

CONSTITUTION for
MATER CHRISTI CATHOLIC PRIMARY SCHOOL
Parents and Friends' Association

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 Catholic Primary School Parents and Friends' Association.
- (b) The Committee is the body of representative members elected by the Association at the Annual General Meeting (AGM) and will include the Parish Priest(s), if any, and the Principal.
- (c) The Executive consists of the four (4) Office Bearers of the Association, **that being: President; Vice-President; Secretary; and Treasurer** elected as per Clause 89.
- (d) The Governing Bodies of the School are the Principal and the School Board.
- (e) **The Federation is the peak parent body representing parents of children in Catholic schools in Western Australia, currently known as Parents and Friends' Federation of Western Australia Inc.**

3. OBJECTS OF THE ASSOCIATION

The objectives of the Association are to fulfil the aims of the Association in a spirit of Christian co-operation and to promote in the school an active relationship with Christ and His Church.

~~**4. AIMS**~~ (*moved to top*)

(a) The Association should:

- i. 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;

- ii. Strive to develop at the school a real community of parents, teachers and students which reflects a truly Christian ethos; **to build tangible and lasting relationships between parents, the Mater Christi Catholic parish and school so that the students may experience a sense of Christian community;**
- iii. 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;**
- iv. Act as liaison between the wider school community and the Governing Bodies of the school;
- v. Ensure that a high level of social and education interaction exists between home and school, parents and teachers;
- vi. 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;
- vii. Provide a healthy forum for ideas and discussion on any relevant issues that will benefit the education of the children;
- viii. Organise guest speakers for the Association Members on current and suggested education programmes, faith development and other matters of interest;
- ix. 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;**
- x. Assist in planning and organising functions associated with the social, sporting, cultural and educational life of the school community.

(b) The Parents and Friends' Association Executive should:

- i. Be responsible for the planning, management and organisation of the Association's affairs;
- ii. 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;
- iii. Conduct meetings in a fitting and proper manner with respect for accepted meeting procedures;
- iv. 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;
- v. 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

The Association is invited to affiliate with the Federation.

5. MEMBERSHIP OF THE ASSOCIATION

- (a)** The **Mater Christi Catholic** Parish Priest(s), if any, and the Principal **or their respective appointed representatives**, shall be deemed Ex-officio members of the Association.

- (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.
- (c) ~~A voluntary levy or subscription may be payable by each family, the amount being recommended to the AGM each year by the retiring Committee.~~

6. REGISTER OF MEMBERS

- (a) In the case of those qualifying for membership as parents and/or guardians 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 Committee comprising:
 - i. Name;
 - ii. Position [in Committee];
 - iii. Contact number; and
 - iv. Email address.
- (c) The Register of Committee Members shall be available for inspection to any member of the Committee;
- (d) The Secretary shall keep the Federation informed of any updates to the members of the Executive Committee¹.

7. ~~6.~~ GENERAL MEETINGS OF THE ASSOCIATION

- (a) An AGM 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 financial Reviewer for the ensuing year;
 - iii. ~~ii) to~~ Elect the Committee for the ensuing year; and
 - iv. ~~iii) 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.

¹ Send copies to PFFWA at: admin@pff.wa.edu.au
or PF Box 909 INGLEWOOD WA 6932
or FAX: 08 9271 5901

- (d)
- i. Special Meetings 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 twenty-eight (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.

(f) Quorum at meetings

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.

(g) Conflict of interest

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) ~~(g)~~—At each meeting of the Association, the Committee shall make a report of its activities since the previous meeting of the Association.

- i. **The Secretary must record in the minutes of each meeting:**
 - **Every disclosure under sub-rule (g)(i); and confirm**
 - **Every withdrawal under sub-rule (g)(i).**

8. ~~7~~-VOTING

(a) Any member of the Association present in person at a General Meeting of the Association shall be entitled to a deliberative vote on any matter at any meeting of the Association.

- (b) ~~In the case of a tied ballot, the Chairman of a meeting may use~~ also has a casting vote, which ~~must not be~~ is used to ~~alter~~ maintain the *status quo*.
- (c) The Principal, Parish Priest and Staff, as Ex-officio members of the Association, are not entitled to a deliberative vote.
- (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.

