

# MARY IMMACULATE PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION CONSTITUTION

## 1. NAME

- 1.1 This body shall be known as the Mary Immaculate Catholic Primary School Parents and Friends Association ("The Association").

## 2. AIMS

- 2.1 The Association shall:

- (a) Actively promote the interest and public image of Mary Immaculate Catholic Primary School ("the school") in particular and Catholic Education generally by bringing together parents, pupils, clergy and teaching staff in a spirit of collaboration and close co-operation
- (b) Provide a forum for discussion on education and pastoral matters.
- (c) Promote activities to raise funds which assist and support the school to acquire teaching resources and keep buildings and grounds in good order.
- (d) Provide opportunities for the school, parents, staff and other parishioners to come together to celebrate and socialise so as to build a strong and harmonious community spirit.
- (e) Assist in maintenance and improvement of amenities, resources and facilities of the school.

## 3. ESTABLISHMENT AND OPERATION OF THE ASSOCIATION

- 3.1 The Association operates under the control, supervision and with the consent of the Bishop and Trustees of the Roman Catholic Church for the Diocese of Parramatta.
- 3.2 The Association has no separate legal status and is part of the Parish of Mary Immaculate Quakers Hill NSW
- 3.3 The Association works in collaboration with the principal and the Parish Priest or coordinating Parish Priest.
- 3.4 The Association does not exercise authority over the school staff or have control over the management of the school.
- 3.5 Decisions on the range and extent of authorised activities, designed to achieve the aims set out in 2 above, are matters for determination at the local level involving the Association, the Principal, and the Parish Priest. In the event of consensus not being reached on a particular matter, the decision regarding that matter will be made by the Parish Priest.

- 3.6 Any liability there may be in relation to incidents occurring at authorised activities conducted by this authorised Association rests with the Trustees of the Roman Catholic Church for the Diocese of Parramatta.
- 3.7 Before this constitution comes into effect it must be approved by the Trustees of the Roman Catholic Church for the Diocese of Parramatta.
- 3.8 Any proposed amendment to this constitution will only take effect when it is approved by the Trustees of the Roman Catholic Church for the Diocese of Parramatta.

#### **4. MEMBERSHIP**

- 4.1. Parents, guardians of pupils of the School and parishioners of the parish(es) are eligible, and encouraged, to become members of the Association.
- 4.2 A nomination of a person for membership of the Association shall be made by a member of the Association in such manner as may be approved by the Executive Committee from time-to-time. The nomination shall be deemed to be accepted immediately provided that the person is qualified under clause 4.1
- 4.3 The Secretary of the Association shall maintain a register of members of the Executive of the Association.
- 4.4 A person ceases to be an executive member of the Association if the person ceases to qualify for membership under clause **4.1**, dies, resigns, fails to attend a General Meeting on once per term without cause, or is expelled from the Association by the Executive Committee.
- 4.5 Each member shall have the right to vote at any meeting of the Association (as long as attendance at meetings aligns with membership standards). **Members are required to attend one meeting per term in order to vote at the AGM OR members may vote in good faith that they will be active members of the association.**
- 4.6 The Parish Priest, Assistant Priest (if applicable), the School Principal and the School Assistant Principal shall be ex-officio members of the Association and all its committees.

#### **5. THE EXECUTIVE COMMITTEE**

5.1 The executive committee shall consist of elected office bearers and ex officio members.

5.1.1 The elected members are the President, Vice President, Secretary, Treasurer, Fundraising/Social Coordinator, Maintenance Co-ordinator, Communications Coordinator

5.1.2 Additional elected members of the Executive Committee may include Assistant Fundraising/Social Coordinator, PRC Representative and other committee members in the roles to be

determined by the members of the Association at an Annual General meeting.

- 5.2 Terms of office for all office-bearers shall not exceed **Two (2) consecutive years with a maximum of Three (3) years upon no other nominations.**
- 5.3 If an officer is absent from three (3) consecutive General Meetings without reasonable cause, the position may be declared vacant and an election held to fill the vacancy.
- 5.4 An elected officer of the Association may be removed from office by resolution of the Association carried at a properly convened General or Special Meeting. Notice of a motion given by a member and seconded by another member to remove an elected officer must be given to the Secretary not less than one (1) month before the proposed Meeting. The Secretary shall notify the affected elected officer within seven (7) days of receipt of such notice.
- 5.5 In the event of a casual vacancy occurring in the membership of the Executive Committee, the Executive Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to this constitution, until the conclusion of the Annual General Meeting next following the date of appointment.
- 5.6 Subject to this Constitution and any resolution passed by the Association at a General Meeting, the Executive Committee:
  - (a) Shall control and manage the affairs of the Association;
  - (b) May exercise all such functions as may be exercised by the Association other than those functions that are required by this Constitution to be exercised by a General Meeting;
  - (c) Has power to perform all such acts and do all such things as appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the Association.
- 5.7 Members of the Executive Committee will at all times perform their duties of the role with respect and transparency whilst upholding the integrity of the Association.

