St Benedicts Catholic College

Parents and Friends Association

Constitution

Dated – March 2013
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1. **Name**

This body shall be known as the St Benedict Catholic College “Parents and Friends Association” (“The Association”)

2. **Aims and Objectives**

The Association shall:

2.1 promote the faith life and educational goals of the school in the context of its particular role within the mission of the Catholic Church in the Diocese of Wollongong;

2.2 foster effective partnerships involving parents, students, staff, parish, and diocese for the provision of authentic Catholic education within a quality learning environment;

2.3 works at all times in a cooperative manner with the Principal of the school and consult with them in matters relating to the educational needs of the school, staff and pupils;

2.4 in consultation with the Principal raise funds to provide material assistance in equipping, maintaining and developing the school;

2.5 are represented by the Diocesan Delegate at various and appropriate public meetings and gatherings as guided by Diocesan Parents and Friends forum;

2.6 promote appropriate social contact among the parents and friends of the school; and

2.7 where appropriate, be a voice for parents on matters of education.
3. **Ex-Officio Members**

The following may be ex-officio members of the Association:
- Principal
- Assistant Principal

4. **Limitations**

4.1 This Association cannot make decisions concerning the property of the school without consulting with and receiving the consent of the administrator of the school property. Such consultation will be undertaken through the principal.

4.2 This association shall have no authority over the patrimony of neither the school nor its teaching staff, nor shall it interfere in any way with the control or management of the school.

5. **Membership**

5.1 Membership will be open to:
- parents / care givers of all pupils attending the school;
- all friends within the parish that the school services on the proviso that they are actively involved in the life of the school; and
- the staff of the school.

5.2 Members of the P&F when engaged in authorised P&F activities (e.g. working bees, fetes) are covered by the volunteer policy held with Catholic Church Insurance (CCI).

6. **Management of the Association**

6.1 The management shall be vested in an Executive Committee of not less than four (4) including:
- President
- Secretary
- Treasurer
- Diocesan Delegate

6.2 The Executive Committee shall normally be elected at the Annual General Meeting and will hold office until the next Annual General Meeting.
committee shall have the power to fill any casual vacancy occurring on
the committee.

6.3 Members of the executive can serve on the Executive Committee for up
to a total of five (5) years, no matter which position is held within that
period.

6.4 Members of the P&F Executive Committee are deemed to be volunteers
when performing their duties as office holders and as such are covered by
the volunteer policy held with Catholic Church Insurance (CCI).

7. Annual General Meeting

7.1 The Annual General Meeting (AGM) shall be held in the month of March
each year when the Annual Report and Financial Report shall be
presented and the Executive elected.

7.2 In special circumstances a period of no longer than fifteen (15) months
and no shorter than eight (8) months is permitted between any two (2)
Annual General Meetings. At least twenty one (21) day’s notice of the
time appointed for the Annual General Meeting shall be forwarded to
each family attending the school

7.3 An invitation to the AGM should be extended to all Ex-Officio members of
the Association.

8. Business at the Annual General Meeting

8.1 Opening Prayer
8.2 Apologies
8.3 Confirmation of minutes of previous year’s AGM
8.4 Principal’s Report
8.5 President’s Annual Report (and business arising, if any)
8.6 Adoption of audited Financial Report
8.7 Election of Office Bearers and Auditor
8.8 Correspondence
8.9 General Business
8.10 Dates for Executive and Ordinary Meetings shall be decided
9. **Auditor**

9.1 The Treasurer shall hand the financial accounts to an appointed independent external Auditor after the last ordinary meeting of the year so that they are ready to be incorporated into the Annual Report to be tabled at the AGM.

9.2 An auditor shall be appointed to examine all accounts, vouchers, receipts etc and to complete the Annual Audit which is presented at the AGM.

10. **President’s and Auditor’s Report**

A copy of the President’s Annual Report and a copy of the Auditor’s Financial Report shall be forwarded to the Principal each year prior to the Annual General Meeting.

11. **Conduct of Elections**

11.1 Returning Officer, normally an executive member not standing for re-election for any position, shall be appointed at least fourteen (14) days prior to the Annual General Meeting. The Principal, or representative of the Principal, shall act as chairperson and conduct the election at the AGM. Any candidate for the Executive shall be nominated and seconded by a member of the P&F. The nominee must indicate his or her consent. If required, the election may be by ballot. Self-nomination is acceptable.

