

## Constitution

### Parents and Friends of Heritage College, Adelaide

#### 1. Definitions

In these rules, unless the contrary intention appears:

**'Association'** means the Parents and Friends Association.

**'Brother' or 'Sister'** is a person commonly understood as such by members and being in fellowship with an Ecclesia.

**'College'** means Heritage College Inc.

**'Council'** means the College Council.

**'Ecclesia'** is a duly constituted community of believers of the Christadelphian faith.

**'Friend'** is a brother or sister—not being a parent.

**'Parent'** means either the natural parent, a custodian, legal or otherwise, of a child or children of a brother or sister attending the College.

**'President'** means a brother elected to chair meetings of the Association.

**'Principal'** means the Principal of the College.

**'Secretary'** means a brother or sister elected to keep the minutes of the meetings.

**'Treasurer'** means a brother or sister elected to maintain financial records and manage the bank account of the Association.

#### 2. Objectives and Purposes

The objectives and purposes of the Association shall be:-

- 2.1 To organise events, in consultation with the Principal and/or Council, to encourage interaction and involvement with the College community and the wider brotherhood.
- 2.2 To work with the Principal in suggesting such ideas that may contribute to improved learning opportunities for students.
- 2.3 To support the administration of the College in organising student events such as concerts, graduations, presentation evenings, sports days etc as requested by the Principal.
- 2.4 To raise funds for Heritage College including organising ~~the~~ annual ~~fair~~ events.
- 2.5 To ~~assist in operating~~ a uniform shop in line with the policies of the College Council.

**Commented [PE1]:** Originally the school did not have resources to do anything with the shop but now it organises the shop and the parents are vital in running it.

2.6 To organise student events during the school day, in consultation with the Principal.

### 3. Governing principles

- 3.1 All recommendations and arrangements made by the Association must be in conformity to the objects and purposes of the College.
- 3.2 The Association is at all times accountable to the College Council. In all its deliberations the Association must have regard to the overall responsibility of the Council and the professional responsibility for which the Principal and teachers are accountable. Implementation of recommendations from the Association will be at the discretion of the Principal and/or Council.
- 3.3 That although matters related to student welfare, facilities and events may be raised at meetings, matters related to teaching practice should follow the grievance procedure.

### 4. Office bearers

- 4.1 The Association shall elect its own President, Secretary and Treasurer for a 1 year term at the first meeting of the Parents and Friends Association each year. Two of these three positions must be filled. Should any of these positions not be filled the responsibilities of this position will be shared between the other elected members. The council will appoint any unfilled positions as deemed necessary.
- 4.2 The positions of President, Secretary and Treasurer are limited to members of Christadelphian Ecclesias constituted to operate as defined under the constitutions of these Ecclesias who meet under the Birmingham Amended Statement of Faith.
- 4.3 The President may attend meetings of College Council as necessary or as requested by College Council to report on, discuss plans, receive advice or other business directly related to the activities of the Association. This will usually occur twice per annum.
- 4.4 In the event of more than one nomination for an office Office Bearers shall be elected by a secret ballot by those attending the first meeting of the Parents and Friends Association each year.
- 4.5 The election process shall be as follows:-
  - 4.5.1 At the first Parents and Friends meeting of the year nominations shall be made and the election for the Office Bearers shall be conducted. The President shall appoint two persons who are not nominees to conduct the election.

**Commented [PE2]:** We have historically had problems willing all 3 positions so this allows for this situation

**Commented [PE3]:** If no one is elected to fill at least 2 positions council can appoint someone so the P&F can function

**Commented [PE4]:** This brings us into line with how we actually operate. If only one person nominates we do not need to hold a ballot.

- 4.5.2 Nominations will only be accepted from those who qualify for the positions as per rule 4.1 and 4.2 and as shown in the 'Definitions'.
- 4.5.3 In the event that more than one nomination for the position is made, the President shall appoint 2 persons who were not nominees to count the votes and announce the result. The nominee with the highest number of votes will be declared elected to the position.

