CONSTITUTION OF HUNGARIAN SCHOOL SYDNEY INCORPORATED

(Amended in 2024)

1. NAME OF THE SCHOOL

The School is registered at the NSW Office of Fair Trading under the name of:

Hungarian School Sydney Incorporated

2. CONTACT DETAILS

2.1 Postal address: PO Box 2075, Homebush West, NSW 2140
2.2 Website: www.magyariskola.com.au
2.3 Email: info@magyariskola.com.au

3. OBJECTIVES AND AIMS

3.1 To provide access for the mastery/retention of the Hungarian language, outside weekday school hours on Saturdays for two hours during school term to those who are enrolled into this Hungarian School - primarily providing such opportunity to pupils up to year six.
3.2 To complement the teaching of the Hungarian language with the opportunity to learn about Hungarian culture, literature, and history to anyone interested in doing so.
3.3 To cater for the needs of "Outside Study Candidates" for the Hungarian HSC when the need arises and if the expertise are available.
3.4 To foster cooperative relationships with Hungarian and ethnic language community organisations without compromising the School's independence or time devoted to the delivery of the curriculum.
3.5 To function in accordance with guidelines laid down by NSW Board of Studies of Community Languages, Saturday School of Languages, or the Department of Education and Communities (DEC) for Community Schools in reference to such documentation and procedures as curriculum policies, child protection procedures, etc. Additional Policies attached. The School operates, by the cooperation’s of the Executive Committee, Parents/legal guardians, students, and the Educational team of the School.
3.6 To ensure the financial viability of the school, for the implementation of the curriculum, through fees and by seeking financial assistance from government and non-government bodies, at the same time adhering to the principle that the school is a non-profit organisation but fundraising is permitted, for special purchases, like teachers resources, holiday camp.
3.7 To ensure that the School operates within the guidelines of this Constitution, the guidelines of which may only be altered with a majority vote of a general meeting of its members, except minor changes that the Executive is permitted to make to the Constitution.

4. AFFILIATIONS

The School is a member of:

a. NSW Federation of Community Language School
b. Equal member of The Hungarian Council of NSW
c. Hungarian Teachers Association of Australia
d. Hungarian House Co-Operative Ltd

5. MEMBERSHIP

Eligibility – Membership is open to the following:
5.1 Ordinary Members (who have full voting rights)

a. parents and guardians of students under 18 years, financially enrolled (meaning, having fully paid the tuition fees)
b. adult students
c. teachers of the School
d. members of the Executive Committee.

5.2 Associate and Honorary Members (with no voting rights) Any person who supports the school, with the acknowledgement of the Executive Committee, is eligible to be an Associate or Honorary Member (e.g., someone with an advisory role); however, he/she will not have voting rights on school matters.
5.3 The Secretary and Treasurer/Co-Treasurer will maintain a register of all "Ordinary Members" and have this available for meetings where voting may take place.

The "Register" Database contains the following:

a. name and address of each "Ordinary Member"
b. the dates on which fees have been paid (indicating outstanding payments, if any)
c. if applicable, the dates of any reason(s) for termination of the membershi

5.4 Cessation of Membership will occur in the case of the following:

a. failure to pay the School fees in fulL
b. if the member is expelled from the School on reasonable ground
c. if the member resigns or deceases

5.5 The liability of a member to contribute towards the payment of debts and liabilities of the School or the costs, charges and expenses of the winding up of the School is limited to the amount, if any, unpaid tuition fees.
5.6 Disciplining of Members
5.7 A complaint may be made by any member that some other member:

a. Has persistently refused or neglected to comply with a provision or of the rules and/or responsibilities laid down by the Constitution; or

b. Has persistently and willfully acted in a manner prejudicial to the interests of the School.

5.8 On receiving such a complaint, the Executive Committee must follow the steps below:

a. Must give a verbal warning followed by two written warnings to the member concerned;
b. Must give the member at least 14 days from the time the warning is given within which he/she can respond to the Executive in regards to the complaint;
c. Must take into consideration any submissions made by the member in connection with the complaint.

