

CONSTITUTION OF THE SCHOOL FOR THE GERMAN LANGUAGE PARENTS' AND FRIENDS' ASSOCIATION (as of 9 May 2011)

ABN: TBA

The entity formed under this constitution shall be known as the School for the German Language 'Parents and Friends' Association Incorporated (GePFA) - hereinafter referred to as 'the Association'.

The School for the German Language Incorporated (ABN 82358402260) is hereinafter referred to as the 'School'.

1. Aims and Objectives

The aims and objectives of the Association are to:

- contribute to the wellbeing of the School community
- encourage the participation of all parents in the life of the School and the education of their children
- provide opportunities for all parents of students of the School to discuss issues concerned with the School
- provide opportunities for parents to get to know each other and to be informed about their child's School
- provide information for parents to extend their understanding of School issues
- work in cooperation with the School Management Committee and the Principal to achieve the Schools Objectives.
- raise funds for the benefit of the School and its Community.

2. Membership

Membership shall be open to any parent or guardian of a child attending the School or any other interested party who can demonstrate an interest in the "aims and objectives" as defined in this document.

3. Office Bearers

The Association shall have as a minimum number of office bearers, a President, Secretary and 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 member of the Association. Office bearers will be elected to office for a period of twelve months or until the next Annual General Meeting.

5. Election of office bearers

Elections shall be conducted by an independent person, such as the Principal, a teacher or a staff member of the School and may be conducted by secret ballot.

A Member who nominates for office must be present at the Annual General Meeting or have indicated their intention to nominate to the President prior to the meeting.

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. 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 Members and the office bearer, at least seven days prior to the meeting at which the resolution will be considered.

The office bearer in question must have an opportunity to respond at the meeting to a written copy of the claim made against him/her, which must be provided to him/her at least seven days prior to the meeting at which the resolution will be considered.

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

6. Annual General Meetings

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

7. General Meetings

General Meetings shall be on a needs basis unless otherwise decided on. All members shall be notified of the date at least one week before each meeting. For notification purposes an e-mail to all members of the community where an e-mail address is held within the School records will suffice.

8. Extraordinary Meetings

An extraordinary meeting of the Association can be called, upon a written request to the President or Secretary, by three Members or by a general meeting of the Association. 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. For notification purposes an e-mail to all members of the community where an e-mail address is held within the School records will suffice.

9. Quorum

The quorum for a General Meeting of the Association shall be five Members, including the President, Secretary and Treasurer.

The quorum for an Extraordinary Meeting and the Annual General Meeting are the same as those specified in the Constitution of the School for the German Language Incorporated (ABN 82358402260).

10. Voting

The voting rights and procedures of the Association are the same as those specified in the Constitution of the School for the German Language Incorporated (ABN 82358402260).

11. Finance

An account that is separate from the School's accounts must be maintained for the purpose of the functions of the Parents' and Friends' Association to achieve the stated aims and objectives of the Association, particularly the raising of funds by the Parents' and Friends' Association for the benefit of the School.

The bank account must be in the name of the Parents' and Friends' Association.

The Parents' and Friends' Association must supply a bank statement (showing debits, credits and outstanding balance) to the School Management Committee at least once a school term.

The signatories for a Parents' and Friends' Association bank account shall be any two of the President, Secretary and Treasurer. All cheques drawn on this account shall be signed by at least two of the President or Treasurer or Secretary of the Association.

The financial year of the Association shall be the same as for the 'School'.

The requirements of 'Associations Incorporations Act 1985' South Australia or subsequent legislation shall apply in respect to independent review or Audit of the accounts of the association. Where no Audit is required then the Association will appoint two people, who are not Office Holders and Signatories on the accounts to review and independently verify, as best as reasonably possible, that all income has been receipted and recorded and all expenditure relates solely to the operations of the Association.

The accounts, signed by the two individuals so appointed or the audited accounts shall be circulated to each member present at the Annual General Meeting and to the School Management Committee.

Payments to members

The Association shall not be for profit or gain of its individual members.

12. Fundraising

The Association may undertake fundraising activities, with the prior approval of the School Management Committee, having as their object the establishment or augmentation of School funds or funds for a particular School purpose.

The School Management Committee must not reject a fundraising activity until it has considered a recommendation by a committee consisting of:-

- (a) the Chairperson of the School Management Committee or the Chairperson's nominee; and
- (b) one other representative of the School Management Committee; and
- (c) two representatives of the Association; and
- (d) the principal.

13. Association Records

All minute books, correspondence, annual financial statements, expenditure vouchers, and other documents of the Association will be maintained and filed with, although noted as separate records, with all other School records.

14. Representation on School Management Committee

Where the School Management Committee invites the Association to nominate a member to fill a position on the School Management Committee, the Association shall select and appoint a member as the Association nominee. The nominee will be a full member of the School Management Committee with the same responsibilities as all other members of the School Management Committee.

15. Alteration of Constitution

Proposals for changes to the Association's constitution may only be made at the Association'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 Association 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.

Following endorsement by the Annual General Meeting or extraordinary meeting, all changes to the Constitution must be forwarded to the Department of Education and Early Childhood Development for approval by the Minister.

16. Dissolution

An Association may not be dissolved unless-

- a. all reasonable steps have been taken to circulate a notice of the proposed dissolution generally throughout the School community; and
- b. a meeting to discuss the notice of dissolution is held not less than 14 days after the circulation of that notice; and
- c. at least two-thirds of those present at that meeting agree to the dissolution.

Following this meeting, if a decision is made to dissolve a Parents' and Friends' Association under the Regulations the following actions must be taken:

- a. all the remaining funds, after the proper payment of outstanding liabilities, are to be transferred to the School for the German Language Incorporated (ABN 82358402260); and

- b. all property and other assets are to be transferred to the control of the School for the German Language Incorporated (ABN 82358402260); and
- c. a person present at the meeting must report the dissolution in writing to the School for the German Language Incorporated (ABN 82358402260) as soon as practicable.

16. Salvatory clause

Should any part of this constitution be invalid for any reason, it is to be replaced with a corresponding text, which is valid and equivalent to the intended meaning. The rest of this constitution shall remain unaffected and valid.