



ABBOTSLEIGH

Parents' Association

Constitution of the Abbotsleigh Parents' Association

NAME

1. This association shall be known as the "Abbotsleigh Parents' Association" ("APA").

OBJECTS

2. The objects of the Association are:
 - a. to be the umbrella parent group for the School, and
 - b. to support and assist the School spiritually, practically and financially by:
 - i. fostering the goodwill and interest of parents in and towards the School
 - ii. promoting the interests of the School, and
 - iii. conducting, with the approval of the Head, activities that benefit the School and its students.

SCOPE OF POWERS AND RESPONSIBILITIES

- 3.a. Whilst fostering goodwill, promoting interest and encouraging communication the Association shall not have any powers or responsibilities in relation to the policy, control or government of the School or in relation to any function or duty of the School Council, the Head or any teacher, officer or employee of the School.
- b. All communications issued or made by or on behalf of the Association or by any member of the Committee or any other committee or sub-committee, including using the name of the Association, must have the approval of the Head.

MEMBERSHIP

- 4.a. Membership of the Association is open to any Parent.
- b. The Head shall be an honorary Member, ex officio, of the Association and all of its committees and sub-committees.
- c. Honorary membership may be granted to any person on such terms and conditions as may be determined by the Committee.
- d. Life membership may be conferred on a Member who has made an outstanding contribution to the work of the Association on such terms and conditions as may be determined by the Committee.

COMMITTEES

- 5.a. The affairs of the Association shall be managed by the Committee. The Committee shall meet at least once per term. The Committee shall comprise:
 - i. the President, Vice-President, Secretary, Treasurer, Assistant Treasurer, and Parent Representative Sub-Committee Coordinator, elected in accordance with this constitution;
 - ii. the Head ex officio;
 - iii. a representative of the Abbotsleigh Boarder Parents' Association;
 - iv. a representative of any Associated Parent Group,
 - v. up to six members elected by parents, in accordance with this constitution; and
 - vi. up to two parents being nominees of the Committee appointed on such terms as the Committee may determine from time to time but no longer than until the next annual general meeting of the Association.
- b. The Committee shall have such sub-committees as are necessary to assist the School with the organisation of special events within the School. Each sub-committee shall have a chairperson/coordinator appointed by the Committee, shall meet as determined by its chairperson/coordinator and can co-opt Members as appropriate. The membership of sub-committees shall be renewed each year.
- c. There shall be a sub-committee known as the Parent Representative Sub-committee ("APR") whose role is to promote friendship and provide opportunities for parents to meet and work together for the benefit of the School, by providing opportunities for parental involvement in the School, by way of service, social, fundraising, friendship, parental participation and the generation of funds. The APR shall meet at least once per term. The APR comprises:



- i. the APR Coordinator;
 - ii. the APR secretary; and
 - iii. up to eight Parents from the Class Representatives Sub-committee elected by that sub-committee, with the intention that there be at least two parents representing the Junior School and at least two parents representing the Senior School.
- d. The APR shall have a sub-committee of Class Representatives. The Class Representatives Sub-committee shall meet at least once per term.
- e. A person shall not be elected to nor remain a member of any committee or sub-committee, if that person:
- i. is convicted of an offence punishable by imprisonment for 12 months or more;
 - ii. becomes bankrupt or makes any arrangement or composition with his or her creditors generally, or
 - iii. becomes of unsound mind or ceases to have mental capacity or is a person whose estate is liable to be dealt with in any way under the law relating to mental health, or has a financial manager appointed under the NSW Trustee and Guardian Act 2009.
 - iv. except in the case of the Head, is removed from a committee or sub-committee by resolution of a general meeting, due notice of the proposed resolution having been given to that member;
 - v. except in the case of the Head, fails to attend three consecutive meetings of a committee or sub-committee, without leave of absence, unless that committee or sub-committee determines that such failure has reasonable cause;
 - vi. has been barred from working with children under the Child Protection (Working with Children) Regulation 2013 or any similar law in any jurisdiction and,
 - vii. in each such case, the person shall, without further notice, cease to be a member of that committee or sub-committee.

