

Constitution

For

King's Baptist Grammar School

Parents and Friends

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1. NAME

The official name for the body created by this Constitution is King's Baptist Grammar School Parents and Friends ("P & F")

2. INTERPRETATION

In this Constitution:

"The School" means King's Baptist Grammar School.

"parent" means any parent, carer or guardian for the time being of any child who is a student enrolled at the School.

"King's Baptist Grammar School Parents and Friends" means the body created by this Constitution.

"P & F" means King's Baptist Grammar School Parents and Friends.

"School Constitution" means the King's Baptist Grammar School Constitution.

"Principal" means the Principal or Head Master of the School.

"School Community" means the community of Principal, teachers, ancillary staff, parents and students of the School

Any reference made to the masculine gender shall be taken to implicitly include the feminine gender, and vice versa.

3. ROLE, AIM & PURPOSE

3.1 The purpose of this constitution is to establish and provide regulations for the operation of the P & F as specified below.

3.2 P & F is the key parent group in the school. It provides a forum for parents to:-

- a. work in cooperation with the principal and staff at the school in furtherance and fulfillment of the aims and objectives of the school;
- b. to form supportive networks and provide opportunities for social interaction
- c. raise money for resources
- d. provide input on parent priorities and perspective as it relates to the school community

- e. assist the school in pastoral, material and financial ways
- f. be involved in the life of the school.

4. MEMBERSHIP

- 4.1 Membership of the P & F is open to all parents of all students currently attending the School or who will be attending the School during the next calendar year.
 - 4.1(a) The position of Office Holder is open to an incumbent whose child/ren attended the school in the previous calendar year, for a term of the next calendar year.
- 4.2 Membership confers the right to vote at every duly called Special Meeting and at the Annual General Meeting.
- 4.3 Each member of the P & F shall agree to uphold the values and Christian ethos of the School, as stated in the School Constitution

5 MANAGEMENT

- 5.1 P & F shall have its affairs controlled and managed by “**The Committee**”, as defined in Clause 6.1 below
- 5.2. The Office Holders shall consist of:
 - a. The President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- 5.3 Appointment of Office Holders
 - 5.3.1 The Office holders shall be appointed as follows:
 - a. President
 - (i) The prospective candidate for the office of President shall be nominated by The Committee to the principal of the School for appointment into that role.
 - (ii) Once appointed, the President shall hold office for a minimum of term TWO (2) years from the date of appointment.

b. Other Office Holders

The President shall nominate to The Committee the names of the other prospective office holders, who shall be elected by a simple majority vote at a general meeting of The Committee, called in accordance with Clause 7 below.

- 5.3.2 If the President is unable to continue in that role for whatever reason then the Vice President for the time being shall take over the role of The President for the remainder of the term of office of the President and a new Vice President shall be elected in accordance with Clause 4.3.1 b above.

6 THE COMMITTEE

6.1 “The Committee” shall consist of:-

- a. the office holders as described in Clause 5.2 above

AND

- b. at least THREE (3) but not more than NINE (9) other members of P & F, who shall be elected at the Annual General Meeting (AGM) of members, by a simple majority vote.

6.2 Each member of The Committee shall hold office from the date of their election or appointment until the next AGM

6.3 Elected members of The Committee shall be entitled to stand for re-election

6.4 The Committee may establish sub-committees for whatever purpose and upon such terms as it sees fit, provided that the sub-committee acts within the aims of P & F AND is answerable to The Committee

6.5 Each member of The Committee shall adhere to and uphold the Christian beliefs of the school.

7 GENERAL MEETINGS

7.1 The Committee shall meet as often as necessary to conduct the business of P & F and not less than once per school term

7.2 Meetings shall be conducted in such manner as The Committee sees fit provided that accurate minutes are taken, recorded and retained

- 7.3 At least FOURTEEN (14) days notice of all General Meetings shall be given. A notice placed in the school newsletter shall be sufficient notice of any such meeting.
- 7.4 There shall be a quorum for the meeting of The Committee when at least ONE THIRD (1/3) of the members for the time being or THREE (3) members of The Committee, whichever is the greater, are present at a meeting.
- 7.5 Every matter shall be determined by a simple majority of votes of the members of The Committee present and voting on the question BUT in case of equality of votes the Chair of the meeting shall have a second or casting vote.
- 7.6 Should a Committee member fail to attend THREE (3) consecutive meetings without apology, his/her position shall become vacant and shall be deemed to be a casual vacancy.

8. ANNUAL GENERAL MEETINGS

- 8.1 The Annual General Meeting (AGM) shall be held in Term 1 of the school year and at a date to be determined by The Committee.
- 8.2 The Committee shall call every Annual General Meeting. The Secretary shall give at least TWENTY ONE (21) days notice of the Annual General Meeting to all members of P & F, via the School Newsletter, who shall be entitled to vote at the meeting.
- 8.3 The Annual General Meeting shall deal with the following matters:-
 - a. to consider and if thought fit to adopt the annual report of the President
 - b. to consider and if thought fit, adopt the audited financial report of the Treasurer
 - c. to elect, subject to Clause 4 hereof, the members of The Committee
 - d. any other business
- 8.4 The Annual General Meeting shall be presided over by the President or in his/her absence, any other office holder
- 8.5 a quorum at the annual general meeting shall consist of at least ONE HALF(1/2) of the members for the time being or FIVE (5) members of The Committee, whichever is the greater, are present at a meeting.

9 SPECIAL MEETINGS

- 9.1 A special meeting may be called by the Secretary at any time upon written request signed by at least **THREE (3)** members of The Committee, for the purpose of discussing and resolving any matter of importance to P & F
- 9.2 The special meeting shall be held as soon as practicable but not later than **SIXTY (60)** days of the date of the Secretary receiving the request.
- 9.3 The secretary shall give at least **FOURTEEN (14)** days notice of such meeting, which shall state the business of the meeting. No other business shall be transacted at any such Special general meeting. A notice placed in the school newsletter shall be sufficient notice of any such meeting.

10 FINANCE

- 10.1 A bank account(s) shall be opened in the name of “King’s Baptist Grammar School Parents & Friends Committee”
- 10.2 There shall be a minimum of **FOUR (4)** authorized signatories to the bank account(s), with a minimum of **TWO (2)** signatories being required to conduct any given transaction. Authorised signatories shall include the President and the Treasurer, with the remaining **TWO (2)** signatories being comprised from members of The Committee and/or members of the School’s teaching and/or ancillary staff.
- 10.3 A financial statement noting all the financial transactions of The Committee since the last meeting shall be presented by the Treasurer at each general meeting.

11. MISCELLANEOUS

11.1 Alterations to Constitution

Any alterations or amendments to this Constitution shall require ratification of the Principal.

11.2 Liability

A member or office holder of P & F is not, by reason of only being such a member or Office holder, liable to contribute towards the payments of the debts and liabilities of The Committee or the costs, charges and expenses of the winding up of The Committee.

11.3 Casual Vacancies

A casual vacancy among Committee members may be filled by election at any meeting of The Committee; the election shall be open to all members of P & F; any person so elected shall hold the office or position on the committee until the next AGM

11.4 Winding Up

If upon the winding up of The Committee there shall remain after satisfaction of all its debts and liabilities any assets whatsoever the same shall not be paid to or distributed amongst the members of The Committee but shall be assigned to the School for distribution.