



HUNTER CHRISTIAN SCHOOL

PARENTS AND FRIENDS CONSTITUTION

Prepared by	Malcolm East (Principal)
Date authorised	11 November 2019
Authorised by	HCS Board
Monitored by	Malcolm East (Principal)
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Reference documents / legislation	<ul style="list-style-type: none">• HCS Statement of Faith• Parents and Friends Constitution January 2014• 4.5 HCS Parental Code of Conduct 2019• 4.3 HCS Complaints and Grievance Policy and Procedure 2019• 4.5 HCS Parents and Friends Role Descriptions 2019
Policy Framework Category	4.5 Parent Focus

Version	Date	Amended by	Notes
1.3	2019 Sept.	Malcolm East	Officers voted in Term 4 instead of Term 1, Financial year to end December 1 instead of December 31, formatting updated
1.4			
1.5			

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1. NAME: HCS P&F

1.1 The name shall be the Hunter Christian School Parents and Friends (HCS P&F)

2. OBJECTS

- 2.1 To promote and develop a spirit of cooperation in Christ between School families, and friends of the School and the School
- 2.2 To provide support for the School in the areas of:
 - a) Prayer
 - b) Extra voluntary assistance
 - c) Fundraising
- 2.3 To provide an opportunity for parents and friends of the School to meet in fellowship
- 2.4 To provide a mechanism for the involvement of the parent body and friends of the School in activities throughout the year

3. DEFINITIONS

- 3.1 "Year" shall mean the twelve (12) months between Annual General meetings.
- 3.2 The Company shall mean Hunter Christian School Ltd
- 3.3 The Board shall mean the duly elected Board of Directors of the School company
- 3.4 MBC shall mean Mayfield Baptist Church
- 3.5 The Principal shall mean the Principal of Hunter Christian School
- 3.6 HAD shall mean Hunter Accounts Department
- 3.7 The Committee includes the positions of President, Vice-President, Treasurer and Secretary

4. RESPONSIBILITIES

- 4.1 All activities of the P&F shall be within the guidelines laid down by the Board from time to time, this includes any relevant policies and procedures developed by the Board, the Principal or the School such as a Parent Code of Conduct, Complaints and Grievance Policy and P&F Role Descriptions.
- 4.2 The P&F is ultimately responsible to the Board who shall, after consideration, have power to veto decisions made by the P&F
- 4.3 The Principal, who is responsible to the Board for school operations, has the power to veto decisions made by the P&F, subject to review by the Board.
- 4.4 The Principal, as an ex-officio member of both the Board and the P&F, is the primary point of contact between the two bodies.

5. MEMBERSHIP

- 5.1 Membership of the P&F shall be open to people who are:
 - a) Parents of any child enrolled in the School, past or present
 - b) Guardians of any child enrolled in the School, past or present
 - c) Members of the Company
 - d) Past students of HCS, past and present staff

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- e) Friends of the School
- 5.2 It is a condition that all P&F members are committed and supportive of the schools vision, mission and ethos.
- 5.3 A register of members shall be kept by the Secretary showing against each name: the membership category, the address, date of enrolment and date of cessation of membership
- 5.4 Misconduct of a member
 - a) If any member :
 - (i) is in breach of the provisions of this constitution; or
 - (ii) is guilty of any act or omission which, in the opinion of the Board may expel the member from the P&F and remove the member's name from the register of members as a consequence of misconduct.
 - b) The Board must not expel a member under paragraph 5.4(a) unless:
 - (i) at least 14 days' notice has been given to the member stating the date, time and place at which the question of expulsion of that member is to be considered by the Board, and the nature of the alleged misconduct; and
 - (ii) the affected member is given the opportunity of explain to the Board, orally or in writing, why the member should not be expelled;
 - (iii) the action should be consistent with the School's grievance policy

6 MEETINGS

- 6.1 All meetings of the P&F or committees are to be opened and closed in prayer, with the agenda to include reports from the President, Treasurer, Principal, any authorised sub-committee and questions on notice. Question on notice will only be accepted prior to the agenda being finalised a week before any meeting and all questions or discussions must avoid specific references to students, staff, families, parents, grandparents or carers.
- 6.2 Where deemed desirable, the President may suspend business for prayer for guidance
- 6.3 Ordinary general meetings shall normally be held at least once each term.
- 6.4 The Annual General meeting shall be held annually in Term 4 and no later than the final school week of the school year (to enable the P&F Executive to be elected prior to the commencement of the academic year for the year in which they serve).

