

The International Grammar School Sydney Limited

Constitution of the Parents, Teachers and Friends (PTF)

Section 01: Membership

**1.1:
Name**

The body shall be formally known as the International Grammar School Sydney Parents, Teachers and Friends and hereafter referred to as the PTF. The International Grammar School Sydney shall hereafter be referred to as the School. For the purposes of this document, School Administration shall refer to the School Management Team – including but not limited to the School Principal, Deputy Principal, Assistant Principals and other members of the School management team.

**1.2:
Objectives**

The objectives of the PTF shall be:

- a) To promote the interests of the School by fostering and promoting a sense of belonging and connection within the School community through building networks that link families with each other and through providing a bridge between the School and families.
 - b) To provide a regular forum for members of the School community to receive information, discuss issues relevant to students, contribute ideas and provide feedback to the School Administration.
 - c) To provide funding for items not covered by the School budget, particularly those that help to build a better School community.
-

**1.3:
Membership**

Membership shall be open to:

- a) All parents and carers of students enrolled to attend or who are attending the School.
- b) Members of the School staff
- c) Alumni of the School
- d) Parents and carers of ex-students of the School
- e) Friends of staff or parents and carers.

The School Principal shall be a member, ex-officio, of the PTF and all its committees. Any member may attend the PTF meetings and participate in the discussions.

Continued on next page

Section 01: Membership, Continued

1.4: Financial membership

Only financial members are eligible to raise agenda items, propose motions, vote on motions, or hold office in the PTF.

Financial membership is conferred with the payment of a \$5 per family subscription on a yearly basis. The School will levy the annual PTF subscription on all families of students enrolled at the School. Families may opt out of paying the annual PTF subscription by informing the School in writing upon enrolment.

Section 02: PTF Committee

2.1: PTF Committee

The PTF Committee, which shall be constituted of the Executive Officers of the PTF and a minimum of two (2) other Office Bearers, shall carry out the decisions of the PTF and manage its affairs.

The broad roles of the PTF Committee are:

- a) To represent the concerns and views of the PTF membership with the School Administration and Board of Management, and if applicable, liaise with these areas to resolve any issues. To report back to the PTF membership on the status of issues.
 - b) To represent requests for assistance from the School Administration and Board of Management to the PTF membership and to organise those actions required to provide such assistance should the PTF membership agree to the request.
 - c) To foster the development of ideas and proposals to promote social and FUNd raising activities for the School where the emphasis is on FUN and encouraging community spirit.
-

2.2: Executive Officers

The Executive Officers of the PTF shall consist of the:

- a) President
 - b) Vice President
 - c) Honorary Treasurer, and
 - d) Secretary.
-

2.2.1: President

The President shall preside at all meetings of the PTF Committee and the PTF, and represent the PTF at the Board of Management meetings. The President shall be the primary liaison between the PTF and the School Principal.

In his/her absence, the Vice-President shall assume the responsibilities of the President.

2.2.2: Vice President

The Vice President shall assist the President in the conduct of meeting, responses to notices and co-ordinate the day to day activities of the PTF.

2.2.3: Honorary Treasurer

The Honorary Treasurer shall manage the funds and bank account of the PTF. He/she shall co-ordinate the distribution of PTF monies, report on the state of PTF funds at PTF meetings and co-ordinate with the School the levying of the annual PTF subscription.

Continued on next page

Section 02: PTF Committee, Continued

2.2.4: Secretary

The Secretary shall receive all correspondence, prepare the agenda for PTF meetings, record the minutes of PTF meetings, organise distribution of the minutes to PTF members and keep a record of all business conducted. On relinquishing his/her position, a copy of records shall be provided to his/her successor.

2.3: Other officers

Other PTF Office Bearers shall be a minimum of one of each of the following positions:

- a) Class Representative Co-ordinator
 - b) Class List Co-ordinator
 - c) Social Co-ordinator.
-

2.3.1: Class Representative Co-ordinator

The Class Representative Co-ordinator shall co-ordinate and report back to the PTF on the activities of the voluntary Class Representative's body. As a group, the Class Representative Co-ordinator and the Class Representatives have an overall role of creating a positive community and facilitating communications across year groups.

Class Representatives are parents, carers or friends who interact and liaise with each class and their Teacher in the School to organise class room assistance, class or year social events, and provide a means of communicating information, events and requests directly with the parents and carers of a class or year group.

2.3.2: Class List Co- ordinator

The Class List Co-ordinator liaises with the School on the production and distribution of class lists to parents.

2.3.3: Social Co- ordinator

The Social Co-ordinator shall plan, co-ordinate, execute and report on social and FUNd raising activities. The Social Co-ordinator shall be the primary liaison between the PTF and the School Business Development Officer.

The Social Co-ordinator may appoint temporary co-ordinators from the School community to assist with specific events or duties.

Continued on next page

Section 02: PTF Committee, Continued

2.4: Election of Officers

All positions of the Committee shall be deemed vacant at the Annual General Meeting. The members of the PTF shall at the Annual General Meeting elect the Office Bearers.

- a) Candidates for any of the Office Bearer roles must be financial members.
 - b) Candidates must be nominated and seconded by financial members of the PTF present at the Annual General Meeting.
 - c) If there is more than one candidate for an Office Bearer's position, the election of the successful candidate shall be decided by secret ballot on a majority vote basis.
-

2.5: Removal from office

A member of the PTF Committee may be removed from office by resolution of the PTF carried out at a properly convened general meeting or special meeting provided due notice of the motion has been given.