ELECTION OF THE COMMITTEE

6.A Member:

- a. shall not be elected to the Committee unless he or she has consented in person or in writing prior to such election by completing and submitting a nomination form to the Secretary (in such form as determined by the Secretary from time to time);
 - b. shall not be elected if the person is a person to whom rule 5(e)(i), (ii), (iii) or (vi) applies; and
 - c. may not be elected as an Office Bearer:
 - i. if he or she is the President, Vice-President, Secretary or Treasurer of an Associated Parent Group; or
 - ii. unless a nomination form has been completed and submitted to the Secretary (in such form as determined by the Secretary from time to time).
- 7.a. The Members of the Association shall, at the annual general meeting to be held in the last school term of each year, elect the Committee in accordance with rule 6, each of whom shall continue in office until the next annual general meeting unless he or she resigns, or is removed in accordance with these rules.
- b. In the event that an Office Bearer position is not elected at the annual general meeting, that position will be treated as a casual vacancy and the Committee may, in accordance with rule 9, appoint a Member to fill the vacancy and the Member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of appointment.

RE-ELECTION

- 8.a. At each annual general meeting, all Officer Bearers and the members of the Committee and sub-committees shall retire from office and shall be eligible for re-election, but Office Bearers shall not continue in a particular office for more than four consecutive years.
- b. Despite paragraph (a), the Association may in a meeting with the consent of 75% of Members present pass a resolution determining that an Office Bearer may continue in office for such additional period as the Committee determines.
9. A committee may:
- a. appoint a person to be a member of that committee where an Office Bearer or Member has:
 - i. not been elected at the annual general meeting; or
 - ii. ceased to hold office during his or her term, to fill a casual vacancy on that committee;
 - b. confer on an Office Bearer functions in addition to those conferred by these rules; and
 - c. form sub-committees to perform such purposes and functions as determined by that committee.

FUNCTIONS OF OFFICE BEARERS

10. The functions of the President include:
- a. to preside at meetings of the Association and the Committee;
 - b. to oversee the observance of this constitution by the Association and the Committee and the implementation of the

- Committee's decisions;
 - c. to confer with the Head about the Association's activities and matters of interest; and
 - d. to present to the annual general meeting a report on the Association's activities during the previous year.
11. The functions of the Vice President include, in the absence of the President, acting in his or her stead.
- 12.a. The Secretary shall be, ex officio, a member of all committees and sub-committees.
- b. The functions of the Secretary include:
 - i. to issue notices of meetings of the Association;
 - ii. to keep minutes of all meetings of the Association;
 - iii. to conduct all correspondence as instructed; and
 - iv. if requested by the Committee to keep the official roll of Members.
 - c. The Secretary shall hand over all records in his or her possession to his or her successor on relinquishing office.
 - d. Correspondence, papers, books, registers, minutes and records of the Association may be kept electronically providing they are available to all persons entitled to access them (on reasonable request to the Secretary).
- 13.a. The functions of the Treasurer include:
- b. to receive all subscriptions and other moneys paid to the Association;
 - c. to bank without delay all such moneys in a bank account in the name of the Association or invest them as determined by the Committee with the written concurrence of the Bursar of the School;
 - d. to issue an official receipt for all moneys received if requested;
 - e. to keep the books of account and attend to the financial affairs of the Association;
 - f. to present at each meeting of the Committee and the APR, or upon request, a statement showing receipts and expenditure since the last meeting together with the outstanding balance and upon request produce the bank statements. Details of any transaction over \$1,000 are to be noted in the minutes.
 - g. to arrange for the audit of the accounting records and books of account of the Association for the 12 months ended 30 September each year as soon as possible after that date;
 - h. to present to the annual general meeting a receipts and expenditure account covering the financial transactions of the Association for the 12 months ending 30 September together with a balance sheet showing the assets and liabilities of the Association as at that date, copies of which shall be sent to the School Council through the Head; and
 - i. to hand over all records in his or her possession to his or her successor upon relinquishing office.
 - j. The functions of the Assistant Treasurer include, in the absence of the Treasurer, acting in his or her stead.

