



MARIST SISTERS COLLEGE WOOLWICH

PARENTS AND FRIENDS ASSOCIATION

CONSTITUTION 2013

1. NAME

This Association shall be known as Marist Sisters College Woolwich Parents and Friends Association and shall be referred to in this document as the 'Association'.

2. AIM

2.1 What is the aim of the Association?

The Association recognises and values the role that parents/carers play in the education of their children and aims to strengthen the partnership between family, school, parish and the wider community for the benefit of their daughter's overall development and learning.

2.2 How will the Association do this?

The Association will endeavour to do this by:

- (a) reaching out to all associated with the school to build a friendly and welcoming community which seeks to involve all its members;
- (b) providing a parental perspective to assist the Principal in decision making;
- (c) acting as a mechanism for representing parents when it is appropriate to do so;
- (d) raising funds to provide resources and opportunities for enriching the learning environment and personal development of the girls, through fundraising;
- (e) advising the College to maintain a P&F Levy to provide resources and opportunities as (d).
- (f) provide support for school maintenance programs e.g. working bees;
- (g) supporting parents/carers in their parental responsibilities and involvement in their daughter's learning at home and at school;
- (h) providing a forum where matters relating to the education and development of the girls can be discussed productively;

- (i) providing opportunities for parents/carers to gain insights into the life of the school, current developments in education and Catholic education in particular;
- (j) providing a means for parents/carers to affiliate with the Sydney Federation of Catholic School Parents and have a voice at Archdiocesan level.

3. LIMITATION

Are there any restrictions on the Association?

- (a) the Association has no legal identity separate from the School. It is a consultative body established under the auspices of the Principal, who is responsible for carrying out the policies and directives of the Archbishop and the Catholic Education Office, Sydney;
- (b) the Association has no authority in the day-to-day operation or management of the school;
- (c) the Association shall seek the consent of the Principal and the Parish Priest for activities which affect the parish or school property and its use.

4. MEMBERSHIP

Who can be a member?

- (a) all parents/carers of girls attending the school, school staff and friends of the school who are interested in furthering the aim of the Association are members;
- (b) the Principal and the Parish Priest (or priest representing feeder schools) are ex-officio members of the Association and its committees.

5. MANAGEMENT

5.1 What is the Executive Committee?

- (a) the Executive Committee is the group responsible for the management of the Association;

- (b) the Executive Committee comprises the President, Vice President, Secretary, Treasurer and Social/Fund Raising Co-ordinator, together with the ex-officio members and any other members elected at a general meeting;
- (c) the P&F may appoint officers for special projects such as 'School Parent Coordinators (who would oversee the Year Parent Co-ordinator program) if appropriate. These officers may become part of the Executive if deemed appropriate by the Executive;
- (d) the Principal and Parish Priest (or priest representing feeder schools) are ex-officio members of the Executive Committee;
- (e) the Executive Committee has the power to make decisions at Executive Meetings on behalf of the Association when appropriate and within the limits of clause 12.3(c&d) (allocation of funds).

5.2 What are the responsibilities of the Executive Committee?

The Executive Committee is responsible for:

- (a) organising an appropriate induction process for Executive Members;
- (b) identifying and using opportunities that promote the aim of the Association;
- (c) ensuring that the Association works collaboratively and co-operatively with the Principal and the relevant priest/s;
- (d) ensuring the Association's financial accountability (see clause 12 Funds);
- (e) organising General Meetings (see clause 10.1 Meetings);
- (f) setting up and supervising Committees that assist with the work of the Association (see clause 13 Committees);
- (g) appointing delegates to the Sydney Federation of Catholic School Parents.

5.3 How does the Executive Committee work?

- (a) the Executive Committee shall meet by arrangement with the Principal or Principal's nominee for the effective planning & management of the Association;
- (b) the Executive Committee shall organise an Executive Committee Meeting prior to each General Meeting for the purpose of preparing the agenda and finalising arrangements for the General Meeting;
- (c) the Executive Committee Meeting must comprise half of the Executive Committee plus one and this must include the Principal or Principal's nominee.

