

# St Patrick's Primary School Macksville NSW 2447



## **PARENTS & FRIENDS ASSOCIATION CONSTITUTION**

**Adopted on 11 March 2013**

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## 1. NAME

The name of the Association shall be **St Patrick's Primary School Parents and Friends Association** and shall be referred to in this document as the Association.

## 2. INTERPRETATION

In this Constitution unless the context otherwise requires:-

- a. **"Association"** means in this document the "St Patrick's Primary School Parents and Friends Association".
- b. **"Delegate"** means an "Ordinary member" appointed to act as a representative on the Diocesan Council.
- c. **"Executive Signatories"** means the Principal and Secretary of St Patrick's Primary School, and the President, Secretary and Treasurer of the Association.
- d. **"Ex-officio Members"** are Members of the Executive of the Association by virtue of the office they hold. They shall have full voting rights.
- e. **"Friends"** are school teachers, staff, and other members of the Parish / School community interested in pursuing the objectives of the Association by their regular attendance at meetings.
- f. **"Ordinary Member"** is a Parent/Carer of a child enrolled at the School.
- g. **"Parent/carers"** means the natural parents, legal custodians or people who are 'in loco parentis' i.e. someone who is legally acting in place of a parent on behalf of a minor.
- h. **"School"** means any institution of pre-School, preparatory year, primary or secondary education conducted in accordance with Canon 803 of the Code of Canon Law.
- i. **"Sub-Committees"** means those "Ordinary Members" elected or appointed to particular committees (e.g. Annual Fete) to fulfil specific roles and/or tasks that are agreed as required.
- j. **"The Executive"** means those "Ordinary Members" elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer and others as elected to be "Executive Members" it also includes the Principal and Assistant Principal.
- k. **"Financial Year"** means the financial year of the association will end on January 31<sup>st</sup> in each year.

### 3. OBJECTIVES

- 3.1 The Objectives of the Association shall be those that accord with the content of the documents 'The Catholic School' (Sacred Congregation for Catholic Education, Rome 1977), the Code of 'Canon Law (1983)', and "The Catholic School on the Threshold of the Third Millennium" - Congregation for Catholic Education (For Seminaries and Educational Institutions).
- 3.2 The aims for which the association is established are:-
- a. To support the objects of St. Patrick's Parents & Friends Association and the School in delivering a total quality education program within a Catholic context.
  - b. To foster the interest of parents of present and past students, and other friends of the School in all School activities;
  - c. To promote good fellowship between parents, friends, teachers and students alike, for the general well-being of the School community;
  - d. To represent the School community on working parties and other groups where a parent presence is requested;
  - e. To foster and provide opportunities for community endeavours, including appropriate fundraising activities, for the furtherance of these objects and the welfare of the School community;
  - f. Subject to first obtaining the approval of the Principal, provide and improve amenities, equipment, instruments and any other support services for the use or benefit of the students of the School or the School community;
  - g. To assist and support the School in all its activities;
  - h. To provide a forum of communication between the members of the School community; and
  - i. To work in partnership with the administration of the school in supporting all aspects of its operation.
- 3.3 The Association shall not:
- a. affiliate with any political body or party
  - b. affiliate with any association whose objectives are inconsistent with the objectives stated in clauses 3.1 and 3.2.

#### **4. ASSOCIATION MEMBERSHIP**

##### **4.1 Membership**

Membership of the Association shall consist of:

- a. the parent/s and or carer/s of each child enrolled at the School who shall be called Ordinary Members;
- b. the Parish Priest or their nominee;
- c. the Principal and Assistant Principal who shall be called Ex-Officio Members;
- d. the Friends of the School.

##### **4.2 Register of Members:**

- a. In the case of those qualifying for Ordinary Membership as parents and/or carers of children currently on the School roll, the School roll shall be considered as the register of Members.
- b. The Executive shall cause a register to be kept in which shall be entered the names of all persons admitted to membership of the Association as "Friends". The minutes of a meeting may be used as the register. Membership of a 'friend' shall be reviewed each year.

