

# GUIDE BOOK

FOR PARENTS AND CITIZENS' ASSOCIATION.



*"LIFE IS THE ONLY WEALTH."*

*"SPRING" — An Eurythmic Group at Work.*

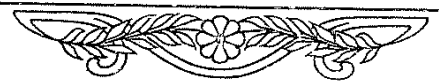
*Perth Girls' School, Western Australia.*

"Life is the only wealth"

# GUIDE BOOK

FOR

## PARENTS' AND CITIZENS' ASSOCIATION



ISSUED BY  
THE WESTERN AUSTRALIAN FEDERATION OF PARENTS' AND CITIZENS' ASSOCIATIONS  
FORMED AUGUST 13TH, 1921  
WITH THE APPROVAL OF THE EDUCATION DEPARTMENT.

No. 1. DECEMBER, 1923.

*Mr. R.H. Miller  
with Compliments  
PARENTS' AND CITIZENS' ASSOCIATIONS  
S. Woolcock  
Secy*



## First Word

Despite all that has been said to the contrary, we are living in a new world.

It is a world of New Ideals. Chaos—resulting through the clash of these ideals with the Old Institutions—compels humanity to stretch out beseeching hands to the schoolhouses of the world, where the Future through the child-mind is being definitely shaped.

A sense of our failure to solve existing problems makes us combine to give joy and inspiration to children, thus helping to prepare them for the great work of reconstruction. This object marks the Parents' and Citizens' Association as being itself a Child of the New Age.

"That men may rise on stepping stones  
Of their dead selves to better things."

—Tennyson.



## SUGGESTED RULES FOR ASSOCIATIONS.

(Which any Association affiliated, or otherwise, may modify to suit its own requirements.)

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### NAME:

The Association shall be called  
Branch of the Parents' and Citizens' Association.

### CONSTITUTION:

The Association shall consist of Parents or Guardians of children attending any Government School or Schools together with other persons interested in the welfare of the School.

All School Teachers shall be ex officio members of the Association.

### OBJECT:

To join with the Government in promoting the moral, physical, and social welfare of Western Australian children by active co-operation with the Education Department, the teaching staff and the children, in all their relations to the community.

### MANAGEMENT:

The Association shall be governed by a President, two Vice-Presidents, Secretary, and Treasurer. Each officer shall hold office for twelve months and shall be eligible for re-election.

Ex officio members shall be eligible to hold any office.

### SUBSCRIPTION:

The subscription shall not exceed one shilling per annum.  
All donations will be thankfully received.

### MEETINGS:

The Annual Meeting of the Association shall be held during the months of February or March.

Ordinary meetings shall be held at such times as is decided upon by the general meeting.

Special meetings may be convened by the President and Secretary, or by requisition of five financial members.

### VOTING:

All members who have paid the annual subscription and all ex officio members shall have the right of voting on all matters.

### PROMOTION AND ELECTION OF OFFICERS:

All officers shall be elected at the Annual Meeting.

No member or ex officio member who is not present at the meeting shall be elected to any office, unless consent in writing has been obtained and presented to the meeting.

**PRESIDENT:**

The President shall preside at all meetings of the Association, and shall be ex officio on all committees and sub-committees and shall sign all minutes.

**VICE-PRESIDENTS (2):**

In the absence of the President, one of the Vice-Presidents shall preside and undertake all the duties of the President. They shall always assist the President in carrying out all duties.

**SECRETARY:**

The Secretary shall attend all meetings and keep a true record of all business thereof in a book provided for the purpose. He shall conduct all correspondence and reply to same as directed.

He shall see that the Education Department is notified of the result of election to constitute the school board.

**TREASURER:**

The Treasurer shall supervise the finances of the Association.

He shall receive all moneys, and give receipts.

He shall prepare an Annual Balance Sheet, and shall from time to time, on reasonable request from the meeting, furnish an outline of the financial condition of the Association.

The Executive Committee shall consist of the Officers of the Association, the convenors of all sub-committees, and five members elected at the annual general meeting.

The Committee shall meet at least once a month, and five members shall constitute a quorum.

**ELECTION OF SUB-COMMITTEES:**

The following Sub-Committees may be elected at the Annual General Meeting of the Association:—(a) Entertainment, (b) School and Grounds Improvement, (c) Sports and Athletics and Library, etc.