6. DUTIES OF OFFICE

6.1 What is the role of the President?

- (a) provides leadership and direction for the Association by working co-operatively and collaboratively with the Principal;
- (b) promotes the aim of the Association in dealings with its members;
- (c) supports the Executive Committee Members;
- (d) presides at all meetings or, if absent, nominates another member of the Executive Committee to preside;
- (e) ensures the efficient running of meetings;
- (f) prepares the agenda in consultation with the Executive Committee;
- (g) ensures that Minutes of the previous meeting are endorsed as being an accurate record of what took place;
- (h) prepares and presents the Annual President's Report of the Association.

6.2 What is the Role of the Vice President?

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

6.3 What is the role of the Secretary?

- (a) manages the day-to-day communications and records of the Association;
- (b) organises meetings, records accurate Draft Minutes in a style agreed upon by the Executive Committee and gets them formalised as agreed to by the Executive Committee;
- (c) receives and deals with correspondence in a manner agreed upon by the Executive Committee;
- (d) maintains copies of Minutes and such correspondence as is appropriate;
- (e) receives agenda items as in 10.1 (c);
- (f) passes on records, in good order, to the incoming Secretary.

6.4 What is the role of the Treasurer?

- (a) is responsible for ensuring that all the financial dealings of the Association are carried out in accordance with 12.2 and 12.3;
- (b) receives all monies and keeps appropriate financial records;
- (c) presents, at each General Meeting, a statement of accounts showing current receipts and expenditure together with the account balance;
- (d) organises the Annual Audit of accounts in accordance with 12.4 and presents the Annual Financial Report of the Association;
- (e) to ensure that any bank accounts or cheque books carry at least two (2) signatories. Authorised signatories may be the President, the Vice President, the Secretary, the Treasurer and the Principal;
- (f) passes on records, in good order, to the incoming Treasurer;
- (g) to request a reconciliation of the P&F College Levy from the College Business Manager to be presented at each P&F Meeting.

6.5 What is the role of the Social/Fund Raising Co-ordinator?

- (a) participates in the Association Executive meetings, supporting other offices;
- (b) is responsible for the coordination of the Association Social/Fund Raising Committee;
- (c) in conjunction with any Social Committee plans and executes activities in accordance with 13.1;
- (d) presents at each general meeting a summary of completed and planned activities.

7. ELECTION OF OFFICERS

How will elections be conducted?

The members of this Association, at the Last General Meeting of each year, shall elect all Executive Officers mentioned in 5.1(b)

- (a) in order to allow a smooth transition, the incumbent Executive Officers will serve until the end of the current year. The newly elected Executive Officers will assume their roles at the commencement of the following year;
- (b) written nominations for the Executive Committee are to be submitted to the Secretary no less than 7 days prior to the AGM. In the event no written nomination is received for a position, nominations will be called from the floor;
- (c) candidates are to be nominated and seconded. If there is a greater number of candidates than required, an election is to be held by secret ballot and shall be decided by simple majority as per 10.1(g);
- (d) candidates for President should have previous service on the Executive Committee or active participation on other Association Committees;
- (e) positions will be elected in the following order: President, Vice President, Secretary, Treasurer, Social/Fund Raising Co-ordinator;
- (f) the returning officer for any election is the Principal (or nominee);
- (g) any vacancy on the Executive shall be filled by election by the members of the Association at any General Meeting.

8. RE-ELECTION

Can officers be re-elected?

- (a) at the Last General Meeting of the year all of the officers of the Executive Committee shall retire but may be eligible for re-election;
- (b) the President must not hold office for a period exceeding four (4) consecutive years;
- (c) other Officers must not serve in the same position for a consecutive period exceeding four (4) years.

9. TERMINATION OF OFFICE

Can positions be terminated?

