CONSTITUTION

KINROSS WOLAROI SCHOOL PARENTS’ AND FRIENDS’ ASSOCIATION

1. NAME
   a) The name of the organisation shall be “THE KINROSS WOLAROI
      SCHOOL PARENTS’ AND FRIENDS’ ASSOCIATION”

2. AIMS
   The Parents’ and Friends’ Association exists to:
   a) Strengthen the relationship between the School and its
      supporters.
   b) Assist the Council, Principal, staff and students to advance its
      objective in providing additional facilities of the highest
      standard and to raise funds for this purpose.
   c) Provide a forum for parents to express their views to the school
      administration.
   d) Provide a forum for the dissemination of school educational and
      related information to parents.
   e) Operate the canteen to provide, healthy, nutritious food at
      reasonable prices.
   f) Identify and utilise parental expertise to support and complement
      the curricular and co-curricula programs of the school.
   g) Take a pro-active role in the social life of school parents.

3. GOVERNMENT
   The affairs of the Association shall be administered by an executive,
   comprising a President, two Vice-Presidents, Secretary, Treasurer,
   Publicity Officer, Convenors of Sub-Committees, plus at least three
   ordinary members. The tenure of office of President, Secretary and
   Treasurer shall be limited to two years, unless extended by a resolution at
   the Annual General Meeting. The Chairman of the School Council or his
   nominee shall be an ex-officio member of the Executive

4. MEMBERSHIP
   Any parent, former student or friend of the School may become a member
   of the Association, upon payment of the annual subscription. The annual
   subscription will appear as an option on student Third Term accounts. The
   amount of such subscription shall be determined at each Annual Meeting,
   and until otherwise determined, shall be a minimum of $25.00 per family.
   Only financial members will be entitled to hold office or vote at any
   meeting, other than the Inaugural Meeting.

5. RECEIPT AND APPLICATION OF FUNDS
   a) All funds received by the Association must be banked promptly;

   b) All cheques drawn by the Association shall be signed by any two of the
      President, Secretary and Treasurer and other nominated office bearer
      of the P & F;
c) No funds shall be spent except by the decision of an Executive or Ordinary meeting of members

d) The Association’s bank account will be operated at the Bank with which the school conducts its business;

e) The Association’s annual financial statement will be audited by an auditor nominated at the Annual Meeting

f) Membership fees will be placed as an option of the Third Term school account.

6. **SCHOOL PRINCIPAL**
   The School Principal and Head of the Preparatory School shall be invited to every meeting of the Executive and of the Association.

7. **ALTERATION TO CONSTITUTION**
   These rules shall not be altered or amended except by a majority of members present voting at an Ordinary or special General Meeting and notice of such amendment shall have been given in writing or posted on the Website with notice of intent published in the Family News Bulletin to the members of the Association and members of the School Council with fourteen day’s notice.

8. **SUB-BRANCHES**
   Sub-branches in other parts of the State may be formed in association with the Principal and Officers of the main Association and, subject to Council approval, may modify the requirements of the Constitution according to their own needs.

9. **MINUTES**
   A recording of proceedings of each meeting and the Executive meetings shall be kept by such person as may be appointed by the Annual Meeting. These minutes will be posted on the School Website until replaced by the minutes of the following meeting.

10. **QUORUM**
    A quorum shall consist of five members at all Executive meetings and fifteen at all General Meetings.

11. **ELECTION OF OFFICE BEARERS**
    All officers shall be elected at the Annual General Meeting. The method of election, until otherwise determined, shall be by nomination from the floor of the meeting, together with a seconder. Voting shall be in whatever manner as described by the President at the meeting in question.

12. **MEETINGS**
Ordinary meetings of the Association shall be held at least once per term, at a date to be determined by the Executives, usually the second Wednesday of each month during term time, provided that fourteen day’s notice in writing is given to the full membership of the Association.

The Annual Meeting shall be held immediately before the March monthly Ordinary meeting. At this meeting, election of officers for the ensuing year will take place and a report from either the President or Secretary be received, and an audited statement from the Treasurer of the year’s accounts be received.

13. **LIFE MEMBERSHIPS**
   The Executive is empowered to determine Life Memberships each year.

Including amendments passed at Ordinary meeting on 10th May, 2006 following Annual General Meeting.