The Executive Committee shall have power to increase, if necessary, the number of Sub-Committees.

Each Sub-Committee shall consist of four members, with power to add to their number if necessary.

Each Sub-Committee shall elect its own Chairman, who shall act as its representative on the Executive Committee, and shall convene all meetings of the Sub-Committee. The Chairman shall have power to appoint a proxy in case of inability to attend any executive meeting.

**ELECTION OF SCHOOL BOARD:**

At each Annual Meeting there shall be nominated from among the members at least five persons to serve as the School Board, as provided for in the Public Education Acts Amendment Act, 1922, and its regulations.

If more than five nominations are received, the election shall be by ballot.

Ballot papers shall be sent to all members whether they were present at the meeting or not. Each member shall place X opposite the names of the five persons whom he desires elected, and should send his or her ballot paper to the returning officer, who shall be the Head Teacher of the largest school represented on the association.

Ex officio members shall have the right to vote, but shall not be eligible to act as members of the School Board.

Should any vacancy occur on the School Board during the year the position shall be filled by the Association electing another member to the vacancy.

#### STATE CONFERENCE:

Delegates may be elected at any general meeting to attend the State Conference of Parents' and Citizens' Associations, providing notice of the intention to elect such delegate has been announced as special business for such general meeting.

#### STATE CONFERENCE AGENDA:

It shall be competent for any member to submit proposals for discussion at the State Conference, but such proposal must be endorsed by the Association and forwarded by the Secretary for inclusion on the State Conference Agenda.

#### STANDING ORDERS:

Order of Business at Meetings:—

- (1) Minutes.
- (2) Business arising out of minutes.
- (3) Correspondence.
- (4) Reports.
- (5) General business.
- (6) Accounts for payment.
- (7) Treasurer's report.

#### RULES OF DEBATE:

(a.) No motion shall be discussed unless it has been moved and seconded. No member shall be entitled to speak more than once on a motion, unless special leave is given by the meeting, except that the mover of the motion shall be allowed to reply.

(b.) No amendment shall be discussed unless it has been moved and seconded. No member shall be entitled to speak more than once on an amendment, unless special leave is given by the meeting. The mover of an amendment is not entitled to reply. Amendments must always be put to the vote before the motion.

(c.) When a motion "that the Chairman's ruling be disagreed with" is moved, the Chairman shall immediately leave the chair, and the discussion on the original motion then before the chair shall be suspended. If both Vice-Presidents are absent another Chairman shall be appointed, and the question "That the Chairman's ruling be disagreed with" shall be discussed and decided, after which the former Chairman shall resume the chair, and the debate on the original motion shall be resumed as if the same had not been suspended.

(d.) A motion to rescind any decision shall not be entertained unless notice of the motion has been given at a previous meeting.

(e.) In all cases where a point of order is raised, the member raising same must state his point of order clearly and distinctly. If a member be speaking, such member shall take his seat until the point of order is decided. The Chairman shall decide the matter promptly and not allow a discussion.

Any member violating these rules shall be dealt with as the meeting decides.

#### SUGGESTED ACTIVITIES FOR ASSOCIATIONS.

Annual competitions (charge for admission), preferably during holidays, to include music, vocal and instrumental, elocution, national dancing. No entrants' fees.

Flower Shows. Charge for admission. Essays by children on flowers, wool, and cotton growing, afforestation, etc.

Book Socials, by which school libraries could gradually be evolved.

Picture Socials, to found a school Art Gallery.

Museum Socials, to found a school Museum.

Promote school picnics, bazaars, etc.

Promote health conferences in connection with the school, essays by school children.

Promote plantation endowments and arboreta.

Promote home gardens among children.

Promote Christmas parties.

Promote sports among the children. Form boys' football clubs, girls' tennis clubs, etc.

Promote dramatic and musical societies among the older children.

Promote first-aid societies among senior children.

A band concert in the school garden is a good money-raiser. Charge admission.

Inter-school football and cricket contests will also be found profitable.

Swimming carnivals, with the co-operation of the Swimming Association, would swell the funds.

The provision of pianos, and of gramophones with good records.

