St Kevin’s School
Geebung

Parents’ and Friends’ Association
Constitution
FOREWORD

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.

(Article 5, U N Charter of the Rights of the Family)

The Catholic school participates in the evangelizing mission of the Church. It centers its vision on the life and teachings of Christ with the Gospels as the reference points of its philosophy. It is concerned with building a Christian community where parents, staff and students work together.

The Parents and Friends (P & F) Association is the formal structure, recognised by the Church and Catholic education authorities, which represents all the parents/carers in the school and acts in their interests and on their behalf.

The P & F Association exists to support the school community and is involved in the total life of the school. Parents/carers, as first educators of their children, have a vital collaborative role to play in the development and implementation of the educational philosophy and policy of the school.

The local P & F Association plays a significant role in the development of a collaborative and cooperative school community where parents/carers are recognised as authentic partners, with teachers and the administration, in the education of their children.

Parents and Friends Association Constitution

The Parents and Friends Federation has, over the years, provided a model constitution for use by the local school’s Parents and Friends Association.

The Constitution is the document which gives guidance to the local association for its efficient and effective operation. Hence the document:

- Sets common aims and objectives;
- Establishes rules for membership, elections, voting etc;
- Arranges for proper management of the finances;
- Allows for amendments and changes to be discussed, debated and resolved;
- Sets standards for appropriate community involvement; and
- Establishes other rules for the organisation's operation.

The following Constitution of the Parents and Friends Associations of Catholic Schools in Queensland, which supersedes all other model constitutions, has been drafted with the assistance and endorsement of Church authorities, legal advisers, parents and the Federation’s State Committee. It is a refinement and an updating of the Constitution that has been used by Parents and Friends Associations for some years.

This document recognizes that Parents and Friends Associations exist for the benefit of the school and its students. Each local association must be properly constituted and approved by Church and school authorities to ensure that it is eligible for insurance cover provided by the school, parish or diocese.

Officer bearers of the local association and the school Principal should ensure that copies of the constitution are readily available for perusal.
ST KEVIN’S SCHOOL, GEEBUNG
PARENTS’ AND FRIENDS’ ASSOCIATION
CONSTITUTION

1. NAME
The name of the association shall be St Kevin’s Parents and Friends Association.

2. INTERPRETATION
a) “Parent/Carer” means the natural parents, legal custodians or people who are in ‘loco parentis’, i.e. someone who is legally acting in the place of a parent on behalf of a minor

b) “School” means any institution or pre-school, primary or secondary education conducted in accordance with Canon 803 in the Code of Canon Law

c) “Diocesan Council” means the body representing the interest of all Parents and Friends Associations in a Diocese (including Archdiocese) in the Roman Catholic province of Brisbane i.e State of Queensland.

d) “The Executive” means those “Ordinary Members” elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer, the immediate Past President and the School Principal (and/or nominee) and Parish Priest (and/or nominee) or others as elected to be “Executive Members”.

e) “Ex-officio Members” are Members of the Executive of the Association by virtue of the office they hold. They shall have full voting rights.

f) “Delegate” means an “Ordinary member” appointed to “The Executive” to act as a representative on the Diocesan Council.

g) “Federation” is the Federation of Parents and Friends of Catholic Schools in Queensland and is the body representing all Parents and Friends Associations in Catholic schools in Queensland.

h) “Annual Levy” is the fee applied by the Federation to the parents/carers of each child attending a Catholic school in Queensland. This levy shall be paid through each P&F Association annually.

i) “Ordinary member” is a parent/carer of a child enrolled at the school.

j) “Friends” are school teachers and staff (other than those with enrolled students attending the school) and other members of the Parish/school community interested in pursuing the objectives of the P&F Association by their regular attendance at meetings. Staff are automatically considered “Friends” of the Association.

k) “Sub Committees” means those “Ordinary members” elected or appointed to particular committees to fulfil specific roles and/or tasks that are agreed are required.
3. **OBJECTIVES**

3.1 The Objectives of the Association shall be those that accord with the content of the documents 'The Catholic School' (Sacred Congregation for Catholic Education, Rome 1977), the Code of 'Canon Law (1983)', and “The Catholic School on the Threshold of the Third Millennium” - Congregation for Catholic Education (For Seminaries and Educational Institutions).

