

ADvTECH House  
Inanda Greens,  
54 Wierda Road West,  
Wierda Valley, Sandton  
PO Box 2369,  
Randburg, 2125  
Tel: 011 676 8000  
Fax: 011 783 5645  
[info@iie.ac.za](mailto:info@iie.ac.za)  
[www.advtech.co.za](http://www.advtech.co.za)

**Att: Lisa von Broembsen**

24 June 2015

Dear Lisa

**Re: Southdowns College Parents Association Constitution**

I attach a copy, as discussed, of the approved version of the Southdowns College Parents' Association Constitution. It has our full backing and we are appreciative of the work you and your committee do for our school.

If you have any queries, please do not hesitate to contact me.

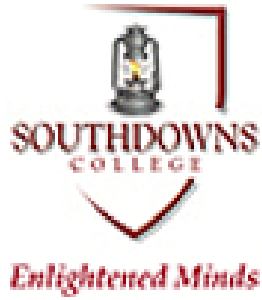
Many thanks.

Regards



ALEX ISAAKIDIS  
CEO  
ADVTECH SCHOOLS DIVISION





**SOUTHDOWNS COLLEGE**

**PARENTS' ASSOCIATION CONSTITUTION**

**APRIL 2015**

## 1. TITLE

The title of the association referred to in this constitution shall be:

SOUTHDOWNNS PARENTS' ASSOCIATION

Created as an organizational structure in terms of clause 7 of the *Southdownns College Constitution*, dated November 2012, and hereafter referred to as the "*PA*".

## 2. DEFINITIONS

2.1 "***The College***" shall mean Southdownns College and shall be inclusive of the Pre-Preparatory School (Grade 000 to Grade 0), The Preparatory School (Grade 1 to Grade 6) and the College (Grade 7 to Grade 12).

2.2 "***The College Executive***" shall mean the College Head, The Preparatory School Head, The Pre-Preparatory Head and the senior staff members who are the professional leaders of the school.

2.3 "***PA***" shall mean the The Southdownns College Parents' Association

2.4 "***Member***" shall mean a member of the PA

2.5 "***Parent***" shall mean the legal guardian of a child registered at Southdownns College.

2.6 “**Pupil**” shall mean a child admitted to Southdowns College by a College Head.

2.7 “**Annual Funding Plan**” shall mean a plan which will consist of all the annual events of the PA, events and items needing funding for the year.

### 3. OBJECTIVES OF THE PA

The role of the Parents’ Association of the College is to support the College via the College Executive, in the following areas:

3.1 Fundraising for diverse expenses not covered in the operating and capex budgets of the College.

3.2 Social, cultural and sporting events to enhance the interaction between parents and between the parent and the teacher bodies;

3.3 Encourage support by parents of learner cultural and sport activities;

3.4 Encourage parental involvement in all activities of the College and assist the teacher body.

3.5 The above objective is to be executed without interfering in any way with the general control or teaching policy of

the College or intervening in, or receiving, any grievances of Pupils or Parents.

- 3.6 Maintain close harmony with the College Executive in accordance with the Southdowns College Constitution.
- 3.7 The PA is deemed to be a fellowship and minor fundraising body of the College, but is not a separate legal entity.

#### **4. MEMBERSHIP**

The PA is a volunteer body and is not intended or constituted to be representative of the parent body in any way.

- 4.1 Membership of the PA is open to all Parents and guardians who have a Pupil registered at Southdowns College.

#### **5. POWERS OF THE PA**

The PA shall operate in consultation with the College and Staff;

- 5.1 To manage the business of the PA in terms of the Constitution.
- 5.2 To appoint sub committees when necessary and to delegate to them such responsibilities as may be required to fulfill the objectives of the PA as set out in clause 3.

- 5.3 To invite additional members if required.
- 5.4 To decide when and where meetings of the PA are to be held and to make all the necessary arrangements.