The improvement of school grounds with shade trees, and the provision of playground apparatus, such as swings, seesaws, horizontal bars, parallel bars, etc. Many Associations have already made tennis courts, cricket pitches, etc., and installed windmills.

The holding of periodical meetings with addresses and discussions on subjects connected with education.

Teachers' evenings now and then, when the teachers of your school could be entertained and invited to offer helpful advice to the Association.

Fathers' nights, when an effort should be made to assemble all the fathers of scholars, with the object of discovering some avenue by which each individual could be drawn into active work.

Note.—When developing libraries, museums, or art galleries, it is advisable to raise funds, rather than invite contributions in goods. A special Selection Committee should be formed, on which the Head Teacher of the School is represented.

## FRIENDLY HINTS TO MEMBERS.

It would greatly facilitate the workings of the Education Department with the Association if members would elect the Executive Officers of the Branch to the School Board; excepting teachers who are ineligible.

All Treasurers should, in their own interest, secure executive endorsement, and receipts for all moneys expended, and, if possible, present a half-yearly statement of receipts and expenditure to a general meeting of members.

It is a good scheme to have, always, a programme of prospective work, so that the branch will pass from one achievement to another. Otherwise, there is a danger of interest flagging after one object has been attained.

Nothing cements people together for this good work better than social intercourse and identical interests; therefore evening functions for grown-ups, visits to the Mint, Observatory, Library, etc., as well as inspections of local factories and inter-branch visits, are highly desirable. Sowing-time socials, Harvest celebrations, Christmas, New Year, and picnic parties, in which all

the people of the district could be asked to participate, should meet the need of country associations. All serve a double purpose.

Branches should consider it an important part of their work to help in promoting a happy spirit of co-operation between the Education Department, the teaching staffs, themselves, and the children; the latter should be drawn into and interested in all the activities of the Parents' and Citizens' Association.

The election of a Junior Committee, under each Sub-Committee, composed of elder children, would be a great assistance all round.

It is scarcely necessary to add that all forms of gambling in connection with Parents' and Citizens' Associations should be avoided.

Recruit to your organisation all the human sympathisers in the district, especially unmarried and childless people, men and women, influential and otherwise. Extra help thus gained will give added happiness all round.

The promotion of Dramatic Societies, Musical and Sporting Clubs, among the elder children, will greatly assist in keeping such children linked up with the school after the leaving age is passed.

If cheapness in dress is aimed at when arranging dances a larger number of people will participate.

Very novel costumes can be made from sugar bags, plain calico, cretonne, crepe-paper, etc., etc., and the worry of expense vanishes.

A little reading room for children in leisure hours and wet weather is a great idea. Most leading Children's Publishers would place the school on their free list, as would all local newspapers. Harmsworths, London, publish a children's newspaper and magazine.

The habit of prize giving among children does not foster the spirit of co-operation, it being to each child's advantage to defeat, rather than to help the other.

Aim at making your school the centre of all social activities that are worth while in the district.

Keep your eye on all vacant lands in the locality suitable for playgrounds, arboreta, plantation endowments, etc., etc.

Pester the authorities concerned until these are set aside for educational purposes.

If you want to start an endowment plantation, form a local committee of all persons interested, find a suitable block of ground belonging to a public body, near the school, then write through the Education Department to the Forestry Department.

When forming societies which need experts such as those relating to music, art, or drama, don't hesitate to approach qualified public persons. Most of these will help.

For gardens and forests, etc., invoke the help of Municipal Councils, Road Boards, etc. For sport, appeal to the great sporting bodies in each line.

Very unselfish work has been done by branches in arranging fancy dress balls, to the delight of thousands of children. Some complaints have been heard from teachers and parents about the diverting effect of too frequent functions of this kind upon the learning capacity of children.

While fully appreciating the work done, we suggest that members should take these complaints into consideration, in respect to the time at which the dances are held, and the number held during the year.

Occasional concerts, or dramatic performances, may be given by the children to help the funds. These should not be frequent, and should not be allowed to interfere with school work.



It is necessary to realise that the true purpose of Education is character-building, directed to human efficiency and happiness. The complete environment of the child, therefore, inside and outside the school, through childhood and adolescence, on to manhood and womanhood, comes within the scope of work possible to Parents' and Citizens' Associations.

