

P&F Association Constitution

<p style="text-align: center;">CONSTITUTION for MATER CHRISTI CATHOLIC PRIMARY SCHOOL Parents and Friends' Association</p>

Adopted at Special General Meeting [_____]

Last Amended [_____]

Major review due: [_____]

AIM

The Parents and Friends' Association is an integral part of the Catholic School structure and is a valuable instrument in this important Church Apostolate.

1. NAME OF ASSOCIATION

The name of the Association shall be **Mater Christi Catholic Primary School Parents and Friends' Association**, hereinafter "the Association".

2. DEFINITIONS

(a) The Association is the ~~Mater Christi Parents and Friends' Association~~ **body of parents and guardians of the children in the Mater Christi Catholic Primary School and includes ex officio membership to Parish Priests and School Principals (or their respective appointed representatives).**

(b) ~~(e)~~ The Executive consists of the four (4) Office Bearers of the Association elected as per Clause ~~8~~**9**, **that being: President; Vice-President; Secretary; and Treasurer.**

(c) ~~(b)~~ The Committee is the body of representative members elected by the Association at the Annual General Meeting and will include the Parish Priest, if any, ~~and~~ the Principal.

(d) ~~(e)~~ The governing bodies of the school are the Principal and the School Board.

(e) **The Federation is the Parents and Friends' Federation of Western Australia Inc.**

3. OBJECTS OF THE ASSOCIATION

The objectives of the ~~Parents and Friends' Association~~ are to fulfil the aims of the ~~Parents and Friends' Association of Mater Christi Catholic Primary School~~ in a spirit of Christian co-operation and to promote in the school an active relationship with Christ and His Church.

4. AIMS

~~The Parents and Friends' Association is an integral part of the Catholic School structure and is a valuable instrument in this important Church Apostolate.~~

(i) **The Association should –**

- (a) adhere to the aims and objectives of the State Federation as laid down by the Constitution and approved by the Catholic Bishops of Western Australia;
 - (b) strive to develop at the school a real community of parents, teacher and students which reflects a truly Christian ethos; **to build tangible and lasting relationships between parents, Mater Christi Catholic parish and school so that the students may experience a sense of Christian community**
 - (c) work closely with the school authorities, in particular the school Principal who is the leader of the school community – to achieve common goals; **and the school vision;**
 - (d) act as liaison between the wider school community and the Governing Bodies of the school
 - (e) ensure that a high level of social and education interaction exists between home and school, parents and teachers;
 - (f) endeavour to have all parents enjoy the exciting experience of the children's school years by active participation and personal involvement in the school programmes;
 - (g) provide a healthy forum for ideas and discussion on any relevant issues that will benefit the education of the children;
 - (h) organise guest speakers for the Association Members on current and suggested education programmes, faith development and other matters of interest;
 - (i) work to provide additional resources which are considered necessary for the children or to assist the teachers in their professional work **in consultation with the Principal and school board;**
 - (j) assist in planning and organising functions associated with the social, sporting, cultural and educational life of the school community;
- (ii) **The Parents and Friends' Association Executive should:-**
- (a) be responsible for the planning, management and organisation of the Association's affairs;
 - (b) hold regular (preferably monthly) general meetings to which should be invited all parents and friends, the Principal and staff, parish clergy or the religious associated with the school, and other interested persons;
 - (c) conduct meetings in a fitting and proper manner with respect for accepted meeting procedures;
 - (d) use known and successful organisational tools, such as sub-committees, task forces and discussion groups, to encourage wider participation, develop increased responsibility and to achieve more effective results;
 - (e) appoint a person, or form a sub-committee, to be responsible for activities and dissemination of information pertaining to the Association's areas of responsibility to the school community, e.g., education matters, adult education, religious education, State Parents and Friends' Federation, Australia Parents' Council, social, cultural and sporting activities, the parent-teacher-relationship, etc.

4. AFFILIATION

~~OPTIONAL~~ **The Association will determine each year their affiliation with the Federation.**

5. MEMBERSHIP OF THE ASSOCIATION

- (a) ~~(b)~~ any parent/guardian of a child attending the Mater Christi Catholic Primary School, or any person who supports the objects of the Association, shall be admitted as a member.

- (b) ~~(a) the~~ **Mater Christi Catholic** Parish Priest(s), if any, and the Principal ~~and all members of the teaching staff of the school,~~ **or their respective appointed representatives,** shall be **deemed** ex-officio members of the Association.
- (c) a voluntary levy or subscription may be payable by each family, the amount being recommended to the A.G.M. each year by the retiring Committee.