## **6. MANAGEMENT**

The PA is to be governed by an Executive Committee, which shall be elected from the PA members and have the power to execute and implement the objectives of the PA.

- 6.1 The Executive Committee shall consist of:
  - 6.1.1 The Chairperson
  - 6.1.2 The Vice-Chairperson
  - 6.1.3 The Treasurer
  - 6.1.4 The Secretary
- 6.2 The members of the Executive Committee shall hold office for two (2) consecutive years.
- 6.3 Members volunteering for these positions shall forward their CV'S to the Secretary no later than fourteen days before the last Annual General Meeting for the year, during which meeting new members will be elected.
- 6.4 The Executive Committee will take office on the 1 January of the following year.

- 6.5 An Executive Committee member's seat shall become vacant if the member:
- 6.5.1 Ceases to be a member of the PA for any reason before the end of his/her term of office.
  - 6.5.2 Resigns in writing.
  - 6.5.3 Acts against the objectives of the PA as set out in clause 3.
  - 6.5.4 Absents himself/herself without reasonable cause or apology from more than three (3) general meetings.
  - 6.5.5 becomes mentally incapable of holding seat.
- 6.6 When a member vacates his/her seat on the Committee, the Executive Committee shall forthwith co-opt a member to fill the vacancy. Any member so co-opted shall hold office until the next Annual General Meeting.

## 7. MEETINGS

- 7.1 The Annual General Meeting shall be held by mid - October during the last school term. At least twenty one days (21) written notice of this meeting must be given to all parents.
- 7.2 PA Meetings shall be held as governed by clause 5.4. Special General Meetings may be called whenever the PA deems it desirable or necessary to meet the objectives of the PA. At least fourteen (14) days written notice of this meeting must be given to all members and such notice shall contain full details of the reason for calling such a special meeting.
- 7.3 Voting at annual general meetings and special general meetings:
- 7.3.1 All members present at any meeting shall be entitled to one vote each and decisions shall be taken by majority vote.
- 7.3.2 Nine members of the PA shall be a quorum. If no quorum is present, the meeting shall be postponed for one week at which meeting the Members present shall constitute the quorum.



7.3.3 The Chairperson of the Executive Committee shall be the Chairperson of the meeting or in his/her absence, the Vice-Chairperson.

7.3.4 The Chairperson of the meeting shall have a second or casting vote in the event of an equality of votes.

7.4 The following matters shall be dealt with at the Annual General Meeting:

7.4.1 Report by the PA Chairperson

7.4.2 Report by the Treasurer

7.4.3 Election of the office bearers of Executive Committee

7.5 All Parents shall be entitled to attend meetings of the PA.

## **8. DUTIES OF THE EXECUTIVE COMMITTEE**

### Chairperson:

8.1 The Chairperson shall preside at all meetings of the PA and of the Executive Committee.

8.2 The Chairperson shall exercise all functions normally pertaining to the office of Chairperson.

Vice Chairperson:

8.3 The Vice Chairperson shall, in the absence of the Chairperson, perform all duties normally pertaining to the office of the Chairperson, together with other duties as shall, from time to time, be delegated to him/her by the Chairperson.

Secretary:

The Secretary shall:

8.4 Keep an attendance record and minutes of all PA and Executive Committee meetings. The minutes of each meeting shall be signed by the Chairperson (or acting Chairperson) and will be available for distribution to the members of the PA upon request.

8.5 Conduct all general correspondence on behalf of the PA;

8.6 Prepare agendas of meetings and distribute notices of meetings.

## The Treasurer

The Treasurer shall:

- 8.7 Be responsible for collecting all money due to the PA directly or indirectly.
- 8.8 Make such disbursements as the PA may from time to time decide.
- 8.9 Keep a correct record of all such monies received and disbursed with documentary proof as may be necessary to authenticate this record;
- 8.10 Keep an accounting record and ensure that all accounts of the PA are subject to audit once a year;
- 8.11 Present statements of account at the AGM of the PA;
- 8.12 Prepare a cash flow status for each General Meeting.