5.9 The Executive may, by resolution either dismiss the member from the School or suspend the member from membership of the School, or relieve the member from his/her official capacity (including child protection case) after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
5.10 If the Executive Committee suspends a member, or relieves the member of an official capacity (including his/her role as a teacher), the Secretary must, within 7 days give written notice to the member outlining the decision and explaining the reasons given by the Executive for having taken that action and of the member's right of appeal under clause 5.13.
5.11 The determination of expulsion or suspension or having being relieved of official capacity does not take effect:

a. Until the expiration of the period of appeal; or
b. If within that period the member exercises the right of appeal, unless and until the School confirms the resolution under clause 5.16.

5.12 Right of Appeal of Disciplined Member
5.13 A member may appeal to the School in general meeting against a decision of the Executive under clause 5.9, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
5.14 The notice may, but need not be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
5.15 On receipt of a notice from a member under clause 5.13, the Secretary must notify the Executive which is to convene a General Meeting within 28 days of receiving the appeal.
5.16 At a General Meeting convened under clause 5.15:

a. No business other than the question of the appeal is to be transacted; and
b. The Executive Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
c. The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

5.17 If at the general meeting the School passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

6. FEES

There shall be no joining or membership fee, apart from tuition fees and fees required for special events e.g., school excursions. The fees are determined by the Executive, as are any exemptions. Exemptions can be determined considering family financial circumstances or the recommendation of the Educational Team.

7. VOTING RIGHTS

All members are entitled to vote at General Meetings with the exception of members who are in arrears with tuition fees (unless they have been granted and jointly made decision of exemption by the Executive Committee). Note, "Tuition fees" also include any other fees members are required to pay the school for school activities.

8. ELECTION OF MANAGEMENT - EXECUTIVE OFFICE BEARERS

8.1 Eligibility for Executive Office:
Any member of the School (i.e., Ordinary Member) may be nominated, or may volunteer to become a candidate for election to any one of the positions, as listed below. Except for the Principal's position which should be presented, by Written Application. There shall be a limit on the number of times that an Office Bearer may stand for re-election. A cycle of 4 years shall be the maximum period that an Office Bearer can hold the same position. This term limit does not apply to the position of Principal. convened under clause 9.
8.2 Management:
The School will be managed by an Executive Committee, which is expected to function through collaborative decision making and individuals taking responsibility of the prescribed duties of their office.

Positions:

1. Principal
2. President
3. Secretary
4. Treasurer
5. Co-Treasurers
6. Public Relations Officer
7. Teacher Representative / Educational Leader
8. Parents Representative

8.3 Election of the Executive:
The Executive is elected each year.

a. The Secretariat (positions 2-7) are elected by the members at an Annual General Meeting.
b. Position Parents' Representative (7) will be filled by the vote of the parents.
c. Position Teachers Representative / Educational Leader (6) will be filled by the vote of the educational team.

d. The Principal will be appointed by the Executive Committee based on the successful Applicant.
e. The Executive is entitled to establish replacement position in the Executive if it is deemed necessary for the duration of the teaching year (e.g., an anticipated prolonged absence of the Principal).

8.4 If an Office becomes vacant, the Secretariat shall convene a Special General Meeting for the election of a new Office Bearer.
8.5 Remuneration. All members of the Executive fulfil their tasks gratuitously.

9. APPOINTMENT OF THE PRINCIPAL

9.1 The Application and Appointment Process:
9.2 The appointment of a Principal will be undertaken, on the basis of a Written Application, by the Executive Committee consisting of the Office Bearers, and advisory roles of the Educational Team. Potential candidates for the position may be required to present a CV and undergo an interview that will be conducted by an Interview Panel.
9.3 The term of appointment of a Principal will be for the duration of the contractual period of one teaching year, after which a re-election by the Executive Committee occurs at the Annual General Meeting, unless the Principal should resign or die or, in the case of a complaint made against the Principal under the "Discipline Process" resulting in the position being rescinded. In the event that this should occur, the Application and Appointment Process will re-commence.
9.4 The same individual shall hold the position of Principal for multiple terms but for no more than 10 consecutive years.

10. DUTIES OF THE EXECUTIVE BODIES

<u>The Executive</u>

The Executive Committee shall comprise of the Secretariat plus the Parents' Representative. The presence of the Secretariat is required for any decision-making process.

