

**CONSTITUTION**

**FOR**

**THE PARENTS AND FRIENDS ASSOCIATION**

**OF**

**MAGDALENE CATHOLIC HIGH SCHOOL**



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## **1. NAME**

- 1.1. This Association shall be known as the Magdalene Catholic High School Parents' and Friends' Association" and shall be referred to in this Constitution as "The Association".

## **2. AIMS AND OBJECTIVES**

- 2.1. 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. The Association will endeavour to do this by:
  - 2.2.1. promoting 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;
  - 2.2.2. fostering effective partnerships involving parents/carers, students, staff, parish, and diocese for the provision of authentic Catholic education within a quality learning environment;
  - 2.2.3. providing a parental perspective to assist the Principal in decision making;
  - 2.2.4. collaborating at all times in a cooperative manner with the school Principal and consulting with the Principal in matters relating to the educational needs of the school, staff and students;
  - 2.2.5. raising funds to provide resources and opportunities for enriching the learning environment of the school, in consultation with the Parish Priest and Principal;
  - 2.2.6. supporting parents/carers in their parental responsibilities and involvement in their children's education at home and at school;
  - 2.2.7. providing a forum where matters relating to the education and development of students can be discussed productively;
  - 2.2.8. promoting appropriate social contact among the parents and friends of the school; and providing a means for parents/carers to affiliate with the Diocese of Wollongong Parent Forum.

## **3. LIMITATION**

- 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 Bishop and the Catholic Education Office, Diocese of Wollongong.
- 3.2. The Association has no authority in the day-to-day operation or management of the School.
- 3.3. The Association must have the consent of the Principal and, in the case of Parish Primary Schools, the Parish Priest for activities which affect the Parish or school property and its use.

## **4. MEMBERSHIP**

- 4.1. All parents/carers of students attending the school, school staff and friends of the school who are interested in furthering the aims and objectives of the Association may be members.
- 4.2. The Principal and the Parish Priest are ex-officio members of the Association.
- 4.3. All members of the Association when engaged in authorised activities of the Association, or when performing duties associated with their position in the Association are deemed to be volunteers and as such are covered by the volunteer policy held with Catholic Church Insurance. (CCI).

## **5. MANAGEMENT**

- 5.1. Definition
  - 5.1.1. The Executive Committee is responsible for the management of the Association.
  - 5.1.2. The Executive Committee comprises the President, Vice-President, Secretary, Treasurer, together with the ex-officio members.
  - 5.1.3. The Principal and Parish Priest are ex-officio members of the Executive Committee.

