

## Constitution

### St Ursula's College Kingsgrove Parents and Friends Association

Adopted December 2009



#### 1. NAME

This Association shall be known as St. Ursula's Parent & 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 children'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 of the school;
- (e) supporting parents/carers in their parental responsibilities and involvement in their children's learning at home and at school;
- (f) providing a forum where matters relating to the education and development of students can be discussed productively;
- (g) providing opportunities for parents/carers to gain insights into the life of the school, current developments in education and Catholic education in particular;
- (h) providing a means for parents/carers to affiliate with the Federation of P&F Associations of Catholic Schools and have a voice at Archdiocesan level.

#### 3. LIMITATION

##### Are there any restrictions on the Association?

- \*3.1 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.
- \*3.2 The Association has no authority in the day-to-day operation or management of the school.
- \*3.3 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?

- 4.1 All parents/carers of pupils attending the school, school staff and friends of the school who are interested in furthering the aim of the Association are members.
- \*4.2 The Principal, Parish Priest (or priest representing feeder schools) and Ursuline Sisters 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 Committee Co-ordinator together with the ex-officio members and other members elected at a general meeting.

- (c) The Principal and Parish Priest (or priest representing feeder schools) are ex-officio members of the Executive Committee.

- (d) 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) (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 Federation of P&F Associations.

##### 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. This must include the Principal or Principal's nominee.

#### 6. DUTIES OF OFFICE

##### 6.1 What is the role of the President?

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

The Vice-President:

- (a) Assist the President in all matters of the Association
- (b) Preside at meetings in the absence of the President.

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#### 6.2 What is the role of the Secretary?

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.

#### 6.3 What is the role of the Treasurer?

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 as set out in Federation Information Sheet 4;
- (c) Presents, at each General Meeting, a statement of accounts showing current receipts and expenditure together with the outstanding balance;
- (d) Organises the Annual Audit of accounts in accordance with 12.4 and presents the Annual Financial Report of the Association;
- (e) Passes on records, in good order, to the incoming Treasurer.

## 7. ELECTION OF OFFICERS

### How will elections be conducted?

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

7.2 Candidates for the Executive Committee are to be nominated and seconded. If there is a greater number of candidates than required, an election is to be held and shall be decided by simple majority.

7.3 Candidates for President should have previous service on the Executive Committee or active participation on other Association Committees.

\*7.4 The returning officer for any election is the Principal (or nominee).

7.5 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?

8.1 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.

8.2 The President must not hold office for a period exceeding four (4) consecutive years.

8.3 Other Officers must not serve in the *same* position for a consecutive period exceeding three (3) years.

## 9. TERMINATION OF OFFICE

### Can positions be terminated?

9.1 The position of any officer absent from any two consecutive General Meetings without reasonable cause may be declared vacant.

9.2 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.

## 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 before the date of the next Executive Committee Meeting.

(d) A quorum for a General Meeting shall be five (5) 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) 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 arising from Executive Meeting (includes Motions proposed)

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 First General Meeting of the school year will be the occasion for the formal presentation of the Annual Reports, accounts balance sheet (pending audited accounts as at 31 December).

## 11. SPECIAL GENERAL MEETINGS

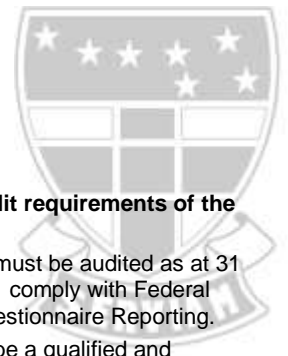
### 11.1 What is a Special General Meeting?

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

## Constitution

### St Ursula's College Kingsgrove Parents and Friends Association

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#### 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) 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) Each family in the school will pay a membership fee.
- (b) 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, 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) All accounts must be paid promptly;
- (g) 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 for school purposes 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.

### \* 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.

## 13 COMMITTEES

### 13.1 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 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.

### \*14. AMENDMENT OF CONSTITUTION

#### How can changes be made to this Constitution?

- \*14.1 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.
- \*14.2 All amendments must be accepted by at least three quarters of those present and must be in accordance with the aims of the Constitution.

### \*15. DISSOLUTION

#### \*15.1 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.

#### \*15.2 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.