9. ~~8.~~ COMMITTEE OF MANAGEMENT

The Association shall be governed by a Committee ~~that shall include the Executive of four~~ (4) office bearers:

- ~~comprising a~~ President,
- Vice-President,
- Secretary,
- Treasurer and
- ~~Up to~~ six (6) other members that may include:
 - School Board representative,
 - Parish Council representative or
 - ~~Parents and Friends'~~ Federation representative.
- ~~Ex-officio representation, in person or otherwise, may be warranted for the roles of:~~
 - The Parish Priest(s), 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.~~

10. ~~9.~~ ELECTIONS

- (a) The Executive and Committee Members of the Association shall be elected by the AGM. For the purpose of this election only, either the Parish Priest(s), if any, or the Principal, 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.
- (d) ~~Except for nominees under sub-rule (g), 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.
- (e) ~~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.

- (f) If the number of persons nominated in accordance with sub-rule (d), 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.
- (g) If vacancies remain on the Executive Committee after the declaration under sub-rule (f), 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 the 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.
- (h) If a vacancy remains on the Executive Committee after the application of sub-rule (g), the Executive Committee may appoint a member as a casual vacancy, within the meaning of Clause 11.
- (i) Newly elected Executive Committee members must complete the online induction programme provided by the Federation by the end of Term 1, so long as the Association remains affiliated with the Federation and the online programme is available.

11. ~~10.~~ VACATION OF OFFICE AND CASUAL VACANCIES

- (a) The term of office of Executive and Committee 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 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 (14) 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.

11. 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 2**);
- (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 for 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 on at the A.G.M. recommended by the retiring committee to the AGM each year, for approval by the members of the Association.**
- (g) Raise funds by other voluntary means for the further educational benefit of the Mater Christi **Catholic** Primary School children in accordance with the aims of the Association.
- (h) **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.**
- (i) **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.**

- (j) If, for any reason, the Committee does not function satisfactorily, assistance from the Federation Council may be sought.
- (k) The 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.~~

~~14. 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.
- (b) Funds are to be used solely for the aims 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 to be any two of the following:
 - i. President;
 - ii. Treasurer;
 - iii. Secretary;
 - iv. Vice-President; and/or
 - v. Either Principal or Assistant Principal.
- (c) 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.
- (d) Electronic Funds Transfers (EFT) 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.

~~15. 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.

~~16. 18. 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~~ twenty-eight (28) days prior to such meeting; ~~and~~,
- (b) The amendment or alteration is approved by at least seventy five percent (75%) of the members present.
- (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.**

17. ~~19.~~ 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.

18. ~~20.~~ AUDITOR **REVIEW OF FINANCIAL STATEMENTS**

- (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~~ AGM of the Association shall appoint ~~an Auditor~~ **a Reviewer** for the next twelve (12) months. The ~~Auditor~~ **Reviewer** shall ~~audit~~ **conduct a review** of the accounts of the Association as at the close of the financial year. The ~~Auditor~~ **Reviewer** shall not be an **Executive** member or Ex-officio member of the Committee, **or a relative of an Executive member or Ex-officio member.** The Reviewer shall be required to have a current Police Clearance, the cost of which may be covered from the Association.
- (c) **The Treasurer shall submit the annual accounts of the Association to the Reviewer. The accounts and the Reviewer's Report thereof, shall be returned to some other person, an office bearer of the Association, perhaps the President/Chair.**

19. CHAIR

- (a) **Subject to Clause 10(a), the President shall chair all General and Special Meetings of the Association and all meetings of the elected Committee.**
- (b) **At General Meetings, with the absence of the President, the Chair shall be taken by the Vice-President, else a member elected by the other members present at the meeting.**

- (c) At Committee meetings, with the absence of the President, the Chair shall be taken by the Vice-President, else a member elected by the other members present at the meeting.

20. ~~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 (e) Clause 6~~, other than those required by ~~clause 23~~ **Clause 21** to be kept and maintained by, or to be in the custody of, the Treasurer, **unless the members resolve otherwise at a general meeting**, and
- (d) Perform such other duties as are imposed by this Constitution.

21. ~~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 ~~Clause 15~~ **7**;
- (d) ~~Whenever directed 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**;
- (e) **Unless the members resolve otherwise at a General Meeting**, 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~~ **sub-rule** (d) and (e); and
- (f) Perform such other duties as are imposed by this Constitution.