#### **5. EXECUTIVE MEMBERSHIP**

##### **5.1 Membership of Executive**

Membership of the Executive shall consist of:

- a. President, Vice-President, Secretary, Treasurer.
- b. The School Principal and Assistant Principal as Ex-Officio Members.
- c. Four (4) including the Principal and/or Assistant Principal shall form a quorum of the Executive.

##### **5.2 Election of the Executive**

- a. The Principal (if unable to attend, the Assistant Principal) will declare all positions vacant and conduct an election for all Executive positions.
- b. Each member of the Executive shall hold office from the Annual General Meeting of which they were elected until the election of Executive members at the Annual General Meeting of the following year.
- c. The Executive shall be elected from the Association membership by the Ordinary Members.
- d. If there is a greater number of candidates than required, the election shall be decided by ballot. Scrutineers shall be appointed by the meeting prior to the ballot.
- e. Term of office of the elected Executive members shall be one year.

### 5.3 Termination of Membership of Executive

- a. Any member of the Executive may resign at any time from membership of the Executive by giving notice in writing to the Secretary. Such resignation shall take effect at the time when such notice is received by the Secretary unless some later date is specified in the notice when it shall take effect on that later date;
- b. The seat of any Executive Officer, absent from three consecutive meetings without reasonable cause, may be declared vacant.
- c. Any member of the Executive may be removed from office at a specially convened Executive meeting of the Association for that purpose if the member:-
  - i. Fails to comply with any of the provisions of this Constitution; or
  - ii. Conducts him/herself in a manner considered to be injurious and prejudicial to the character or interests of the Association. (see attached Parental Code of Conduct).
- d. The member concerned shall be given a full and fair opportunity of presenting his/her case, and if the Executive resolves to terminate his/her membership, it shall advise the member accordingly in writing within seven days.
- e. At any such specially convened Executive meeting the member shall be given the opportunity to fully present a case. The question of removal shall be determined by the majority vote of all members present at that meeting, by silent vote once member has left the meeting.
- f. There is no right of appeal against a member's removal from office under this section.
- g. In the case of resignation or removal of the Treasurer, the books and accounts shall be handed over to the newly appointed Treasurer.

### 5.4 Vacancies on Executive

- a. The Executive shall have power to appoint a member, who may or may not already be a member of the Executive, to fill any casual vacancy caused by the resignation or removal of an office bearer, on the Executive until the next Annual General Meeting.
- b. Such an appointment shall be ratified at the next scheduled General Meeting of the Association.

## 5.5 Functions of the Executive

Except as otherwise provided by this Constitution and subject to resolutions of the Executive Members of the Association carried at any Annual or General Meeting the Executive shall:

- a. Manage the administration of the affairs, including the property and funds of the Association;
- b. In the event of an outstanding account requiring immediate payment, an Executive meeting shall be called by the Treasurer to gain approval. This account will then be tabled at the next General Meeting of the Association;
- c. Interpret and apply the Constitution with regard to any matter concerning the activities of the Association;
- d. Formulate bylaws for adoption, repeal or amendment by the General Meeting of the Association, designed to promote the good governance and management of the Association;

## 5.6 Sub-Committees

- a. The Executive may appoint sub-committees consisting of such members as the committee thinks fit for a specific purpose and may amend or rescind any such appointment at their discretion.
- b. All sub-committees acting in accordance with the constitutional objectives shall be deemed to be a part of the Parents and Friends Association and must report back to the Association.
- c. Each sub-committee shall choose from its membership a chairperson, secretary and, if needed, a treasurer.

## 5.7 Meetings of the Executive

- a. The Executive may meet as often as necessary to conduct the special business of the Association. Decisions taken at meetings of the Executive shall be tabled and further ratified at the next General Meeting for reporting purposes.
- b. A meeting of the Executive shall be convened by the President or in his/her absence, the Secretary, upon the request by one third of the Members of the Executive. Such request shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.
- c. At every Executive Meeting (4) four Members of the Executive including the Principal shall constitute a quorum.

