

Fintona Parents' Association Inc

Association By-Laws

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Fintona Parents' Association By-Laws

1. Preamble

These By-Laws are made by the Committee of Fintona Parents' Association Inc. (referred to as "the Association" hereinafter). They are binding on all members of Fintona Parents' Association. They are to be interpreted in accordance with the Fintona Parents' Association constitution. In the event of a conflict between these By-Laws and the Fintona Parents' Association Constitution the Fintona Parents' Association constitution will prevail. Any reference to the School is a reference to Fintona Girls School.

2. Committee Structure

The Association's committee shall consist of the following roles:

Position	Function(s)	Committee Member	
		Mandatory	Non-Mandatory
President	<i>Chair meetings. Cheque signatory. Association spokesperson. Liaise with School in setting new areas for Association growth. Liaise with the Marketing Manager about any changes to the Association's presence on the School website.</i>	✓	
Vice President	<i>Chair meetings in the absence of the president. Help president with administrative tasks.</i>	✓	
Secretary	<i>Record minutes of committee and general meetings. Receive and send out all correspondence including emails. Association's Public Officer.</i>	✓	
Treasurer	<i>Liaise with the School accountant and business manager about preparation of suitable financial statements for the committee. Monitors the financial status of the Association. Cheque Signatory</i>	✓	
Registrar	<i>Liaise with the School about membership database maintenance.</i>		✓

- 2.1. In the above roles the following positions must be filled to be in compliance with the Association's constitution:
 - President
 - Vice President
 - Secretary
 - Treasurer
- 2.2. Those positions designated as "non-mandatory" can be filled by a person who is not a member of the committee.

3. Meetings

3.1. Annual General Meeting

- 3.1.1. The Annual General Meeting (AGM) is to be held on or before the 31st of May each year. The Association Secretary shall in accordance with the Association's constitution advise all members of the date and venue of the AGM.
- 3.1.2. The agenda items of the AGM shall be as follows:
 - 3.1.2.1. Apologies
 - 3.1.2.2. Confirmation of minutes of the previous Annual General Meeting
 - 3.1.2.3. Treasurer's report including financial accounts for the previous year
 - 3.1.2.4. President's report
 - 3.1.2.5. Election of office bearers and committee members to hold office until the next Annual General Meeting
 - 3.1.2.6. Any other business
- 3.1.3. There shall be a record kept of attendees at the AGM and attached to the minutes of the AGM.

3.2. General Committee Meetings

- 3.2.1. The committee shall meet at least 4 times in a calendar year.
- 3.2.2. Committee meetings shall be chaired by the President or in their absence the Vice President. If either the President or Vice President is absent then those committee members present shall elect a chairperson for the meeting.
- 3.2.3. Minutes of committee meetings shall be recorded by the Secretary and distributed to all committee members within 21 days of the committee meeting taking place.
- 3.2.4. The quorum for a committee meeting shall be at least 50 % of the elected committee.
 - 3.2.4.1. If a quorum cannot be attained at a meeting the meeting shall be adjourned to a later date. No binding decisions may be made at a committee meeting where a quorum is not achieved.
- 3.2.5. Decisions at a committee meeting will be decided based on a majority vote. In the event of a tie, the meeting chairperson shall have the casting vote.

4. Financial Management

- 4.1. The committee is authorised to employ the school's accountant and business manager to manage the preparation of financial statements, reconcile accounts and lodge annual returns on the Association's behalf.
 - 4.1.1. The School agrees to perform financial management functions as prescribed under the Associations constitution at no cost to the Association.
 - 4.1.2. The treasurer shall liaise with the School as to the format of the financial statements.
- 4.2. The Association shall only maintain bank deposit accounts with banks approved for this purpose by the committee.
 - 4.2.1. Funds may only be invested in savings accounts or term deposit accounts.
- 4.3. All expenditure incurred by the Association must be authorised for payment by the School on the Association's behalf by either the President or the Treasurer of the Association.
- 4.4. Any cheques that require signing are to be signed by the President or Treasurer and at least one school representative who is an authorised cheque signatory.
 - 4.4.1. The cheque signatories for the association shall be:
 - 4.4.1.1. The President
 - 4.4.1.2. The Treasurer
 - 4.4.1.3. The Accountant Fintona Girls School
 - 4.4.1.4. The Business Manager Fintona Girls School
 - 4.4.1.5. The Principal Fintona Girls School
- 4.5. Authority to invest or withdraw funds from any investment or term deposit accounts shall be agreed to by the committee.
- 4.6. The committee shall seek guidance from the School's principal when expending funds raised for school projects.