The Secretariat shall comprise of:

a. the President

b. the Secretary

c. the Treasurer

d. the Public Relation Officer

The presence of any two of these members shall be sufficient to constitute a meeting. Minutes of the meeting must be kept. The Secretariat shall be responsible for the routine administration of the School – as specified hereunder - on which it shall report to the School at the Annual General Meeting in the Secretary’s and the Treasurer’s Reports.

The powers and duties of the Executive are derived from the following documents: a. the School's Constitution b. Associations Incorporation Act 2009 c. Associations Incorporation Regulation 2010.

The duties embrace three major functions of the School, these being:

a. managerial
b. educational
c. financial, they are encapsulated in the following clauses:

The responsibilities and duties of each member of the Executive Committee and The Educational Team are defined in the document titled "Detailed Roles and Responsibilities" (*Appendix 2*).

10.1 Formulating policies for running the school - exclusive of curricula - examples of these being: the School's Constitution, letters of appointment of teachers, etc.

10.2 The Executive Committee is responsible for the appointment of teachers and the interview process in conjunction with this.

10.3 The Executive is responsible for raising finances for the running of the School and must keep some of these funds in reserve for emergencies and future requirements.

10.4 The Executive makes decisions as to how best to apply these finances for the needs of the School, within the limit of the yearly estimate, which is decided upon by the Annual General Meeting of members.

10.5 Liaising and fostering cooperative relationships within the School and with the wider community – including educational and community organisations – is a duty of the Executive Committee, Public Relation Officer, Teachers Representative and Education Leader.

10.6 The facilitation of the discipline process is part of the duties of the Executive.

10.7 A meeting of the Executive to discuss the work of the School in the current year is held once a term. An extraordinary meeting of the Executive may be called by the President – on request by one of the office holders - for discussion of urgent matters.

10.8 In managing the affairs of the School, the Executive has the power to create an additional official position for the teaching year if it deems such a position to be necessary for a more effective functioning of the School.

10.9 The Executive Committee responsible for the appointing of the Principal (see Clause 9), functions under the auspice of the Executive.

10.10 Transfer of Duties: Upon leaving a position, there will be a six-week period for the transfer of duties. It is the responsibility of the Office Bearer who leaves the position to provide all necessary information and ensure a smooth transition to the incoming office bearer.

11. EMPLOYMENT OF EDUCATIONAL TEAM MEMBERS

All Educational Team Member, once engaged by the Executive Committee shall sign a Letter of Appointment, which also serves as a Contract of Employment. This contract shall stipulate the employment conditions (e.g. engaged hours of employment, termination conditions and salary conditions) of Educational Team Members employed by the School. The conditions within the Contract of Employment shall not be altered except by mutual agreement of the teacher involved and the Executive Committee of the School.

The responsibilities and duties of The Educational Team are defined in the document titled "Detailed Roles and Responsibilities" (*Appendix 2*).

11. MEETINGS

The constitution includes provisions for General Meetings, Annual General Meetings, and Special General Meetings, detailing the frequency, notice requirements, quorum, and decision-making processes for each type of meeting.

11.1 **Annual General Meeting**

11.1.1. The Annual General Meeting shall be convened by the Secretariat within six months of the closing of the financial year. Members will be informed of this date and a call for motion, that have been seconded, will be made four weeks before the AGM. These the Secretary is to receive two weeks from the date of issue of the call for motions. A formal agenda, that will include all the motions received, will be issued two weeks before the AGM.

11.1.2. The Annual General Meeting of members elects a Chairperson and a Minute Secretary for the purpose of the said meeting.

11.1.3. The meeting shall be considered duly convened if there is a quorum of ten voting members present. If a quorum is not present one – half hour after the nominated starting time of the meeting, it shall be adjourned by not more than two weeks If a quorum is again not reached on the second occasion the Executive Committee may propose to disband the school. Constrict a recovery plan to save. Minutes of the meeting shall be kept by the Secretary.

11.1.4. Voting on motions or for election will be by show of hands, unless a secret ballot is requested by at least one – third of the voting members present. Decisions will be made by majority vote, except for amendments to the Constitution, which will require a two-thirds majority in favour. If there is a deadlocked vote, the Chairperson may cast a deciding vote.