6. REGISTER OF MEMBERS

- (a) In the case of those qualifying for membership as parents and/or carers of children currently on the School roll, the School roll shall be considered as the register of members.

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.

- (b) The Secretary, shall keep and maintain, in an up-to-date condition, a register of the members of the Executive committee comprising:
- name;
 - position; and
 - contact number.
- (c) The Register shall be available for inspection to any member;
- (d) The Secretary shall keep the Federation informed of any updates to the members of the Executive Committee.

~~6.~~

7. GENERAL MEETINGS OF THE ASSOCIATION

- (a) An Annual General Meeting of the Association shall be held as close as practicable to the end of the school year to:
- (i) to receive and consider the Annual Reports of the Office Bearers;
 - (ii) **to appoint the auditor for the ensuing year;**
 - (iii) to elect the Committee for the ensuing year; and
 - (iv) to deal with any other matter or matters brought before the meeting.
- (b) Additional Association General meetings shall be held regularly (preferably monthly) during the school year, **and otherwise as determined by the Executive Committee.**
- (c) Where possible, matters to be brought before an Association meeting should be submitted in writing to the President or Secretary at least five (5) days prior to the meeting, to facilitate circulation and/or inclusion on the agenda.
- (d) (i) Special Meeting of the Association may be convened by the President or Secretary or by the members of the Committee at any time, and **shall** be convened by them within fourteen (14) days **or within a 28 day period if the request is not within a school term,** of receiving a requisition in writing signed by at least ten (10) members of the Association. These signatories shall be required to attend the meeting so called or submit a written apology. In order for the meeting to be valid, at least five (5) of the signatories **must** attend the meeting. The requisition must itemise all matters to be discussed at the meeting.

(ii) Special Meetings will be convened within fourteen (14) days at the request of any of the school governing bodies (i.e. the Principal or the School Board).

(iii) At Special Meetings, items for discussion will be limited to the matters relating to the calling of such a meeting.

(e) Notification of Association General or Special Meetings, including details of matters to be raised, will be given to all members at least seven (7) days prior to the meeting.

QUORUM AT MEETINGS

(f) At any Association General or Special Meetings, a total of ~~ten (10)~~ **six (6)** members of the Association, including at least two (2) Office Bearers, shall constitute a quorum.

CONFLICT OF INTEREST

(g) **If a member of the Association has potential to receive an extraordinary benefit not shared by other members, they must promptly declare that fact and withdraw from the discussion. Records of the meeting must record that fact. That is to say:**

(i) A member of the Association having any direct or indirect pecuniary interest in a matter or proposition, made by, or in the contemplation of, the committee (except if that pecuniary interest exists only by virtue of the fact that the member is a member of a class of persons for whose benefit the Association is established), must:

- disclose to the meeting, the nature and extent of the conflict of interest; and**
- withdraw from deliberations or decision, with respect to that matter.**

(h) The Secretary must record in the minutes of each meeting:

- every disclosure under sub-rule (e); and confirm**
- every withdrawal under sub-rule(e).**

(h) As each meeting of the Association, the Committee shall make a report of its activities since the previous meeting of the Association.

~~7.~~

8.VOTING

(a) Any member ~~or ex-officio member~~ of the Association **present in person at a general meeting of the Association** shall be eligible to **a deliberative** vote on any matter at any meeting of the Association.

(b) The chairman of a meeting may use a casting vote, which must not be used to alter the status quo

(c) Ex-officio members of the Association and staff of the school are not entitled to a deliberative vote, unless invited to by the Executive Committee.

(d) When voting on a motion in an Association General Meeting, a majority of votes in favour is required to accept or reject a motion.

~~8.~~

9. MANAGEMENT

The Association shall be governed by a Committee comprising a President, Vice-President, Secretary, Treasurer and six other members **that may include School Board Representative, Parish Council Representative or Parents and Friends' Federation Representative.** The Parish

Priest, if any, and the Principal of Mater Christi Catholic Primary School or, in their absence, their appointed representative, will be ex-officio members of the Committee.

9.

10. ELECTIONS

(a) The Executive and Committee Members of the Association shall be elected by the Annual General Meeting (AGM). For the purpose of this election only, either the Principal or the Parish Priest, if any, or their nominated representative, will occupy the Chair.

(b) Any member or ex-officio member of the Association, who is present at the AGM, or has consented in writing to be elected, shall be eligible for election to the Committee.

