

## **PARENTS AND FRIENDS ASSOCIATION**

The P & F Association is composed of parents and community members who actively support the school. The P&F is structured into several teams, each under a team leader. Each team concentrates on particular activities ranging from school improvement in the building and grounds, school maintenance through regular working bees, to assisting with classroom support and activities. If you would like to participate, please contact the school office for further information. The P&F information will be provided early in first term.

### **Parents & Friends Constitution**

#### **1. Name**

This body shall be known as the Sathya Sai School Parents and Friends Association

#### **2. Objects and Functions**

The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990 which include

##### **(i) The objects:**

- (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

##### **(ii) The functions:**

- (a) the role of the Association is one of service and support for the school and the school community.
- (b) to report, when requested by the Minister for Education and Training, through the Director of the Institute of Sathya Sai Education on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
- (c) to assist and co-operate with the teaching staff in public functions associated with the school;
- (d) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of Education and Training;

- (e) to assist in any matters in which the Minister or Director may seek the co-operation of the association and to exercise such other functions as may be prescribed by the regulations (under the Education Act, 1990). The assets and income of the association shall be applied solely to further these objects and functions. No part of the assets and income shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.
- f) To participate in helping the School in areas such as maintenance of grounds, keeping the building tidy, assisting in production of play, running social events and cleaning afterwards, reading to students and attending P&F meetings. Each family is required to provide 2 hours per term at a time agreed by the School. If unable to attend, arrangements are to be made for someone else to carry out the duties in lieu, or failing this, to pay somebody to do the work on their behalf. Rates would be \$15 per hour.

### **3. School Staff**

The association shall not exercise authority over the teaching staff or any matter relating to the control or management of the school. It may make recommendations through the Principal on these matters. School staff may become members of the association. The Principal of the school, or the Principal's nominee, shall be a member, ex-officio, of the association and all its committees.

### **4. Membership**

Membership will consist of all parents of pupils attending the school and will be open to all citizens within the school community.

### **5. Office Bearers**

- (a) The Executive Committee shall be constituted of the officers of the association.

A quorum of 5 members of the Association shall carry out the decisions of the Association. Members of the Executive Committee shall not receive any remuneration or other material benefit by reason of their position in the association. A member of the Executive Committee may be removed from office by resolution of the Association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.

- (b) The officers shall consist of Chairperson, two deputy chairpersons and a Secretary, and shall be elected at the annual general meeting.

- (c) The President shall preside at all meetings except that, in the absence of the President, one of the Vice-Presidents shall preside and, in the absence of the President and Vice Presidents, the Committee shall elect a Chairperson.
- (d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.

#### **6. Casual Vacancies**

Any casual vacancy on the Executive shall be filled by a ballot of the members of the Association at any general meeting. A casual vacancy shall have arisen where a member of the executive committee:

- (a) dies;
- (b) resigns from the committee by notice in writing;
- (c) ceases to be a member of the association;
- (d) is removed under clause 5(a); or
- (e) has a continuing and long-term incapacity to fulfil the functions of the position.

#### **7. Annual General Meeting**

An annual general meeting shall be held once each calendar year at the April meeting of the P & F. At this meeting all officer and other positions will become vacant and then be filled by nomination and, where necessary, by ballot of members. All nominees shall be members of the Association.

#### **8. General Meetings**

A general meeting shall be held at least once during each school term.

#### **9. Special Meetings**

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

#### **10. Quorum**

Where the Association has a current membership of 50 or more, the quorum at all meetings of that association shall be 5 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of the Association but shall not be less than five.

## **11. Subcommittees**

The Association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the Association and follow any directions received from the association. The Association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the Association.

## **12. Dissolution**

The Association may be dissolved in terms of a resolution carried at a General Meeting or a Special Meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.

The Association shall be dissolved if the number of members falls below the quorum or the school to which the Association is attached is closed.

Where the Association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation or the Department of Education as determined by a resolution of members. The transmission shall occur within two months of the dissolution and only after the books of account have been audited as provided under Clause 14.

Where the Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

## **13. Rule-making Power**

The Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this constitution or the Education Act, 1990. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the association for which a month's notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- (a) at meetings of the Association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.

## **14. Accounts**

The P&F would delegate authority to elect a Treasurer as and when required. However, there is no permanent role as Treasurer.

**The main role of the Parents and Friends Association is service and support.**



## Parent & Friends Help Request

SSPS relies heavily on parent & friends to assist in many areas over the year. At a minimum, we expect the families to contribute at least 2 hours per term. Please indicate days available and areas that you may possibly help.

In case you are unavailable to support directly, you may contribute \$15 per hour towards Maintenance Support levy.

PLEASE TICK

- |   |                          |
|---|--------------------------|
| P & F (Parents & Friends) Committee                               | <input type="checkbox"/> |
| Tuck shop - counting orders on Wednesdays - approx 1 hour         | <input type="checkbox"/> |
| Tuck shop – preparing orders on Thursdays - approx 1 hour         | <input type="checkbox"/> |
| Reading with the children   | <input type="checkbox"/> |
| School band   | <input type="checkbox"/> |
| School choir  | <input type="checkbox"/> |
| Smiley Club – Wednesday 1.45pm to 2.55pm                          | <input type="checkbox"/> |
| Covering library books  | <input type="checkbox"/> |
| Organizing school events i.e. pancake day, entertainment evenings | <input type="checkbox"/> |
| Assisting Admin i.e. stocktaking of school supplies               | <input type="checkbox"/> |
| Weekend Working Bees  | <input type="checkbox"/> |
| Regular lawn mowing   | <input type="checkbox"/> |
| Planning & maintenance of gardens                                 | <input type="checkbox"/> |
| Other (please list)   | <input type="checkbox"/> |

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Pay Maintenance Support Contribution @\$15 per hour (if unable to give time)

Times available (please tick):-

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekends
a.m.						
p.m.						

Your name: .....

Contact no's: .....

Email: .....

Please tick ( ✓ ) if you would like to receive the fortnightly newsletter/notices  electronically.

Thank you,

**P & F Committee**