22. ~~23.~~ MINUTES OF MEETINGS OF THE ASSOCIATION

- (a) The Secretary shall cause proper minutes of all proceedings of all General Meetings and Committee Meetings to be taken and then to be entered within **thirty** (30) days after the holding of each General Meeting or 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 Committee Meeting are checked and signed as correct by the Chair of the General Meeting or Committee Meeting to which those minutes relate or of the next succeeding General Meeting or 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 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.

23. ~~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.

24. ~~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.

25. ~~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 _____

Signed: _____ (President)

Signed: _____ (Secretary)

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 function 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.)

DRAFT

APPENDIX 1

Roles of the Office Bearers of the Parents and Friends' Association

The President

The President shall preside (act as Chairperson) at all general and Executive Committee Meetings of the Association.

In addition to that responsibility the President shall undertake a number of other tasks such as:-

- Provide leadership and direction for the Association
- Act as the Associations representative and spokesperson
- Supervise the office bearers
- Ensuring adequate and efficient communication exists between the –
 - Members of the Association
 - Association
 - School Board
 - Parish Council
 - Parent, Principal and staff of the School.
- Encourage parents and others to participate in the activities of the Association and the School
- Actively pursues a collaborative working relationship with the Principal and the Parish Priest
- develops positive working relationships with other office bearers and members of the Association
- Ensure all governance responsibilities are met, including the P&F's constitution

The Vice-President

The Vice- President shall endeavour to:

- Provide support to the President and act as Chair all General and Executive Meetings of the P&F Association should the President be unavailable.
- Become familiar with the operation of the P&F and duties of the President, including a working knowledge of meeting rules and procedures.
- Encourage parents and others to participate in the activities of the Association and the school
- Follow the P&F's constitution
- Vice-Presidents should offer to act as convenor for any sub-committees established by the Executive and to undertake other tasks to reduce the burden of the President

The Secretary

Generally, as Constitution states "the Secretary shall conduct the correspondence of the Association, shall have custody of its documents, and shall keep full and correct minutes of its proceedings".

A secretary also has a responsibility to ensure that all appropriate items are presented to members for discussion and to act upon any decision as directed by the members.

MINUTES

The minutes of the meeting should be concise, expressing only facts of the meeting (and not the writer's opinions). It is recommended that all decisions requiring action by the Secretary be dealt with as soon as possible after the meeting and that copies of any correspondence be retained in a file for future reference.

It is recommended that, regardless of the presence or absence of ex-officio representation from the Parish Council, a copy of the minutes from every P&F Association meeting should be forwarded promptly to the Parish Office.

In addition to taking minutes at each meeting, the secretary shall:

- Record attendance and apologies
- Publish minutes as soon as possible after each meeting
- Maintain an action sheet to keep record of actions arising at each meeting.

THE AGENDA

An agenda should be prepared in collaboration with the President and distributed two weeks prior to the meeting, and, if possible, distributed along with the minutes of the previous meeting via email to members.

CORRESPONDENCE

The Secretary should decide which correspondence needs to be brought to the attention of the members and which should be tabled. Letters and documents from the Parents and Friends Federation of WA Inc., Catholic Education Commission, Education Department and any other relevant body or individual should be read out in full to the meeting. However, if a document is considered to be too long, a summary of its contents will suffice.

All outward written correspondence shall be listed, with a brief description as appropriate.

All Correspondence shall be filed accordingly (electronic into the OneDrive account or hard copy) and forward to members as appropriate

The Treasurer

The Honorary Treasurer is a person appointed by the members to be responsible for ALL funds received and expended by the Association. There may be sub-committees and sub-groups, each with a treasurer, but the person elected by the general membership of the Parents and Friends' Association as the Association's Honorary Treasurer is the person ultimately responsible for all funds. This isn't as frightening as it may sound but is nevertheless something that should be remembered by everyone in the Association.

It is strongly recommended that the Treasurer obtain a National Police Certificate and has some financial experience.

