

CONSTITUTION
of the
PARENTS AND CITIZENS ASSOCIATION
of
TELOPEA PARK SCHOOL

Adopted: 26 August 1993

Amended to

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PART A : PRELIMINARY

A 1. NAME

- (1) The name of the organisation is the Telopea Park School Parents and Citizens Association Incorporated.
- (2) The organisation may also be referred to as the Telopea Park School P&C.

A 2. INTERPRETATION AND DEFINITIONS

- (1) Except as provided in this clause, this constitution is to be interpreted by reference to the A.C.T. Interpretation Act and, where necessary, to the A.C.T. Associations Incorporation Act.
- (2) In this constitution, unless the contrary intention appears:
 - "Act" means the Associations Incorporation Act of the A.C.T.;
 - "AGM" means annual general meeting;
 - "association" means the organisation established under this constitution;
 - "Council" means the ACT Council of Parents and Citizens Associations Incorporated;
 - "Model Rules" means the Model Rules under the Act;
 - "objectives" means the objectives of the association established by this constitution;
 - "parents", in relation to membership of the association, includes de facto parents and guardians of students at the school;
 - "Principal" means the principal or acting principal of the school;
 - "Registrar" means the person holding this office under the A.C.T. Associations Incorporation Act;
 - "School" means Telopea Park School;
 - "School Board" means the school board of the school;
 - "special resolution" means a resolution passed at a special general meeting.
- (3) Part and clause titles [but not the table of contents] are included in the text of this constitution and may be used in its interpretation.
- (4) The table of contents, the index and any annexes are not part of the text of this constitution.

A 3. PUBLIC OFFICER

- (1) At each AGM the association is to appoint a public officer.
- (2) The public officer must be a resident of the ACT and must be eighteen years of age or more.
- (3) A retiring public officer and former public officer are not excluded from eligibility for appointment.
- (4) The public officer may hold any office of the association in addition to that of public officer.
- (5) The person appointed public officer shall, not later than 1 month after being appointed, lodge with the Registrar a notice of the appointment in the approved form.
- (6) If the public officer changes his or her address, the public officer shall, within 1 month after the change, lodge with the Registrar a notice of the change in the approved form.

- (7) Where a vacancy occurs in the office of public officer, the committee of the association shall, within 14 days after the vacancy occurred, appoint a person to fill the vacancy.
- (8) In addition to carrying out any duties conferred on the public officer by this constitution, the public officer is also to perform any statutory duties required by or under the Act.

A 3. COMMON SEAL

- (1) The association is to hold and securely store a common seal.
- (2) The seal may only be applied to a document by resolution of a general meeting.
- (3) A document to which the seal is applied must be signed by either the president or secretary and by the public officer.
- (4) The seal shall remain in the custody of the public officer.

PART B : FUNCTION AND OBJECTIVES

B 1. FUNCTION

The function of the association is to promote parent participation and to enable parents to contribute to the school and to A.C.T. public schooling.

B 2. OBJECTIVES

The objectives to be pursued in the undertaking of this function are:

- (a) to support and maintain liaison with the school board;
- (b) to promote the educational interests and welfare of the Telopea Park School community;
- (c) to provide a forum where members can contribute to the development of the goals and policies of the school;
- (d) concurrently to provide a forum where members can contribute to formulation of policies and programs for A.C.T. public schooling;
- (e) to assist in providing educational, recreational, sporting and support facilities, equipment and programs for the benefit of the school community;
- (f) to provide a forum for discussion of educational matters and to encourage the close cooperation of teaching staff, parents and pupils at the Telopea Park School and associated schools;
- (g) to affiliate with the A.C.T. P & C Council and to participate in its work;
- (h) to affiliate or cooperate with such other organisations as would assist in the pursuit of these objectives;
- (i) to make representations to appropriate authorities relating to the well-being and safety of students;
- (j) to provide a canteen or similar facility, a uniform shop and a clothing pool for use by the school community;
- (k) to provide, or ensure the provision of, outside school hours care; and
- (l) to identify such other objectives as would assist in the carrying out of the association's function.