11.1.5. At the meeting the following will occur:

a. The reports of the President, the Secretary, Treasurer and Principal will be considered by the meeting. Adoption, modification or rejection of such reports and recommendations arising from them will take place.
b. A new Executive Committee is elected/re-elected for the year, who will assume their responsibilities immediately upon election.

c. The number of members of the Executive Committee is decided upon by the Annual General Meeting of members, relying on the experience of the previous year (however, the Executive may form an extra position at a later stage if required, see Clause 10.8).
d. Amendments to the Constitution (if any) will be made.
e. The votes at the election are counted by a person responsible must not hold any position on the Executive Committee and must be an independent representative from the broader (Hungarian) community who are elected by the Meeting.
f. Deliberation will take place on Other Business submitted by the Executive Committee or by delegates of which notices have been given in writing and which has been placed on the agenda.
g. Appointment of an Auditor will be made, in the event that grants to the School come to exceed $50,000, otherwise the Secretariat will appoint a responsible person with accounting expertise.

11.2 **Special General Meeting (SGM)**

11.2.1 A Special General Meeting can be called by the Executive Committee on the written request from ten members.

11.2.2 A Special General Meeting will be conducted under similar conditions as the Annual General Meeting, with the exception that notice of the date, place, time, and business of the SGM will be issued to the members no less than two weeks before the meeting.

11.3 **Executive (Board) Meeting**

11.3.1 A meeting of the School Executive Committee shall occur at least once per School term

11.3.1 A meeting of the School Executive Committee shall occur at least once per School term

12. FINANCIALS

12.1 The school shall operate a single cheque account into which all monies shall be paid. All payments will be made by either cheque signed by the Treasurer and one other member of the Secretariat or the Principal or EFT (electronic funds transfer) authorized by the Treasurer and another person who is also a bank signatory. Similarly, all drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the Treasurer and one of the Secretariat, Executive Committee

12.2 Subject to any resolution passed by the School in general meeting, the funds of the School are to be used in pursuance of the objects of the School in such manner as the Executive Committee determines.

12.3 All money received by the School must be deposited as soon as practicable and receipt issued as soon as practicable for the receiving of any money.

12.4 All money received by the School must be deposited as soon as practicable and receipt issued as soon as practicable for the receiving of any money.

12.5. All money received by the School must be deposited as soon as practicable and receipt issued as soon as practicable for the receiving of any money.

12.6 The School must effect and maintain insurance under section 44 of the Associations Incorporation Act 2009

12.7 The School's purchasing policy is detailed in *Appendix 1*. This policy outlines the procedures for making purchases, the approval process, and the responsibilities of those involved in purchasing decisions.

13. DISSOLUTION

In the event that the School is terminated, the debts of the school shall be discharged and the remaining money shall be donated to the elected Hungarian organization in NSW. The details of this donation will be decided by members at a Special General Meeting.

14. CONSTITUTION

14.1 This Constitution can be amended by two-thirds majority vote at an Annual General Meeting or Special General Meeting.

15.2 The proposal for a change to the Constitution needs to be submitted to the Executive Committee that will discuss the matter and vote on it at the upcoming Executive Meeting. An affirmative vote will result in the appointment of a committee that will produce a draft document for the Executive to finalise for the General or Special General Meeting where approval will be sought for its implementation.

15.3 Notice of a proposal to amended needs to be submitted to the Secretariat one month before the Annual General Meeting to permit the amendment to be circulated in writing at least four weeks prior to the General or Special General Meeting.

15.4 The Executive may make particular changes to the Constitution with referring these to a General or Special General Meeting. Such changes are confined to the following areas:

a. the responsibilities of the Executive
b. rules of discipline in the School
c. rules for members on duty at the school.

In the event that the Executive makes some changes to such rules and responsibilities, the Executive must inform all members of the School of this and the changes three weeks before their implementation and the Clauses must be numbered and dated in accordance with the structural layout of the Constitution.

The constitution can be amended by a majority vote at a General Meeting. However, minor changes can be made by the Executive Committee.

APPENDICES

Appendix 1: Purchasing Policy

Appendix 2: Detailed Roles and Responsibilities

School Principal

Chariperson

Appendix 1: Purchasing Policy

Purchasing Policy of Hungarian School Sydney Incorporated

1. Purpose

The purpose of this policy is to ensure that all purchases made by the Hungarian School Sydney Incorporated are conducted in a transparent, efficient, and cost-effective manner, adhering to the principles of accountability and fairness.

