

PARENTS AND FRIENDS ASSOCIATION POLICY

1. Preamble

The Parents and Friends Association of Mount Ridley P-12 College is committed to providing a forum which welcomes all parents/guardians and friends of students of the College. The College believes that parents/guardians have a vital role to play in education and that the Parents and Friends Association is an ideal avenue for active participation and the development of a sense of community.

2. Rationale

Mount Ridley P-12 College recognises that education involves a partnership between parents, students and teachers. Successful learning outcomes for students are enhanced if this partnership is an active and cooperative one in which all stakeholders are encouraged to participate and contribute.

3. Guiding Principles

At Mount Ridley P-12 College we recognise that the skills and knowledge of parents can be utilised as an effective tool in improving student learning outcomes. Parent and friend involvement is encouraged so as to promote a sense of pride and belonging in the College.

4. Implementation

To ensure that our Parents and Friends Association functions effectively, a constitution setting out operational guidelines has been established (refer attached document).

The Parents and Friends Association will:

- be responsible for building effective relationships both within the College and wider community;
- encourage a broad membership base thus promoting an association that has a range of skills to draw upon;
- be involved in assisting with the implementation of College activities;
- provide a forum for discussion of College related issues;
- raise additional funds with approval from College Council, for the benefit of the College community;
- provide reports to College Council setting out the Association's activities and finances; and
- have parent involvement and representation on College Council.

5. Evaluation

As part of the College review cycle this policy will be reviewed every three years.

Date policy ratified: 17th May, 2016

Date of next review: 2019

MOUNT RIDLEY PREP - YEAR 12 COLLEGE PARENTS AND FRIENDS ASSOCIATION CONSTITUTION

The organisation formed under this constitution shall be known as Mount Ridley Prep – Year 12 College Parents and Friends Association hereinafter referred to as “the Association”.

1. Aims and Objectives

The aims and objectives of the Association are:

- to contribute to the wellbeing of the College community;
- to encourage the participation of all parents in the life of the College 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 College;
- to provide information for parents to extend their understanding of College issues;
- to work in cooperation with the College Council and the College Principal;
- to raise funds for the benefit of the College.

2. Membership

Membership shall be open to any parent or guardian of a child attending the College or any other party associated with the College.

Members are eligible to vote at any Association meeting or for election to any office in the Association.

3. Office Bearers

The Association shall have as a minimum number of office bearers, a President, Secretary, Treasurer and Second Hand Uniform Coordinator. 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.

4. Election of office bearers

Elections shall be conducted by the College Principal, or their nominee 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 in writing to the College Principal or their nominee 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.

5. Annual General Meetings

The Annual General Meeting of the Association shall be held during the month of March.

6. **General Meetings**
General Meetings shall be held monthly unless otherwise decided on. All members shall be notified of the date at least one week prior to the meeting.
7. **Extraordinary Meetings**
An extraordinary meeting of the Association can be called, upon a written request to the President or Secretary, by the College Principal, three Members or 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.
8. **Quorum**
The quorum for a meeting of the Association shall be 50% of its membership.
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**
A separate account must be maintained for the purpose of:
 - (a) the administrative functions of the Association; and
 - (b) the raising of funds by the Association for the benefit of the College.

The Association account must be a separate sub program maintained for the parents' Association within the College's official account.

The Association will have a sub program within the College's official account on CASES 21. Expenses that have been incurred with the approval of a general meeting may be reimbursed on production of a receipt, in accordance with the College's reimbursement procedures.

The Association's finances will be audited along with those of the College

Payments to members

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

11. **Fundraising**
The Association shall undertake fundraising activities, with the prior approval of the College Council, having as their object the establishment or augmentation of College funds or funds for a particular College purpose as directed by the College Principal. The College Principal will ensure that the Association is informed in relation to the allocation of funds raised.

The College Council must not reject a fundraising activity until it has considered a recommendation by a committee consisting of:
 - a) the President of the College Council or the President's nominee, who must be the chairperson; and
 - b) one other representative of the College Council elected for the purpose by the College Council; and
 - c) 2 representatives of the Association; and
 - d) the College Principal.

(Source: Education and Training Reform Regulations 2007)

Any collected monies associated with PFA events must be in accordance with the processes set out in the Cash Handling Policy. This includes having:

- Two authorised people to collectively count the money and prepare a money checklist;

- Hand over cash and the corresponding money checklist to the Main Administration Office; and
- The Finance Accounts Receivable Officer will reconcile monies received with the money checklist and issue an official receipt.

12. Association Records

All minute books, correspondence, annual statements, expenditure vouchers, and other documents of the Association will be the property of the Minister and will be made available to officers authorised by the Secretary of the Department of Education and Training. All such records not in current use will be filed with the College.

13. Representation on College Council

Where the College Council invites the Association to nominate a member to fill a Community Member Category position on the College Council, the Association shall elect a member, other than an employee of the Department of Education and Early Childhood Development as the Association nominee. Upon co-option to the College Council, the nominee will be a full member of the College Council with the same responsibilities as all other members of the College Council.

14. 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.

15. Dissolution

The Association may not be dissolved unless:

- a) all reasonable steps have been taken to circulate a notice of the proposed dissolution generally throughout the College 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 the 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 College Council;
- b) all property and other assets are to be transferred to the control of the College Council; and
- c) a person present at the meeting must report the dissolution in writing to the College Council as soon as practicable.

The College Council must report as soon as practicable the dissolution to the Minister and advise him or her of the completion of actions outlined above.

Membership of Parents Victoria

Parents Victoria is a not-for-profit organisation, representing parents and parent associations in Victorian Government schools. The Association may choose to become a member of Parents Victoria. Delegates elected by the Association to attend conferences of Parents Victoria shall vote as directed by the Association.