- (a) the position of any officer absent from any two consecutive General Meetings without reasonable cause may be declared vacant;
- (b) providing due notice of a motion specifying the grounds for removal has first been given, a member of the Executive Committee may be removed from office by resolution of the Association carried out at a General or Special General Meeting;
- (c) a member of the Executive shall cease to hold office upon resignation, tendered to the President, either in writing or verbally.

10. GENERAL MEETINGS

How will the Association meet?

10.1 General Meetings

- (a) the Executive Committee will organise a General Meeting at least once every school term;
- (b) the First General Meeting is to be held by the end of March and the Last General Meeting before the beginning of December;

- (c) notice of meeting shall be given in a prior school newsletter and shall indicate the need for members to send agenda items, in writing, to the Secretary at least 7 days prior to the date of the next Executive Committee Meeting;
- (d) a quorum for a General Meeting shall be six (6) members including the Principal (or nominee) and three (3) Executive Committee members;
- (e) a period of fifteen minutes is to be allowed before a General Meeting is cancelled;
- (f) no meeting is to continue beyond one and half-hours unless a two-thirds majority of those present agree to an extension;
- (g) all meetings shall be conducted in accordance with standard meeting procedures. In the case of a tied vote the chairperson shall exercise a casting vote;
- (h) in the event that the Executive/Association 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;
- (i) the order of business is as follows, unless the majority of those present agree to change it:
 - Prayer and Welcome
 - Record of Attendance and Apologies
 - Confirmation and acceptance of the Minutes of previous meeting
 - Business arising from those Minutes
 - Correspondence: incoming & outgoing
 - Reports

- Matters raised by the parent body or the school and notified to the Principal prior to the meeting.
- Guest Speaker and / or Discussion Session on nominated topic
- Matters for Future Consideration
- Confirmation of next meeting date
- Conclusion

10.2 At which General Meeting will the Annual Reports of the President and Treasurer be presented and elections held?

The last General Meeting will be the occasion for the formal presentation of the Annual Reports, accounts balance sheet (pending audited accounts as at 31 December) and the election of office bearers (who will assume their roles at the commencement of the following year).

11. SPECIAL GENERAL MEETINGS

11.1 What is a Special General Meeting?

A Special General Meeting is a mechanism for supporting the continued operation of the Association in unusual circumstances.

11.2 What is involved in calling a Special General Meeting?

- (a) a Special General Meeting can be called on the authority of the Executive Committee or on written request to the Executive Committee by members of ten (10) individual families;
- (b) a Special General Meeting must be held within 28 days of the request being appropriately registered or, if that 28 day period expires on a date which is not within a school term, within 14 days of the commencement of the next school term;
- (c) at least seven (7) days notice of the Special General Meeting shall be given in a prior school newsletter. The object of the meeting shall be clearly stated;

- (d) a quorum for a Special General Meeting shall be fifteen (15) members and must include the Principal or Principal's nominee and three (3) members of the Executive Committee;
- (e) a Special General Meeting can also be called on the authority of the Principal in the event of there not being an appropriately constituted Executive Committee or if, in the opinion of the Principal, the Association is not fulfilling its aim.

12. FUNDS

12.1 How are funds raised?

- (a) the Association has recommended a levy as the principal source of fund raising. The levy is collected by the school in the 2nd and 3rd terms of the year and can be reviewed by the Executive Committee in line with CEO Policy;
- (b) the adoption of a levy does not preclude the possibility of raising additional funds by other means, however the following principles must be adhered to:
 - any additional activities held for the purpose of fund raising should ideally look to the broader community outside the school;
 - Monies collected from the P&F levy by the school, can only be used on authorised purchases voted by the P&F;
 - all additional fund raising activities must be approved by the Executive Committee and Principal;
 - the Executive Committee develops a strategy for fundraising that considers the community's ability to raise funds. The proposals are presented to the general meeting for discussion and approval.

