CONSTITUTION:

1. Mission:
The Little Yarra Steiner School Community Association seeks to encourage a thriving school community and a healthy school culture through mutual support and affirmation of community members. We seek a culture where diversity is valued and community members have clear constructive avenues for contributing their wealth of expertise, skills and creativity; a culture where ideas are shared and concerns are addressed.

Our school community includes parents and guardians, students, staff and friends and has at its heart the interests of the students.

2. Vision:

The LYSS Community Association represents all members of the school community with the aim of having the school community working together in a positive, focused, co-operative and effective manner.

3. Purpose of the Association:
The purpose of the Association is to:

- Contribute to the well-being of the students, staff and other members of the school community.
- Assist in building the participation of parents and guardians in the life of the school generally, for example through membership of work groups, committees and participation in festivals and events.
- Provide a forum for the discussion of education issues and contribute to the process of school policy.
- Support the work of the school governing bodies while striving to develop and sustain a culture of mutual consultation and participation.
- To raise funds for the benefit of the students.

4. Membership:

Membership is open to parents and guardians of students, staff and friends of the Little Yarra Steiner School.

A small annual fee is to be invoiced to all members. The amount of the fee for the coming year will be determined at each Annual General Meeting.

The Secretary will keep a listing of the names and addresses of all current members. No member of the Association will receive any payment for their services as an office bearer or as a member.
5. **Office Bearers.**
The Association shall have a President, Secretary and a Treasurer. These office bearers shall be elected at each Annual General Meeting for one year or until the next AGM. All members are eligible to vote for Office Bearers and to stand for election to Office. The election for the Office Bearers will be by a show of hands.
An Office Bearer may be removed from office [but not from the Association] by a resolution of a majority of members present at a meeting. Notice of the intention to move a resolution that an Office Bearer be removed from office must be circulated in a notice calling the meeting to all members of the Association at least seven days before the meeting.
The resignation or removal of an Office Bearer will create a casual vacancy that will be filled by an election at the following meeting. Notice of this must be circulated to all members of the Association at least seven days before that meeting.

6. **General Meetings.**
The Association will hold its meetings twice each school term, if required. A notice will be sent to all parents and guardians through the school newsletter one week before each meeting. These meetings are open to all members or any person invited to attend by the Association. All members of the Association who are present at the meeting may vote at a meeting. The secretary will keep a written record of each meeting that will be validated at the next meeting. This will detail the time and place of the meeting, who attended and the decisions taken at the meeting. A quorum for a meeting will be all Office Bearers or their delegated representative and a minimum of seven members of the Association. The only decisions that are binding on the Association are those taken at a meeting constituted in accordance with this constitution.

7. **Annual General Meeting**
The Annual General Meeting will be held on the third Monday in March. The business at the meeting will include:
- Any proposed changes to the Constitution.
- A report on the Association’s activities for the previous year, a copy of which will be sent to College.
- An audited financial report that will be presented and voted on, a copy of which will be sent to College.
- The election of Office Bearers for the following year.
- The amount of the membership fee to apply for the following year.
- Notice of the AGM, with a list of agenda items, should be sent to all members not less than 30 days prior to the AGM.
- General Business.
8. Extraordinary Meetings
An extraordinary meeting of the Association can be called
- If requested by a General Meeting of the Association, at a time and place
decided by that meeting.
- Upon request in writing by at least three members to the president.
All members must be notified of the time, date, venue and purpose of the
meeting at least four school days beforehand.

9. Club Records
All records of the Association including minute books, correspondence, audited
financial statements and expenditure vouchers remain the property of the School
Association.

10. Finance
Designated LYSS Community Association Accounts.
   The Association will have a designated LYSS Community Association
account.
All cheques from this account are to be signed by any two out of the secretary,
treasurer and president.

11. Changes to the Constitution.
Proposals to change the Constitution must be circulated to all members at.
least one month before the date of the Annual General meeting.
Changes to the Constitution can only be made at the Annual General Meeting.
Proposals to change the Constitution will be the first item on the agenda.

12. Dissolution
The Association can only be dissolved by a two thirds majority vote of those
present at a meeting called expressly for that purpose. A notice of any such
meeting and of the motion must be circulated not less than fourteen days prior to
the meeting and all reasonable steps must be taken to inform all members of the
school community. All funds remaining would be donated to the Little Yarra
Steiner School.