7 EXECUTIVE COMMITTEE

- 7.1 The Executive Committee shall consist of a President, Vice President, Secretary and Treasurer. The Principal, or their delegate, shall be an ex-officio member of this or any subcommittee.
- 7.2 Nominations to the Executive Committee must be received in writing at least one (1) week prior to the Annual General Meeting by the School Company Secretary. Nominations must include the names and signatures of the nominee, nominator and seconder.

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7.3 It is a condition of nomination and office that any member of the Executive Committee is committed and supportive of the school's statement of faith, vision, mission, ethos and leadership.

7.4 Any employee of the school is unable to hold a position on the Executive Committee.

7.5 The Board reserves the right to veto any nominees, appointments, elections, P&F or subcommittee decisions.

7.6 Election shall be by show of hands except where a secret ballot is requested by 2 or more members. Election will be by a simple majority of the members present and eligible to vote.

7.7 Appointment to the Committee shall be for two years and normally members shall be eligible for re-election.

7.8 Replacement members of the Committee appointed during the year to fill a vacancy shall remain in office only until the next Annual General Meeting.

7.9 If any of the three Committee positions of President, Treasurer and Secretary are unfilled or become vacant, the Vice President will take up one of these duties, otherwise, if any of these positions is unfilled for a period greater than a month, the P&F will lapse until such times as the position is filled. The P&F will not lapse if the position of Vice President is vacant but there are no other vacancies.

7.10 The President shall normally preside at all meetings unless another is delegated, by the President to this task.

7.11 The Secretary shall prepare agendas prior to meetings, keep minutes, receive and send correspondence and keep the membership register.

7.12 Treasurer shall be responsible for receiving and recording all monies for the P&F, from the time of their election until December 1 of that year, liaise with the HAD and providing a statement of finances to each meeting.

7.13 The Principal, as the Board's representative, is to facilitate good communication and relationships between the P&F and the School Board.

7.14 An audit of P&F accounts will be conducted as part of the School's annual audit process.

7.15 The P&F postal address shall be care of the School at its normal postal address to avoid misdirection of mail due to changes in officers.

8 QUORUMS

8.1 The quorum for any general meeting shall be:

If greater than 30 members, 20% or more of the membership of the P&F, or

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If less than 30 members, 3 members, 2 P&F Executive Members and the Principal or Associate Principal

8.2 If a quorum is not present for an Ordinary General meeting within thirty (30) minutes of the normal or advertised time, any business matters shall be deferred until the next quarterly meeting.

8.3 If a quorum is not present for an annual General meeting within thirty (30) minutes of the normal or advertised time, the meeting will be adjourned until the same time and place the following week. On that occasion no quorum shall be required.

9 FINANCES

9.1 The financial year for the P&F shall end on 30 November each year.

9.2 All income will be duly received, reported and given to HAD using their required protocols

9.3 All P&F monies will be held by the School.

9.4 Monthly bank statements shall be forwarded to the P&F by the HAD.

9.5 All grants to the School for the purchase of School equipment by the P&F will be in respect to needs and priorities nominated by the Principal in consultation with the Executive Committee.

10 ACTIVITIES

10.1 All activities must reflect the values and ethos of HCS and respect MBC policies.

10.2 All organised P&F activities must receive prior approval from the Principal.

11 CONSTITUTION

11.1 Any changes to this Constitution can only be made by the Board. It is expected that changes shall only be made after consultation with the Executive Committee.

11.2 At least one (1) month's written notice will be given to the P&F of any proposed changes to the Constitution.

12 IN CONCLUSION

12.1 The Board retains the right to disband the P&F if the Board deems it necessary.

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12.2 In the event of the P&F being wound up, any property of the P&F shall become or remain the property of the School.

12.3 The income and the property of the P&F shall be used and applied only for the promotion of the objects of the School and shall not be paid or transferred to members by way of bonus, dividend or in any other way, other than reimbursement of authorised expenditure on behalf of the P&F through the school's normal finance protocols.