(c) No ex-officio member, or their representative, may be elected to an Executive position.

(e) Except for nominees under sub-rule (h), a person is not eligible for election to membership of the Executive Committee unless a member has nominated them for election by delivering, to the Secretary, not less than seven (7) days before the day the AGM is held, notice in writing of that nomination, signed by:

- (i) the nominator; and
- (ii) the nominee, to signify a willingness to stand for election.

(f) A person who is eligible for election or re-election under this rule may –

- (i) propose or second their own nomination; and
- (ii) vote for themselves to be elected.

(g) If the number of persons nominated in accordance with sub-rule (e), for election to membership of the Executive Committee, does not exceed the number of vacancies to be filled in that membership:

- (i) that fact will be duly reported by the Secretary at the AGM; and
- (ii) the Chair must declare at the AGM that those persons are duly elected as members of the Executive Committee.

(h) If vacancies remain on the Executive Committee after the declaration under sub-rule (g), additional nominations of Executive Committee members may be accepted from the floor of the AGM. If such nominations from the floor do not exceed the number of vacancies, the Chair must declare those persons to be duly elected as members of Executive Committee. When the number of nominations from the floor exceeds the remaining number of vacancies on the Executive Committee, elections for those positions must be conducted. In such instances a secret ballot is to be conducted under the direction of the Secretary with the recipient of the highest number of votes duly elected. Any tied votes are to be decided by the drawing of lots.

(i) If a vacancy remains on the Executive Committee after the application of sub-rule (h), the Executive Committee may appoint a member as a casual vacancy, within the meaning of Rule 9.

(j) Subject to these Rules, any member of the Association present in person at a general meeting of the Association shall be entitled to a deliberative vote.

(k) Newly elected Executive Committee members must complete the online induction programme provided by the Federation by the end of Term 1.

~~10.~~

11. VACATION OF OFFICE AND CASUAL VACANCIES

(a) The term of office of Executive members will be one year, from AGM to AGM, at the conclusion of which period they shall vacate their positions, but shall be eligible for re-election.

(b) A person shall not hold the ~~office of President~~ same Executive Office Bearer position for more than three consecutive years.

(c) Executive Committee members who wish to resign during their elected term may do so providing they give one month's written notice to the committee.

(d) A member of the Committee shall be deemed to have resigned therefrom if:

i. Without submitting an acceptable apology, he or she is absent from two consecutive meetings;

ii. in accordance with a decision of an absolute majority of the Committee he or she is required to resign from the Committee and fails to do so within fourteen days of the date upon which notification of the decision of the Committee is forwarded to him/her stating the reasons for this action.

(e) Vacancies in the Committee may be filled casually by any member of the Association, as appointed by the Committee, and serve with full voting rights until the next AGM.

~~7. CASUAL VACANCIES~~

~~Any vacancies in the Committee, whether by reason of the operation of Clause 10 or otherwise, may be filled by the appointment thereto by the Committee of any member of the Association, until the next Annual General Meeting.~~

12. MEETINGS OF THE COMMITTEE

(a) Committee Meetings will be open to all members of the Association, unless called as closed by a majority of the Committee.

(b) The Committee shall meet ~~regularly (preferably monthly)~~ on a needs basis during the school year, and otherwise as determined by the Committee, and two (2) Office Bearers and four (4) other members thereof shall constitute a quorum at any closed meeting of the Committee.

(c) Members co-opted by the Committee, as per Clause 11, will have full voting rights at Committee Meetings. Observers attending Committee Meetings will not be entitled to a vote, although their participation in the Meeting will be encouraged.

13. POWERS OF THE COMMITTEE

The Committee shall have the power generally to give effect to the aims of the Association and to the Rules of the Constitution, and the Committee may, subject to any decisions of the Association:

(a) formulate the standing Orders of the Association to be applicable to such meeting as the Committee may determine (Appendix 1);

- (b) establish such sub-committees as it may determine to give effect to the aims of the Association;
- (c) provide for the election or appointment of members to any such sub-committee and faor the conduct and operation thereof;
- (d) elect and define the duties and powers of its officers
- (e) appoint one delegate to the School Board
- (f) ~~OPTIONAL recommend the voluntary P&F Association levy~~ **is to be agreed upon by the Executive and School Board and presented** at the A.G.M.
- (g) raise funds by other voluntary means for the further educational benefit of the Mater Christi Primary School children in accordance with the aims of the Association.

