Pymble Parent Association
Promoting parent participation

Constitution

Adopted by Special Resolution of a meeting of parents held at the College on 27 July 2011.

1 TITLE

The organisation is known as the ‘Pymble Parent Association’ (PPA) and is affiliated with Pymble Ladies’ College (the College).

2 PURPOSE

The Pymble Parents Association represents the Pymble Ladies’ College parent community. The purpose of the PPA is to support and promote the well-being of the College and the students by representing parents in the life of the College.

The PPA is committed to the College’s core values of care, courage, integrity, respect and responsibility.

3 MEMBERSHIP

Any person who is a parent or care-giver of a student of the College is a member of the PPA for the duration of that student’s schooling at the College.

4 SUBSCRIPTION

Membership of the PPA is free of any subscription charges.

5 ROLES AND RESPONSIBILITIES

The role of the PPA is to represent its members in the life of the College and to act as the co-ordinating group for the various Parent Support Groups that exist within the College.

The PPA is the peak parent support group. It helps co-ordinate the social and fund raising activities of all other Parent Support Groups and is ultimately responsible for ensuring all support groups:

- comply with College Policies and Procedures
- adopt and operate according to the Charter for College Support Groups.

The PPA reports directly to the Principal and the College Council.

The key staff liaison between the College and the PPA is the College’s Community Relations and Events Co-ordinator.
6 MANAGEMENT

The affairs of the PPA are managed by the Executive Committee subject to and consistent with this Constitution. The Executive Committee positions are President, Vice-president, Treasurer and Secretary.

The Executive Committee is assisted by co-ordinators in the roles of Events, Publicity and Care and Support. Additional co-ordinator roles may be determined from time to time.

7 ELECTION OF EXECUTIVE COMMITTEE AND CO-ORDINATORS

All members of the PPA are automatically general members.

The members of the Executive Committee and the Co-ordinators are elected from the general members at the Annual General Meeting held in Term 4 each year.

Nominations for the Executive Committee members must be in writing, signed by the nominee and nominator and lodged with the Secretary prior to the commencement of the AGM.

- If there are no nominations for a particular position, the Chairman may call for nominations from the floor at the AGM
- If there is one nomination for a particular position, the Chairman will declare that member duly elected
- If there is more than one nomination for a particular position, a ballot must be conducted by show of hands or a poll (Chairman’s discretion), however, in each instance, the candidates must first leave the room.

No member is eligible for any executive position if that person has held that position for the two years preceding the election unless there are no other nominations.

The executive committee meets when and as often as it may determine.

A general meeting must be held at least once each term. The quorum at a general meeting is ten.

8 DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

President

The role of the President is to be the connecting link between the PPA, the Parent Support Groups and the College.

The President will work closely with the Principal and meet with the Principal at least once each term to report on the activities of the PPA and to raise relevant matters for discussion.
The President oversees the Executive Committee of the PPA.
The President oversees liaison between the PPA and the Parent Support Groups.

The President reviews the operations and performance of the PPA and provides a report annually to the Principal and the College Council.

Vice-president

The Vice-president supports the President to effectively run the PPA and liaise with the Parent Support Groups.

The Vice-president takes on the role and responsibilities of the President in the President's absence.

Secretary

The Secretary is to keep such records as are required by an Association and perform such duties and transact such business as the Executive Committee and general members may determine.

The Secretary records the minutes of all general meetings. Once approved by the President, the minutes are published on the PPA web page.

Treasurer

All financial transactions for the PPA will be processed through the College accounts with a particular account allocated to the PPA in the College accounting system and general ledger. The Treasurer will receive financial reports on a monthly basis, or on request.

The Treasurer will submit a report of the financial affairs of the PPA at each general meeting and submit an audited statement of financial affairs at the Annual General Meeting.

9 CHAIRMAN OF MEETINGS

The President, or in the President’s absence, the Vice-president, will be Chairman of any meeting of the Executive Committee or general members. If neither is present, the meeting must elect a member of the Executive Committee to be Chairman of the meeting.

In the case of equality of votes on a resolution either on a show of hands or on a poll, the Chairman of the general meeting will have a casting vote in addition to the vote to which they are entitled as a general member.

10 GENERAL MEETINGS

Annual General Meeting
The Annual General Meeting of the PPA is to be held no later than 30 November in each year at a time and place to be fixed by the Executive Committee to:
receive a report and statement of accounts for the previous 12 months
• elect the Executive Committee members and Co-ordinators for the ensuing year
• transact any business of which notice has been given
• transact any other business not inconsistent with this Constitution.

Special General Meeting
The Executive Committee may at any time, for any special purpose, call a Special General Meeting.

The Executive Committee must call a Special General Meeting on the written request of any ten general members. Their request must state the purpose for which the meeting is required and the notice convening the Special General Meeting must also state the purpose.

Notice
Fourteen days written notice for any annual general meeting or special general meeting must be given to members and the notice must specify any business for which notice is, by this Constitution, required to be given.

‘Written notice’ includes:
• electronic mail to individual general members
• publication on the College website
• publication in the College’s weekly electronic newsletter.

Quorum
Ten members will form a quorum at general meetings.

Voting
The result of voting at general meetings will be determined by simple majority except at:
• special general meetings
• any resolution at a general meeting in relation to matters in Clause 14 of this Constitution in which case voting will be determined by two-thirds majority.

11 QUALIFICATIONS AND LIMITATIONS

The PPA has no powers or responsibilities in relation to the policy, control or governance of the College or in relation to any function or duty of the Council, the Principal or any teacher, officer or employee of the College.

The PPA is to observe any prohibition or restriction laid down from time to time by the Uniting Church in Australia in regard to the manner in which funds may be raised for the schools and Colleges controlled by the Church.

The PPA may raise or donate funds for specific purposes providing these purposes are consistent with the aims of the College in compliance with all relevant Policies and Procedures of the College in force at the time of the activity.

Before the PPA approves or proceeds with any public activity at which it is proposed to raise funds for or on behalf of the PPA or the College, it is to obtain the approval of the College Council.
PPA activities must at all times be conducted in accordance with the Policies and Procedures of the College in force at the time of those activities.

12 FINANCE

All financial transactions with regards to the PPA will be processed through the College accounts and financial reports will be provided by the College Finance Department to the PPA on a monthly basis, or when requested.

The College will provide assistance to the PPA through advice, the use of systems, and the availability of personnel to ensure appropriate financial controls, accounting measures, practice and reporting are in place.

All requests to the College for reimbursement and payment of tax invoices must be approved by two members of the Executive Committee by electronic mail.

13 INDEMNITY

Members of the PPA are indemnified by the PPA against any liability they may incur in respect of any act, matter or thing done in good faith and in conformity with the purpose of the PPA and this Constitution.

14 ALTERATION OF THE CONSTITUTION

This Constitution, but not the Purpose of the PPA or Clause 11 may be added to, repealed or amended by resolution at any annual general meeting or special general meeting, provided:

- fourteen days written notice has been given to members
- the resolution is carried by a majority of at least two-thirds of the members voting.

15 DISSOLUTION

If at any general meeting a resolution for the dissolution of the PPA is carried by a majority of at least two-thirds of the members voting on the resolution, then on the date specified in the resolution, the Executive Committee will:

- proceed to realise the property of the PPA
- discharge all liabilities
- transfer the balance of the property to the College.