2. Scope

This policy applies to all members of the School involved in the purchasing process, including the Executive Committee, teaching staff, and any other individuals authorized to make purchases on behalf of the School.

3. General Principles

3.1 All purchases must support the educational and operational objectives of the School.
3.2 Purchases should be made with the best value for money in mind, balancing quality and cost.
3.3 Competitive quotes should be obtained where practical for purchases exceeding $500.
3.4 Conflict of interest must be avoided in all purchasing activities.

4. Purchasing Process

4.1 **Approval Process:**
4.1.1 All purchases up to $100 can be approved by the Treasurer.
4.1.2 Purchases between $100 and $500 require the approval of both the Treasurer and the President.
4.1.3 Purchases exceeding $500 must be approved by the entire Executive Committee.
4.2 **Purchase Orders:**
4.2.1 A purchase order must be completed for all purchases exceeding $200.
4.2.2 The purchase order should include details such as the item description, quantity, supplier, cost, and approval signatures.
4.3 **Receiving Goods:**
4.3.1 All received goods must be checked against the purchase order to ensure accuracy and completeness.
4.3.2 Any discrepancies must be reported to the Treasurer immediately.

5. Teacher Fund Allocation

5.1 Each classroom teaching staff shall receive $100 per term per classroom, totalling $400 per school year, to be used for school supplies, printing, and other educational operating costs.
5.2 These funds may be provided in the form of cash or equivalent vouchers.
5.3 The allocated funds must be used in a manner that directly supports the educational needs of the classroom.

6. Documentation and Record Keeping

6.1 All purchase orders, receipts, and related documentation must be retained for a minimum of 5 years.
6.2 The Treasurer is responsible for maintaining accurate and up-to-date records of all purchasing activities.

7. Review and Amendments

This policy will be reviewed annually by the Executive Committee and amended as necessary to ensure its effectiveness and relevance.

Appendix 2: Detailed Roles and Responsibilities

Detailed Roles and Responsibilities of Hungarian School Sydney Incorporated

1. The Educational Team

Responsibilities:

a. Reviews the syllabus/curriculum, primarily to cater for pre-school and primary levels but also, if possible, for an adult class and an "Outside Study HSC Candidate" course
b. Decides on transfer of students from class to class
c. Prepares students for whole school cultural performances
d. Provides feedback to the school and wider community of the above activities.

2. Principal

Responsibilities:

a. Oversee the educational programs and ensure they meet the standards set by the NSW Board of Studies and other relevant bodies.
b. Supervise and support the teaching staff; Responsible for ensuring in cooperation with Educational Leader that the academic qualifications and professional development of the staff meets with education departmental requirements. (First Aid , and Child Protection Certificate)
c. Responsible for the negotiations with the host school for the use of facilities and making arrangements for honouring the contract
d. Represent the School at official functions and meetings recognised by the Executive or for delegating this responsibility to another officeholder.
e. Liaise with parents, students, and the community to promote the school.
f. Ensure funding for the school is sufficient and available by coordinating with the Secretary and Treasurer.
g. Responsible, in conjunction with the Executive, in determining the establishment of classes and allocating teachers for these.
h. Responsible for the facilitation of a collaborative working environment and addressing the concerns of all stakeholders of the School.
i. Responsible for overseeing that each teacher is teaching to an approved program. h. Responsible for the teaching resource needs of the staff, including their coordination.
j. Responsible for overseeing that the School's Staff functions in accordance with the guidelines laid down in the Constitution.
k. Ensure all necessary information and access are transferred to the incoming Principal within a maximum of 6 weeks upon leaving the position.

3. President

Responsibilities:

a. Chairing of Executive and General Meetings.
b. Provide leadership and direction to the Executive Committee.
c. President to be one of the signatories on the School's bank account, subsequently to be the Public Officer for the School.
d. Represent the School at official functions and meetings.
e. Organize and oversee fundraising events and activities.
f. Ensure the School operates in compliance with its Constitution and policies.
g. Ensure funding for the school is sufficient and available by coordinating with the Secretary and Treasurer.
h. Ensure the availability of government and non-government grant by coordinating with the Secretary.
i. any other duties which appointed by the Executive Committee
j. Ensure all necessary information and access are transferred to the incoming President within a maximum of 6 weeks upon leaving the position.

