



ST JOSEPH'S
CATHOLIC PRIMARY SCHOOL

With Christ We Grow

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CONSTITUTION

SAINT JOSEPH'S PARENTS AND FRIENDS ASSOCIATION

1. NAME

- 1.1 The name of the Association shall be St Joseph's Parents and Friends Association;
1.2 "School" shall mean St Joseph's Catholic Prep to 6 School.

2. OBJECTIVES

- 2.1 The objectives of the Association shall be those which accord with the content of the documents "The Catholic School" (Sacred Congregation for Catholic Education, Rome 1977 and "The Code of Canon Law (1983)".

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

- (a) fostering a distinctive Christian environment in the school;
 - (b) developing maximum co-operation between parents and school staff;
 - (c) utilising those structure which are established to promote the principles of Christian education;
 - (d) providing a medium for information and participation of parents;
 - (e) affiliating with the Rockhampton Diocesan Council of Parents and Friends Association of Catholic Schools;
 - (f) identifying services and talents within the school community and making them available to school related spiritual, educational, social and fund raising activities.
- 2.2 The Association shall not:
- (a) have any control, nor shall it purport to exercise any control, over the management and administration of the school;
 - (b) affiliate with any political body or party;
 - (c) affiliate with any association whose objectives are inconsistent with the objectives stated in Clause 2.1

3. MEMBERSHIP

3.1 Classes of Members

The membership of the Association shall consist of:

- (a) the Parish Priest, Assistant Priest/s, School Captain and Principal who shall be called ex officio members;
- (b) the parent/s and or guardian/s of each child attending the school and staff of the school who shall be called ordinary members;
- (c) any other person interested in pursuing the objectives of the Association who shall be called private members;
- (d) those person who have had honorary life membership conferred upon them.

3.2 Admission to Membership of the Association

Conditions of entry to membership shall be:

- (a) ordinary membership will be upon admission of a child to the school or by holding a position at the school;
- (b) private membership shall be by election, following application in such form as the Executive Committee may prescribe, by majority vote at any Executive Committee Meeting. Upon the election or rejection of an application for membership the Secretary shall forthwith give that person notice in writing of such election or rejection with reasons in the case of rejection;
- (c) honorary life membership may be conferred at an Annual General Meeting on any person who has made an outstanding contribution toward the fulfillment of the objectives of the Association. Notice of motion of intent to confer honorary life membership shall be given in accordance with the Rules herein governing Annual General Meetings.

3.3 Appeal Against Rejection of Private Membership

- 3.3.1 A person whose application for membership has been rejected may within one month after receiving written notification of such rejection, appeal against the decision of the Executive Committee to a General Meeting of the members of the Association held for the purpose of determining that appeal;
- 3.3.2 Notice in writing of his/her intention to appeal shall be given to the Secretary;
- 3.3.3 The President or in his/her absence the Vice President shall convene such a General Meeting so that the General Meeting is held within three months of the date of receipt by the Secretary of a notice to appeal, at a time suitable to the majority of members to attend thereat;
- 3.3.4. At such meeting the appellant shall be given the opportunity to fully present his or her case either orally or in writing or partly by one of these means and partly by the other and those members who rejected the application shall subsequently likewise have the opportunity of presenting their case. The appeal shall be determined by a simply majority vote the members present at the meetings.

3.4 Termination of membership of the Association

- 3.4.1 A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall only take effect at the time when such notice is received by the Secretary unless at later date is specified in the notice when it shall take effect on the later date.
- 3.4.2 The Executive Committee shall have the power to terminate the membership of any member who:
 - (a) fails to comply with any of the provisions of this Constitution;
 - (b) conducts himself/herself in a manner which is considered by the Executive Committee to be injurious of prejudicial to the character of interests of the Association.

3.5 APPEAL AGAINST NOTICE TO TERMINATE MEMBERSHIP OF THE ASSOCIATION

- 3.5.1 A member who has been served with a notice of termination of membership may within one month after receiving written notification of such notice of termination, appeal against the decision of the Executive Committee to a General Meeting of the members of the Association held for the purpose of determining that appeal.
- 3.5.2 Notice in writing of his or her intention to appeal shall be given to the Secretary.
- 3.5.3 The President or in his/her absence the Vice President shall convene a General Meeting so that such meeting is held within three months of the date of receipt by the Secretary of a notice of intention to appeal, at a time suitable to the majority of members to attend thereat.
- 3.5.4 At such meeting the appellant shall be given the opportunity of fully presenting his or her case either orally or in writing or partly by either of these means and the Executive Committee of those members thereof who intend to terminate his or her membership shall subsequently likewise have the opportunity of presenting its or their case. The appeal shall be determined by a simple majority vote of the members present at that meeting.
- 3.5.5 Where a person, whose membership the Executive Committee intends to terminate, does not appeal against the decision within the time provided by this Constitution, or so appeals but his/her appeal is unsuccessful, the membership of that person shall thereupon be deemed to be terminated.