## 5. Meetings of the association

- 5.1 The Association shall meet at least ~~once twice~~ each school ~~term~~ year at an agreed date and time in person or via teleconference or other electronic means. Such agreement for the next meeting should be reached at each meeting of the Association.
- 5.2 All parents are members of the Association. Friends may attend meetings. The Principal will be invited to all meetings of the Association and its sub-committees.
- 5.3 The Council or the President may at any time request the Secretary or Treasurer of the Association to convene a special meeting of the Association. Notification of such a meeting of the Association is to include a brief outline of the business to be transacted.
- 5.4 At least 2 weeks notification of the date and time of the meetings of the Association shall be given to parents via the College newsletter or other means.
- 5.5 The Association at meetings or Office Bearers shall appoint sub-committees for specific activities. Sub-committees shall report back to subsequent meetings of the Association.

**Commented [PE5]:** We have reduced the number of meetings from 4 to 2 and allowed for electronic attendance.

**Commented [PE6]:** This change is required if there is no secretary

## 6. Proceedings at meetings of the Association

- 6.1 Six parents shall constitute a quorum at any meeting of the Association, including at least one office bearer. The quorum must be present at all times during the meeting.
- 6.2 If the President is not present or declines to take the chair, the parents and friends present may elect one of their number to be chair for that meeting ~~President~~.
- 6.3 Meetings of the Association, or any of its subcommittees, shall, in general and unless otherwise specifically provided for in these Rules, be conducted according to these rules.
- 6.4 At all meetings of the Association minutes will be recorded and retained by the President as a record of the meeting's considerations.

**Commented [PE7]:** This is to prevent members dialling in just for voting on for decisions

**Commented [PE8]:** We only need someone to fill in for a meeting not become the new President!

~~6.5 The order of meetings at Association meetings shall generally conform to the following:-~~

~~Opening Prayer; Bible Reading and discussion; Apologies; Review of matters arising from the previous minutes (if applicable); Consideration of current business including presentation of reports - a financial statement shall be presented at each meeting; General business; Select the time of the next meeting; A brief outline of the principle matters for discussion at that meeting; Closing prayer.~~

**Commented [PE9]:** We do not need these in the constitution. This should be part of other documentation. It means that if we decide to vary the format of a meeting we are not in breach of the constitution.

6.6 At any meeting of the Association, a resolution put to the vote shall be decided on a show of hands and a declaration by the President that the resolution has been carried or lost. Each parent and friend in attendance is entitled to one vote.

## 7. Amendment of the constitution

7.1 Any proposal to alter the Constitution may be made at the final meeting of each year or at a special meeting convened to consider these changes providing at least 1 weeks notice has been given and the proposed changes circulated in writing to parents. Such proposed changes accepted by a majority vote of parents and friends in attendance at such a meeting will then be forwarded to the College Council for its considerations. Any changes will not take effect until ratified by the College Council.

## 8. Accounts

8.1 A bank (or credit union) account shall be opened in the name of the Association. Operation of the cheque facility of this account shall occur by signature of 2 of the following office bearers of the Association:- President, Secretary or Treasurer.

8.2 The Treasurer shall keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Association. The accounts shall be audited ~~and the audit presented to council.~~

**Commented [PE10]:** Allows audited to be minuted at council for good governance

8.3 At each meeting of the Association the Treasurer (or a proxy) shall outline the movements in monies since the last meeting. The current available balance will also be given. ~~An annual reconciliation will be submitted by the College prior to the end of each calendar year and any outstanding funds will be transferred Monies will be transferred to the College within a month of the completion of a fund raising activity.~~

**Commented [PE11]:** Suggestion by the Treasurer to bring it into line with current practice. This allows for transfers from school to P&F if required

## 9. Use of College resources

9.1 The P&F Association may, with permission from the Principal, use the resources of the College in ways which promote the objectives of Heritage College, Adelaide.