The seat of any Office Bearer who is absent without reasonable cause from three consecutive meetings, both PTF Committee Meetings and PTF meetings, may be declared vacant.

Any vacancy on the PTF Committee shall be filled by any financial member of the PTF at any PTF meeting who receives the support of a majority of financial members present.

2.6: Sub-committees

The PTF Committee may set up sub-committees to carry out specific functions on its behalf. All such sub-committees shall nominate a representative to report their operations to the PTF Committee.

2.7: PTF Committee meetings

The PTF Committee shall meet on a regular basis, prior to every PTF meeting. The purpose of this meeting is:

- a) Review the status of actions raised from previous meetings.
- b) Discuss any proposed new initiatives.
- c) Determine if there are any pressing concerns within the School community.
- d) Agree on the agenda for the next PTF meeting.

Any member of the PTF committee may request a meeting be called, at a suitable time for as many members of the PTF Committee as possible, with the purpose of that meeting being clearly stated.

2.8: Quorum

Four (4) members of the PTF Committee shall constitute a forum at all PTF Committee meetings.

Section 03: PTF meetings

3.1: PTF meetings

Meetings of the PTF shall be held regularly during the School year on such days as deemed appropriate by the PTF Committee.

A calendar of PTF meeting dates and times shall be published in the annual School calendar, on the School website and through notices placed in the InFocus weekly School newsletter.

3.2: Annual General Meeting

The Annual General Meeting of the PTF shall be held in March of each year.

Annual reports from PTF office bearers shall be presented.

All PTF Committee roles shall be declared vacant and office holders for the coming year elected.

3.3: Special meetings

A special meeting of the PTF shall be called at any time on a requisition signed by ten (10) financial members or on the authority of the PTF Committee.

Members shall be given seven (7) days notice of the special meeting and provided with an explanation of why a special meeting has been called and the objectives of that meeting.

3.4: Quorum

Ten (10) financial members shall constitute a quorum at PTF meetings, the Annual General meeting and special meetings.

3.5: Business of meetings

At all meetings of the PTF, the order of business shall be:

- a) Confirmation of the minutes from the previous meeting
- b) Review of business arising from the previous minutes
- c) Correspondence
- d) Reports from PTF Office Bearers, as appropriate
- e) Other business

The order can be altered if notice of this intent is given prior to the meeting having commenced and if the reason is clearly stated.

Continued on next page

Section 03: PTF meetings, Continued

3.6: PTF funds

The PTF Committee, in consultation with the School Administration, can recommend the priorities or allocation of funding to the School. Any disbursement of funds to the School must be motioned: raised, seconded and passed by a majority vote of financial members present at a PTF meeting.

At a minimum the Treasurer, the President and the Vice President shall be authorised signatories on the PTF bank account.

3.7: Discussions

All discussion at PTF meetings and PTF Committee meetings shall be governed by the usual rules of debate being:

- The Chair presides over discussions.
- One person speaks at a time.
- Attendees respect the opinion of others, even if they do not agree with them.
- A person either waits to be acknowledged by the Chair before venturing comments if multiple people have indicated they wish to comment, or waits for an appropriate pause in discussion to add individual comments to the discussion.

Discussion on points that have not been notified prior to the meeting may be accepted during “Other Business” if time permits.

3.8: Motions

Resolutions of the PTF shall require motions to be raised, seconded and voted on by financial members. To be passed, a majority of financial members present at the meeting must vote in support of the resolution. In the event of a tie, the Chair holds the casting vote.

In general, voting for or against a resolution will be done by a show of hands. If the resolution is of a sensitive matter, the person who raises the motion may call for a secret ballot.

Section 04: Administrative matters

4.1: Notice

The requisite notice for all nominations of Office Bearers, points for discussion or motions to be placed before the PTF in a meeting shall be seven (7) days. All such nominations, or motions, must be in writing and forwarded to the Secretary of the PTF.

The requisite notice for the placement of Proxy votes in the Correspondence Box for the election of the PTF Committee shall be forty-eight (48) hours. If there have been no written nominations for PTF Committee Office Bearers, nominations may be taken from the floor at the time of the Annual General Meeting.

4.2: Correspondence

Correspondence relating to the PTF may be:

- a) Posted to the Secretary of the PTF at the School address
- b) Placed in the PTF Correspondence Box located in the School's reception area, or
- c) E-mailed to the Secretary, care of PTF@igssyd.nsw.edu.au.

The PTF Committee shall acknowledge receipt of all correspondence and take the appropriate actions.

4.3: Records

The Secretary is responsible for the collection and collation of records of the PTF. A registry of PTF records shall be maintained of correspondence, minutes of meetings and statements of accounts:

- a) In the School Archives for historical records preceding March 2008.
- b) On the School website for all records from March 2008.

Copies of historical minutes of meetings may be made by PTF members on arrangement with the School Administration.

4.4: Amendments

The Constitution shall not be added to or amended except by ordinary resolution at a PTF meeting and after due notice has been given in writing.

The PTF Committee shall review the Constitution on a regular basis and propose amendments as required.

Section 05: Ratification of the Constitution

**Ratification of
the Constitution**

We, the undersigned, hereby certify that this Constitution was adopted at a meeting of the PTF held on <insert date>

**President's
signature and
name**

**Secretary's
signature and
name**

**Witness'
signature and
name**

Date