- d. The Executive may function validly provided its number is not reduced below the quorum. Should the Executive numbers fall below the quorum the Executive can only act to increase the Executive membership or call a Special General Meeting.
- e. The Executive may meet together, subject to the Constitution, and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Executive shall be decided by a simple majority of the members of the Executive present and shall for all purposes be a determination of the Executive. In the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- f. No portion of income or property of the Association, remuneration or other benefit in money or money's worth shall be paid or transferred, directly or indirectly by the Association to any member of the Association except:
  - i. Payment of an expense incurred by a member or the Association with the approval of the Executive or advance payment in expectation of such expenses;
  - ii. Payment for services rendered to the Association;
  - iii. Reasonable and proper rent for premises let to the Association.
- g. Where a matter being considered by the Executive or a sub-committee involves a member or a family member of the Executive and/or sub-committee, the Executive Member and/or sub-committee member concerned will declare their interest and abstain from voting on the specific matter to be determined.

## **6. MEETINGS**

### **6.1 Meetings of the Association**

- a. Annual General Meeting. This shall be held in the month of February in each year to elect Executive Members, report on the financial status of the Association and attend to account signatories.
- b. General Meeting. The Association shall meet at least six times per year exclusive of the Annual General Meeting
- c. Special General Meeting. This shall be called and held for a specific purpose.
- d. Executive Meeting. A meeting of the Executive that may be called at any time.



## 6.2 Agenda of Annual General Meeting

The business to be transacted at every Annual General Meeting shall include:

- a. The acceptance of the minutes of the previous Annual General Meeting.
- b. Business arising from the previous minutes.
- c. The receiving of the President's Report.
- d. The receiving of the Principal's Report.
- e. The receiving of the Treasurer's Report that shall include the Financial Reports of the books and accounts of the Association for the preceding financial year.
- f. The election of Members of the Executive.
- g. The appointment of other representatives - Uniform coordinators, CSPA representatives, School Board representative.
- h. Review and distribution of Parental Code of Conduct.
- i. Proposed amendments to the Constitution to be discussed and if deemed, endorsed. (Notification provided to school community prior to AGM)

## 6.3 Agenda of General Meeting

The business to be transacted at every General Meeting shall include:

- a. Opening prayer
- b. The acceptance of the minutes of the previous General Meeting.
- c. Business arising from the previous minutes.
- d. Correspondence in
- e. Correspondence out.
- f. The receiving of the Treasurer's Report.
- g. The receiving of the Principal's Report.
- h. The receiving of the CSPA Report.
- i. General Business.
- j. Allocation of Prayer for next meeting.
- k. Date of next meeting

## 6.4 Quorum

At the Annual General Meeting 10 members shall constitute a quorum and at a General Meeting 6 Members shall constitute a quorum.

## 6.5 Calling of Meetings

- a. The President or in his/her absence the Vice President shall convene all Annual and General Meetings of the Association by giving not less than fourteen days notice of such meetings. The Executive shall determine the manner by which such notice is given.
- b. The President or in his/her absence the Vice President shall convene Special Meetings of the Association when:
  - i. Directed to do so by the Executive or,
  - ii. Upon being given a request in writing signed by not less than (4) four members of the Executive or not less than 30 Ordinary Members and clearly stating the purpose for which the Meeting has been requested.

## 6.6 Conduct of Meetings

Unless otherwise provided by this Constitution, at every Executive Meeting, Annual General Meeting, General Meeting and Special General Meeting:

- a. The President shall be Chairperson or in his/her absence the Vice President and in the absence of both, a Chairperson shall be elected by resolution of a majority of the Executive Members present at the meeting from the Executive Members present.
- b. The Chairperson shall conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings. (as per the Parental Code Of Conduct).
- c. Shall seek to resolve every question, resolution or decision by majority consensus of all members at the meeting. If a consensus cannot be reached the Executive should vote. Should a deadlock occur the Chairperson of the meeting shall have a second or casting vote.
- d. Voting shall be by show of hands, unless a simple majority of Executive Members present move that a secret ballot be conducted. The Chairperson shall appoint two Members to conduct the secret ballot in such manner as he/she shall determine. The result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- e. A member of the Executive who is absent from a meeting can vote by proxy.
- f. Voting at the Annual General Meeting by a vote of all ordinary members.