The Treasurer's Duties are:

- leading the committee each year in developing a budget and reserve allocations, and monitoring the budget throughout the year,
- maintaining an accurate and up-to-date set of accounts - It is important that all books of account are kept right up to date and that entries are legible. If a mistake occurs, don't blot it out, simply put one line through it and write the entry above or below—auditors don't mind errors so long as they can see what happened.
- supporting any auditing or review processes, to be conducted prior to the AGM. Through subsidiarity, this is a parent group-based decision in consultation with the Principal. The process is clearly documented in the Constitution.
- being responsible for the receipt of all monies received by the Association (a good process to follow when counting monies after an event / fundraiser is to ensure two people are present),
- to ensure that ALL monies received are paid into the bank account
- having access to bank accounts or documentation that confirms incoming and outgoing transactions from the parent group,
- to ensure all petty cash is accounted for
- presenting financial reports as directed by the President or requested by the Principal,
- presenting a Statement of Receipts and Payments to the AGM,
- being a signatory to the bank accounts,
- liaising with other Office Bearer's and the school bursar or business manager, and
- submitting an annual Information Statement (AIS) if you are registered with ACNC. You can submit your charity's AIS online through the Charity Portal (charity.acnc.gov.au). This is the simplest way to complete your Annual Information Statement, as many of the answers will be pre-filled for you. This is best done in consultation with the Secretary.
- Cheques and EFTs require at least two (2) signatures; again this is for the Treasurer's protection. No signatures should be placed on a cheque until the details of the payee and amount have been entered!

APPENDIX 2

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.

APPENDIX 3

Event Planning / Sub Committee Guidelines

- Sub Committee head for each event to be nominated at General Meeting, along with a list of all committee members which should be forwarded to the Secretary, to be stored in One Drive "Events" folder.
- Sub Committee head to contact parents via Class Rep Coordinator, seeking additional committee members from parent body if required, and to notify all committee members of subsequent sub-committee meetings.
- Event budgets should be set at the General Meeting and variations to that sought through a subsequent General Meeting or the Executive Committee dependent on timing of the committee.
- Cash handling – preference is for individuals to pay for items, keep receipts and seek reimbursement. Receipts should be presented to Treasurer either original or scanned copy along with Expense Reimbursement Form, prior to receiving reimbursement.
- Online purchases may be made by direct deposit only, requiring two signatories to process the transaction, usually the Treasurer and second signatory.
- Complete an Event Summary Form, including making a note of what was ordered, what it cost, how many people participated and what could have been done better. Forms are available from the Secretary. Preset a brief summary of the event to the Committee at the subsequent General Meeting.
- Conduct a survey through Survey Monkey or similar free platform to seek feedback from the community about the event and record on the Event Summary Form.
- Formally thank all individuals and businesses whom have donated to the event with the MCCPS P&F Appreciation Certificate', to be signed by the President and Principal. A copy of this can be obtained from the Secretary.

APPENDIX 4

What are the restrictions on matters which can be discussed at Parents and Friends' Association meetings?

It is inappropriate for a general meeting to discuss individual parent/child issues; these should be a matter for discussion between the individual parent and the Principal/teacher.

In addition, it should be remembered that an Association is precluded from exercising authority over the teaching staff or interfering with the control or management of the school.

These are the only restrictions, which leaves it open for members to discuss general education, safety, health issues; matters which affect the staffing of schools general; and matters which have a bearing on the welfare of the children as well as a whole range of local, state or national issues which arise from time to time.

Association meetings are held to conduct the business of the Association and to provide a forum for parents to discuss the education of their children, and members should be encouraged to embark on wider issue discussions.

APPENDIX 5

The importance of "Handover"

School parent associations run on the goodwill of volunteers. This, together with preset terms of office and the nature of school life, means that there will always be turnover in the membership and executive of the association.

To ensure that your good work and contribution is continued after you leave, it is really important to establish and carry out a good handover process for your respective successor. This benefits them and allows you to pass on your experience and knowledge.

Here are some tips to keep in mind which will make handover easier when the time comes:

- set up a file in which to keep all the documents relating to your role. It's often useful for the next person to be able to see what has gone before to give them an idea of how to go forward.
- Complete an event summary form (available from the Secretary) after each event you coordinate. Make a note of what was ordered, what it cost, how many people participated and what could have been done better.
- Keep track of Keys, Account Codes or passwords for photocopying, email or One Drive Access.

Each outgoing Office Bearer is to provide a detailed handover to the new member, within one week of the Office Bearer's election. Some documents you may want to include in your handover besides those directly relating to your role may be:

- Letter of appointment or welcome
- Duties and responsibilities of Office bearers and other positions
- Code of Conduct (if there is one)
- Meeting schedule for the year
- Calendar of scheduled events
- The Constitution
- Minutes of the last AGM
- Minutes of the most recent general meeting and any sub-committee meetings (where applicable)