- 5.1.4. The Executive Committee in consultation with the Principal has the authority to make decisions at Executive Meetings on behalf of the Association when appropriate and within the limits of this Constitution.
- 5.2. Responsibilities of Executive Committee - the Executive Committee is responsible for:
- 5.2.1. organising an appropriate induction process for Executive members;
  - 5.2.2. identifying and using opportunities that promote the Aims and Objectives of the Association;
  - 5.2.3. ensuring the Association works collaboratively and cooperatively with the Principal and Parish Priest;
  - 5.2.4. ensuring the Association's financial accountability in accordance with this Constitution;
  - 5.2.5. organising General Meetings of the Association in accordance with this Constitution;
  - 5.2.6. setting up and supervising Committees that assist with the work of the Association in accordance with this Constitution;
- 5.3. Method of Operation of Executive Committee
- 5.3.1. The Executive Committee shall meet by arrangement with the Principal, or Principal's nominee, for the effective planning and management of the Association.
  - 5.3.2. The Executive Committee shall meet at least once prior to each General Meeting for the purpose of preparing the agenda and finalising arrangements for the General Meeting.
  - 5.3.3. The Executive Committee shall also meet at the request of the Principal or when at least half the members of the Executive Committee request such a meeting.
  - 5.3.4. A quorum for Executive Committee meetings shall be at least half of the members of the Executive Committee. This must include the Principal or the Principal's nominee.
- 6. DUTIES OF EXECUTIVE COMMITTEE**
- 6.1. The President:
- 6.1.1. provides leadership and direction for the Association by working cooperatively and collaboratively with the Principal and Parish Priest;
  - 6.1.2. promotes the Aims and Objectives of the Association in dealings with its members;
  - 6.1.3. supports members of the Executive Committee;
  - 6.1.4. presides at meetings of the Association as Chairperson, and if absent, nominates the Vice President or another member of the Executive Committee to preside;
  - 6.1.5. ensures the efficient running of meetings;
  - 6.1.6. prepares the agenda in consultation with the Executive Committee;
  - 6.1.7. ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place;
  - 6.1.8. prepares and presents the President's Report at the Annual General Meeting of the Association.
- 6.2. The Vice-President:
- 6.2.1. The Vice-President assists the President and fulfils the duties of the President when the President is unavailable.
- 6.3. The Secretary:
- 6.3.1. manages the day-to-day communications and records of the Association;
  - 6.3.2. organises meetings, records accurate draft minutes in a style agreed to by the Executive Committee and ensures they are formalised as agreed to by the Executive Committee or General Meeting as the case may be;
  - 6.3.3. receives and deals with correspondence in a manner agreed upon by the Executive Committee;
  - 6.3.4. maintains copies of the minutes of Executive Committee and General Meetings;
  - 6.3.5. receives agenda items in accordance with this Constitution;
  - 6.3.6. informs members of forthcoming meetings in accordance with this Constitution;

- 6.3.7. provides the minutes for inspection of any member who so requests it;
- 6.3.8. passes on records, in good order, to the incoming Secretary.
- 6.4. The Treasurer:
  - 6.4.1. is responsible for ensuring that all the financial dealings of the Association are carried out in accordance with this Constitution;
  - 6.4.2. receives all monies and keeps appropriate financial records in accordance with this Constitution and the directives of the Bishop;
  - 6.4.3. presents, at each General Meeting, a statement of accounts showing current receipts and expenditure together with the outstanding balance;
  - 6.4.4. organises the annual audit of all accounts in accordance with this Constitution and presents the Annual Financial Report of the Association;
  - 6.4.5. passes on records, in good order, to the incoming Treasurer.

## **7. ELECTION OF THE EXECUTIVE COMMITTEE**

- 7.1. The members of the Association, at the Annual General Meeting, shall elect all members of the Executive Committee as mentioned in this Constitution.
- 7.2. Candidates for the Executive Committee are to be nominated and seconded by members of the Association. 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.
- 7.3. Only members of the Association who are present at a meeting may vote in any election.
- 7.4. Candidates for President should have previous service on the Executive Committee or active participation on other Association Committees.
- 7.5. The returning officer for any election is the Principal or the Principal's nominee.
- 7.6. Any vacancy on the Executive Committee shall be filled by the Executive Committee, unless the Executive Committee decides the vacancy is to be filled by election by members of the Association at a General Meeting.

## **8. RE-ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE**

- 8.1. At the Annual General Meeting all members of the Executive Committee shall retire but may be eligible for re-election.
- 8.2. Members of the Executive Committee can serve for up to five (5) consecutive years, within which a person shall not hold the same position on the Executive Committee for more than three (3) consecutive years.

## **9. TERMINATION OF OFFICE**

- 9.1. A member of any Committee may resign during their elected or appointed term of office, by giving written notice to the Executive Committee.
- 9.2. The position of any member of the Executive Committee absent for any two consecutive General Meetings without reasonable cause may be declared vacant.
- 9.3. 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**

- 10.1. A member of any Committee may resign during their elected or appointed term of office, by giving written notice to the Executive Committee.
- 10.2. The Executive Committee will organise a General Meeting at least once every term.
- 10.3. General Meetings are to be held within the precincts of the school.

