



**BELIEVE
COLLABORATE
ACHIEVE**

Parents and Friends Association Constitution

Name

The name of the auxiliary shall be "Golden Grove Lutheran Primary School Parents and Friends Association"; the common usage will be the 'P&F'.

Aims

In keeping with the Christ-centred nature of the school, the Association will attempt to:

1. Unite the general school community by organising, and encouraging participation in, school community activities and functions adhering to the principles of "Believe, Collaborate and Achieve", with the aim of fostering fellowship between the P&F, Staff and the school and church communities.
2. Promote co-operation and two way communication between the P&F, teachers and students of the school.
3. Attend to the needs and comfort of staff and students.
4. Raise funds through the application of a P&F levy and incidental fundraising for the purchase of equipment and amenities for the school or for any other purpose. Funds raised through the P&F will vary from year to year, and will be allocated to school projects as determined by the P&F, in consultation with the Principal, and upon approval by School Council in relation to items or projects exceeding \$5000.

Membership

Membership is open to all parents and friends of the school who desire membership and who have financially contributed to the P&F levy.

Executive Committee:

1. Chair Person – who shall be a current parent of the school.
2. Vice – Chairperson
3. Secretary
4. Treasurer
5. Principal - ex - officio
6. At least four additional members

Holders of the office of Chairperson, Vice-chairperson, Secretary and Treasurer shall hold office for no more than three (3) consecutive years.

The P&F shall inform the School Council through the Principal of relevant details following P&F meetings. Information shall be forwarded through a brief written report.

Meetings

General Meetings of the Association containing a business session shall be held at least once a term with at least 2 members of staff attending.

The Annual General Meeting shall be held in November each year. Not less than two weeks notice of this meeting is to be given. At the AGM all positions shall be declared vacant and thereupon a new committee shall be elected. Elections shall be conducted by the School Council chairperson, the Principal or their appointed deputy.

Finance

A bank account shall be opened in the name of the Association and shall be operated by the Chairperson, Vice-Chairperson, Secretary and Treasurer, any two of the four to sign.

Other accounts may be opened as required with the approval of School Council. Books shall be audited annually by the School approved auditors.

This Constitution is to be reviewed bi-annually in February.

Reviewed September 2018