3.2 In particular, the Association will participate in the optimum spiritual, intellectual, social and physical development of pupils in the school by

a. providing a medium of support, information and involvement of parents/carers in their children’s education and the school community
b. developing collaboration between parents/carers and the school staff
c. promoting the principles of Catholic education
d. fostering a distinctive Christian environment in the school
e. Providing a medium for parents/carers to participate at Diocesan, State and National levels.

3.3 The Association shall:

a) Affiliate with the Federation of Parent’s and Friend’s Associations of Catholic Schools, Queensland and its respective Diocesan P&F Council by payment of the annual levy.
b) Work in partnership with the administration of the school in supporting all aspects of its operation.

3.4 The Association shall not:

a. affiliate with any political body or party
b. affiliate with any association whose objectives are inconsistent with the objectives stated in clause 3.1

4. **ASSOCIATION MEMBERSHIP**

4.1 The membership of the association shall consist of:

a. The parents and or carers of each child enrolled at the school who shall be called “ordinary members”
b. The Parish Priest and Principal or their nominees who shall be called ex-officio members
c. The friends of the school.

4.2 Register of members

a) In the case of those qualifying for Ordinary membership as parents and or carers of children currently on the school roll, the school roll shall be considered as the register of members.
b) The Executive shall cause a register to be kept in which shall be entered the names of all persons admitted to membership of the Association as “Friends”. The minutes of a meeting may be used as the register. Membership of a ‘friend’ shall be reviewed each year.
EXECUTIVE COMMITTEE MEMBERSHIP

5.1 Membership of Executive Committee

Membership shall consist of:
a. President, Vice-President, Secretary, Treasurer and Diocesan Delegates.
b. The Parish Priest and School Principal and/or their nominees as Ex-Officio Members.
c. Representatives made up of Ordinary members as agreed by the Association from time to time.

5.2 Election of the Executive

a. At the Annual General Meeting of the Association, all members of the Executive Committee shall retire from office, but shall be eligible for re-election subject to the terms of this constitution.
b. The Executive Committee will be elected from the membership by the Ordinary members.
c. Term of office of the elected Executive Members and shall be one year with the right to serve a maximum of 4 consecutive full terms in the one position.
d. Having served the maximum term in one position the member may stand for election for another position on the Executive.
e. If an Executive member has served their maximum term (as per 5.3 c) and no nomination is forthcoming for that position, the Ordinary Members may re-appoint the incumbent to that position.
f. Nomination forms for the Executive Committee must be received by the Secretary prior to the meeting or presented at the AGM prior to its commencement, or for vacant positions from the floor during the meeting.

5.3 Termination of Membership of Executive Committee

a. Any member of the Executive Committee may resign at any time from membership of the Executive Committee by giving notice in writing to the Secretary. Such resignation shall take effect at the time when such notice is received by the secretary unless some later date is specified in the notice when it shall take effect on that later date.
b. Any member of the Executive may be removed from office at a specially convened meeting of the Executive for that purpose if the member:-
   i. Fails to comply with any of the provisions of this Constitution; or
   ii. Conducts him/her self in a manner considered to be injurious and prejudicial to the character or interests of the Association. (See attached Parental Code of Conduct).
c. The member concerned shall be given a full and fair opportunity of presenting his/her case, and if the Association resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.
d. At any such specially convened meeting the member shall be given the opportunity to fully present a case. The question of removal shall be determined by the majority vote of the members present at that meeting.
e. In the case of resignation or removal of the treasurer, the books and accounts shall be audited before handover to the newly appointed Treasurer.
5.4 **Vacancies on Executive**

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

b. Such an appointment shall be ratified at the next scheduled General Meeting of the Association.

5.5 **Functions of the Executive Committee**

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

a. Manage the administration of the affairs, including the, property and funds of the association

b. Interpret and apply the Constitution with regard to any matter concerning the activities of the Association.

c. Formulate bylaws for adoption, repeal or amendment by the General Meeting of the Association, designed to promote the good governance and management of the Association.

