



CATHOLIC EDUCATION COMMISSION  
Archdiocese of Canberra and Goulburn

**Constitution**

**for**

**Catholic Archdiocesan**

**Parents and Friends**

**Associations**

May 2010

# TERMS OF THE CONSTITUTION

## 1.0 Name

The official name of this Association is the Parents and Friends Association of St Mary's Primary School Crookwell.<sup>1</sup>

## 2.0 Definitions

The following definitions will apply in this Constitution.

"Archbishop"	The Archbishop of Canberra and Goulburn.
"Board"	The School Board.
"CEC"	The Catholic Education Commission of the Archdiocese of Canberra and Goulburn.
"CEO"	The Catholic Education Office of the Archdiocese of Canberra and Goulburn.
"Church"	The Catholic Church.
"Parent"	The parent or guardian of a student enrolled at the school.
"Parents and Friends Association"	The Parents and Friends Association created by this Constitution
"P&F"	The Parents and Friends Association
"Parish"	The Parish of St Mary's Parish Crookwell
"Parish Priest"	The Parish Priest and Administrator of St Mary's Parish Crookwell
"Principal"	The Principal of St Mary's Primary School
"School"	St Mary's Primary School Crookwell
"School Community"	The community of Parish Priest, parents, Principal, staff and students of the school and other persons interested in or sharing responsibility for the well-being of the school.
"Standing Committee"	A continuing committee of the P&F Association.

1

Small schools may amalgamate their Board and P&F Association and this may be recorded in their name, eg. the name of the Board/P&F Association will be St Mary's Parish School Board and P&F Association.

### **3.0 Authority**

- 3.1 P&F Associations have been approved by the Archbishop for the service of the Church and the school communities in the Archdiocese of Canberra and Goulburn.
- 3.2 This Constitution is issued by the Catholic Education Commission, Archdiocese of Canberra and Goulburn, with the authority of the Archbishop.
- 3.3 Where the P&F is amalgamated with the School Board, the local school community is to forward the amended constitution to the Catholic Education Commission for approval.

### **4.0 Purpose**

The purpose of this Constitution is to establish and provide regulations for the operation of P&F Associations as specified below.

### **5.0 Mission and Objects**

The P&F, with the authority entrusted to it by the Archbishop, is to assist the school fulfil its mission in accordance with the Code of Canon Law, Archdiocesan Synod directives, and guidelines and policies of the CEC and the CEO.

### **6.0 Role**

The P&F has a key role in developing the community of parents, students and staff.

### **7.0 Functions**

The P&F is the key parent group in the school. It provides a forum for parents to:

- Provide input on parent priorities and suggest ideas about Catholic schooling.
- Work closely with the Principal and staff.
- Support the Board and its policies.
- Raise money for resources as identified in the School's Strategic Plan and Annual Budget process.
- Recommend to the Board the amount of the P&F levy, if such a levy exists.
- Collaborate with the Board in determining the priorities for the disbursement of funds raised by the P&F in accordance with the School's Strategic Plan and Annual Budget.
- Provide student services, eg canteen.
- Provide support for school programs, eg Gross Motor Program, working bees.
- Provide opportunities for social interaction and for parents to form supportive networks.
- Appoint member(s) to the Board.

### **8.0 Membership**

- 8.1 Membership is open to all parents/guardians of students of the school and other individuals who support the school and accept the functions and rules of the P&F.
- 8.2 The Principal and the Parish Priest are ex officio members of the P&F and its committees.

## **9.0 School Staff**

- 9.1 The P&F shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school.
- 9.2 School staff may become members of the P&F but are not eligible to be office bearers or appointed as a P&F representative on the Board.
- 9.3 The Principal may nominate another staff member to represent the Principal on P&F committees.

