



Galilee Regional Catholic Primary School

Constitution of the Galilee Parents Association

The organisation formed under this constitution shall be known as Galilee Parents' Association hereinafter referred to as "the GPA".

1. Aims and Objectives

Working in cooperation with the Principal and Parent Partnerships Leader the GPA's aims and objectives are to:

- contribute to the wellbeing of the school community
- encourage the participation of all parents in the life of the school and the education of their children
- provide opportunities for parents to get to know each other and to be informed about their child's school
- raise funds for the benefit of the school.

2. GPA Values

The GPA commits to upholding the following values:

- respectful partnerships
- clear and honest two-way communication
- transparent processes
- democratic, informed decision-making.

3. Association

GPA shall be open to any parent or guardian of a child attending the school or any other interested individual of the immediate school community.

All members must sign and complete

- 1) Registration Form
- 2) Child Safety Code of Conduct
- 3) School Parent, Guardian, Carer Code of Conduct
- 4) Parent Communication Group Guidelines

The annual Registration Form shall be submitted to the GPA Secretary on or before the first GPA Meeting of the year.

The Child Safety Code of Conduct and School Parent, Guardian, Carer Code of Conduct, Parent Communication Group Guidelines shall be submitted to the Parent Partnerships Leader on or before the first GPA Meeting of the year.

Upon submitting these documents, a person becomes a Registered Member of the GPA for the year.

Registration is renewed annually.

The GPA Secretary shall maintain a file of Registered Members of the GPA and their addresses, and either provide an attendance book for members to sign at each meeting they are in attendance or take attendance of present Registered Members in GPA minutes at each meeting.

4. General Meetings

General Meetings shall be held prior to an event and termly. All members shall be notified of the date of a General Meeting at least one week before each meeting.

5. Finance

All revenue and expenditure (including reimbursements) in relation to the GPA must be approved by a member of the school Leadership Team in accordance with the school's procedures.

The GPA will have an account within the school's official system. All revenue and expenses relating to the GPA must be recorded within this account in accordance with the school's procedures.

All funds raised by the GPA by fundraising activities must be held in the GPA account by the School in trust for the general or particular purpose for which the funds were raised.

The GPA's finances will be audited along with those of the school as part of the Department's audit process. It is the responsibility of the School and the GPA to provide relevant financial documentation and ensure records are up to date.

The GPA shall not operate for profit or undertake activities for the private gain of individual members.

6. Fundraising

The GPA may undertake fundraising activities, with the prior approval of the School Principal, for the purpose of:

- (a) the establishment or augmentation of school funds; or
- (b) the establishment or augmentation of funds for a particular school purpose.

7. Privacy

All 'personal information' collected, used or disclosed by this club, is protected by the *Privacy and Data Protection Act 2014* (Vic) and *Health Records Act 2001* (Vic) (collectively, Victorian privacy law).

8. GPA Records

All minutes, correspondence, annual financial statements, registration forms and other documents of the GPA will be the property of the School and will be made available if required. All such records not in current use will be filed in the school building with other school records.