5. Inclusion Policy

- 5.1. It is expected that the committee and parents will endeavour to follow these guidelines within practical reason during their involvement with the Association.
- 5.2. The Association shall at all times and in all situations take reasonable steps to identify and eliminate unlawful direct, indirect, and systemic discrimination from structures and practices and ensure that people with disabilities are afforded reasonable opportunity to participate in all aspects of the Association.

6. Grievance Procedures

- 6.1. It is acknowledged that at times a complaint may be raised by a member of the public, committee member or Association member relating to the Association's operations.
- 6.2. The Association's Grievance Officer shall be appointed by the committee to hear any grievances raised by an Association member. The Grievance Officer shall not be a committee member.

- 6.3. The Association Grievance Officer shall deal with all matters objectively and confidentially, taking into consideration any relevant policies, standards or rules.
- 6.4. In dealing with complaints the Association Grievance Officer shall seek input from all relevant parties and if required may consult with external experts in order to seek resolution of the matter. The Association Grievance Officer shall document all discussions and correspondence and provide an in-confidence report to the Association's Committee as required.
- 6.5. The Grievance Officer shall hear any grievance issue using the following guidelines and steps.
- 6.6. The complaint should be noted and acknowledged. If the issue can be resolved immediately or with a simple course of action within the recipient's area of responsibility then the issue can be dealt with by the recipient. It is important to note that resolution of the issue is assisted at this initial time by involving only those who need to know of the complaint.
- 6.7. If the steps outlined above cannot resolve the issue then the complaint should be submitted in writing and subsequent to the receipt of a written complaint, the responsible parties should convene a meeting with the person issuing the complaint.
- 6.8. On receipt of a complaint the relevant responsible parties should deal with the matter expeditiously ensuring that all discussions and correspondence are recorded and retained.

7. Disciplinary Procedures

- 7.1. Should a member fail to comply with the Association's rules, one or more of the following sanctions may be imposed by the Association:
 - 7.1.1. Verbal or written warning.
 - 7.1.2. A direction that the individual make a verbal or written apology.
 - 7.1.3. Removal from the meeting.
 - 7.1.4. Expulsion from the Association.
- 7.2. When imposing any sanction, it should be accompanied by a warning that a similar breach of the code of conduct by that individual may result in the imposition of a more serious form of discipline.

8. Registration of members

- 8.1. Application for membership shall be done using the School's Family Details Update Form annually.
- 8.2. Parents of currently enrolled children may elect to be or not to be a member of the Association using this form.
- 8.3. Parents of currently enrolled children may amend their election at any time during the calendar year by doing so in writing.
- 8.4. The School will enable the Association to have access to the register of members if and when required.
- 8.5. The membership fee, if any, will be set at the AGM by the incoming committee.

9. Authority to Make Public Statements and Media Releases

- 9.1. The Association President shall be the authorised spokesperson for the Association and is authorised to issue the following:
 - 9.1.1. Media releases
 - 9.1.2. Be part of interviews for print, electronic and web based media
- 9.2. No committee member or member of the Association is authorised to issue statements to any form of media unless authorised by the Association President.
- 9.3. Images of Association members are not to be used in print, electronic or web based media without the written authorisation of the member.

10. Association Website

- 10.1. The Association does not and shall not have its own website.
- 10.2. Details about the Association can be found on Fintona Girl's official website or by clicking on the following link <http://www.fintona.vic.edu.au/our-community/parents>
- 10.3. Maintenance of website contents shall be by the School's Website Co-ordinator.
- 10.4. The president of the Association will liaise with the School's Website Coordinator about any required updates and content of the website that relate to the Association.

11. Sponsorship

- 11.1. The Association may from time to time enter into arrangements with commercial organisations to provide financial support or like value materials to assist in supporting the Association's operations.
- 11.2. The Association shall not enter into sponsorship arrangements with any organisation or entity that may be perceived to not promoting optimal or healthy life style choices.
- 11.3. All sponsorship arrangements shall be approved by the Association's committee before accepting the sponsorship.
- 11.4. The Association's Secretary shall maintain a register of approved Association sponsors.

12. Fund Raising

- 12.1. The Association may at times during a calendar year run fund raising events to assist in generating funds for the Association.
- 12.2. Only fund raising events authorised by the Association's committee are permitted to be run.
- 12.3. A member of the Association's committee shall coordinate any fund raising activity and keep the Association committee informed of the progress and outcome of the fund raising event.
- 12.4. Any fund raising activity of the Association shall not be in conflict with the activities of Fintona Girls School.
- 12.5. Any surplus generated from a fund raising activity shall be transferred to the Association's bank accounts within 21 days of all accounts for the event being finalised.