OFFICERS OF THE ASSOCIATION

1.1 Officers and Eligibility to Hold Office

1.1.1 Subject to clauses 1.1.3, 1.1.4 and 1.3 below, at each annual general meeting of the Association, the members of the Association must elect the following officers from its members:

a. a President;
b. at least one Vice-President;
c. a Secretary;
d. a Treasurer;
e. such additional Officers as may be determined by the Association.

1.1.2 The Officers of the Association hold office in an honorary capacity.

1.1.3 The Office of Treasurer may not be held by either the current President or Secretary of the Association.

1.1.4 The Principal may not hold a position as an Officer of the Association.

1.1.5 A retiring Officer is eligible for re-election and a former Officer is eligible for re-election; and

1.2 Vacancies

1.2.1 The position of an Officer becomes vacant if the Officer:

a. dies;
b. resigns by signed notice given to:
   • in the case of the President - a Vice-President or the Secretary or Treasurer; or
   • in the case of another Officer - the President; or

c. is absent from three consecutive meetings of the Association where:
   • there is a quorum for each meeting not attended,
   • the member has been given notice of the meetings in accordance with this Constitution; and
   • the absences have been without the Association’s leave and without reasonable excuse.
   In calculating whether the Officer has been absent from three consecutive meetings, if the Officer attends a meeting during the relevant period, where there is no quorum, this is counted as attendance at a meeting.

1.2.2 A notice under section 1.2.1b takes effect on the date the notice is given or, if a later time is stated in the notice, the later time.

1.2.3 An election to fill a casual vacancy in the position of an Officer of the Association may be held at a general meeting of the Association.

1.2.4 A position which is not filled at an annual general meeting may be filled by election at the next general meeting of the Association.
1.3 Election

1.3.1 Officers of the Association may only be elected as follows:

a. Any two members of the Association (the “Nominating Members”) may nominate another member (the “Candidate”) to be an Officer.
b. The nomination may be made:
   • in person, by the Nominating Members, at the relevant meeting; or
   • if the Candidate cannot be present at the relevant meeting, by giving the Secretary, before the meeting, a nomination in writing signed by the Nominating Members and the Candidate.
c. If there is only one nomination for a position, the Candidate will be elected to the relevant office if the candidate receives the votes of a majority of the members at the meeting.
d. If there is more than one nomination for a position, the Candidate who receives the majority of the votes will be elected to the relevant office.

1.4 Notification of Officers

The Secretary of the Association must, as soon as practicable upon the formation of the Association and after each annual general meeting (or, in the case of an election to fill a casual vacancy, the relevant general meeting), give to the Director-General notice of the names and addresses of the elected Officers and to the Queensland Council of Parents and Citizens’ Associations (QCPA).

2 EXECUTIVE COMMITTEE

2.1 Executive Committee

2.1.1 Subject to clauses 2.1.2 and 2.1.3, the Association has an Executive Committee that is comprised of the following Officers of the Association:

a. the President;
b. the Vice-President or Vice-Presidents;
c. the Secretary; and
d. the Treasurer.

2.1.2 Subject to clause 2.1.3, at the time of the election of Officers of the Association, the number of relevant staff members who may be members of the Executive Committee must not be more than one-third of the total number of members of the Executive Committee. In this clause 2.1.2, the term “relevant staff member” means [a staff member of the School who is not a parent of a child attending the School OR a staff member of the School] [Note – select one option and delete the other option (and this drafting note). The first option is if the School is a State School. The second option is for if the School is a State institution established under section 14 of the Act – eg. an outdoor or environmental education centre]

2.1.3 Clause 2.1.2 does not apply to the Association if the Director-General reasonably believes that complying with that requirement would prevent all of the positions of the Executive Committee being filled and the Director-General notifies the Association that it is not required to comply with that clause or its statutory equivalent (being section 126(2) of the Act).
2.2 **Description of Executive Committee**

2.2.1 The **President** provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, School administration and the community and encourage participation in the Association. The President will be the Chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations.

2.2.2 The **Vice-President** provides essential support for the President and possibly other members of the Executive Committee. They will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. They should also be familiar with the rules, constitution and other documents governing Association operations.

2.2.3 The **Secretary** collates the agenda papers for each meeting, (including subcommittee reports) and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association’s meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the P&C.

2.2.4 The **Treasurer** has the overall responsibility for the financial management of the P&C, including all subcommittee accounts. In their role they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the P&C in consultation with the Association’s Executive Committee, and should be involved in the preparation of the school budget. It is the Treasurer’s responsibility to keep accurate accounts of receipts and expenditure.

2.3 **Authority of Executive Committee in Matters of Urgency**

2.3.1 The Executive Committee may, by majority vote of the Executive Committee, take any necessary action regarding urgent matters relating to the performance of the Association’s functions.

2.3.2 The Executive Committee may not remove a person as a member or an Officer of the Association.

2.3.3 The Executive Committee must use its best endeavours to consult with all Officers of the Association prior to exercising its rights under clause 2.3.1.

2.3.4 All Officers of the Executive Committee have an equal vote when voting on matters of urgency.

2.3.5 Full particulars of actions taken by the Executive Committee as matters of urgency must be tabled at the next scheduled general meeting of the Association or at a special meeting called for that purpose. However, failure by the Executive Committee to comply with this clause does not affect the validity of the action.

3 **SUBCOMMITTEES**

3.1 The Association may establish subcommittees for purposes it considers appropriate consistent with the objectives and functions of the Association, including subcommittees for special purposes such as a swimming club or tuckshop.
3.2 Subcommittees may only act within the scope of the authority given to the subcommittee by the Association and must follow any direction given by the Association to the subcommittee.

3.3 Without limiting section 3.2, subcommittees will operate under the general supervision of, and will be subject to conditions imposed by, the Association, which include ratification by the Association of specific decisions.

3.4 Only members of the Association are eligible to be members of a subcommittee and will be appointed by the Association.

3.5 Subject to clause 3.7, the Association must appoint particular members of the subcommittee to be the Chairperson, Secretary and, if funds are to be raised or spent by the subcommittee, the Treasurer of the subcommittee.

3.6 Officers of the Association are eligible to hold positions on subcommittees.

3.7 The position of Treasurer of a subcommittee may not be held by either the Chairperson or the Secretary of the subcommittee.

3.8 Each subcommittee of the Association will, subject to an alternative direction by the Association, provide a written report of its progress to every general meeting of the Association. If the subcommittee is authorised by the Association to raise or spend funds, then the Treasurer of the subcommittee will present a written financial statement, at every general meeting of the Association. The subcommittee accounts will be subject to an audit as part of the Association’s accounts.

3.9 The timing and frequency of meetings of each subcommittee will, subject to an alternative direction by the Association, be determined by a majority of the votes of the members of the relevant subcommittees.

3.10 Matters arising at a meeting of a subcommittee are decided by a majority of the votes of members present at the subcommittee meeting, where each member present has a vote on the matter. The Chairperson of the subcommittee, or, if the Chairperson is not present at the meeting, the person presiding at the meeting, has a deliberative vote and if the votes on a matter are equal, a casting vote.

3.11 At any meeting of a subcommittee the presence of a majority of members of the subcommittee constitutes a quorum.

3.12 If a quorum is not present at a subcommittee meeting, the meeting will adjourn to a date determined by its members, subject to an alternative direction by the Association.

3.13 The tenure of each subcommittee is at the discretion of the Association.