



## **Pioneer Village School Parents & Friends Committee**

### **CONSTITUTION**

Established March 2008  
Amended May 2012

#### **1. Name**

The name of the Committee shall be known as the Pioneer Village School Parents and Friends Committee. Here after called the "Parents & Friends Committee" or "P&F Committee"

#### **2. Definitions**

- a) **"The School"** means Pioneer Village School (Village School Association Inc), 7 Albany Highway, Armadale, Western Australia. 6112. Postal Address: PO Box 409 Armadale 6992. Phone: 9399 6999. Fax: 93996501 Web: [www.pvs.wa.edu.au](http://www.pvs.wa.edu.au)  
Email reception: [pioneer@pvs.wa.edu.au](mailto:pioneer@pvs.wa.edu.au) Email Principal: [principal@pvs.wa.edu.au](mailto:principal@pvs.wa.edu.au)
- b) **"The Committee"** to be also known as **"The P&F Committee"** or **"P&F"** is the body of representatives that volunteers its time in pursuit of extra funds to assist with the provision of educational and other necessary resources and equipment for the school.
- c) The Chairperson, Vice Chairperson, Treasurer, Secretary and Helpers Group Co-ordinator are to be collectively referred to as the **"P&F Executive"**.
- d) i) **"The Principal"** is the Chief Executive Officer of Pioneer Village School (CEO).  
  
ii) The Principal is vested with the operational authority and responsibility for the running of the school. All operational decisions including financial, legal, regulatory and day to day matters ultimately rest with the Principal. The Principal may delegate responsibilities to others to affect the smooth operation of the school.  
  
iii) Operational authority and responsibility is designated to the Principal by the School Board.  
  
iv) Resource suggestions from the P&F, staff and community are to be discussed at P&F meetings and referred to the Principal and teachers in making final decisions with respect to appropriate resources to be purchased to meet student needs at the time.  
  
v) It is an expectation of the community that the Principal and teachers will be aware of resource needs required for the students and that both the Principal and teachers will be open to suggestions from the community.  
  
vi) Decisions with respect to resources & equipment to be procured from fundraising ultimately rest with the Principal as the CEO. The Principal and Assistant Principal undertake responsibility for prioritising the purchase of resources.

### 3. Objectives

- a) To organise fundraising events among the students, the parents of the students, and the wider community.
- b) To raise funds to assist in the further development of the educational and social growth of the school children, as well as provide other necessary resources and equipment.
- c) To provide social opportunities for the parents at the school.

**Note:** The Parents and Friends Committee shall not encroach upon the jurisdiction of the members of the teaching staff in the conduct of the school and the tuition of the children attending the school.

### 4. Membership of the Parents and Friends Committee

- a) Parents / guardians of a child or children attending the school
- b) Teachers of the school
- c) A maximum of 12 Parents & Friends Committee members are to be voted on to the P&F Committee. In addition a maximum of two teachers and the Principal (or a representative of the Principal) are to be regarded as members of the P&F Committee.
- d) Friends of Pioneer Village School, who are endorsed by the majority of the P&F Committee
- e) The committee has the power to vote, to co-opt non-voting members in special circumstances.