MEETINGS

- 14.a. Meetings of committees shall be held as determined by those committees from time to time and members of the relevant committee shall be given at least seven days' prior written notice. The order of business shall be as determined by the relevant committee from time to time.
- b. The annual general meeting shall be held in the last school term of each year at the School and not less than seven (7) days' notice to Members shall be given. The order of business at this meeting shall be as determined by the Committee from time to time (and as approved by the Head or her delegate).
- c.i A general meeting of the Association shall be called at any time on receipt by the Secretary or President of a requisition:
- A. signed by ten Members; or
 - B. signed by the Head; or
 - C. from the School Council; or
 - D. on the resolution of the Committee;
- PROVIDED THAT not less than seven days' notice to Members shall be given;
- ii. The order of business shall be as determined by the Committee from time to time and must include an opening statement which explains the reason for calling the meeting.
- d. The President shall have a casting and deliberative vote at all meetings.
- e. The Chair or his or her nominee shall be at liberty to attend meetings of the Association and its committees and to participate fully in discussions but shall not be entitled to vote at meetings of the Association, unless the Chair or his or her nominee is a Parent.
- f. Copies of the minutes of all meetings of the Association and all of its committees shall be sent to the School Council

through the Head.

- 15.a. Each committee member consents to the use of the following technology for calling or holding a meeting:
- i. video;
 - ii. telephone;
 - iii. electronic mail;
 - iv. any other technology which permits each committee member to communicate with every other committee member; or
 - v. any combination of the technologies described in this paragraph;
 - vi. and a committee member may withdraw the consent given under this rule by notifying the President or Secretary.
- b. Where committee members are not all in attendance at one place and are holding a meeting using technology and each committee member can communicate with the other committee members:
- i. the participating committee members shall, for the purpose of every provision of this Constitution concerning meetings, be taken to be assembled together at a meeting and to be present at that meeting; and
 - ii. all proceedings of those committee members conducted in that manner shall be as valid and effective as if conducted at a meeting at which all of them were present.
16. A resolution passed by a majority of the members of a committee shall be deemed to be a decision of that committee without the need for a meeting.

QUORUMS

17. At:
- a. meetings of a committee six members; and
 - b. annual general or general meetings six Members shall form a quorum, and in the case of the Committee, such quorum must include at least three Office Bearers.

VOTING AT MEETINGS

- 18.a. Subject to rule 18.c, any resolution to be considered at a meeting shall be decided on a show of hands and shall be passed by the vote of the majority present at the meeting.
- b. A declaration by the chair that a resolution has on a show of hands been carried or lost and an entry to that effect in the minutes of the meeting shall be taken as conclusive evidence of the fact without the need to show the number or proportion of the votes recorded in favour of or against the resolution.
- c. In the event that a proposed resolution is considered by the President or the Head to be controversial, the Head may determine the procedures that are, in the Head's opinion, necessary or desirable for the proper and orderly casting or recording of votes at the meeting, whether on a show of hands or on a poll.
19. In the case of an equality of votes on a show of hands or on a poll, the President of the meeting has the casting vote.

FUNDS

- 20.a. The funds of the Association comprise all subscriptions, donations and other money paid to the Association, all money raised by the committees and sub-committees and revenue earned on the banking or investment of such funds.
- b. The Association may only conduct such activities and raise funds by such methods as approved by the Head in conformity with the policies of the School Council.
- c. The purposes for which expenditure of funds will be considered are:
- i. to meet the operating and promotional costs of the Association;
 - ii. to provide funds to the school to assist with projects which benefit the majority of the students after consultation with the Head;
 - iii. such other expenditure as the committees approve from time to time.
- d. No commitment in excess of \$4,000 shall be entered into without the resolution of a committee (including the Executive Committee and any sub-committee) and all accounts over this sum shall be submitted to and approved by that committee prior to payment.
- e. All items purchased with the Association's funds shall be the property of the School Council and shall be at the risk of the School Council.
- f. Money raised by the Association or by any Members individually shall be deposited into a bank account in the name of the Association or sub-committee without delay.
21. The bank account(s) shall be operated on and other investments dealt with by any two of the President, Vice-President Treasurer, Assistant Treasurer, the Head or the Director of Development of the School.

