motion to change the date.

7. GENERAL MEETING

- 7.1 These shall be held on the fourth Monday of each month unless otherwise decided. A notice of meeting shall be distributed.

8. SPECIAL MEETINGS (EXTRA ORDINARY MEETINGS)

- 8.1 An extraordinary meeting of the Association can be called upon request to the President or Secretary, by three financial members, providing all members are notified in writing of the time, date, place and object of the meeting, no less than four school days in advance of the meeting or at any time decided by a general meeting of the Association, providing that all financial members are notified of the time, date, place and object of the meeting, no less than four school days prior.

9. QUORUM

- 9.1 The quorum for a meeting of the Association shall be two executive members plus four other financial members.

10. VOTING

- 10.1 Only financial members present shall be entitled to vote. Voting shall be by a show of hands unless the majority of those present request a secret ballot.

11. ALTERATION OF CONSTITUTION

- 11.1 Proposals for changes to the Association's constitution may only be made at the Association's Annual General Meeting and should be the first agenda item at that meeting. Notice to add to, amend or delete any part of the constitution shall be given in writing to the secretary, who shall circulate such notice of motion, in writing to all financial members at least one month prior to the Annual General Meeting. Such amendments must be voted in the form in which they were circulated.

12. OFFICE BEARERS

- 12.1 The following office bearers shall be elected at the Annual General Meeting: President, Vice-President, Secretary and Treasurer. Two School Council Association representatives shall be elected at a General Meeting prior to the School Council Annual General Meeting.
- 12.2 All positions shall be declared vacant at the Annual General Meeting and made open to any financial member. Office bearers will be elected to office for a period of 12 months or until the next Annual General Meeting.
- 12.3 Wherever possible, election shall be conducted by an independent person. All members who accept nomination must be present at the meeting or have indicated their intention to accept nomination in writing to the meeting. Only members attending the meeting shall be entitled to vote.
- 12.4 A casual vacancy caused by the resignation or removal of an office bearer shall be filled at the next meeting of the Association and notice of this must be provided to all financial members of the Association at least seven days prior to the meeting at which the election shall be held.

13. REMOVAL OF OFFICE BEARERS

- 13.1 An office bearer of the Association may be removed from office (but not from membership of the Association) by a resolution carried by a majority vote of members present at a general meeting.
- 13.2 Notice of intention to move a resolution that an office bearer be removed from office shall be included in the notice summoning the meeting at which the resolution will be moved. Such notice must be circulated to all financial members and the office bearer/s in question must be provided with a written copy of the claim to be made against him/her/them.
- 13.3 An office bearer shall forfeit the position if absent for more than three consecutive meetings without adequate apology. Any vacancies occurring for those reasons or because of resignation shall be filled at a general meeting (as per filling a casual vacancy) unless such vacancy occurs one month before the Annual General Meeting in which case it shall be held over until the Annual General Meeting.

14. FINANCE

- 14.1 The Association shall not commit itself to any expenditure unless sufficient funds are available to meet fully the liability accepted.
- 14.2 All funds raised are to be held in a sub-account of College Council. Financial reports are to be provided as requested.
- 14.3 Audit of accounts will be included in the audit of College accounts.
- 14.4 Payment to members – the Association shall not be for profit or gain of its individual members. However, an amount of petty cash agreed upon by members may be given to the President, Secretary, Treasurer or other appropriate people to defray expenses incurred on behalf of the Association's administration.
- 14.5 In the event of dissolution of the Association, the property and assets of the Association shall be given to the College Council for expenditure in the interests of the College.

15. AFFILIATION

- 15.1 The Association may affiliate with supporting groups.
- 15.2 The Association shall be entitled to elect delegates to attend conferences who shall vote as directed by the Association.

16. COLLEGE COUNCIL REPRESENTATION

- 16.1 The Association shall recommend two persons to College Council to be representative of the Association members. These people shall be responsible for furnishing the Association with an account of College Council proceedings and for conveying decisions of the Association meeting to the College Council.

17. DISSOLUTION

- 17.1 The Association shall not be dissolved except by consent of two thirds of those present at a Special General Meeting called expressly for the purpose. Notice of this meeting shall be sent to all financial members at least 14 days before the meeting date.

Approved by College Council on 20/08/2018