

Constitution of St Andrew's Parents & Friends Association

The organisation formed under this constitution shall be known as St Andrew's Parents and Friends Association hereinafter referred to as "P&F".

1. Aims and Objectives

The aims and objectives of the Association are:

- to contribute to the wellbeing of the school community
- to encourage the participation of all parents in the life of the school and the education of their children
- to provide opportunities for parents to get to know each other and to be informed about their child's school
- to raise funds for the benefit of the school

2. Membership

Membership shall be open to any parent or guardian of a child attending the school or any other interested party. Members are required to have a current Working with Children Check.

3. Office Bearers

The P&F shall have as a minimum number of office bearers, a President, Vice President, Secretary, Vice Secretary, Treasurer and Vice Treasurer. Other office bearers may be elected as required. All office bearer positions shall be declared vacant at the Annual General Meeting and shall be open to any general association member. Office bearers will be elected to office for a minimum of 12 months and a maximum of 24 months.

4. Election of office bearers

Elections shall be conducted by an independent person, such as the Principal, or a teacher at the school and may be conducted by secret ballot. A general member who nominates for office must be present at the Annual General Meeting or have indicated their intention to nominate in writing to the President prior to the meeting.

A casual vacancy caused by the resignation, removal or death of an office bearer shall be filled at the next meeting of the P&F, and notice of this shall be provided to all members of the P&F at least seven days prior to the meeting at which the election shall be held.

5. Annual General Meetings

The Annual General Meeting of the P&F shall be held at the second meeting of the school year unless the majority of members present at an Annual General Meeting vote, after proper notice of motion, to change the date.

6. General Meetings

General Meetings shall be held twice a term unless otherwise decided on. All members shall be notified of the date at least one week before each meeting.

7. Extraordinary Meetings

An extraordinary meeting of the P&F can be called, upon a written request to the President or Secretary, by three members or by a general meeting of the P&F. Written notice of the time, date, place and object of an Extraordinary Meeting must be provided to all members no less than four days before an Extraordinary Meeting occurs.

8. Quorum

The quorum for a meeting of the P&F shall be majority of the office bearers, two general members and a school representative.

9. Voting

Only members present at any meeting shall be entitled to vote. Voting shall be by a show of hands unless a majority of those present request a secret ballot. Where voting is tied, the President may exercise a casting vote.

10. Finance

The P&F finances are school controlled and all transactions, expenditure and income, are processed through the school's general account. The School Bursar will provide a worksheet at the end of each month showing P&F expenditure and income. All expenditure is authorised by the Principal and one of the Deputy Principals. The raising of funds by the P&F is for the benefit of the school.

Purchasing/Payment Procedure:

1. Obtain quote for supply of goods from supplier
2. Email School Bursar with details of goods to be purchased (itemised cost value) and supplier details
Note: If purchase is under \$500 and supplier needs a Purchase Order, advise School Bursar who can create one in the ICON system. Purchase Orders will automatically be created for any purchases over \$500.
3. School Bursar will advise the Treasurer when information is processed and ready to order or forward Purchase Order if applicable.
4. Once items have been received and P&F are happy for the invoice to be paid, the Treasurer is to forward the invoice to School Bursar with note on invoice "Goods received. OK to pay"
5. School Bursar will pay invoice in the next payment run

Money Collecting and Banking Procedure:

1. Money collected by the P&F is to be counted by two people consisting of either the Treasurer or Vice Treasurer and either a P&F Member or P&F Volunteer/authorised school staff.
2. Money counted to be recorded on banking form (see Appendix 1)

3. Money bagged in banking collection bags with deposit slip
4. Submit banking collection bags to school administration for receipt
5. Each transaction to be collated together:
 - a. Banking Form
 - b. Banking collection deposit slip
 - c. School administration receipt

Ledger:

1. Enter itemised deposits and fundraisers
2. Enter all expenditure details
3. Monthly Treasurer's Report prepared with all entries from Ledger to reconcile with ICON monthly statement (provided by School Bursar). Notate transactions as pending if required.