(c) Members of the Association may by ordinary or special resolution exercise any power authorised by the Constitution subject to the provisions of the Law as varied.

(d) In the event of any dispute or uncertainty as to the meaning or intent of any clause in this Constitution, the matter shall be referred to the Federation Executive Officer for interpretation.

(e) If, for any reason, the Executive Committee does not function satisfactorily, assistance from the Federation Council may be sought. Association, being unincorporated, should seek security of insurance coverage for its activities through the School Board.

14. POWER OF VETO

The School Principal shall have the power to veto any decision made at any meeting dealing with matters of internal operation of the School.

15. FINANCE

(a) As soon as practicable, the Committee shall cause a society account to be opened in the name of the Association, at such Financial Institution as may be determined. ~~Cheques drawn upon the account shall be signed by such officers as the Committee may determine.~~

(b) Funds are to be used solely for the Aim of the Association. All funds raised by or on behalf of the Association must be banked promptly and fully intact into an account in the name of the Association. Authorised signatories to the account are any two of the following:

- President
- Treasurer
- Secretary
- Vice-President
- Principal, and
- Assistant Principal.

(c) Electronic Funds Transfers (EFTs) or cheques drawn upon the account shall be authorised or signed by the Treasurer and at least one other authorised member, or by any two others as are authorised by the members of the Association. At the end of their term of office, their online account access and signatures must be removed and replaced by the online account access and signatures of the incoming officers.

16. ASSETS

All assets of whatever nature not previously donated to the school (excepting the Association's bank accounts) may be vested in a trustee of the Association. The Principal shall be the sole trustee of the Association.

~~17.~~**AFFILIATION** moved to Clause 4.

~~18.~~

17. AMENDMENT

Subject to Clause 3 hereof, this Constitution may be amended or altered at any General Meeting of the Association, provided that:

(a) notice of any proposed amendment or proposed alteration, **including: the meeting time, date and venue; the resolution; and the intention to propose the resolution**, shall have been given in writing to all members at least one month prior to such meeting, ~~and~~;

(b) the amendment or alteration is approved by at least 75% of the members present, **and**

(c) all amendments must be in accordance with the aims of the Constitution.

(d) a formal review of the Constitution shall be conducted under the direction of the Executive Committee at least once every five (5) years. A report and recommendations arising from the review shall be submitted to the next AGM for consideration

~~19.~~

18. NON-PROFIT MAKING

The income and property of the Association howsoever derived shall be applied solely towards the promotion of its objects as set out in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Association or reimbursement for costs incurred in the service of the Association.

~~20.~~

19. AUDITOR

(a) The financial year of the Association shall be from the 1st January to 31st December in each year.

(b) The members at each Annual General Meeting of the Association shall appoint and auditor for the next twelve (12) months. The Auditor shall audit the accounts of the Association as at the close of the financial year. The Auditor shall not be an **Executive** member or ex-officio member of the Association.

(c) The Treasurer shall submit the annual accounts of the Association to the Auditor. The accounts and the Auditor's Report thereof, shall be returned to some other person, an office bearer of the Association, perhaps the President/Chair.

(d) All monies raised by the Association, whether for the Association or on behalf of another cause, must be counted by two (2) individuals and banked into the Association account as soon as is possible with the exact amount and date of banking reported by email to the Treasurer, President and sub-committee chair/organiser.

20. CHAIR

- (a) Subject to Rule 8(a), the President shall chair all general and special meetings of the Association and all meetings of the elected Executive Committee. The President is empowered to regular the proceedings and procedure including, with the consent of the meeting, adjournment of business
- (b) In the absence of the President at a general / special / committee meeting, the Vice-President shall have the power to conduct and chair meetings of the membership and in the absence of the Vice President, the members present and entitled to vote shall have the power to select one of their number as Chair.

21. SECRETARY

The Secretary shall:-

- (a) co-ordinate the correspondence of the Association;
- (b) keep full and correct minutes of the proceedings of the Committee and Association;
- (c) have custody of all books, documents, records and registers of the Association, including those referred to in ~~paragraph (c), other than those required by clause 23~~ 22 (mins of meetings of assoc) to be kept and maintained by, or to be in the custody of, the Treasurer, and
- (e) perform such other duties as are imposed by this Constitution.