AUDITOR

22. The Honorary Auditor will examine all accounts, vouchers and receipts and will audit the books of account and approve a report to be presented at the next annual general meeting and otherwise as requested by the Committee.

AMENDMENT

- 23.a. These rules shall not be amended except at the annual general or a general meeting after notice shall have been given to all Members.
- b. Any amendment must receive the approval of School Council prior to notice being given to Members in accordance with rule 23a.

PREVIOUS CONSTITUTION SUPERSEDED

24. This constitution supersedes the constitution in force immediately before the adoption of this constitution.

DISSOLUTION

25. The Association may be dissolved:
- a. subject to the concurrence of the School Council, by a resolution carried at an annual general or a general meeting of Members after due written notice shall have been given to Members; or
- b. by the School Council if it decides that its continued existence is not in the best interests of the School. At the discretion of the School Council, the Association may continue with the School Council as the Committee and during such administration the School Council can call a general meeting.
26. On the dissolution of the Association:
- a. the minute books, books of account and all other records shall be handed over to the School Council; and
- b. all the funds and other assets of the Association subject to the payment of outstanding liabilities, shall become the property of the School Council.

NOTICES TO MEMBERS

27. Any requirement for notice under this constitution to Members shall be in writing:
- a. by publication in The Shuttle, or by any other means by which the School or the Association circulates printed material to Parents generally; or
- b. by pre-paid post mailed to all Members recorded in the School's records; or
- c. transmitting it electronically to the electronic mail address of the Member held by the Association or the School and such notice shall be deemed to be given:
- d. on the date of issue in the case of The Shuttle, or other written material; and
- e. on three days following the date of posting, in the case of any notice sent by post; and
- f. on the day on which the electronic mail is transmitted.

INSURANCE AND INDEMNITY

28. The School maintains insurances in respect of the operations of the Association and each person who is or has been a member of a committee or who acts or who has acted in a voluntary capacity for the Association is indemnified against all personal liability in respect of work undertaken for or on behalf of the Association unless such liability is explicitly excluded by the insurance policies maintained by the School.

DEFINITIONS AND INTERPRETATIONS

- 29.a. In this document, unless the contrary intention appears:

“Associated Parent Group” means a group of Parents, whether incorporated or otherwise, that has been established with the consent and knowledge of the Head, operates under a constitution approved by the School Council and has at least 10 active members;

“Association” means Abbotsleigh Parents’ Association;

“Chair” means the Chair of the School Council;

“Class Representatives” means Parents to represent each of the years of the School, each such Parent having a daughter in the year he or she is to represent;

“Committee” means the committee referred to in rule 5;



“Executive Committee” means the committee comprised of the Office Bearers;

“Head” means the Head of the School from time to time or her delegate;

“Member” is a member of the Association qualified in accordance with rule 4;

“Office Bearer” means the position of President, Vice-President, Secretary, Treasurer, Assistant Treasurer, or Parent Representative Committee Co-ordinator, of the Association;

“Parents” means parents and guardians of present students of the School;

“School” means Abbotsleigh;

“School Council” means the Council of Abbotsleigh;

“The Shuttle” means the regular publication produced by the School as a means of keeping the School community informed as to events and information relating to the School (or any equivalent from time to time);

b. Headings are for convenience only and do not affect interpretation. The following rules of interpretation apply unless the context requires otherwise:

- i. gender includes all genders;
- ii. the singular includes the plural and conversely;
- iii. where a word or phrase is defined, its other grammatical forms have a corresponding meaning.

We certify that this constitution was adopted at the general meeting of the Association held on 8 November 2017, and approved by the School Council on 30 April 2018 (NB. Amendment to rule 20d approved by School Council March 2019 and ratified by the Association at its AGM on 13 November 2019).

President 

Secretary 

Chair 

APA Constitution 30 April 2018