

# The Blue Mountains Grammar School Parents' and Friends' Association

## NAME

1. The name of the Association is "The Blue Mountains Grammar School Parents' and Friends' Association"

## OBJECTIVES

2. The Objectives of the Association are:
  - a) To represent the community of parents and friends of the students of BMGS in matters relating to the School.
  - b) To promote the cause of education in the School tradition by assisting in bringing together parents, friends and teaching staff of the School in co-operation relating to the educational and social needs of the school, staff and students.
  - c) To Work co-operatively with the administration, staff, School Council and other groups within the School community.
  - d) Organise social functions and enhance community spirit.
  - e) To publicise and market the role, goals, activities and membership of the P & F Association.
  - f) To undertake fundraising activities to meet agreed financial goals, to benefit the education of the students of the School.

## MEMBERSHIP

3. Membership of the Association shall be open to all parents and legal guardians of a student who is attending or has attended BMGS and other persons who support the objectives of the Association.
4. The Headmaster, executive teaching staff and School Registrar are ex-officio members.

## CHAIR

5. Responsibilities include running the meetings effectively and co-ordinating the activities of the Association. In the event of the absence of the Chair, the Secretary shall chair the meeting or if unavailable a person elected by the committee shall be chair.

## SECRETARY

6. Responsibilities include taking and distribution of minutes and agenda, receiving and sending correspondence.

## COMMITTEE

7. Shall comprise the Chair, Secretary, Treasurer, Ex-officio members and at least three (3) elected members one of which shall be a representative from each campus. The campus representative can appoint a proxy if unavailable or appoint as proxy the chair. These

members attend four (4) ordinary meetings per school year in addition to Executive meetings.

## **NOMINATIONS**

8. Nominations for the P & F Executive Committee are to be submitted on the appropriate form available from campus offices. Only those nominations received and annotated by the Chair of the P & F, by no later than 7.30pm on the day of the AGM, shall be considered valid. In the event of insufficient nominations, the nominations from the floor can be accepted.

## **ELECTIONS**

9. Elections shall take place at the Annual General Meeting of the Association held each November/March.
  - a) Nominations shall be called not less than four (4) weeks prior to the AGM.
  - b) All members of the Association are eligible (subject to nominations) for election as officers of the Association.
  - c) Those elected hold office twelve (12) months from the AGM/or 1<sup>st</sup> January following election.
10. In the event of the withdrawal, resignation, forfeiture or non-election at the AGM of a member of the Executive Committee, the committee may appoint another member to the position for the remainder of the term. The vacancy can but does not have to be readvertised.

## **MEETINGS**

11. Association Meetings shall be open meetings. They are to be held once a term at a campus nominated at the previous meeting. A special meeting of the Association may be called for some specific significant purpose with the majority approval of the Chair, Ex-officio members and elected members of the committee.
12. Executive Committee meetings are closed meetings held approximately once a term. Non-Committee members may be invited to attend committee meetings. A quorum shall be a majority of the elected committee.

## **FORFEITURE**

13. There is an expectation that elected (not ex-officio members) committee members shall attend a minimum of 75% of meetings during an appointed term. Furthermore, an unexplained consecutive absence of three meetings may render the member's election void and the position forfeited. In this instance the Chair shall advise the member in writing that their appointment to the Executive Committee has been forfeited. Campus representatives can appoint a proxy to fulfill their role and membership at an executive committee meeting if they cannot attend an executive meeting due to exceptional circumstances or illness.

## **ANNUAL GENERAL MEETING (AGM)**

14. The AGM shall be held in November/March each year. The School community must be given four (4) weeks prior notice.

15. The Chair shall report to the School community on the activities of the Association. A financial statement shall be provided at the meeting, prepared by the School's business office.
16. All elections are declared at the AGM. Voting shall follow a simple procedure by written ballot or show of hands.
17. The Constitution can be reviewed annually, and amended by a majority of votes at the AGM.

#### **GENERAL**

18. The Committee can appoint sub-committees as needed for a period not exceeding 12 months. Members of sub-committees do not need to be members of the Committee. Sub-committees must be chaired by a member of the P & F Committee who shall report to the Committee as directed by the Committee.
19. If, at the AGM, a position on the executive is not filled, or becomes vacant during the term of the appointment, then the executive at its next meeting can vote a member of the executive to fill the position.