## CONSTITUTION

### Of the Federation of Western Australian Parents' and Citizens' Associations.

#### NAME:

This body shall be called the Western Australian Federation of Parents' and Citizens' Associations.

#### OBJECTS:

To bring about co-operation and mutual assistance among the associations in their endeavour to promote, in conjunction with the Education Department, the moral, physical, and social welfare of Western Australian School Children, and to enable such associations to take united action when necessary.

#### CONSTITUTION:

Membership in the Federation shall be open to all Parents' and Citizens' Associations in the State, provided that they pay the prescribed affiliation fee.

#### GOVERNMENT:

The Federation shall be governed by an Executive Council consisting of a President, Ex-President, two Vice-Presidents,

Honorary Secretary, Honorary Treasurer, and a Committee of five who shall be elected at the Annual Conference.

#### POWERS OF THE EXECUTIVE:

The Executive Council shall have power to deal with all matters which are for the welfare of the Federation as a whole and not for any individual branch. It shall be competent to assist or advise in any matters between branches and the Education Department or Government.

#### FUNDS OF THE ASSOCIATION:

Branches shall be entitled to affiliation on payment of an annual fee:

For schools with under 25 pupils—5s. per annum.

For schools with 26 to 100 pupils—10s. 6d. per annum.

For schools with over 100 pupils—£1 1s. per annum.

#### ANNUAL CONFERENCE:

There shall be an Annual Conference of branches, 15 to form a quorum, to be held at such time and place as may be decided upon by the Conference in session, provided that branches have had one month's notice thereof in writing.

Each branch shall be entitled to representation by two delegates at Conference, provided all dues have been paid to the Federation by their branch. In the case of group schools the representation shall be limited to four delegates.

The executive has power to appoint standing State Committees for any section of its work, and to co-opt experts, or other helpful citizens, to assist in such work.

**CONFERENCE BUSINESS:**

The order of business at the Annual Conference shall be as follows:—

- (a) Minutes of previous Conference.
- (b) Correspondence.
- (c) Report and Balance Sheet of Executive Council.
- (d) Recommendations from branches to Conference.
- (e) General business.
- (f) Election of Officers and Auditors.

**LAST WORD.**

An interesting relationship exists between the Government of Western Australia and all Parents' and Citizens' Associations.

It is a Partnership in Social Duty, definitely expressed in an Act of Parliament, and postulates that the Parents' and Citizens' Associations, through active co-operation with the Government in the Education of the young, may become an integral part of the education system.

For that reason it is inadvisable for Associations to affiliate with any other organisation or council of organisations.

It need scarcely be pointed out that the decisions of such councils may easily cause confusion and divert the Association from its only objective—the welfare of children—thus hindering its complete organic unity with the Education Department.

By co-operating with each other in annual conference and appointing a central executive from time to time associations may, in addition to valuable local work, help in forwarding the

objective of the Federation, as already laid down at its 1921-1922 conferences, i.e.:—

1. Health. The complete medical inspection and treatment of school children.
2. Dental clinics in connection with the Education system.
3. Playgrounds controlled by trained Kindergartners. That land be set aside in all districts for future educational requirements.
4. Cinema in all State Schools.
5. Hostels for country children studying in towns.
6. Aftercare of all adolescents.
7. Afforestation for school children.
8. Central exhibitions of school work.
9. That the Federation co-operate with the Government in placing boys on the land under proper conditions.
10. School holidays. Interchange of school children between town and country districts.

By engaging in this work members will be helping to create that new environment from which, it is hoped, will emerge a new race of men and women.

**EXECUTIVE OF THE FEDERATION, 1922-24.**

Mr. T. E. Ford (Pres.).

Messrs. T. E. Williamson and Wm. Smith (Vice-Pres.).

Miss E. Hooton (Hon. Sec.).

Mr. Stanley Kent (Treas.).

Mesdames McSorley, Woodman, Messrs. Wm. Jowett, W. D. Johnson, E. Stewart (Executive).

Messrs. Burvil and Jowett (Auditors).

N.B.—This publication may be obtained at the Government Printing Works, Perth. Price 3d. per copy.