## Staff Representatives:

- 8.13 Serve as the conduit between the College and the PA to discuss the needs of the College, in achieving the PA objectives as set out in clause 3 and to establish priorities in fundraising and expenditure.
- 8.14 Compile fund requests from the respective phases

8.15 Staff representatives shall be appointed by the College Executive.

## 9. FINANCE

9.1 The proceeds raised by the PA through its various fund raising initiatives shall be accounted for within the books of Innospan Investments (Pty) Ltd, registration number: 2009/007409/07, trading as Southdowns College.

9.2 Decisions regarding the activities, fund raising, spending of raised funds and the way in which the PA reaches its objectives shall be in consultation with the College Executive.

9.3 ALL MONIES SHALL BE HANDLED BY THE Treasurer and all payments shall be made with the authorization of the Executive Committee:

9.3.1 An Annual Funding Plan will be presented by the Executive Committee at the last Annual General Meeting for the year. This will be done in consultation with the College Executive.

9.3.2 All fund requests for this purpose shall be submitted to the Secretary fourteen days (14)

days before the date of the last AGM for the year of the PA.

9.3.3 All additional requests will be considered and no request shall be unreasonably withheld.

9.3.4 All additional fund requests shall be submitted to the Secretary and will be voted on at a General Meeting of the Members.

9.3.5 Special ad hoc funding requests shall be approved by the Executive committee.

#### **9.4 Procedure for fund requests:**

9.4.1 Requests for funds will be accepted from Members and College Executive.

9.4.2 Requests are to be made by means of a Fund Request Form obtainable from the Secretary.

9.4.3 Requests are to be sent via email to the Secretary.

9.4.4 Requests have to fall within the ambit of the objectives of the PA, as set out in clause 3.

9.4.5 All monies of whatsoever nature received by the PA or office-bearers on its behalf shall be

deposited into a banking account in the name of the PA.

9.4.6 Only the Treasurer of the Executive Committee shall have the right to make payments after the requisite authorization in clause 9.4.7 has been obtained, except in the case of petty disbursements from money made available on a float or other basis by the Treasurer or from sources duly authorized by the Treasurer.

9.4.7 All payments, except for those referred to above, shall be made by EFT and payments shall be authorized by the Treasurer and the Chairperson or at least two of the members of the Executive committee.

9.4.8 Year End: The PA's financial year shall end on 31 December of each year.

9.4.9 The Executive Committee shall ensure the safekeeping of all documentation supporting its operations, including bank statements and invoices. This documentation shall be made available to the nominated Auditors at all times

and will be open for inspection scrutiny by any member of the PA upon request.

9.4.10 All records shall be signed by two members of the Executive Committee.

9.4.11 At least once in each year the accounts of the PA shall be examined and the accuracy of the income statement and balance sheet shall be certified by a chartered accountant.

9.4.12 The auditors shall be appointed by Innospan Investments (Pty) Ltd and the audit of the PA shall be conducted as part of the audit of Innospan Investments (Pty) Ltd.

## **10. AMENDMENT OF THE CONSTITUTION**

Any amendments to this constitution shall be approved by the

## **11. DISSOLUTION**

The PA may be dissolved at a special meeting called for such purpose by a quorum of members present in conjunction with the College Executive. If, upon dissolution of the Association, there remain any assets of the PA, these shall be transferred to the College Executive and applied towards capital funding for the College.

**12. INTERPRETATION OF CONSTITUTION**

In the event of any dispute arising as to the interpretation of any clause, section or word in the Constitution, the Executive Committee’s decision as to the relevant interpretation shall prevail. In an event of an appeal against the Committee’s decision, it shall be referred to the College Executive.

\_\_\_\_\_  
Chairperson of PA (Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice- Chairperson of PA (Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preparatory School Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pre-Preparatory School Head

\_\_\_\_\_  
Date