11.2 Proxy votes for executive positions are not acceptable. Only members present at an Annual General Meeting, or an Ordinary Meeting, can cast a vote in an election for any committee position.

11.3 No ex-officio members, or their representative, may be elected to an executive position.
12. Vacation of Office

12.1 The term of Executive and Committee Members will be one year, at the conclusion of which period they shall vacate their position, but shall be eligible for re-election subsequent to point 6.3 above.

12.2 A person shall not hold the same executive position for more than five (5) consecutive years.

12.3 Committee members who wish to resign during their elected term may do so providing they give one (1) month’s written notice to the Committee.

13. Vacancies on Executive

13.1 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.

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

14. Ordinary Meetings

14.1 Shall be held at least one per school term being held within the precincts of the school.

14.2 The quorum for an ordinary meeting shall be a minimum of six (6) of which two (2) will be executive members.

14.3 Should a quorum (14.2 above) not be available, the meeting may be adjourned to such other time as the majority of voters present may resolve.

14.4 The President / Chairperson at all meetings shall have a deliberate vote and in the case of a tied vote, a casting vote.

14.5 Proxy votes on motion with notice will be accepted provided they are presented in writing at commencement of the meeting.

14.6 Minutes shall be taken of all rulings and proceedings of ordinary meetings and shall be open to inspection by any member of the Association who applies to the Secretary.
15. Executive Meetings

15.1 The Executive Committee shall meet at a minimum, twice per school term to examine the accounts and arrange the affairs of the Association.

15.2 Three (3) members of the executive committee shall form a quorum, with one of those being an Association ex-officio member.

15.3 Minutes shall be taken of all rulings and proceedings of the executive committee and shall be open to inspection by any member of the Association who applies to the Secretary.
16. **Sub-Committees**

When and if needed the Executive Committee may form sub-committees. They will be given whatever powers and duties as deemed necessary. Such sub-committees shall periodically report their proceedings to the Executive Committee and shall conduct their business in accordance with the directions of the Executive Committee.

17. **Funds of the Association**

17.1 The purpose of the P&F budget is to maximise educational benefits to the students.

17.2 All funds of the Association shall be banked promptly in the name of the Association at the Catholic Development Fund, Wollongong.

17.3 All cheques need the signature of two (2) of the following executive members:

- President
- Secretary
- Treasurer

17.4 will normally be authorised by a simple majority vote at an Ordinary Meeting.

*The exceptions to this are:*

17.4.1 Normal recurrent expenditure

17.4.2 Unforeseen expenditure required prior to a scheduled meeting. This can be authorised by the Principal and any two (2) of the President, Secretary or Treasurer. Such expenditure must be ratified at the next Executive/Ordinary meeting.

17.4.3 A numbered receipt will be issued where appropriate for all amounts received

17.4.4 Money for Petty Cash may be kept by the Secretary and Treasurer for the purpose of defraying Petty Expenses. An account of monies spent shall be tabled at each General Meeting.

17.4.5 The outgoing Executive Committee shall each year make provision for a suitable balance to remain in the Association’s fund.
17.4.6 Any funds available for investments shall be first banked then transferred to the nominated investment account. This account shall be nominated at an Ordinary Meeting and all deposits and withdrawals duly approved. All funds shall be banked with the Catholic Development Fund, Wollongong Diocese.

18. Financial Year

The financial year of the Association shall end on the last day of the school year and all relevant financial statements will be presented at the next AGM held in March of the following year.

19. Alterations to the Constitution

19.1 This constitution shall not be altered unless the proposed alterations are carried by a two-thirds majority at any meeting of the Association other than Executive meetings;

19.2 Notice of any proposed alteration to the Constitution shall be submitted in writing at least fourteen (14) days before it is intended to submit such proposed alteration to a meeting of the association

19.3 Notice of proposed changes to the Constitution must be provided to members of the Association at least twenty one (21) days before proposed meeting set down to discuss proposed changes.

19.4 In the event of any Notice of Motion being defeated, three (3) months shall elapse before any further notice of motion dealing with the same matter can be dealt with

20. Dissolution

20.1 Dissolution of the Executive Committee can take place only with the approval of the Bishop, after due process of consultation.

20.2 Any monies held by the Association at the time of the dissolution shall, after payment of all outstanding accounts, be transferred into for use in the school. If the school ceases operations, all monies are to be transferred to the Bishop for the purpose of education in the Diocese.