PART C : POWERS AND CHARACTER OF OPERATIONS

C 1. POWERS

The association has power to do all things permitted at law and by this constitution that may be incidental or conducive to the attainment of its objects and in particular, but without limiting the generality of the foregoing:

- (a) to draw the attention of the appropriate authority to any matters relating to the safety and well-being of students, or to any deficiency in the physical or educational requirements of the school;
- (b) to manage the investment and expenditure of the association's funds;
- (c) to raise money, to borrow money and to secure the repayment of money raised or borrowed or the payment of any debt or liability of the association by any lawful means;
- (d) to provide for the services of a canteen, a uniform shop, an after-school care and activities program and any such other services as are consistent with the objectives;
- (e) to enter into contractual arrangements in connection with such services and facilities or otherwise;
- (f) subject to the provisions of the Trustee Ordinance 1957, to invest any monies for the purpose of the association upon such terms and in such manner as the association resolves;
- (g) to undertake and execute any trusts and accept any gifts, endowment, bequests or devise made to the association generally, or for the purpose of any specific object of the association, and to carry out any trust attached to any such gift, endowment, bequest or devise;
- (h) to purchase, acquire, and receive any real and personal property including land, and lease, sell, give, transfer, devise, and otherwise deal with any real or personal property of the association;
- (i) to make gifts, subscriptions or donations to any funds, authorities, or institutions to which paragraph 78(1) (a) of the Income Tax Assessment Act 1936 relates;
- (j) to establish and support or aid in the establishment and support of any other association, fund, trust, scheme or convenience calculated to benefit any of the basic objects of the association;
- (k) to choose representatives and delegates for purposes consistent with the objectives;
- (l) to establish such subcommittees, task forces and working groups as are convenient from time to time;
- (m) to arrange for and conduct the election of the School Board members representing parents and citizens.

C 2. CHARACTER OF OPERATIONS

- (1) The operations of the association must at all times be undertaken in a manner which is conducive to the inclusion of all parents in the work and decision-making of the association.
- (2) To this end officebearers of the association must place *high importance* on keeping parents informed of the work of the association and of the issues it is addressing.
- (3) Wherever possible, active use is to be made of the school's newsletter for this purpose, in addition to utilisation of direct circulars, general meetings and other means of communication with members.
- (4) The operations of the association are also to be based on the policies of the association arrived at in accordance with this constitution.

PART D : MEMBERSHIP

D 1. BASIS OF MEMBERSHIP

- (1) Subject to this clause, the membership of the association consists of:
 - (a) all parents or guardians of students at the school, for whom no nomination or approval processes will apply; and
 - (b) other citizens who elect to be members of the association.
- (2) Any parent of a student at the school who declares religious or other objections to membership of the association is not a member.
- (3) Citizens who are not parents of students at the school and apply, in writing or by attendance at a general meeting, to be members of the association, may be declared members on acceptance by the parent body, and continue to be members during the currency of such acceptance.
- (4) Where the administrative committee or a general meeting is of the view that a member of the association has persistently acted in a manner which is prejudicial to the association, action may be taken in accordance with clause 9 of the model rules with respect to the courses available, the procedures and processes to be followed, the rights of appeal which may be utilised, and the like.
- (5) The rights, privileges and obligations of membership are not transferable.

D 2. REGISTER OF MEMBERS

- (1) The association will keep a register of the names of members.
- (2) The register is to be kept at the school and is to be available for inspection by any member at such times as the association specifies after consultation with the school staff.
- (3) In the interests of confidentiality, the addresses of members for the purposes of the register are deemed to be care of the school.

D 3. MEMBERSHIP FEES AND MEMBERS' LIABILITIES

- (1) Any fee set must be voluntary and decisions as to whether or not to invite payment of such a fee must be considered as part of the wider financial arrangements for which provision is made in this constitution.
- (2) Except in the cases dealt with in the following subclause members are liable to contribute to the payment of debts of the association only to the extent that they have unpaid membership fees.
- (3) Where a debt has been incurred through the illegal action of the member, that member is liable for that debt.