- 10.4. The quorum for all General Meetings shall be a minimum of nine (9) members, including the Principal or his nominee and at least two (2) Executive Committee members.\*
- 10.5. Should, after fifteen minutes after the scheduled time for a meeting, a quorum not be available, the meeting may be adjourned to such other time as the majority of voters present may resolve.
- 10.6. The first General Meeting is usually to be held before the end of February.
- 10.7. Notice of all General Meetings shall be given at least ten (10) days prior in the School Newsletter and or school website 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.
- 10.8. Proxy votes on any motion with notice will be accepted, provided they are presented in writing at the commencement of the meeting.
- 10.9. No meeting is to continue beyond one and a half hours unless a two-thirds majority of those present agree to an extension.
- 10.10. 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.

#### **11. ORDER OF BUSINESS AT GENERAL MEETINGS**

- 11.1. The order of business at General Meetings is as follows, unless the majority of those present agree to change it:
  - 11.1.1. Prayer and Welcome
  - 11.1.2. Record of Attendance and Apologies
  - 11.1.3. Confirmation and Acceptance of the Minutes of previous meeting
  - 11.1.4. Business arising from those Minutes
  - 11.1.5. Correspondence: incoming and outgoing
  - 11.1.6. Reports from Principal, President, Treasurer and Committees
  - 11.1.7. General Business
    - Matters arising from the Reports
    - Matter on notice
    - Matters for future consideration
  - 11.1.8. Conclusion and Prayer

#### **12. ANNUAL GENERAL MEETING**

- 12.1. The Annual General Meeting and is usually to be held before the end of December each year.
- 12.2. Notice of the Annual General Meeting is to be publicised in the School Newsletter and or on the School website least fourteen (14) days prior to the meeting.
- 12.3. The Order of Business is as follows:
  - 12.3.1. Prayer and welcome
  - 12.3.2. Record of attendance and apologies
  - 12.3.3. Confirmation of the minutes of the previous Annual General Meeting
  - 12.3.4. Business arising from the minutes of the previous Annual General Meeting
  - 12.3.5. Correspondence in and out
  - 12.3.6. Annual Report of the Principal
  - 12.3.7. Annual Report of the President
  - 12.3.8. Annual Report of the Treasurer and presentation of the Auditor's Report
  - 12.3.9. Annual report of other Committees
  - 12.3.10. Election of the Executive Committee

- 12.3.11. Special Business where notice of motions have been presented, including any proposed changes to the Constitution.

### **13. SPECIAL GENERAL MEETINGS**

- 13.1. A Special General Meeting is a mechanism for supporting the continued operation of the Association in unusual circumstances.
- 13.2. A Special General Meeting can be called on the authority of the Executive Committee or on the written request to the Executive Committee by members of ten (10) individual families.
- 13.3. A Special General Meeting must be held within 28 days of the request being received by the Secretary, 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.
- 13.4. At least seven (7) days notice of the Special General Meeting shall be given in a School Newsletter and or School website. The object of the meeting shall be clearly stated.
- 13.5. A quorum for a Special General Meeting shall be ten (10) members and must include the Principal or Principal's nominee and at least two (2) members of the Executive Committee.
- 13.6. For a serious reason, a Special General Meeting can also be called on the authority of the Principal.

### **14. FUNDS**

- 14.1. The Executive Committee is to develop strategies for fundraising that consider the community's ability to raise funds. Proposals for fundraising are presented to General Meetings for discussion and approval.
- 14.2. Funds are to be used solely for the Aims and Objectives of the Association.
- 14.3. 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 or electronic transfer.
- 14.4. All funds of the Association must be banked or invested with the Catholic Development Fund of the Diocese of Wollongong.

### **15. OPERATION OF FUNDS**

- 15.1. Authorised signatories for the Association account are any two of the following: President; Treasurer; Secretary, Principal. Two signatures are required on all cheques. Two authorisations are required for all electronic transfers.
- 15.2. At the end of their term of office, retiring member's signatures/authorisations must be removed and replaced by the signatures/ authorisations of the incoming members.
- 15.3. Funds are transferred from the Association account to the School account for the agreed upon purchase of goods and services to ensure that GST input tax credits are obtained.
- 15.4. All amounts received must be receipted and all accounts must be paid promptly.
- 15.5. Funds must be audited as at 30 September.