4. Secretary / Public Officer

Responsibilities:

a. Maintain the official records of the School, Notification of the Executive of meetings and items on the agenda. Taking of minutes of meetings and distributes.
b. Handle correspondence and communications on behalf of the School.
c. Manage the membership register.
d. Apply for the per capita grant annually.
e. Ensure the availability of government and non-government; submission of applications for State and Commonwealth Grants, and keeping records of all documentation.
f. Maintain relationships with officials and ensure the School operates in compliance with relevant regulations and policies.
g. Maintaining the school equipment and records.
h. Collecting mail and correspondence and circulating it to the relevant people/bodies.
i. Ensure all necessary information and access are transferred to the incoming Secretary within a maximum of 6 weeks upon leaving the position.

5. Treasurer

Responsibilities:

a. Manage the School's finances, including banking, bookkeeping, and financial reporting.
b. Collection of tuition fees
c. Remuneration of the Educational Team
d. Be one of the signatories on the bank account.
e. Reimburse authorised expenditure (e.g., pays the Secretary for stamps and envelopes, etc.).
f. Keep the School's accounts in order and up to date.
g. Ensure that money is withdrawn appropriately from the School's account.
h. Issue receipts for fees paid, donations, etc.
i. Prepare and present financial statements at Executive Committee meetings.
j. Provide quarterly financial reports to the Board.
k. Ensure compliance with financial policies and procedures.
l. Ensure all necessary information and access are transferred to the incoming Treasurer within a maximum of 6 weeks upon leaving the position.

6. Co-Treasurer(s) – maximum of 2

Responsibilities:

a. Assist the Treasurer with financial duties such as transfers, accounting, and bookkeeping.
b. Perform tasks assigned by the Treasurer to ensure smooth financial operations.
c. In the absence of an appointed Treasurer from the parent committee, the School has the right to delegate the responsibilities of the Treasurer to an external third-party company, upon approval by the Executive Committee, for a nominal fee to assist with financial accounting.
d. Ensure all necessary information and access are transferred to the incoming Co-Treasurer within a maximum of 6 weeks upon leaving the position.

7. Public Relations Officer

Responsibilities:

a. Promote the School through various media channels.
b. Manage the School's website and social media presence.
c. Contribute towards the healthy team environment
d. Attend parent meetings
e. Oversee fundraising events and activities.
f. Manage and monitor email communication and distribute it to relevant Executive members.
g. To assist the head of agency to comply with child protection in the workplace – responding to allegations of reportable conduct against employees

h. Ensure compliance as a mandatory reporter, which requires reporting to children services, where there is reasonable grounds to suspect that a child is at risk of harm
i. Report all workplace accidents and hazards to school principal and executive committee
j. Ensure all OHS policies & procedures are followed by staff during work / teaching hours
k. Ensure all necessary information and access are transferred to the incoming Public Relations Officer within a maximum of 6 weeks upon leaving the position.

8. Teacher Representative / Educational Leader

Responsibilities:

a. Represent the interests and concerns of the teaching staff to the Executive Committee.
b. Assist in the development and implementation of the curriculum.
c. Provide professional development opportunities for teachers.
d. Ensure all necessary information and access are transferred to the incoming Teacher Representative / Educational Leader within a maximum of 6 weeks upon leaving the position.

9. Parents Representative

Responsibilities:

Represent the interests and concerns of the parents to the Executive Committee.

a. Facilitate communication between the parents and the Executive Committee.
b. Assist in organizing school events and activities involving parents.
c. Ensure all necessary information and access are transferred to the incoming Parents Representative within a maximum of 6 weeks upon leaving the position.

10. Operational Flexibility

10.1 Operation Without a Treasurer:

a. The School has the right to operate without a Treasurer. In such cases, the Executive Committee can appoint an external third-party accountant to handle financial duties, upon approval by the Executive Committee, for a nominal fee to assist with financial accounting.

10.2 Operation Without Public Relations Officer or Parents Representative:

a. The School has the right to operate without a Public Relations Officer or Parents Representative, provided that other executive positions are filled and there are at least four voting positions occupied.
b. In these cases, the Executive Committee will collectively share the responsibilities of these roles to the best of their ability.