3.6 REGISTER OF MEMBERS

- 3.6.1 The Executive Committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association, the classes of membership and the dates of admission. In the case of those qualifying for Ordinary Membership as parent and/or guardians of children currently on the school roll, the school roll shall be considered as part of the register of members. In the case of the school staff the Staff Appointment List shall be considered as part of the register of members.
- 3.6.2 Particulars shall also be entered of resignation, terminations and reinstatement of the membership and any further particulars as the Executive Committee or the members at any Annual or General Meeting may require from time to time.
- 3.6.3 The Register of Members shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

4. MANANAGEMENT

4.1 Executive Committee

4.4.1 The general control and management of the administration of the Association shall be by an "Executive Committee" consisting of:

- (a) A President, Vice President, Secretary, Treasurer and such number of Executive Committee members not being less than 2 or more than 6 as the members of the Association at any Annual General Meeting may from time to time determine;
- (b) The Parish Priest or his nominee, a representative of the religious order involved in the school, and the school Principal as ex officio Executive Committee members.

4.2 Election of the Executive Committee

4.2.1 At the Annual General Meeting of the Association, all the members of the Executive Committee with the exception of the ex officio Executive Committee members shall retire from office, but shall be eligible for re-election.

4.2.2. The Executive Committee will be elected by and from members of the Association

4.3 Termination of the membership of Executive Committee

4.3.1 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 and in the case of the Secretary by notice in writing to the President. Such resignation shall only take effect at the time when such notice is received by the Secretary/President unless some later date is specified in the notice when it shall take effect on the later date;

4.3.2 Any member of the Executive Committee may be removed from office at a General Meeting of the Association convened for that purpose. At any such General Meeting the member shall be given the opportunity to fully present a case either orally or in writing or partly by either of these means. The question of removal shall be determined by the majority vote of the members present at such General Meeting.

4.3.3. In the case of resignation or removal of the Treasurer, the books and accounts shall be audited before handover to the newly appointed Treasurer.

4.4 Vacancies on Executive Committee

The Executive Committee shall have power to appoint a member who may or may not already be a member of the Executive Committee to fill any casual vacancy on the Executive Committee until the next Annual General Meeting. Where a member of the Executive Committee is so appointed, then the Executive

Committee may fill the vacancy caused by such appointment by a member who is not then a member of the Executive Committee.

4.5 Function 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 Committee shall:

- (a) exercise general control and management of the administration of the affairs, 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 for consideration by General Meeting of the Association by-laws of the repeal or amendment of the same designed to promote the good government of the Association:
- (d) have the authority to appoint sub-committee's to undertake such tasks as it may from time to time determine.

4.6 Meetings of the Executive Committee

4.6.1. The Executive Committee shall meet on a least four occasions during its term of office to exercise its functions.

4.6.2. Meetings of the Executive Committee:

- (a) may be convened by the President or in his/her absence the Vice President;
- (b) a special meeting shall be convened by the President or in his/her absence the Vice President upon the request either verbally or in writing of not less than one quarter of the members of the Executive Committee provided that such members clearly state the reason why such special meeting is being convened and the nature of the business to transacted thereat;
- (c) shall be convened by giving reasonable notice to the members of the Executive Committee of the time and place of such meeting and the nature of the business to be transacted thereat.

4.6.3. At every meeting of the Executive Committee a simple majority of the non ex officio members of the Executive Committee shall constitute a quorum.

4.6.4 Subject as previously provided in this Constitution, the Executive Committee may meet together and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and in the case of equality of votes on any question or at any meeting of the Executive Committee the questions shall be deemed to be decided in the negative.

5. ANNUAL GENERAL MEETINGS OR GENERAL MEETINGS

5.1 Timing of Annual General Meeting

Subject to this Constitution of the Annual General Meeting shall be held in the month of March in each year.

5.2 Agenda of Annual General Meeting

5.2.1 The executive committee and principal shall meet prior to the Annual General Meeting to review the balance sheet and statement of accounts and the auditor's report for the preceding financial year.