### **16. DECISIONS REGARDING THE ALLOCATION OF FUNDS**

- 16.1. The Executive Committee consults with the Principal to agree on a list of needs and suggests some priorities for ratification at a General Meeting, either in the first or last term of each year.
- 16.2. The Association may only allocate and disburse funds for school purposes after consulting with the Principal about school priorities and obtaining the consent of the Principal. Agreed funds are to be presented as soon as practicable.
- 16.3. Funds are transferred to the school as a donation to support and contribute to the resourcing of the school's strategic plan. All donations are to be transferred expeditiously, in full and without restriction.
- 16.4. With the exception of Petty Cash and approved recurrent expenditure, all expenditure of the Association's funds must be approved and ratified by the Association at a General Meeting.

## **17. ANNUAL AUDIT REQUIREMENTS**

- 17.1. Financial records must be audited as at 30 September each year to comply with relevant civil and canon legislation.
- 17.2. The Auditor must be a qualified, external and independent Accountant.
- 17.3. The Annual Audit must be completed in time to be accepted at the Annual General Meeting and a copy given to the Principal by that same time.

## **18. COMMITTEES**

- 18.1. The Association may set up Committees to carry out particular functions on its behalf.
- 18.2. All Committees are to have specific Terms of Reference approved by the Association at a General Meeting and must report their operations to General Meetings of the Association.
- 18.3. Where possible, all Committees should include at least one member of the Executive Committee.
- 18.4. All funds of all Committees are funds of the Association and, as such, are to be banked with the Catholic Development Fund of the Diocese of Wollongong.
- 18.5. All Committees are required to keep financial records which must be presented to the Treasurer and be audited in accordance with this Constitution.
- 18.6. After paying expenses of their operations, the balance of funds of all Committees are to be remitted to the account of the Association as soon as practical.

## **19. AMENDMENTS TO THE CONSTITUTION**

- 19.1. This Constitution may only be changed by resolution at the Annual General Meeting.
- 19.2. Proposed amendments must be submitted in writing to the Secretary at least twenty-one days prior to the Annual General Meeting.
- 19.3. Each proposed amendment must be signed by a proposer and a seconder.
- 19.4. Proposed amendments are to be publicised to members at least fourteen (14) days prior to the Annual General Meeting.
- 19.5. All amendments must be accepted by at least two-thirds of those present at the Annual General Meeting and must be in accordance with the Aims and Objectives of the Association.
- 19.6. Amendments do not take effect until being approved by the Bishop of Wollongong via the Diocesan parent body.

## **20. DISSOLUTION OF THE ASSOCIATION**

- 20.1. The Association is automatically dissolved if the school closes down or is amalgamated.
- 20.2. The Association can be dissolved following a Special General Meeting called in accordance with this Constitution for the purpose of providing an opportunity for the Association to discuss the issue to dissolve the Association. At least three-quarters of members present must vote in favour of the resolution to dissolve the Association for the motion to be carried.
- 20.3. In certain serious circumstances where it is judged that the functions of the Association are at variance with the vision and mission of Catholic Education, the Bishop may intervene and dissolve the Association.
- 20.4. After all expenses and liabilities are paid, any remaining assets, records and funds shall be handed over to the Bishop or Parish Priest when a school closes or where the Association is dissolved by the Bishop, or to the Principal of the amalgamated school, for purposes of education in the Diocese or the amalgamated school.



AFTER APPROVAL OF THE BISHOP OF WOLLONGONG, THIS CONSTITUTION WAS ADOPTED AT A MEETING OF THE ASSOCIATION ON DD/MM/YYYY

**SIGNED:**



**P&F PRESIDENT, DATE: 24/04/2017**

DAVID CORNETT

**SIGNED:**



**PRINCIPAL, DATE:**

28/4/17

MATTHEW MCMAHON

