# model Parents’ club constitution instruction sheet

## All parent clubs and associations must use the Model Parents’ Club Constitution.

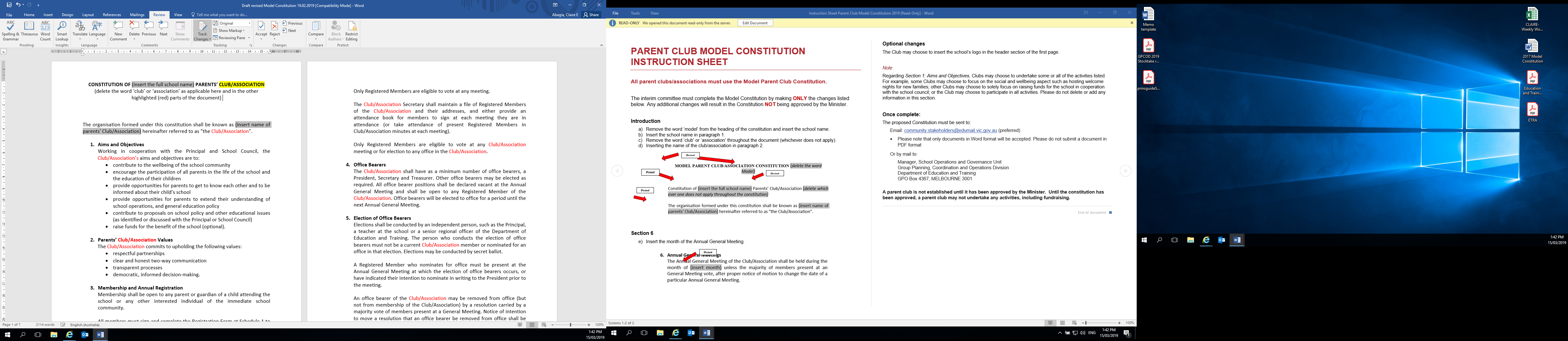
### The interim committee must complete the Model Constitution by making the changes listed below. Any additional changes will result in the constitution not being approved by the minister.

### Introduction

1. Insert the school name in the heading.
2. Remove the word ‘club’ or ‘association’ throughout the document (whichever does not apply).
3. Insert the name of the club or association in paragraph 1.

**Step 1**

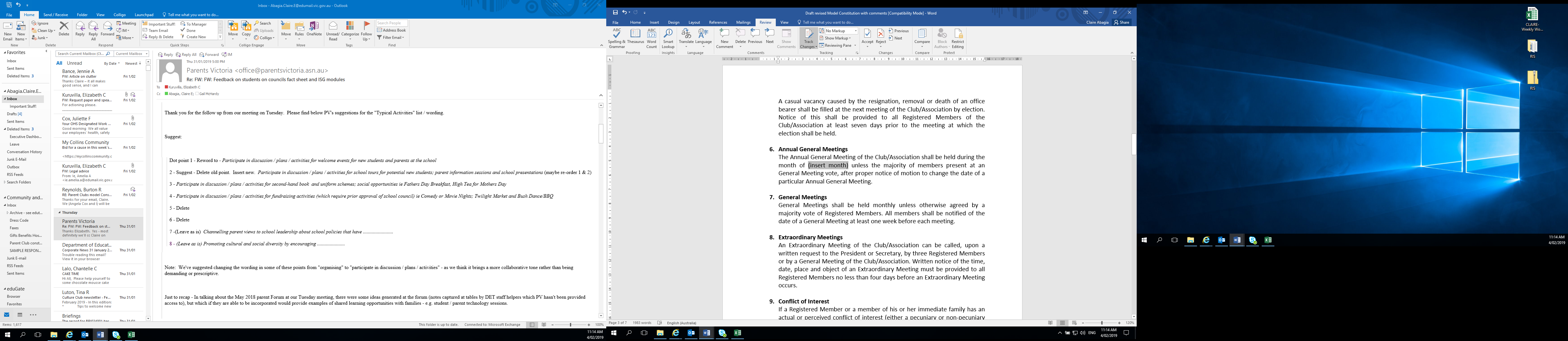
**Step 2**



**Step 3**

### Section 6

1. Insert the month of the Annual General Meeting.



**Step 4**

### Optional changes

The club may choose to insert the school’s logo in the header section of the first page.

The club may also choose to insert the school’s logo in the header section of the Registration Form (Schedule 1 of the Constitution).

#### Note

Regarding *Section 1: Aims and Objectives*, clubs may choose to undertake some or all of the activities listed. For example, some clubs may choose to focus on the social and wellbeing aspect such as hosting welcome nights for new families; other clubs may choose to solely focus on raising funds for the school in cooperation with the school council; or the club may choose to participate in all activities. Please do not delete or add any information in this section.

### Final step:

Send the proposed constitution to:

Email: [community.stakeholders@edumail.vic.gov.au](mailto:community.stakeholders@edumail.vic.gov.au) (preferred)

* Please note that only documents in Word format will be accepted. Please do not submit a document in PDF format

Or by mail to:

Manager, School Operations and Governance Unit  
Group Planning, Coordination and Operations Division  
Department of Education and Training  
GPO Box 4367, MELBOURNE 3001

**A parents’ club is not established until it has been approved by the minister. Until the constitution has been approved, a parents’ club may not undertake any activities, including fundraising.**