11. Payments to members

The P&F shall not be for profit or gain of its individual members.

12. Fundraising

The P&F may undertake fundraising activities, having as their object the establishment or augmentation of school funds or funds for a particular school purpose.

13. P&F Records

All minute books, correspondence, annual financial statements, expenditure vouchers, and other documents of the P&F will be the property of the St Andrew's Primary School and will be made available to the Principal, Deputy Principal and Bursar. All such records not in current use will be filed in the school building with other school records.

14. Alteration of Constitution

Proposals for changes to the P&F's constitution may only be made at the P&F's Annual General Meeting or Extraordinary 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 P&F secretary, who shall circulate such notice of motion, in writing to all members at least one month prior to the Annual General Meeting or Extraordinary Meeting. Such amendments must be voted on in the form in which they were circulated.

15. Roles and Responsibilities of Office Bearers

See Appendix 2

Appendices

- Appendix 1 - P&F Banking Form
- Appendix 2 - Roles and Responsibilities of Office Bearers

Appendix 1: Parents and Friends Banking Form

Money collected from -	Date collected -
\$100.00	
\$50.00	
\$20.00	
\$10.00	
\$5.00	
\$2.00	
\$1.00	
\$0.50	
\$0.20	
\$0.10	
\$0.05	
TOTAL	
Signatures of counter/s – (2 signatures are required)	
Orders received –	
Total monies -	
Notes (reason for any discrepancies)	

Appendix 2: Roles and Responsibilities of Office Bearers

President/Vice President

The President is responsible for the overall running of the Parents & Friends Association. The role of the President is to oversee all aspects of the Association. It is their responsibility to oversee dates and deadlines for all aspects of the association. All association members need to keep the President informed of their actions at all times.

The duties of the President/Vice President include:

- Attending and chairing all meetings
- Liaising with the Secretary regarding agenda
- Overseeing all dates and deadlines
- Overseeing Parents and Friends Contact List
- Overseeing Volunteer List
- All Newsletter entries (including those advised by other association members.) These entries must be approved by the Principal.
- Attendance at the St Andrew's Parish Dinner Dance
- Attend handover at Annual General Meeting

The President is also responsible for the resolution of all disputes and complaints, in conjunction with the Principal.

The President is invited to speak at the Prep Information Meeting held in November. This gives the Parents and Friends the opportunity to give an outline of the fundraising we do and to recruit new members.

Secretary/Vice Secretary

The role of the Secretary is to take and distribute the minutes of all meetings held and to oversee all correspondence in and out.

The duties of the Secretary/Vice Secretary include:

- Attendance at all Meetings
- Taking and typing the Minutes of Meetings
- Distributing the Minutes to all Members present at the meeting, as well as those who are apologies at the Meeting
- Preparing the Agenda for each Meeting in collaboration with the President
- Recording and filing of all Correspondence in and out
- Liaising with P&F fundraising sub-Association or external companies
- Preparing letters and notices
- Before letters go to families liaise with school staff for approval
- Organising photocopying
- Organising Parents and Friends Contact List
- Putting together a Parents and Friends Volunteer List

Treasurer/Vice Treasurer

The Treasurer is responsible for all cash handling. The role of the Treasurer is to oversee all fundraising money matters. The Treasurer is responsible for the day-to-day banking, upkeep of forms, applying for payments of invoices and reimbursements, and counting of all monies raised through P&F fundraising.

All monies collected are placed in the tub in the office. The tub must be collected from the office and taken to an approved area.

The duties of the Treasurer/Vice Treasurer include:

- Attend Meetings
- Compile and produce the Treasurer's Report for each meeting
- Counting all fundraising money with the assistance of another Association member or P&F Volunteer/authorised school staff member
- Checking all banking forms against monies collected and submit for receipt for banking from school administration
- Obtaining authorisation for expenditure from school
- Applying of payments of invoices (to School Bursar) and keeping all receipts of expenditure
- Keeping a record of all monies deposited via the P&F Banking Record Book, as well as maintaining the Ledger
- Organising floats for fundraising activities