PART E : POLICY

E 1. DETERMINATION AND RECORDING

- (1) The policies of the association are to be determined by a process which allows consultation with the whole membership.
- (2) In determining its policies the association is to have regard to the policies of the Council.
- (3) Policies arrived at are to be recorded in a policy manual, in an annexe to this constitution or in other durable form to facilitate communication between successive generations of members.

E 2. UTILISATION

- (1) In taking action to implement the objectives of the association the administrative committee is to be guided by the policies endorsed as provided for in the preceding clause.
- (2) The administrative committee is to report to a special general meeting, or to an ordinary general meeting if held within a month, in any case where it believes that departure from these policies is required in relation to any matter being pursued.

PART F : DIRECTION-SETTING AND MANAGEMENT

F 1. DIRECTION-SETTING

The overall direction of the association is vested in the membership at large.

F 2. MANAGEMENT

- (1) This direction is to be exercised through general meetings where possible and through the consideration and adoption of annexes to this constitution as provided for in Part L.
- (2) This direction may also be exercised through the election of representatives of the membership to undertake the administration of the association, and through the provision of guidelines for such representatives.

PART G : ADMINISTRATIVE ARRANGEMENTS

G 1. STRUCTURE

- (1) The day to day administration of the association is vested in:
 - (a) an administrative committee elected in accordance with this constitution; and
 - (b) the officebearers provided for in this constitution.
- (2) The administrative committee consists of the officebearers, the chair of each of the association's subcommittees, up to ten other members of the association, with power to co-opt for specific purposes, and ex officio the school Principal.

- (3) The officebearers consist of:
 - (a) a president;
 - (b) two vice presidents;
 - (c) a secretary;
 - (d) an assistant secretary;
 - (e) a treasurer; and
 - (f) an assistant treasurer.

G 2. ROLES

- (1) The role of the administrative committee is to act as agent of the membership at large and to be accountable to the membership at large.
- (2) A statement of the specific roles of each officebearer, as decided from time to time by general meetings, is to be annexed to this constitution.

G 3. QUORUM AND PROCEDURE

- (1) At any meeting of the administrative committee a quorum is to be five members.
- (2) The administrative committee shall meet within one month after the annual general meeting, and at other times as determined by the committee itself or by general meetings.
- (3) Having regard to the informality of such meetings, the procedure to be followed is to be determined from time to time by the administrative committee.

G 4. SUBCOMMITTEES

- (1) The association may establish subcommittees to perform specific functions on its behalf.
- (2) Subcommittees shall report to general meetings of the association, and annual reports and audited financial statements of subcommittees shall be presented at the association's annual general meeting.
- (3) Where a subcommittee manages its own finances, a statement of affairs shall be presented to the administrative committee at least once each term.
- (4) The president and the school Principal shall be ex officio members of all subcommittees of the association.
- (5) The treasurer is an ex officio member of any subcommittee which manages its own finances.
- (6) All capital expenditures outside normal running expenses of subcommittees shall be approved by the administrative committee or by members of the association at a general meeting.
- (7) The Canteen Subcommittee and the After-School Care Subcommittee are subcommittees of the association. They shall be governed by rules annexed to this constitution which include provisions for appointment of officebearers, expenditures, meetings, bank accounts, financial reports and employment of paid staff.

PART H : ELECTIONS

H 1. OFFICEBEARERS

- (1) The officebearers are to be elected at the annual general meeting.
- (2) Notification of the election is to be circulated to all members in conjunction with the notice of the annual general meeting.
- (3) At each AGM of the association, all positions shall be declared vacant. Previous officebearers shall be eligible for re-election.
- (4) The Principal shall conduct the election and declare the result.
- (5) Nominations are to be invited at the annual general meeting, and may be on the basis of self-nomination. If a nominated member is absent, written consent to the nomination must be tendered.