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

- (a) the receiving of the Executive Committee's report and the balance sheet and statement of accounts for the preceding financial year;
- (b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
- (c) the election of members of the Executive Committee;
- (d) the appointment of an auditor.

5.3 QUORUM

At the Annual General Meeting six members shall constitute a quorum and at a General Meeting six members shall constitute a quorum.

5.4 CALLING OF MEETINGS

5.4.1. There shall be at least three General Meeting per year.

5.4.2. The President or in his/her absence the Vice President shall convene a General Meeting of the members when:

- (a) directed to do so by the Executive Committee or;
- (b) upon the request (either verbally or in writing) of not less than one half of the non ex-officio members of the Executive Committee of not less than 20 ordinary members provided that they clearly state the purpose for which the General Meeting is desired; or
- (c) upon being given a notice in writing of appeal against the decision of the Executive Committee to reject an application for private membership or of intention to terminate the members of any member.

5.4.3 The President or in his/her absence the Vice President shall convene all Annual and General Meetings of the organization 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.

5.5 CONDUCT OF MEETINGS

5.5.1 Unless otherwise provided by this Constitution, at every Annual and General Meeting;

- (a) the President shall be Chairman and in his/her absence the Vice President and in both their absences a Chairman shall be elected by resolution of a majority of the members present at the meetings;
- (b) the Chairman shall conduct all meetings in accordance with by-laws and standing orders;
- (c) every question, matter or resolution shall be decided by a majority of votes of the members present;
- (d) every member present shall be entitled to one vote and where a vote is of equal vote the motion lapses so that the status quo is maintained;
- (e) voting shall be by show of hands or a division of members, unless not less than one half of the members present demand a ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- (f) the Secretary shall produce full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Committee Meeting, Annual General Meeting and General Meeting are to be recorded. Such records are to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection.

6. ALTERNATION OF CONSTITUTION

6.1 This Constitution may be amended at a General Meeting called for that purpose.

6.2 Notice of any proposed amendment shall be given in writing to the Secretary who within one month of receipt of such notice shall notify the terms thereof to each member and the date, time and place of the General Meeting called for that purpose.

7. FUNDS

7.1 The income and property of the Association shall be applied in promotion of its objectives and in accordance with an annual budget approved at a General Meeting of the Association to be called within 3 months of the appointment of the Executive Committee.

7.2 The funds of the Association shall be banked in the name of St Joseph's Parent and Friends Association in such bank or financial institution as the Executive Committee may from time to time direct in authorised trustee investments.

- 7.3 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
- 7.4 All monies shall be banked as soon as practicable after receipt of them.
- 7.5 All amounts of \$50.00 or over shall be paid by cheque or paid via internet banking, signed by any two of the members of the Executive Committee elected by the Executive Committee.
- 7.6 Cheques shall be crossed 'Not Negotiable' except those in payment of wages, allowance or petty cash recoupments which may be open.
- 7.7 The Executive Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 7.8 Paid accounts or accounts for payment shall be presented and passed or ratified at an Executive Committee Meeting.
- 7.9 The Association shall not borrow money except:
- (a) for the furtherance of its objectives; and
 - (b) where a special General Meeting called for that purpose has granted approval.
- 7.10 As soon as practicable after the end of the each financial year the Treasurer shall cause to be prepared a statement of receipts and payment 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 next following the financial year in respect of which such audit was made.

8. FINANCIAL YEAR

The financial year for the Association shall close on the 31st December in each year.

9. DISSOLUTION

- 9.1 The Association shall be dissolved:
- (a) if the membership is less than three persons; or
 - (b) if a resolution to that effect is carried by a vote of three-fourths majority of the members present at a General Meeting convened to consider the question.

9.2 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 present at such General Meeting by resolution may decided, be handed over to:

- (a) the school; or
- (b) an Association having similar objectives; or
- (c) The Bishop of the Catholic Diocese of Rockhampton

CERTIFICATION

We certify that this is a true and correct copy of the Constitution of St Joseph's Parents and Friends Association.

A. Davidson
(President)

Melanie Kay
(Secretary)

Date: 13/11/15

BY LAWS

A bylaw is a law made by your local Parents and Friends Association pertaining to a particular issue. They must relate to functions and power of the P&F Association.

Examples:

1. Meeting of St Joseph's P&F Association must not be longer than 1 ½ hours without a motion from the meeting being passed to allow for special circumstances.
2. A P&F fundraising levy will be levied on every family at St Joseph's School at the rate of \$120.00 per family, per year. This levy will be collected on the school fees at a rate of \$30.00 per term per family and then passed to the P&F Association by the school.