

# PARENTS IN COMMUNITY CONSTITUTION

**Revised:** July 2018, June 2020



LAUNCESTON  
CHRISTIAN  
SCHOOL

# Launceston Christian School Parents in Community Association *Constitution*

## **ARTICLE 1: NAME**

The full name of the Association shall be: the Launceston Christian School Parents in Community Association hereafter referred to as the Parents in Community Association.

## **ARTICLE 2: AIMS**

- A. In general, the aim of the Parents in Community Association is to:
- i. provide a means for effective social interaction within the school community;
  - ii. to raise funds which will benefit the school community.
- B. In particular the aims of the Parents in Community Association's Executive Committee are to:
- i. Assist the Board of Directors in providing the funds for necessary and useful equipment or facilities for the school.
  - ii. Recommend to the Leadership Team, via the Principal, individual projects for which funds can be raised and with the approval of the Principal implement same.
  - iii. Provide assistance when required, to the Board of Directors, standing Committees and staff at any function which may be arranged.
  - iv. Organise social functions for the school in accordance with the *Objectives of the Association* as described in Item 4 of the Launceston Christian School (Inc.) Constitution.
  - v. Allow opportunities at General Meetings for discussion of school matters with parents and teachers.

## **ARTICLE 3: MEMBERSHIP**

- A. i. All members of the 'Launceston Christian School (Inc.)' are considered members of the Parents in Community Association.
- ii. All parents or guardians of children currently or previously enrolled at the Launceston Christian School are considered members of the Parents in Community Association.

- B. All members shall be in agreement with the purposes for which the school was established and with the objectives of the Launceston Christian School (Inc.) as detailed in Item 4 of the Launceston Christian School (Inc.) Constitution.
- C. Membership will include:
  - a) One school Board Representative
  - b) At least one school staff representative
  - c) The school principal

#### **ARTICLE 4: EXECUTIVE COMMITTEE**

- A.
  - i. The affairs of the Parents in Community Association shall be managed by an Executive Committee.
  - ii. The Executive Committee shall consist of:
    - (a) A Chairperson (approved by the LCS Board)
    - (b) A Vice-Chairperson
    - (c) A Secretary
    - (d) A Treasurer
    - (e) Up to two others from the membership
  - iii. The members of the Parents in Community Association shall select from within their midst the Executive Committee.
- B.
  - i. Elected members of the Executive Committee shall serve for a period of two years.
  - ii. All members of the Parents in Community Association, including members retiring from office, shall be eligible for nomination and election to the Executive Committee at the Annual General Meeting, subject to clause 4 G.
  - iii. Such nominations shall be accepted from members of the Parents in Community Association in writing prior to the Annual General Meeting or from the floor at the Annual General Meeting.
- C. The School Board and School Staff shall appoint their representatives at the beginning each school year. Existing representatives may be re-appointed.
- D.
  - i. The Executive Committee may appoint sub-committees.
  - ii. The Executive Committee member will usually be Chairperson of such sub-committee.
- E.
  - i. Casual vacancies on the Executive Committee may be filled by appointment from a General Meeting or be appointed by a meeting of the Executive

Committee pending ratification at the next General Meeting.

- ii. Persons appointed to fill vacancies occurring during the term of the Executive Committee shall serve on the Executive Committee until the next Annual General Meeting and be eligible for re- election.
- F. The Chairperson or their appointee has the authority to call a meeting of Executive Committee or a General Meeting. The LCS Board also has authority to call meeting but must do so with the foreknowledge of the Chairperson.
- G. Any person who serves on the Executive Committee is required to:
- i. sign the declaration of faith as follows: “I declare my faith in the Lord Jesus Christ as Saviour, Lord and God” and subscribe to the LCS Education Creed as found on the LCS website.