H 2. ADMINISTRATIVE COMMITTEE

- (1) The election of the remainder of the administrative committee, including the chairs of the Canteen Subcommittee and the After-School Care Subcommittee, is to be held at the annual general meeting following the election of the officebearers.
- (2) The processes for notification and nomination are the same as for the officebearers.

H 3. VOTING

- (1) In any election voting may only be in person.
- (2) Voting is to be by preferential ballot and, where more than one person is to be elected, is to also be by quota preferential voting.

H 4. CASUAL VACANCIES

- (1) A casual vacancy arises when an officebearer or a member of the administrative committee:
 - (a) dies;
 - (b) resigns by giving notice at a general meeting or in writing; or
 - (c) at the discretion of the committee, if an officebearer or committee member fails to attend three consecutive meetings without tendering an apology.
- (2) A casual vacancy also arises in any case where the office of an officebearer or a member of the administrative committee is vacated by virtue of action taken pursuant to clause 9 of the model rules.
- (3) Any casual vacancy occurring in the officebearers or the administrative committee is to be filled by election:
 - (a) of the committee, provided that the appointment is ratified by the next general meeting;
or
 - (b) at a general meeting.

H 5. ELECTION OF PARENT AND CITIZEN REPRESENTATIVES TO THE SCHOOL BOARD

- (1) Elections of the parent and citizen representatives to the School Board shall be conducted in accordance with the Schools Authority Act 1976 and accompanying regulations.
- (2) For this purpose, an electoral meeting of members of the association shall be convened each year during the period commencing 1 October and ending on the first school day of the next year.
- (3) The business of the electoral meeting shall be as specified in Regulation 23 of the Schools Authority Regulations.

PART I : GENERAL MEETINGS

I 1. ROLE

General meetings are the basic management structure of the association. Their purpose is to conduct the general business of the association.

I 2. ANNUAL GENERAL MEETING

- (1) An annual general meeting is to be held in the first five weeks of the first term of each school year.
- (2) Notice is to be given in writing to all members of the school community at least two weeks prior to the date of the meeting.
- (3) Notice may be given in the school's newsletter or by direct circular to the home.
- (4) The following documents must be presented at the AGM: the audited statement of the previous year's accounts; a copy of the auditor's report to the association for the previous year; a report signed by two members of the administrative committee stating: the name of each member of the committee during the previous year, the changes if any on the membership of the committee in the previous year, the principal activities of the association during the previous year, any significant change which occurred in those activities in the previous year, a statement of net profit and loss; annual reports and audited financial statements from all subcommittees of the association.
- (5) In any year when the association has more than a thousand members, 100 copies of the audited statement and of the auditor's report must be available at the AGM.

I 3. ORDINARY GENERAL MEETINGS

- (1) Ordinary general meetings shall be held at least twice a term.
- (2) At least seven days notice is to be given for ordinary general meetings, which shall be notified in the same way as notifications of AGMs.

- (3) A schedule of anticipated ordinary general meetings is to be prepared and circulated to all members of the association as early as possible in the first term.
- (4) The schedule is to be updated and re-circulated as often as is judged helpful in soliciting maximum member participation.
- (5) The administrative committee may prepare a proposed standing schedule of topics of regular interest on which meetings will normally be held annually or biennially, and may arrange for it to be annexed to this constitution.

I 4. SPECIAL GENERAL MEETINGS

- (1) Where an issue of major or urgent nature cannot conveniently be discussed at an ordinary general meeting, a special general meeting is to be convened to deal with it.
- (2) A special general meeting may be called by:
 - (a) the president;
 - (b) any three members of the administrative committee; or
 - (c) any five members of the association.
- (3) Subject to the following subclause, notifications of special general meetings must be given in the same way as for AGMs.
- (4) Only seven days notice of a special general meeting is required except in the case of a proposed change to the constitution.
- (5) Only business of which notice has been given in the notification of the meeting may be dealt with at a special general meeting.