5.6 **Appointment of Sub-Committees**

a. The executive Committee shall have the authority to appoint sub committees to undertake such tasks as it may from time to time determine. All sub committees acting in accordance with the constitutional objectives shall be deemed to be part of the parents and Friends Association. They must report back to the Executive in a timely manner or as required by the Executive Committee.

b. Each Sub committee shall choose from its Membership a chairperson, secretary and, if needed, a treasurer.

5.7 **Meetings of the Executive Committee**

a. The Executive may meet separately from the General meeting as required during its term of office to exercise its functions. Decisions taken at meetings of the Executive shall be tabled at the next General Meeting for endorsement or reporting purposes.

b. A special meeting of the Executive shall be convened by the President or in his/her absence, the Secretary, upon the request of a simple majority of Members of the Executive. Such request shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.

c. At every Executive Meeting a simple majority of the Members of the Executive shall constitute a quorum.

The Executive may meet together, subject to the constitution, and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Executive shall be decided by consensus or a majority of votes and in the case of an equality of votes on any question at any meeting of the Executive the motion lapses so that the status quo is maintained.
6 MEETINGS

6.1 Timing of Annual General Meeting

a. The Annual General Meeting shall be held between the 1st of November and the 30th of March each year. All such meetings shall occur during school terms.
b. General Meeting. The Association shall meet at least six times per year exclusive of the Annual General Meeting.
c. Special General Meeting. This shall be called and held for a specific purpose.

6.2 Agenda of Annual General Meeting

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

a. The reading of the minutes of the previous Annual General Meeting.
b. Business arising from the minutes.
c. The receiving of the President’s Report.
d. The receiving of the Principal’s Report.
e. The receiving of the Treasurer’s Report that shall include the Audited Financial Reports of the books and accounts of the Association for the preceding financial year including all Sub-Committees. (If Annual General Meeting is held prior to end of designated financial year, the audited books shall be received at the first meeting of the New Year before handover to the new Treasurer.)
f. The election of Members of the Executive.
g. The appointment of Delegates to the Diocesan P&F Council;
h. The appointment of Sub-Committees
i. The appointment of an auditor.
j. Review and distribution of Parental Code of Conduct
k. The notification to the Diocesan Council, in writing within 30 days of the AGM, of the details of the office bearers for the Association.

6.3 Quorum

At the Annual General Meeting eleven (11) members shall constitute a quorum and at General and Special meetings six (6) members shall constitute a quorum.

a. If a quorum is not reached another meeting will be called.

6.4 Calling of meetings

a. The President or in his/her absence the Secretary shall convene all Annual and General meetings of the organisation by giving not less than fourteen days notice of such meetings. The manner by which such notice is given shall be determined by the Executive Committee.

b. The President or in his/her absence the Secretary shall convene a Special Meeting of members when:

- Directed to do so by the Executive Committee or
- Upon being given a requisition in writing signed by not less than 1/3 members of the executive Committee or not less than thirty (30) ordinary members and clearly stating the purpose for which the General meeting is desired.
6.5 **Conduct of Meetings**

Unless otherwise provided by this constitution, at every Executive, Annual General, General and Special meeting:

a. the President shall be Chairperson and in his/her absence the Vice-President and both their absences a Chairperson shall be elected by a resolution of a majority of the members present at the meeting.

b. the Chairperson shall conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings.

c. every question, resolution or decision shall be by consensus but should a deadlock occur a vote of all members of the Association present will be taken and a majority decision shall apply.

d. should a vote be required every member present shall be entitled to one vote and where a vote for and against is of equal value, the motion lapses so that the status quo is maintained.

e. voting shall be by a show of hands or a division of members unless a simple majority of members present move a secret ballot be conducted. The Chairperson shall appoint two members to conduct the secret ballot in such manner as he/she shall determine. The result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.

f. the Secretary shall cause full and accurate minutes of all questions, matters resolutions and other proceedings of every meeting of the Executive, Annual General meeting, the General meeting and any Special Meeting, to be entered in a book to be provided for that purpose. Such book to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection.

