OPERATIONAL POLICY
GOOD SHEPHERD LUTHERAN SCHOOL ANGASTON INC
PARENTS AND FRIENDS ASSOCIATION

NAME: The name of this organization shall be “The Good Shepherd Lutheran School Parents and Friends Association” hereafter referred to as the Association.

AIMS: In keeping with the mission and vision of the school, the aims of the association will be:

1. to stimulate an active interest in the life of the school.
2. to foster and promote fellowship, co-operation and communication amongst parents, friends, staff and School Council.
3. to initiate and organise fundraising events for the benefit of the whole school.

RELATIONSHIP TO THE SCHOOL COUNCIL:

The Association. In direct agreement with the articles 11 & 111 of the Constitution of Good Shepherd Lutheran School Angaston Inc is to be responsible to the School Council. The P&F Association is required to provide minutes from previous meetings from each Association meeting to School Council. Issues relating to Capital development and improvements, school policy and uniforms, affirmed at Association meetings require ratification by School Council.

MEMBERSHIP:

Membership of the Association is open to all parents, alumni parents, old scholars or guardians of students at the school. Such membership grants the right to vote and hold office in the association.

Any employee, grandparents, friends or other persons who are interested in the welfare of Good Shepherd may attend a P&F meeting but cannot hold office or vote.
OFFICE-BEARERS AND COMMITTEES:

1. The officials of the Association shall be the President, Vice-President, Secretary and Treasurer.
2. “The Officials as specified in point 1. Shall constitute the Executive Committee.
3. The Association may appoint additional officers and committees as it may from time to time determine.
4. Officers and Committees shall be elected at the Annual General Meeting and shall assume duties at the close of the Annual General Meeting.
5. All elections shall be by secret ballot.

MEETINGS:

1. The Executive shall meet if required.
2. At least one (1) general meeting shall be held in each school term.
3. At general meetings a quorum shall consist of all those present.
4. The Annual General Meetings shall be held in the final term of each school year. At this meeting, elections shall be held in accordance with the by-laws.

FINANCE:

1. A bank account shall be held with a convenient bank in the name of the Association and shall be operated by the President, Secretary and Treasurer, two of three to sign.
2. Prior to the Annual General Meeting, books shall be audited by the nominated auditors.
3. A savings account shall be held in conjunction of the Society Cheque Account. A debit card will be obtained for this account, which will require only one signature and to be used for purchases for the canteen and fundraising activities.
4. A pre determined amount will be maintained in the savings account by the Treasurer. Where an activity is being catered for and more funds will be required in this account, this need to be confirmed by 2 executive members prior to adding extra funds into the account.
CHANGE OF OPERATIONAL POLICY:

Proposed changes to repeal, alter or add to this Operational Policy need to be given to the Association at least two (2) months prior, for consideration at any general meeting, and require two-thirds majority of the members present to be passed. Changes in relation to “Relationship to the School Council” and “changes of Operational Policy” must also be ratified by School Council.

BY-LAWS OF THE GOOD SHEPHERD LUTHERAN SCHOOL ANGASTON
PARENTS AND FRIENDS ASSOCIATION

1. OFFICE-BEARERS, COMMITTEES AND THEIR DUTIES

1. The President shall preside at the meetings of the Association and the Executive, and shall enforce the Operational Policy of the Association and shall supervise the activities of the Association. The President shall formally welcome new members at a general meeting.

2. The Vice-President shall assist the President in every way, and in the President’s absence or inability to act shall perform the duties of the President.

3. The Secretary shall keep an accurate record of the proceedings at the meetings of the Associations and of the Executive Committee, attend to the necessary correspondence, and post all notices. The secretary shall ensure that a written report is presented at the A.G.M. of the Association and at meetings of the School as required. In the absence of the Secretary, a Minute Secretary shall be elected for that meeting.

4. The Treasurer shall bank all monies received, pay accounts upon authorisation of the Executive of the Association and keep accurate records of all transactions. The Treasurer shall submit the books for an annual audit, at least fourteen (14) days prior to the Annual General Meeting.

5. The P&F Committee shall plan the year’s programme of activities. The Executive shall attend to any matters that need attention between general meetings and shall report to the next general meeting.

6. The Association shall:

   Elect a Canteen Manager for a 2 year period. Canteen Manager is responsible to the
Principal. Canteen Manager to follow all policies affecting canteen from OHWS to Healthy food guidelines, etc.

1.1 ELECTIONS

1. All elections shall be held at the Annual General Meeting. This includes the following positions which for the Executive; President, Vice President, Secretary, Treasurer along with a Canteen Manager.
2. The term of office shall normally be two (2) years.

1.1.1. MEETINGS

1. The President shall ordinarily decide the manner of voting, whether by show of hands or by ballot, but the meeting may itself decide by special resolution, the manner of voting to be adopted. In the event of a tied vote, the ‘matter’ will be deferred until the next meeting if possible to give time for reconsideration/research of the ‘matter’. If the vote is still tied at the next meeting, the President shall make a casting vote.