I 5. CONDUCT AND PROCEDURE

- (1) The quorum for an annual general meeting is fifteen members of the association. The quorum for all other general meetings, including special general meetings, is ten members of the association.
- (2) At any general meeting the chair does not have a substantive vote but has a casting vote.
- (3) Voting by proxy on issues before a general meeting is not permitted.
- (4) A general meeting may be adjourned by simple majority of those present and voting.
- (5) Where a general meeting is adjourned for 14 days or more, notification of the date, time and place of the resumed meeting is to be provided to all members of the association.
- (6) Procedure at a general meeting in other respects is to be as specified in an annex to this constitution or in the absence of such an annex as provided for in the model rules.

PART J : FINANCE

J 1. FINANCIAL YEAR

The financial year of the association is the calendar year.

J 2. BUDGET AND FINANCIAL MANAGEMENT

- (1) The treasurer is to prepare a draft budget as soon as possible after each AGM.
- (2) The budget is to be considered at, and may be endorsed by, the next-held ordinary general meeting of the association or at a special general meeting called for the purpose.
- (3) The purpose of the budget is, in particular, to provide guidance to the administrative committee and to provide an opportunity for the general membership to consider issues of priorities and planning.
- (4) The association shall maintain current insurance cover for Workers Compensation, Voluntary Workers Personal Accident and Public Liability and may maintain such other insurances as is deemed necessary.
- (5) All financial records shall be passed to the new treasurer on change of office, and must be retained for at least 7 years after the transactions to which they relate were completed.

J 3. INCOME AND EXPENDITURE RESTRICTIONS

- (1) The association must not pursue any form of fundraising or income generation, make any form of investment or deposit, accept bequests or gifts if conditions are attached, or make gifts, grants, subscriptions or donations which are, or might be, in conflict with the function or objectives of the association.
- (2) The income and property of the association, however derived, shall be applied solely towards the promotion of the objectives of the association, and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise, to any member of the association; except that payment may be made in return for service actually rendered to the association by the member in the ordinary course of business.
- (3) All expenditures and business transactions conducted on behalf of the association shall be approved by a general meeting, except where delegated by the association to the treasurer or to subcommittees with specific responsibilities.
- (4) Cheques made out on behalf of the committee shall be signed by the treasurer or his/her nominee and at least one other officebearer.
- (5) Cheques made out on behalf of subcommittees shall be signed by the treasurer or the subcommittee treasurer (or the relevant Manager in the case of the Canteen Subcommittee), and the subcommittee chair or his/her nominee.

J 4. ANNUAL ACCOUNTS

- (1) The administrative committee shall ensure that an annual statement is prepared of the accounts of the association, and of any trust established or operated by the association, setting out:
 - an income and expenditure statement for the year past;
 - a statement of the assets and liabilities of the association or trust at the end of the previous financial year;
 - any mortgages, charges or securities affecting any property of the association or trust.
- (2) The annual statement may in addition contain such further information as the treasurer or the administrative committee considers desirable or as a general meeting directs.

J 5. AUDIT

- (1) The accounts and financial records of the association shall be audited at least annually.
- (2) In any year when the association has a membership of 1000 or more the accounts must be audited by a registered auditor or by a person who is a member of:
 - the Institute of Chartered Accountants;
 - the National Institute of Accountants; or
 - the Australian Society of Certified Practising Accountants.
- (3) In any year when the association has a membership of less than 1000 the accounts may be audited by a person who:
 - is not on the administrative committee; and
 - has not helped prepare the accounts.

J 6. MEMBERSHIP FEE

- (1) The administrative committee, as part of the budgeting and financial planning processes, may recommend to members that a voluntary fee of \$5 be paid to the association by members to assist it in its work.
- (2) Payment of this fee is not a precondition for either membership of, or participation in, the association.

PART K : ALTERATION OF THE CONSTITUTION

K 1. NOTICE OF PROPOSED CHANGE

- (1) Notice of a proposed change to this constitution may be given by any of the members and groups of members able to call a special general meeting.
- (2) Notifications of proposed changes must be given in writing and must set out both the specific change sought and the reasons for the proposed change.
- (3) At least 21 days notice in writing, but not more than 42 days notice, is to be given to all members of any proposed change to the constitution.
- (4) Such notices are to be given within 21 days of the receipt of the notification of proposed change.
- (5) If a member or group of members opposing the proposed change so requests, a statement of the reasons for their opposition must likewise be circulated.
- (6) Subject to this clause, proposed changes can be considered at any general meeting whether annual, ordinary or special.