## **10.0 Management**

- 10.1 The P&F shall have its affairs controlled and managed by the P&F Office Bearers and other members known as the P&F Executive.
- 10.2 The Executive shall be:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Principal (ex officio)
  - Parish Priest (ex officio)

As appropriate for local circumstances, project co-ordinators (eg canteen, fundraising) may be invited to become members of the Executive whilst there is a need for such ad hoc membership.
- 10.3 The Executive shall be elected at each Annual General Meeting of members by simple majority vote.
- 10.4 Any casual vacancy occurring in the Executive may be filled by a member appointed by the Executive.
- 10.5 Each member of the Executive shall hold office from the date of his or her election or appointment until the next Annual General Meeting.
- 10.6 Elected members of the P&F shall be entitled to stand for re-election except that none of these shall hold any one position for a term exceeding four (4) consecutive years.
- 10.7 The Executive shall meet as often as necessary to conduct the business of the P&F and not less than once (1) in each term.
- 10.8 The quorum for the meeting of the Executive shall be 50% plus one (1) of the Executive members appointed.
- 10.9 Notice of Executive meetings shall be given at previous Executive meetings or by such means as the Executive may decide upon, and such notice must include informing the Principal and Parish Priest as ex officio members.
- 10.10 A member of the Executive shall cease to hold office upon resignation.
- 10.11 The Executive shall function validly providing its number is not reduced below the quorum. Should Executive numbers fall below the quorum, the remaining Executive members shall act to appoint new Executive members.
- 10.12 In the event that the Executive cannot reach consensus on a matter under discussion, the matter should be deferred if possible to the following Executive meeting and additional advice sought. If it is considered that resolution

cannot be achieved through consensus and the matter needs to be decided, then a determined majority of votes will settle the matter when it is put to the vote. In the case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.

- 10.13 Additional meetings of the Executive may be convened by the President or any two (2) members of the Executive. The convening of additional meetings of the P&F Executive must comply with clause 10.9.

## **11.0 Responsibilities of Office Bearers**

### **11.1 President**

The President is responsible for the leadership of the P&F. He/she will chair the meetings and liaise closely with the Principal and Parish Priest.

### **11.2 Vice-President/s**

The Vice-President/s assists the President to lead and manage the affairs of the P&F and will chair meetings in the absence of the President.

### **11.3 Secretary**

The Secretary will record accurately the minutes of the meeting, filing one (1) copy with the school and one (1) on the P&F file. The Secretary, in collaboration with the President and the Principal, will prepare a brief report of each meeting for the school newsletter. The Secretary assists the President and the Principal in the preparation of the agenda and ensures that agenda items are advertised prior to the meeting. The Secretary will handle all correspondence as directed by the meeting.

### **11.4 Treasurer**

11.4.1 The Treasurer will ensure that proper accounts are kept and audited in accordance with the CEO policies and procedures and provide an Annual Audited Report to the P&F and the Board, with a copy forwarded to the CEO.

11.4.2 The Treasurer will ensure that any bank accounts or cheque books carry at least two (2) signatories.

11.4.3 Authorised signatories will include the Principal, the President and the Treasurer.

11.4.4 The Treasurer will ensure that CEO policies and procedures are employed for the handling of cash and that those who are involved in the handling of cash are briefed on these practices.

11.4.5 No commitment shall be entered into for the non-operational expenditure of P&F Funds, except by resolution of a meeting of the Executive or a General Meeting of the P&F and with the knowledge of the Board.

### **11.5 Special Projects Co-ordinator(s)**

11.5.1 The P&F may appoint officers for special projects such as Canteen Co-ordinator or Fund Raising Co-ordinator if appropriate. These officers may become part of the Executive if deemed appropriate by the P&F Executive whilst there is a need for such ad hoc membership.

- 11.5.2 Where the P&F manages special projects it does so under the policy and direction of the School Board.
- 11.5.3 Any salaried staff in these activities must be employed under the policy and procedures set down by the CEO. This ensures that all insurance, industrial, superannuation and occupational health and safety requirements are met. The CEO provides the payroll and personnel services on a reimbursable basis.

## **12.0 General Meetings**

- 12.1 A General Meeting shall be held at least once (1) during each school term.
- 12.2 At least fourteen (14) days notice of all General Meetings shall be given to members.
- 12.3 Written notice of all General Meetings shall be given to members via the school Newsletter.
- 12.4 The quorum for a General Meeting shall be ten (10) or a number set at the Annual General Meeting.
- 12.5 All meetings will begin and end with a prayer.