- g. The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every meeting of the Executive, the Annual General Meeting, the General Meeting and any Special Meetings, to be entered in a book to be provided for that purpose. Such book is to be open for inspection at all reasonable times by any member of the Association who applies to the Secretary for that inspection.
- h. The Secretary shall arrange for minutes of all meetings to be available on the school's website for all parents to access following approval of the minutes at the subsequent meeting.
- i. Meetings of the Association must not be longer than 1½ hours without a motion from the meeting being passed to allow for special circumstances.

## **7. FUNDS**

- 7.1 The income and any property of the Association shall be applied in promotion of its objectives.
- 7.2 The financial year of the Association shall be from 1st February to 31<sup>st</sup> January.
- 7.3 The funds of the Association shall be banked in the name of St Patrick's Parents and Friends Association.
- 7.4 Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Association, and the particulars usually shown in books of like nature. Such books are to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection. The Treasurer should present an updated report to each General Meeting.
- 7.5 All moneys shall be banked as soon as practicable after receipt of them by a member of the Executive and the transaction must be reported to the Treasurer.
- 7.6 All accounts shall be paid by cheque signed by any two of a group of four signatory members of the Executive. Cheques shall be crossed 'Not Negotiable' except those in payment of allowances or recipients, which may be open.
- 7.7 Accounts for payment, consistent with Clause 5.5, shall be presented and passed at an Executive Meeting and/or subsequently endorsed by the next General Meeting.
- 7.8 The Association shall not borrow money except:
  - a. In accordance with Clause 8 below,
  - b. For the furtherance of its objectives, and
  - c. Where a Special Meeting called for that purpose has granted approval.

- 7.9 As soon as practicable after the end of each Financial Year, the Treasurer shall cause to be prepared a statement of income and expenditure and a balance sheet for the financial year just ended. All such statements may be examined by the auditor, who shall present his/her report to the Secretary prior to the holding of the next Annual General Meeting following the financial year in respect of which such audit was made.
- 7.10 If the Annual General Meeting is held prior to the end of the financial year a Financial Report will be presented to the meeting. The Financial Report shall be presented to the first General Meeting after the end of the financial year.
- 7.11 The Treasurer of the Association will hand to the successor in office all records and accounts of the Association, as soon as the successor has been appointed.
- 7.12 If a Treasurer of the Association resigns during the term of office, the Association may request an audit of the records and accounts of the Association be carried out before handing these to the new Treasurer.
- 7.13 All funds of the Association should be recognised as belonging to the Trustees of the Roman Catholic Church for the Diocese of Lismore.

## **8. NO AGENCY OF THE SCHOOL**

- 8.1 The Association will not hold itself out as agent of the School and has no Authority to bind the school.
- 8.2 Any decisions in relation to contractual matters are to be reached by consensus of the Executive members and discussed with the School Principal and entered into by the proper authority.

## **9. DISSOLUTION**

The Association shall be dissolved:

- 9.1 The association must resolve by special resolution to cease its operations and dissolve.
- 9.2 In such event, the property and other assets of the Association remaining after the payment of all expenses and other liabilities shall be handed over to the School.

## CERTIFICATION

We certify that this is a true and correct copy of the Constitution of the **“St Patrick’s Primary School Parents and Friends Association”**

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(PRESIDENT)

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(PRINCIPAL)

DATE: 11 March 2013

# PARENTS & FRIENDS CODE OF CONDUCT

## Introduction

St Patrick's Primary School is a Catholic School within the Parish of the Nambucca Valley.

This Code of Conduct is intended to provide school community Members with guidelines for the effective conduct of meetings and the development of positive relationships within the School community.

## General Conduct

Community Members agree to:

- a. Support the Principal and staff in the development of a Christ-centred learning community based upon the principles of Catholic doctrine;
- b. Support the School's policies developed in consultation with all stakeholders. The Principal has the responsibility to implement these policies;
- c. Accept responsibility for their child's/children's progress and work with the teaching staff to deal promptly with areas of concern;
- d. Treat all Members of the School community with respect and courtesy; and
- e. Acknowledge and affirm success in individual and School achievement.