K 2. DISCUSSION AND VOTING

- (1) Any member of the association may speak to the proposed constitutional change at the meeting at which it is considered.
- (2) When no further members wish to speak on a proposed change, the change will be voted on.
- (3) A change is passed if carried by three quarters of the members present and voting.

K 3. IMPLEMENTATION PROCEDURES

- (1) Not later than one month after the passage of any constitutional change, the public officer shall lodge with the Registrar a notice in the approved form setting out the particulars of the alteration.
- (2) Amendments to the constitution are of no effect until the notice referred to above has been lodged.
- (3) Following any change to the constitution, an amended copy authenticated and dated by the president and secretary shall be distributed to each member of the administrative committee and the public officer and shall be available on request to any member of the association.

PART L : ANNEXES TO THE CONSTITUTION

L 1. ROLE AND CONTENT

- (1) Annexes may be added to this constitution setting out policy positions of the association, or dealing with particular aspects of process or procedure, or otherwise relating to the implementation of matters provided for in this constitution.
- (2) Their role is to provide an orderly way for the association to proceed with its business from year to year, and to keep track of decisions made, stances taken, or procedures established or utilised, which may be helpful in future years.
- (3) Annexes must not be inconsistent with this constitution.

L 2. ADOPTION, AMENDMENT AND REVOCATION

Annexes may be adopted or changed by simple majority at any general meeting, but notice shall be given in the school's newsletter and proposed texts shall be available to any member of the association at least seven days prior to the meeting.

PART M : CONCLUDING PROVISIONS

M 1. LODGEMENT OF ANNUAL RETURNS

- (1) The administrative committee shall provide to the public officer, for lodgement with the Registrar within six months of the start of each calendar year:
 - a statement of particulars relating to the association: name and registration number; title of the document; name, address and telephone number of the person by whom or on whose behalf the document is submitted for lodgement; and the words "Lodged with the Registrar of Incorporated Associations";
 - the audited statement of the association's accounts;
 - a copy of the auditor's report;
 - any prescribed documents; and
 - a statement signed by two members of the administrative committee certifying that preparation of the annual statement of accounts, auditing of the accounts, and presentation of the audited statement to the AGM complied with the requirements of the Act.
- (2) All documents submitted for lodgement with the Registrar shall be in the approved form as specified in Part II of the Associations Incorporation Regulations.

M 2. CUSTODY AND INSPECTION OF RECORDS

- (1) The administrative committee is to provide for the safe custody of all books and other records of the association.
- (2) All books, statements and records shall be handed to the new committee on change of office.
- (3) Any member may inspect any such record unless such inspection would create a conflict of interest or a breach of privacy, in which case the member will be provided with a written explanation of the reason access was not provided.
- (4) A request from the association's auditor or public officer, or from the Registrar, must be met.

M 3. WINDING UP

- (1) The association may be wound up voluntarily by the association resolving by special resolution that this happen.
- (2) Any property remaining after meeting the debts and liabilities of the association, and paying the costs of winding up, is to be disposed of in accordance with the requirements of the Act at that time.

DATED THIS TWENTY-SIXTH DAY OF AUGUST 1993

[Signed] (K. Fricker) PRESIDENT

[Signed] (J. Schumann) SECRETARY

[NB: This electronic copy of the Constitution of the Telopea Park School Parents and Citizens Association was scanned by optical character reader on 21 August 2002 from the copy of record held by the ACT Registrar-General's Office. While some reformatting was necessary, no alteration was made to the text of the document. The pagination replicates exactly that of the original. I therefore certify that this is a true copy of the TPSP&CA Constitution.

Rod Tier Public Officer 22 August 2002]