## **13.0 Special General Meetings**

The Secretary shall inform the President and the Principal of a request for a Special General Meeting. The Secretary shall call a Special General Meeting at any time upon written request signed by at least ten (10) members or on the authority of the Executive. The Special General Meeting shall be held within one (1) month of the date the Secretary receives the request or is given the authority. Members shall be given at least fourteen (14) days notice of the meeting which shall state the business of the meeting. No other business shall be transacted at any such Special General Meeting other than that specified on the notice of such meeting. A notice placed in the school Newsletter shall be sufficient notice of any such meeting.

## **14.0 Liability**

A member or officer of the P&F is not, by reason only of being such a member or officer, liable to contribute towards the payments of the debts and liabilities of the P&F or the costs, charges and expenses of the winding up of the P&F.

## **15.0 Committees**

- 15.1 The P&F may establish standing or ad hoc committees. These committees operate under the direction of the P&F and may be disbanded by the P&F at any time. They are to be reviewed annually.
- 15.2 Depending on local school circumstances, the P&F may become a Standing Committee of the Board. In such circumstances, the P&F Standing Committee is not bound by this Constitution but by the responsibilities and accountabilities set for the Standing Committee by the Board following consultation with the parent body.
- 15.3 The P&F Executive will not endorse any activity that conflicts with the policies of the Board, the CEC or the CEO. The P&F Executive has no authority over school staff and all communication should be through the Principal.

## **16.0 Special Resolutions**

- 16.1 A Special Resolution must be passed by a General Meeting of the P&F to effect the following changes:
  - 16.1.1 A change of the P&F's Rules. A change of
  - 16.1.2 the P&F's Objectives.
  - 16.1.3 To voluntarily wind up the P&F.
- 16.2 If the P&F intends to discuss at a General Meeting a Special Resolution to voluntarily dissolve the P&F, then this intention must be communicated to the Director of the CEO prior to the Special Resolution being put to the meeting for discussion.
- 16.3 At least three quarters (75%) of those present must vote in favour of the Special Resolution.
- 16.4 These Special Resolutions must be approved by the CEC before they become final.

## **17.0 Relationships with the Board**

- 17.1 The P&F will elect a representative to the Board.
- 17.2 The P&F will work in close collaboration with the Board and, as part of the annual budget process, make recommendations to the Board about how the funds raised by the P&F should be allocated.
- 17.3 The P&F will keep the Board advised of its fundraising activities and seek the Board's support.

## **18.0 Miscellaneous**

- 18.1 The income and property of the P&F shall be used for the promotion of the Objects of the P&F and shall not be paid or transferred to members by way of dividend, bonus or profit.
- 18.2 The funds of the P&F shall be derived from the donations, grants, levies and other sources approved by the Board.
- 18.3 The P&F will recommend to the Board the engagement of employees under the provisions for reimbursable staff as set out by the CEO.
- 18.4 The P&F will conduct all its business in line with the policies and procedures of the CEC and CEO.

## **19.0 Amendment**

The CEC retains the right to amend this Constitution as the need arises and in consultation with the P&F.

## **20.0 Disputes**

- 20.1 Any dispute or uncertainty concerning the meaning or intention of this Constitution will be referred to the CEC for interpretation and decision.
- 20.2 If for any reason the P&F does not function effectively the assistance of the CEO should be enlisted promptly.

**21.0 Dissolution of a P&F-Controlled Service**

- 21.1** In the event of a P&F-controlled service being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another P&F-controlled service with similar purposes which is not carried on for the profit or gain of its individual members

**22.0 Dissolution**

- 22.1** The P&F will be dissolved at the direction of the Archbishop at any time.
- 22.2** If the P&F is dissolved by decision of the Archbishop, the assets of the P&F and its committees will be disposed of in accordance with the directions of the CEC.
- 22.3** If the P&F intends to discuss at a General Meeting a Special Resolution to voluntarily dissolve the P&F, then this intention must be communicated to the Director of the CEO prior to the Special Resolution being put to the meeting for discussion.

Approved by .....

+Mark B Coleridge  
Archbishop of Canberra & Goulburn

on this day.....