## **ARTICLE 5: MEETINGS**

- A. There will be one Annual General Meeting to:
- i. Elect new Executive Committee members.
  - ii. Accept the Annual Report of the Parents in Community Association Chairman and Treasurer.
  - iii. Appoint an Auditor for the ensuing year.
  - iv. Deal with General Business.
- B. General Meetings are to be called on a regular basis, at least six (6) times, throughout the School year.
- C. Executive Committee Meetings are to be called as regularly as deemed necessary.
- D. Quorums:
- i. At an Annual General meeting 12 members shall constitute a quorum
  - ii. At a General meeting 5 members shall constitute a quorum, to include at least 3 members of the Executive Committee
  - iii. At an Executive Committee meeting three quarters of the Executive Committee constitutes a quorum
- E. A motion passed at a General Meeting can only be rescinded after giving one month’s notification via an official school communication channel and then with approval of at least three quarters of the members present at the next General Meeting.

## **ARTICLE 6: CONSTITUTIONAL AMENDMENTS**

Amendments to this Constitution can only be made after one month's notification via an official school communication channel and then with the approval of at least three quarters of the members present at the next Annual General Meeting of the Parents in Community Association.

## **ARTICLE 7: AREAS OF AUTHORITY**

- A. The Parent in Community Association along with the Executive Committee acknowledge the Board of Directors as the sole governing authority of the Launceston Christian School and places itself under the authority of such Board.
- B. Functions and activities organised by the Committee shall always be in keeping with the aims and standards of the Launceston Christian School.

## **ARTICLE 8: ACCOUNTS OF INCOME AND EXPENDITURE**

- A. All monies received shall be accounted for and deposited in appropriate banking facilities according to normal business practice.
- B. Two signatures shall be required for all cheques and withdrawals
- C. General expenditure:
  - i. over \$500 must be approved at an Executive Committee meeting or General meeting.
  - ii. under \$500 must be approved by a member of the Executive Committee and must be tabled at the next General meeting.
- D. School Project Expenditure:  
Expenditure on any project affecting the school's property and or assets must be approved by the school Principal or the Board of Directors.
- E. All financial books and records are to be made available on request to a General Meeting or to the School Board of Directors.
- F. All financial books and records are to be audited prior to each Annual General Meeting.

## **ARTICLE 9: FUND RAISING**

- A. Any Parents in Community fundraising activities will be agreed upon at a General Meeting or Executive Committee meeting based on compliance with the following criteria:

- i. The project must be deemed to be of benefit to the school community
- ii. The activity or event cannot be perceived as contradictory to the core values of the Launceston Christian School (Inc.)

## **ARTICLE 10: FUNDING SCHOOL PROJECTS**

- A. Any Parents in Community funded or co-funded project will be agreed upon at a General Meeting based on the following guidelines:
  - i. The project must be deemed to be of benefit to the school community
  - ii. The project is not generally covered by the school's budget and running costs
- B. Selecting projects to fund and/or co-fund:
  - i. At the beginning of each new school year the Principal, in collaboration with School Leadership Team and the School Board of Directors, will develop a list of projects (over \$2000 in costs) for funding.
  - ii. The list is submitted by special Memorandum to the Parents in Community in March/April each year.
  - iii. The list will be reviewed and re-submitted annually.
  - iv. Occasionally the Principal will submit a Memorandum to the Parents in Community, requesting funding for certain projects costing < \$2000. These will be tabled at the next General Meeting for discussion and decision.
  - v. Only the Principal or the Chairman of the Board of Directors will be able to request project funding from the Parents in Community for school projects. Anyone in the school community, including the Parents in Community may at any time submit requests or suggestions for school projects to the Principal for consideration.
- C. Prioritisation and Approval:
  - i. Any Memorandum recommending projects for funding from the Parents in Community will be listed in a prioritised order.
  - ii. Upon receiving a Memorandum from the Principal, the Parents in Community will make a determination on which projects can be funded and indicative timeframes.
  - iii. The decision/s made by the Parents in Community at the General Meeting will be communicated back to the Principal via a written Memorandum from the Chairperson.

## **ARTICLE 11: COMMUNICATION**

- A. All communications from the Parents in Community Association to any external body, the School Leadership or the School Board are to be directed via the Chairman or the Secretary. This includes any publications in the school's official communication channel.
  
- B. The Parents in Community will regularly publish a report via the official school communication channel.