## Conduct at Meetings

The regular Parents and Friends Association meeting is an opportunity for community Members to contribute to discussion on issues and to make decisions that will have a positive impact on the School community.

To ensure that this is carried out effectively, community Members agree to:

- a. conduct activities in accordance with the Constitution of the P&F Association;
- b. participate in P&F Association meetings and other community activities in a constructive manner and respect the views of others;
- c. acknowledge that the decisions taken and actions proposed at the P&F Association meetings are representative of the majority of the School community;
- d. adhere to the processes available to have issues addressed and decisions reviewed;
- e. support the President and Members of the P&F Executive when they are required to make decisions on behalf of all parents in the School community; and
- f. use appropriate conduct when participating in meeting discussions and promote positive personal relationships among community Members.

### **Conduct Unbecoming**

If a community member is in breach of this code, the President of the P&F Association will meet with the Principal to decide appropriate action. The Principal's decision will be final and binding on community Members.

### **Certification**

We certify that this is a true and correct copy of the Code of Conduct of the **"St Patrick's Primary School Parents and Friends Association"**

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(PRESIDENT)

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(PRINCIPAL)

DATE: 11 March 2013

# PARENTS & FRIENDS BY-LAWS

## Office Powers & Duties of the Executive

The duties, powers and authority of officers shall be prescribed by this By-Law.

### President

The President shall preside at General Meetings and meetings of Executive, and in his/her absence the Vice President shall preside. If the President and the Vice Presidents are both absent from the meeting, the members present shall elect a chair for that meeting.

The President shall supervise the functions and activities of the Association and perform such other duties as pertain to the office and shall be the official representative and spokesperson of the Association.

The President shall work in close partnership with the administration of the school in supporting all aspects of its operation.

The President shall have the authority to call Special General Meetings and a meeting of the Executive. The President shall chair such meetings.

The President shall prepare the annual report for submission to the Annual General Meeting and have the report endorsed by the Executive before publication.

The President is an ex-officio member of all sub-committees and may attend any or all meetings of the Association, and may at the President's discretion preside over this meeting.

The President shall ensure office bearers are aware of their duties as defined and they are carried out in accordance with the rules and by laws.

The President shall consult with all key agencies such as Nambucca Shire Council and relevant State Departments and shall be aware and active on relevant agency requirements.

The President will lead the Association in fundraising activities. He/she shall be a member of the Executive.



### **Vice President**

In the absence of the President, the Vice President shall represent the Association and carry out his/her duties. The Vice President shall support the President in their duties at all times.

The Vice President shall be a member of the Executive.

### **Secretary**

As a member of the Executive, the Secretary shall be responsible for the recording of the minutes of all business dealt with in all committee proceedings, and shall be responsible to see that all records of the Association are properly kept.

The Secretary shall issue notices of meetings when required and shall conduct the Association's correspondence and post notices as directed by the Association.

In the absence of the Treasurer, they will have the authority to receive monies on behalf of the Association for which they shall account to the Treasurer.

The Secretary shall be entitled to attend all sub-committee meetings of the Association.

The Secretary shall be a member of the Executive.

### **Treasurer**

The Treasurer shall receive and be responsible for all monies and shall keep records and /or books relevant to the financial position of the Association. The records must be available for inspection by any member of the Association.

The Treasurer shall close off the books at the end of January each year and submit a balance sheet and statement of receipts and expenditure of the Association to the Executive and the next general meeting of the Association.

The Treasurer shall keep an inventory of the Association property and for such purpose may request any member of the Association to furnish them with a list of property belonging to the Association under their control.

The Treasurer shall ensure that all monies received by the Association are paid into Bank accounts in the Association's name in a timely manner. Payments shall be made by cheque signed by two signatories authorised by the Executive.

The Treasurer shall be a member of the Executive.

**School Principal/Assistant Principal**

The School Principal and Assistant Principal shall be members of the Executive.

**CERTIFICATION**

We certify that this is a true and correct copy of the By-Laws of the **“St Patrick’s Primary School Parents and Friends Association”**

\_\_\_\_\_

(PRESIDENT)

\_\_\_\_\_

(PRINCIPAL)

DATE: 11 March 2013