22. TREASURER

The Treasurer shall:-

- (a) be responsible for the receipt of all monies paid to or received by the Treasurer on behalf of the Association and shall issue receipts for those monies in the name of the Association;
- (b) pay all monies referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct;
- (c) make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all EFTs are approved and cheques are signed in accordance with Rule 14(c) finance;
- (f) ~~whenever director to do so by the President~~ At each Association meeting, submit a written report, balance sheet or financial statement in accordance with that direction and any other report as directed by the President;
- (g) have custody of all securities, books and documents of a financial nature and the accounting records of the Association, including those referred to in paragraph (d) and (e); and
- (h) perform such other duties as are imposed by this Constitution.

23. MINUTES OF MEETINGS OF THE ASSOCIATION

- (a) The Secretary shall cause proper minutes of all proceedings of all General Meetings and Executive Committee Meetings to be taken and then to be entered within 30 days after the

holding of each General Meeting or Executive Committee meeting, as the case requires, in a minute book or file kept for that purpose.

- (b) The Chair shall ensure that the minutes taken of a General Meeting or Executive Committee meeting are checked and signed as correct by the Chair of the General Meeting or Executive Committee meeting to which those minutes relate or of the next succeeding General Meeting or Executive Committee meeting as the case requires;
- (c) When minutes have been entered and signed as correct under this rule, they shall, until the contrary is proved, be evidence that:-
 - (i) the General Meeting or Executive Committee meeting to which they relate (called 'the meeting') was duly convened and held;
 - (ii) all proceedings recorded as having taken place at the meeting did in fact take place thereat; and
 - (iii) all appointments or elections purporting to have been made at the meeting have been validly made.

24.CLAUSES OF THE ASSOCIATION BINDING

These clauses bind every member and the Association to the same extent as if every member of the Association had signed and sealed these rules and agreed to be bound by all their provisions.

25.INSPECTION OF BOOKS AND RECORDS OF ASSOCIATION

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association, but may not remove them from the custody of the person to whom they are entrusted.

26. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF THE ASSOCIATION

If, in the event of the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs charges and expenses of that winding up, that property shall be distributed:-

- (a) for the educational benefit of the students at Mater Christi Catholic Primary School or
- (b) to another incorporated association having objects similar to those of the Association; or
- (c) to the Parents and friends' Federation of Western Australia Inc., or
- (d) for other educational, charitable or benevolent purposes;

which incorporated association or purposes, as the case requires, shall be determined by resolution of the members when authorising and directing the Committee (whether under section 22 of the Association Incorporation Act 1987 or in the normal course of events) to prepare a plan for the distribution of the surplus property of the Association.

Adopted by a General Meeting of the Association

held on _____

_____ President

_____ Secretary

_____ Principal

Footnote:

“The Primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies.” (Quote: Article 5, “Charter of the Rights of the Family”, issued by the Holy See, Rome, October 1983.)

APPENDIX 1

Standing Orders for P&F

1. The time limit for the mover of a motion to speak shall be three minutes, and for the seconder two minutes.
2. Subsequent speakers, who shall alternate against and for the motion, may have two minutes each and the mover two minutes for a right of reply prior to the vote.
3. No speaker may speak twice to the same motion, other than the mover, who shall have the right of reply. The use of this right shall close the immediate debate.
4. All speakers shall address the Chair and confine their comments to the subject under debate.
5. The mover of an amendment to a motion may not have the right of reply unless the amended motion is voted in to replace the original motion. The mover of the amendment then has a right of reply until the new motion is replaced by another amended motion.
6. Statement of a point of order, the asking of a question or supplying an answer to a question asked, through the Chair, shall not be taken as exercising a right of reply.
7. Speakers rising to state a point of order or to ask for a ruling shall confine themselves to a simple statement of the point.
8. When the Chair is called upon to make a ruling, that ruling is final unless challenged via a motion of dissent. This motion, if seconded, shall be put to the meeting immediately following a short explanation by the mover and a right of reply by the Chair, who shall vacate the Chair during this debate.
9. Motions shall be decided upon the voices or a show of hands unless a division or a secret ballot is required by a motion approved by the meeting.
10. The Chair may have a deliberative vote and, in the case of an equality of votes, also a casting vote, which should not be used to alter the status quo.
11. The Chair may only move, second or speak to a motion after vacating the Chair.
12. A member acting contrary to the standing orders shall obey a call to order by the Chair or may be required to leave the meeting.
13. Standing Orders may be suspended to allow free discussion on an issue. A formal motion needs to be put and carried to allow this action.
14. Association meetings normally shall be restricted to one and a half hours, except that a majority of those present may agree to a procedural motion to extend the meeting by up to half an hour.