

## ***Constitution of Brentwood Park Primary School Fundraising Club***

The organisation formed under this constitution shall be known as Brentwood Park Primary School Fundraising Club.

### **1. Aims and Objectives**

Working in cooperation with the Principal and School Council, the Club's aims and objectives are to:

- contribute to the wellbeing of the school community
- encourage the participation of all parents in the life of the school and the education of their children
- provide opportunities for parents to get to know each other and to be informed about their child's school
- raise funds for the benefit of the school

### **2. Membership**

Membership shall be open to any parent or guardian of a child attending the school or any other interested party.

All members must pay an Annual Membership Fee. Upon paying the Annual Membership Fee, a person becomes a Financial Member of the Club for one school year. The Club Secretary shall maintain a register of Financial Members of the Club and their addresses, and provide an attendance book for members to sign at each meeting they are in attendance.

Only Financial Members are eligible to vote at any Club meeting or for election to any office in the Club.

### **3. Annual Registration**

The Annual Membership Fee shall be payable on or before the Annual General Meeting of the Club or at any General Meeting of the Club. Only Financial Members shall be eligible to vote at any meeting. The amount of the Annual Membership Fee for the following year shall be determined by a majority vote of Financial Members present at the Annual General Meeting.

### **4. Office Bearers**

The Club shall have as a minimum number of office bearers, a President, Secretary and Treasurer. Other office bearers may be elected as required. All office bearer positions shall be declared vacant at the Annual General Meeting and shall be open to any Financial Member of the Club. Office bearers will be elected to office for a period of twelve months or until the next Annual General Meeting.

**5. Election of Office Bearers**

Elections shall be conducted by an independent person, such as the Principal, a teacher at the school and may be conducted by secret ballot.

A Financial Member who nominates for office must be present at the Annual General Meeting or have indicated their intention to nominate in writing to the President prior to the meeting.

An office bearer of the Club may be removed from office (but not from membership of the Club) 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 Financial 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 Club, and notice of this shall be provided to all Financial Members of the Club at least seven days prior to the meeting at which the election shall be held.

**6. Annual General Meetings**

The Annual General Meeting of the Club shall be held during the month of April unless the majority of members present at an Annual General Meeting vote, after proper notice of motion to change the date.

**7. General Meetings**

General Meetings shall be held monthly unless otherwise decided on. All members shall be notified of the date at least one week before each meeting.

**8. Extraordinary Meetings**

An extraordinary meeting of the Club can be called, upon a written request to the President or Secretary, by three Financial Members or by a general meeting of the Club. Written notice of the time, date, place and object of an Extraordinary Meeting must be provided to all Financial Members no less than four days before an Extraordinary Meeting occurs.

**9. Conflict of Interest**

If a member of the Parents' Club has any direct conflict of interest (including a pecuniary interest) in a subject or matter under discussion at a Parents' Club meeting, that member must declare that conflict of interest as soon as it becomes known.

**10. Quorum**

The quorum for a meeting of the Club shall be two Financial Members.

**11. Voting**

Only Financial 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.

A Financial Member may be present at a meeting in person or by videoconferencing or teleconferencing.

**12. Finance**

All revenue and expenditure (including reimbursements) in relation to the Club requires the approval of a general meeting of the School Council in accordance with the school's procedures.

The Club will have a sub-program within the school's official account on CASES 21. All revenue and expenses relating to the Club should be recorded within this sub-program.

This sub-program must be maintained for the purpose of:

- (a) the administrative functions of the Fundraising Club; and
- (b) the raising of funds by the Fundraising Club for the benefit of the school.

The Club's finances will be audited along with those of the school.

**Payments to members**

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

**13. Fundraising**

The Club may undertake fundraising activities, with the prior approval of the School Council, having as their object the establishment or augmentation of school funds or funds for a particular school purpose.

The School Council must not reject a proposed fundraising activity until it has considered a recommendation by a committee consisting of:

- (a) the President of the School Council or the President's nominee, who must be the chairperson; and
- (b) one other representative of the School Council elected for the purpose by the School Council; and
- (c) 2 representatives of the Club; and

(d) the Principal.

**14. Club Records**

All minute books, correspondence, annual financial statements, expenditure vouchers, and other documents of the Club 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 in the school building with other school records.

**15. Representation on School Council**

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

**16. Alteration of Constitution**

Proposals for changes to the Club's constitution may only be made at the Club'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 Club Secretary, who shall circulate such notice of motion, in writing to all Financial 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 Training for approval by the Minister.

**17. Voluntary Dissolution**

A Club may not be dissolved unless-

- (a) all reasonable steps have been taken to circulate a notice of the proposed dissolution generally throughout the school 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 a Fundraising Club the following actions must be taken-

- (a) the control of all property and other assets must be transferred to the School Council; and
- (b) a person present at the meeting must report the dissolution in writing to the School Council as soon as practicable.

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

**18. Automatic Dissolution upon Closure or Merger of School**

If the school in respect of which the Club is formed closes or merges with another school, the Club is dissolved and the control of all property and other assets must be transferred to the School Council.

**Membership of Parents Victoria**

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

**APPROVED BY COUNCIL:**

**December 2017**