

1500 635 455
(07)3246 1500
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Organization

POLISH SATURDAY SCHOOL

in the name of Father Kasjan Wolak

Constitution

29 Cintra Road
BOWEN HILLS
BRISBANE QLD 4006

THE CONSTITUTION OF THE POLISH SATURDAY S ~BOWEN HILLS~

I NAME AND CHARACTER

1. Polish Saturday School
2. Polish Saturday School is a member of the Ethnic School Association of Queensland.
3. Our operation is monitored and sponsored by the Education Queensland Languages and Cultures Unit - Commonwealth Program for Schools.

II PATRONAGE

1. Polish Saturday School operates under the patronage of:
 - Polish Parish- Our Lady of Victories, Bowen Hills
 - Education Queensland
 - "Polonia" Polish Association of Queensland Inc.
 - Polish Education Commission Australia
 - "Wspolnota Polska" - Polish Commonwealth in Warsaw, Poland.

III AIMS AND OBJECTIVES

1. The Polish Saturday School is an independent, non profitable institution registered at the Education Queensland.
2. The school is a community and cultural organization promoting Polish culture, tradition and language.
3. The program taught at the school maintains neutral position politically and ideologically.

4. The school accepts the students regardless of their age, sex, nationality, religion or political affiliations.
5. To co-operate with other organisations and institutions of Polish and other ethnicity.
6. The main objective is to teach the Polish language in conjunction with elements of Polish culture.
7. The curriculum framework for each grade is to be approved by Education Queensland.

IV POLISH SCHOOL COMMITTEE MANAGEMENT ORGANISATION

1. The Polish Saturday School is administered and managed by the Polish School Committee making decisions by the simple majority.
2. The Polish School Committee shall be elected at an Annual General Meeting which will take place in March. The term of office is for one year with the option for re-election.
 - 2.1 The Committee shall consist of:
The President; Vice President; Secretary; Treasurer; (all elected individually) and five ordinary members.
 - 2.2 The School Committee shall meet at least once a month and the meeting shall not be valid unless at least five members of the Committee are present. Motions shall be carried by simple majority of votes. In the event of an evenly split vote the President shall have a casting vote.
 - 2.3 Members of the School Committee may resign in writing without giving a reason.
 - 2.4 The School Committee or its members may be dismissed by a Special Meeting by the simple majority.

V DUTIES OF THE SCHOOL COMMITTEE

1. The School Committee shall have the power to:-
 - to appoint the Principal for the school for a period of three years with the option to be re-elected.
 - to remove the Principal of the school for failing to perform the duties.

- to remove any ordinary member of the School Committee for failing to perform the duties and in particular for failing to attend three consecutive meetings without a valid reason.

in case of need, the committee will be able to take on board new members.

- to control the finance of the school and be accountable before the Annual General Meeting.
- to approve and change the school constitution
- to elect and provide funding for two persons for teacher seminars and conferences, organised by the Polish Education Commission of Australia.
- to call on other working committees to complete certain tasks
- to approve new teachers selected by the Principal of the school.

VI FUNDING OF THE COMMITTEE

- Payment from the parents for the education of their children;
- Grants made by Commonwealth and State funding;
- Donations from Polish clubs and Polish associations;
- Money made from school fundraisers.
- The funds of the Committee will be deposited in a bank account under the name of :- "Polish School Committee".
- Financial Year means the year starting 1st January and ending on 31st December.

VII DUTIES OF THE COMMITTEE PRESIDENT

- To steer the whole working committee
- To lead and manage the meetings;
- To represent the Committee in official contact with Education Queensland Ethnic School Association and all other institutions;

- In the occurrence of the resignation or firing of the Treasurer, all accounting books should be checked by the Revision's Commission while being passed to a new Treasurer;
- To apply for funds which our school needs from Commonwealth and State funding and other sources;
- The President should always be a promoter of the wishes of the Committee, but in the occurrence of an equal number of votes, the President has the right to cast the deciding vote.

VIII DUTIES OF THE SCHOOL PRINCIPAL

- To represent the school when in contact with Commonwealth organisations, as well as other groups and committees;
- To take an active part in sharing ideas and experiences with other schools of this type;
- To work hard and effectively with the Committee and all parents;
- To select and coordinate educational materials etc. for the teaching staff;
- To divide classes and staff and to introduce new teachers to the work of the school and the educational framework;
- To keep the school chronicle up to date;
- To arrange staff meetings;
- To organise the start and end of the school year ceremonies and school performances;
- To foster contacts with other ethnic schools in Brisbane as well as any other Australian schools.

IX TEACHERS

- The teachers work every Saturday of the school year and are obliged to:
prepare and teach lessons in accordance with the accredited curriculum;
organise and attend all school functions and performances.

X VOTING

- Decisions at the meetings and those made by the School Committee are made by a simple majority, with a quorum of at least 50 percent of people eligible to vote.
- All parents or guardians whose children attend the school have the right to vote automatically.
- Parents or guardians have a one vote per family.
- Teachers teaching at the school are not entitled to vote. If the teacher has a child or children at school, their family has one vote.

XI MEETINGS

- General Meeting - should be held once a year, preferable in February, but not later than March of that year. All people entitled to vote should be informed in writing about the meeting no less than two weeks before it is held.
- Special Meeting - may be called by at least three members of the School Committee, or if it is demanded by at least 50 percent of those eligible to vote. All those eligible to vote should be notified about the meeting at least two weeks before it is going to be held.

CHANGES TO THE CONSTITUTION

Changes to the Constitution of the school could be made by the General or Special Meeting. It requires 2/3 majority with the quorum of 2/3 eligible to vote.

XII FINAL RESOLVE

- This Constitution was accepted at the Special Meeting held on 19 February 2000
- The previous Constitution (without date - probably 1968) to become invalid.

For School Committee

J. Cholewski

H. Golaszewski

W. Chadzynski