### 5. Meetings of the Parents & Friends Committee

- a) A normal scheduled meeting of all that can attend will be held each month at an agreed regular day and time. If this date should fall on a public holiday, pupil free day, a school special event such as a sports day or the like, the meeting will be held as soon as possible on the next agreed available day.
- b) Should the regular meeting date fall on a school holiday time slot, then the meeting will be held in the next school calendar month or as soon as possible on the next agreed available day.
- c) The aim of the regular monthly meeting will be to:
  - i) Receive and consider written correspondence from any sources addressed to the committee
  - ii) Present reports from the Chairperson, Treasurer and Principal and project coordinators
  - iii) Discuss any future events for the purpose of fundraising and/or community socialising through the P&F Committee.
  - iv) Discuss how many funds were generated out of the last fundraising event.
  - v) Discuss how funds will be spent
  - vi) Establish subcommittee and coordinators for specific projects
  - vii) Deal with any fund raising matters brought before the committee.
- d) A list of dates that the Parents & Friends Committee members are to meet, are to be made available one week after the first meeting of the year, for the rest of the year. Discrepancies to the meeting schedule should be brought up at the next scheduled monthly Parents & Friends Committee meeting.
- e) At any normally scheduled meeting, decisions will be made with or without a majority of Parents & Friends Committee members, unless otherwise decided by the members present at the meeting. As the meeting times are known in advance, the Parents & Friends Committee member will have been pre-advised of the impending meeting and therefore will have had the prerogative to decide whether or not to attend the meeting.
- f) A special meeting of the Parents & Friends Committee can be convened by any member of the Parents & Friends Committee with a verbal approval from the majority of Parents & Friends Committee members. All of those majority Parents & Friends Committee members that verbally agreed to the meeting are expected to attend the meeting. At these special meeting's only the item for which the special meeting was called shall be discussed.
- g) At any special meeting a majority of members must attend.

- h) Notification of all special meetings will be given at least 7 days notice, with each Parents & Friends Committee member being notified either verbally or in writing during this time.

#### 6. **Voting**

- a) Any member including teachers and the Principal is eligible to vote on any matter at any meeting, and has full voting rights.
  - b) Non members or observers attending any such meeting, be it a special meeting or a normally scheduled Parents & Friends Committee meeting, shall not be entitled to cast a vote.
  - c) A vote can be cast in writing by any member of the Parents & Friends Committee should they be unable to attend any meeting including a special meeting.
- Deleted original b) relating to casting vote

#### 7. **Management**

The Parents & Friends Committee is invariably responsible to the Principal and School Board and comprise of the Chairperson, Secretary, Treasurer, and other Parents & Friends Committee members.

#### 8. **Powers of the P&F Committee**

The Parents & Friends Committee shall have the power to generally give effect to the objects and rules of the constitution.

Any internal conflict is to be dealt with in the first instance by the P&F Chairperson. If unresolved, the Chairperson may utilise the assistance of his/her Executive in seeking a resolution. If further resolution is required the matter is to be referred to the Principal.

It is expected that all members of the committee will act with integrity and with the best interests of the school as a whole in mind. Members found not to be acting in a manner befitting the privilege of being on the committee, may be asked to step down. This decision will rest with the P&F Executive, Principal and if necessary, Chairperson of the School Board.

The Principal shall have the power to suspend the Parents & Friends Committee. Upon consultation and agreement with the School Board, the Principal may disband the P&F Committee if deemed warranted. The P&F as a "Committee" may appeal a suspension through procedures outlined in the school's Grievance Policy.

The executive shall have the power (and if appropriate in consultation with the principal or in his or her absence, the deputy principal) to take an urgent decision which cannot wait until the next meeting. After consultation a majority of the executive, who can be contacted, must agree.

#### 9. **Elections**

- a) Any member of the P&F Committee (with the exception of school staff) who is present at the regular P&F meetings, or present at a special meeting called for election purposes, can be voted onto any vacant position on the P&F Committee with a majority vote.
- b) Executive Positions are held for two years and executive members may be re-elected to the position they currently hold. Executive positions include the Chairperson, Vice Chairperson, Treasurer and Secretary
- c) All committee members, including executive members, are voluntary and unpaid.
- d) A position can be made vacant when a P&F Committee member does not attend two consecutive meetings without a reasonable / acceptable explanation / apology.

#### 10. **The Chairperson**

The Chairperson shall attend all Parents & Friends Committee meetings. At any such meeting the Chairperson's vote is counted as one vote. The role of the Chairperson is to chair each meeting according to a set agenda format and to link with coordinators who are undertaking fundraising projects so as to ensure that all tasks are undertaken in a timely and organised

manner. Although it is not the role of the Chairperson to coordinate particular individual projects the Chairperson may do so if he or she wishes to be involved in this capacity. The chairperson may also partake as a sub-committee member on particular projects if he or she wishes to be involved in this capacity.