7 **ALTERATION OF CONSTITUTION**

7.1 This constitution may be amended at a Special meeting called for that purpose.

7.2 Notice of any proposed amendment shall be given in writing to the Secretary who immediately following receipt of such notice shall notify the terms thereof to each member with the date, time and place of the Special meeting called for that purpose. The meeting shall take place within one calendar month of the notice of the meeting called for that purpose.

8 **FUNDS**

8.1 The income and property of the association shall be applied in promotion of its objectives.

8.2 The financial year of the association shall be from the 1st January to 31st December.

8.3 The funds of the association shall be taken in the name of St Kevin’s Parents and Friends Association in such bank or financial as the Annual General or General Meeting may from time to time direct.

8.4 Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Association and the particulars usually shown in books of like nature, such books to be open for inspection at all reasonable time by any member who applies to the Secretary for that inspection. The Treasurer should present an updated report to each General Meeting.
8.5 All moneys shall be banked directly into the P&F Bank Account by the Treasurer or their nominee as soon as practicable after receipt of them. Funds raised are to be left in the care of the Principal until such time as they are banked.

8.6 All accounts other than petty cash transactions shall be paid by cheque signed by two Executive members being the President and Treasurer. Should one of these members be unavailable, the Vice-President along with the President or Treasurer may sign cheques for payment.

8.7 Cheques shall be crossed ‘not negotiable’ except those in payment of wages, allowances or petty cash recoupment’s which may be open.

8.8 The Executive Committee shall determine the amount of petty cash, which shall be kept, on the imprest system. The use of petty cash will be reported in the Treasurer’s report at each meeting.

8.9 Accounts for payment shall be presented and passed at the next general meeting, or Approved by two Executive members being the President and Treasurer. Should one of these members be absent, the Vice President along with the President or Treasurer may approve this expenditure. The expenditure in these circumstances must be subsequently endorsed by the next general meeting.

8.10 The association shall not borrow except:

- In accordance with clause 10.2 (b) below
- For the furtherance of its objectives; and
- Where a special general meeting called for that purpose has granted approval.

8.11 All P&F Associations shall, where possible manage funds in accordance with an annual budget.

8.12 As soon as practicable after the end of each financial year, the treasurer shall cause to be prepared a statement of receipts and payments and income and expenditure and a balance sheet for the financial year just ended. All such statements shall be examined by the auditor who shall present his/her report upon such audit to the secretary prior to the holding of the annual general meeting following the financial year in respect of which such audit was made.

8.13 The Treasurer of the Association or of a sub-committee will hand to the successor in office all records and accounts of the associations or sub-committee as soon as the successor have been appointed.

8.14 If a Treasurer of the Association or of a sub-committee resigns during the term of office, the association should arrange for an audit of the records and accounts of the association or sub-committee to be carried out before handing these to the new Treasurer.

8.15 The P & F Executive will construct and set a budget for the following year before the October P & F Meeting. At the October P & F meeting the members will vote and approve:

I. The P&F Levy for the following year,
II. The P&F Budget for the following year.
9. **P&F AS AGENT OF SCHOOL**

9.1 The Association will not hold itself out as agent of the school and has no authority to bind the school.

9.2 Any decisions in relation to contractual matters are to be reached by consensus and discussed with the School principal and the parish priest and entered into by the proper authority.

10 **DISSOLUTION**

10.1 The Association shall be dissolved:

   a. if the membership is less than three persons

   b. if a resolution to that effect is carried by a vote of three-fourths majority of the members present as a Special meeting convened to consider the question.

10.2 In such event the property and other assets of the Association remaining after the payment of all expenses and other liabilities shall, as the majority of members present at such General meeting by resolution may decide, be handed over to:

   a. the School

   b. The Parish of Geebung, or

   c. An Association within the Catholic Church having similar objectives.

CERTIFICATION

We certify that this Constitution was adopted at a Special meeting of the P&F Association held on 4th March 2009, replaces all previous Constitutions and is a true and correct copy of the Constitution of:

____________________________
ST KEVIN’S SCHOOL PARENTS AND FRIENDS ASSOCIATION

____________________________  _______________________
Scott Stanford                 Christine Stein
(PRESIDENT)                    (SECRETARY)

DATE: 1st January 2013