



## STANFORD LAKE COLLEGE PARENTS ASSOCIATION CONSTITUTION

### 1. Name of the association

Stanford Lake College Parents Association (SLC Parents Association).

### 2. Purpose of SLC Parents Association

The Purpose of the SLC Parents Association is to provide a structure through which all parents of Stanford Lake College can work together effectively for the betterment of our school. The Parents Association shall engage regularly with the school board and/or its sub-committees to build an effective partnership between home and school.

### 3. Aims and objectives

- To uphold and support the Stanford Lake College ethos, mission, vision and values.
- To build cooperation and participation amongst the SLC parent community.
- To improve effective communication and feedback amongst the school and SLC parents.
- To facilitate fellowship and networking amongst our parent community.
- To support school extra-curricular activities.
- To engage in fundraising activities for the improvement of our school infrastructure and learner experience.
- Through the above, to empower parents to act as brand ambassadors of Stanford Lake College.

### 4. Membership

- All parents and legal guardians of current SLC learners who are in good standing are by default members of the SLC Parents Association.
- All Stanford Lake College parents willing and able to provide time, energy and/or resources are encouraged to assume active participation in the SLC Parents Association activities and engagements.

### 5. Executive Committee

#### 5.1. Appointment of Executive Committee

- The members of the SLC Parents Association shall appoint an official Executive Committee (comprised of a minimum of 8 and a maximum 15 of members) from the current SLC parent body to represent the parent body.
- Election of members of the Executive Committee will take place at the SLC Parents Association Annual General Meeting each year.
- Members will hold office for two years, provided they remain eligible for membership of the SLC Parents Association, and may thereafter offer themselves for re-election for a further one year period, on an ongoing basis as long as they remain eligible.



- At least 30% of the Executive committee should comprise of members from the previous EXCO for the preservation and maintenance of the PA institutional memory
- Management and control of the affairs of the PA is vested in its Executive Committee.
- One member of the SLC Board PR and Marketing sub-committee will be an ex-officio member of the Executive Committee.
- The school has the right to appoint a member of the SMT to the committee.
- The Executive Committee shall ideally be as representative as possible, reflecting the school's values and encouraging participation across all cultures.
- The Executive Committee may co-opt additional members during the year, where relevant.
- Any co-opted member serves until the task has been completed or the next Annual General Meeting.
- Any member co-opted to replace a member who is no longer on the committee shall serve the term of that person who is being replaced, with voting powers.
- The Chairperson of the SLC Parents Association shall be entitled to invite any member of the SLC Board of Directors or SMT to attend an Executive Committee meeting, either as an observer or to participate in debate on specific issues.

## 5.2. Executive Committee roles

Once the parent body has voted on and appointed the Executive Committee, the Committee will be responsible for appointing the following positions:

- Chairperson
- Deputy Chairperson
- Treasurer
- Secretary
- Head of fundraising
- PA Communication
- Parent engagement and events
- Parent mentors

The duties and responsibilities of these and any other positions will be defined at the first meeting of the year and shared with the SLC Board PR and Marketing sub-committee.

## 5.3. Voting and record-keeping

- The quorum for any meeting of the Executive Committee shall be 50% of the members.
- All decisions of the Executive Committee shall require a simple majority vote. In the event of equality of votes, the Chairperson, or in the Chairperson's absence, the person presiding at that meeting shall have a casting vote in addition to a deliberative vote.
- Minutes shall be kept of all meetings of the Executive Committee. Written reports of the work of any sub-committees (including ad hoc committees) are submitted to the



Executive Committee. Minutes of all meetings are formally adopted according to accepted meeting procedures.

- The Chairperson of the PA Executive Committee (EC) shall submit the minutes of each PA EC meeting to the SLC Board PR and Marketing sub-committee.

## 6. Meetings

- A general meeting open to all parents is held quarterly (once per term) and may be held online, in person, or in a hybrid format in order to accommodate parents living far away. Members of the Executive Committee are expected to attend.
- An Executive Committee meeting is held once a month. This excludes dates that fall during school or public holidays. The Executive members shall not be absent from more than two consecutive meetings unless granted leave of absence by the Executive Committee, failing which they shall be deemed to have relinquished their position as a member of the Executive Committee.
- An emergency meeting of the Parents Association or its Executive Committee may be called at any time on the written request to do so being received from either:
  - The Head of the school
  - The Chairperson of the SLC Board of Governors
  - The Chairperson of the PA; or
  - At least 33% of members of the PA.

### 6.1. Annual General Meeting

- The Annual General Meeting will be held in person annually, during the first term of the year.
- The business to be transacted at the Annual General Meeting is:
  1. To consider and adopt the minutes of the previous Annual General Meeting.
  2. To receive and consider the annual report of the Executive Committee on the affairs of the Parents Association, including a summary of income and expenditure for the year.
  3. To fill those portfolios due for election.
- One calendar month's notice, in writing, is given of the Annual General Meeting.
- A quorum shall be 30% of parents, or alternatively 30 minutes after the meeting is scheduled to start, all those parents present.
- Nominations for the Executive Committee:
  - The Chairman, or their nominee, acts as the Electoral Officer for all vacancies as they arise on the Committee.
  - Nominations are lodged with the Electoral Officer at least 4 days before the published start of the AGM and must be shared with PA members at least 2 days before the AGM.
  - All parents may nominate other current parents using the prescribed form, which includes the full name, address, and signatures of the nominee and the PA member nominator. The form must be completed in full.



- The rules for electing and voting on the Executive Committee are as follows:
  - Each family in good standing with Stanford Lake College and with a child currently enrolled in the school is entitled to attend and to vote at any meeting and has one vote per child enrolled at the school.
  - Voting will be by ballot in writing and votes will be retained by the Electoral Officer or PA Chairperson for record keeping purposes. Votes will be counted by a minimum of 2 members of the PA Executive Committee and results of the vote will be published within 7 working days of the AGM.
  - Where PA members are unable to attend the AGM, a single proxy vote per family will be allowed. Proxy votes must be made in writing and sent to the PA Chairman no later than 24 hours before the start of the AGM.
  - All decisions require a simple majority vote. In the event of an equality of votes, the Chairperson, or in the absence of the Chairperson, the person presiding at the meeting, has a casting vote in addition to a deliberative vote.

## **7. The powers and duties of the PA**

The Parents Association is empowered generally to transact such business and conduct such affairs as are necessary for the proper performance of its aims and, in particular:

1. To carry out the aims and objectives of the Association.
2. To raise funds for the school, employing fundraising projects, accepting donations, grants and requests, and by any other lawful means. Any major fundraising projects shall be run in alignment with the school's Fundraising Policy.
3. To ensure alignment of its activities with the school's finance processes and policies.
4. To do everything necessary for the proper and business-like control and conduct of the affairs of the Association.
5. To do all things which may be necessary or expedient for giving effect to this Constitution.
6. To terminate the office of any Executive Committee member who has acted contrary to the aims and objectives of the Association.

## **8. Disputes**

Any dispute between members of the PA regarding the terms of this Constitution which cannot be resolved by the Executive Committee shall be referred to the Chairperson of the Board of Governors, whose decision shall be binding.

## **9. Amendments to the Constitution**

This Constitution shall be amended only at an Annual General Meeting and the amendments shall be agreed to by two-thirds of the members present.