At the school's annual AGM, the Chairperson (or representative) shall present a P&F Committee Report on funds raised, activities undertaken and resources purchased.

#### **11. The Vice Chairperson**

The Vice Chairperson shall attend all Parents & Friends Committee meetings. The role of the Vice Chairperson is to chair each meeting according to a set agenda format, in the absence of the Chairperson.

The Vice Chairperson will succeed the Chairperson when the Chairperson steps down.

Although it is not the role of the Vice Chairperson to coordinate particular individual projects the Vice Chairperson may do so if he or she wishes to be involved in this capacity. The chairperson may also partake as a sub-committee member on particular projects if he or she wishes to be involved in this capacity.

#### **12. The Secretary**

The secretary shall attend all Parents & Friends Committee meetings. The secretary shall make and preserve a true record of the proceedings of all such meetings, special or normally scheduled. The secretary shall conduct all correspondence of the Parents & Friends Committee. The secretary shall carry out all instructions duly given to the secretary by the Committee. The secretary shall keep and distribute to the members an up to date list of all Parents & Friends Committee members details, including and limited to:

- Home Phone Number:
- Mobile Phone Number:
- Home Fax Number:
- Home Email Address:
- Postal Address:

The secretary shall distribute the minutes of each meeting to all committee members present or not, within one week after the meeting has been held.

Although it is not the role of the Secretary to coordinate particular individual projects the Secretary may do so if he or she wishes to be involved in this capacity. The Secretary may also partake as a sub-committee member on particular projects if he or she wishes to be involved in this capacity.

#### **13. The Treasurer**

The Treasurer shall attend all meetings of the Parents & Friends Committee. The treasurer shall make and preserve a true record of the financial transactions of the Parents & Friends Committee and present a financial statement at each of the normal scheduled meetings. The Treasurer shall receive all monies payable to the Parents & Friends Committee and retain all receipts. All monies received shall be banked within seven days to the credit of Pioneer Village School. So far as practical, the Treasurer shall obtain receipts for all monies expended by the Parents & Friends Committee. The Treasurer will work in close consultation with the school secretary, staff that make the purchases on behalf of the Parents & Friends Committee, the school Financial Manager and the Principal.

Although it is not the role of the Treasurer to coordinate particular individual projects the Treasurer may do so if he or she wishes to be involved in this capacity. The Treasurer may also partake as a sub-committee member on particular projects if he or she wishes to be involved in this capacity.

**14. Affiliation**

The Parents & Friends Committee may be affiliated with the parents of the children that attend Pioneer Village School or anyone else that can cause a required synergy between the Parents & Friends Committee and another body or group in order to meet the outcomes of the Parents & Friends Committee.

The P&F Committee will not knowingly promote/market individual businesses that belong to parents at the school to the detriment of the businesses of other families at our school.

**15. Amendment to Constitution**

This constitution may be altered at a Special Meeting of the Parents & Friends Committee called solely for this purpose. The reason for the said meeting shall be advised to all members at least seven days prior to such a meeting. All Special Meetings rules shall apply as per "Meetings of the Parents & Friends Committee" 5 e, f, & g

**16. Acceptance**

It is expected that prior to undertaking a position on the Parents & Friends Committee, be it in the role of Chairperson, Treasurer, Secretary, or Committee Member, that each person will have read and accepted the Parents & Friends Committee Constitution. Furthermore, those on the P&F Committee agree to uphold the Constitution to the best of their ability with full integrity whilst in any position on the Parents & Friends Committee.

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**I, Full Name:** \_\_\_\_\_ *have fully read and accept the Parents & Friends Committee Constitution and agree to uphold the Constitution to the best of my ability with full integrity whilst in any position on the Parents & Friends Committee.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this slip to the Secretary of the P&F Committee. Thank you.**

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