12.2 How are funds to be managed?

- (a) funds are to be used solely for the Aim of the Association;

- (b) 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 and all expenses paid by cheque;
- (c) funds of the Association are to be deposited in a reputable financial institution in the name of the Association;
- (d) authorised signatories to the account are any two of the following: President, Vice President, Treasurer, Secretary and Principal. At the end of their term of office, their signatures must be removed and replaced by the signatures of the incoming officers;
- (e) funds are transferred to the school for the agreed upon purchase of goods and services to ensure that GST input tax credits are obtained;
- (f) the school obtains quotes on items deemed necessary for enhancing the learning environments of all girls. Once approved by the P&F, the school may purchase items using the P&F Levy Funds held in the College Working Account.
- (g) all accounts must be paid promptly;
- (h) funds must be audited as at 31 December.

12.3 How are decisions made about allocation of funds raised?

- (a) the Executive Committee consults with the school Principal to agree on a list of needs and suggest some priorities for ratification at the first General Meeting each year;
- (b) the Association may only allocate and disburse funds after consulting with the School Principal about school priorities. Agreed funds should be presented as soon as practicable;
- (c) with the exception of petty cash all expenditure of the Association's funds must be approved or ratified by the Association at a General Meeting;
- (d) the Executive Committee, in consultation with the School Principal, may, in exceptional circumstances, authorise expenditure of the Association's funds to the value of \$3,000 per instance and to a maximum of \$12,000 in

a calendar year. Any expenditure is to be presented at the next Association General Meeting in the Financial Report.

12.4 What are the Annual Audit requirements of the Association?

- (a) financial records must be audited as at 31 December each year to comply with Federal Government Financial Questionnaire Reporting;
- (b) the Auditor must be a qualified and independent Accountant;
- (c) the Annual Audit must be completed in time to be accepted at the First General Meeting and a copy given to the School Principal by 31 March each year;

COMMITTEES

How do Committees operate?

- (a) the Association may set up Committees to carry out particular functions on its behalf. These Committees are to have specific Terms of Reference, e.g. social committee or Year Parent Committee and are to report their operations to General Meetings of the Association. Where possible, they should include at least one member of the Executive Committee;
- (b) after paying expenses (receipted) of their operations, the balance of funds of above committees are remitted to the funds of the Association as soon as it is practical to do so.

13. AMENDMENT OF CONSTITUTION

How can changes be made to this Constitution?

- (a) this Constitution may only be changed by resolution at a General Meeting or a Special General Meeting and only after due notice, in writing, shall have been given at a previous General Meeting;
- (b) all amendments must be accepted by at least three quarters of those present and must be in accordance with the aims of the Constitution.

14. DISSOLUTION

14.1 How might the Association be dissolved?

- (a) the Association is automatically dissolved if the school closes down or is amalgamated;
- (b) the Association can be dissolved following a Special General Meeting. This can be called in accordance with Clause 11 specifically for the purpose of providing an opportunity for the school community to discuss the issue to dissolve the Association. At least three-quarters of the members present must vote in favour of the resolution to dissolve the Association for the motion to be carried;
- (c) in certain serious circumstances where it is judged that the functions of the Association is at variance with the vision and mission of Catholic Education, the Regional Director may intervene and dissolve the operations of the Association.

14.2 What happens to assets, records and funds on dissolution?

After all expenses and liabilities are paid;

- (a) where a school is closed under clause 15.1(a), the remaining assets, records and funds shall be handed over to the Parish Priest in the case of a primary school and the CEO in the case of a secondary school;
- (b) where a school is amalgamated under clause 15.1(a), the remaining assets, records and funds shall be handed over to the Principal of the amalgamated school for the purposes of the amalgamated school;
- (c) where an Association is dissolved under clause 15.1(b), the remaining assets, records and funds shall be handed over to the school Principal for the purposes of the school.

Date: 14/10/13

Principal: *CTangi*

President: *[Signature]*

Constitution to be reviewed in 2018