## **6. DUTIES OF THE OFFICE BEARERS**

- 6.1 The President shall:
  - (a) Preside as chairperson at all meetings
  - (b) Ensure the smooth running of all meetings
  - (c) Ensure meetings run on time
  - (d) Prepare the agenda for General Meetings/Annual General Meetings in collaboration with other members of the Executive Committee.

- (e) Liaise with the Principal and Parish Priest or co-ordinating Parish Priest to prepare the agenda for the executive meetings.
- (f) Liaise with the Principal and Parish Priest or Co-ordinating Parish Priest at all times.
- (g) Oversee the coordination of all events.
- (h) Receive sub-committee plans, costs and timings.
- (i) Receive minutes from all sub-committee planning.

6.2 The Vice-President shall:

- (a) Assist the president in her/his duties as required.
- (b) Preside as chairperson at meetings in the absence of the President.

6.3 The Secretary shall:

- (a) Take minutes of all business conducted.
- (b) Ensure minutes are signed by the president at the next meeting.
- (c) Collect, receive, deal with and distribute all correspondence and mail.
- (d) Maintain copies of correspondence, bulletins and minute books.
- (e) Give notice of the agenda to all members.
- (f) In their absence authorise a delegate on their behalf.
- (g) Receive minutes from sub-committee planning.
- (h) Prepare the agenda for General Meetings/Annual General Meetings in collaboration with other members of the Executive Committee
- (i) Maintain a register of Members.

6.4. The Treasurer shall:

- (a) Receive all monies and keep accurate records of monies received.
- (b) Obtain and keep receipts for all monies paid by the Association.
- (c) Bank all monies received.
- (d) Present at each General Meeting a statement of accounts showing receipts and expenditure during the current month together with the current balance.

- (e) Present at the Annual General Meeting an audited statement of accounts.
- (f) Present at the Annual General meeting an anticipated set of accounts for the year ahead (as prepared by the Executive Committee) for approval or amendment by the members of the Association.
- (g) Maintain and control monies associated with fundraising events or as otherwise authorised by the treasurer.
- (h) Order all stock and purchases as per minutes and approvals.
- (i) In their absence authorise a delegate on their behalf.

6.5 The Fundraising/Social Coordinator shall:

- (a) Coordinate social and fundraising events on behalf of the P&F.
- (b) Form and oversee all sub-committees for fundraising events.
- (c) Obtain minutes of all planning of subcommittee events.
- (d) Forwarded all sub-committee minutes to President and Secretary and included at next General Meeting.
- (e) Advise Secretary of number of volunteers required for fundraising events.

6.5.1 The Assistant Fundraising/Social Coordinator shall:

- (a) Assist the fundraising/social coordinator in his/her duties as required.

6.6 The Communications Coordinator shall:

- (a) Assist the Secretary in his/her duties as required
- (b) Be responsible for the issuance of notices to the community pertaining to P & F activities

6.7 The Maintenance coordinator shall work with the school maintenance staff and the deputy principal to coordinate parent working bees.

6.8 It is strongly recommended that a member of the Association/School is elected to represent the School on the Parents Representative Council of the Parramatta Diocese.

6.8.1 The PRC Representative shall attend PRC meetings and report back to the P&F

## **7. SUB-COMMITTEES**

- 7.1 The Association may set up separate sub-committees to carry out specific functions on its behalf. Such sub-committees shall be accountable to the Association as a whole. Sub-committees will act within the terms of reference approved by the General Meeting of the Association or by the Executive Committee meeting at which the sub-committee is formed.
- 7.2 Any formed sub-committee in addition to being approved by the Executive Committee or at a General Meeting, must include a representative of the Executive Committee or a nominated ex officio member recognised at a General Meeting or by the Executive Committee.

## **8. MEETINGS**

- 8.1 The Association shall meet at least four times per year, including the Annual General Meeting. Each such meeting is a General Meeting for the purposes of this Constitution.
- 8.2 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.
- 8.3 General Meetings
  - 8.3.1 Five members, including at least two (2) Executive members, shall constitute a quorum at General Meetings.
  - 8.3.2 Adequate notice must be given for meeting with the agenda being issued at least seven days prior to the meeting.
  - 8.3.3 General Meetings shall not last longer than one and a half (1 ½) hours. A motion by the President to extend the meeting must be carried by a two thirds majority.
- 8.4 Meetings of the Executive Committee
  - 8.4.1 Half of the number of members shall constitute a quorum at meeting of the Executive Committee.
  - 8.4.2 Meetings of the Executive Committee are convened by the President as necessary or, in the absence of the President, by the Vice President. Seven days notice of such a meeting must be given to all elected and ex officio members of the Executive Committee.
- 8.5 Annual General Meeting
  - 8.5.1 An Annual General Meeting shall be held once each calendar year in Term Four, (being within 6 months of the end of the financial year of the Association) when the annual reports and balance sheet shall be presented. At least seven days notice of the date of the Annual General Meeting shall be given. The agenda of the Annual General Meeting shall be notified seven days before the meeting.
  - 8.5.2 The quorum for an Annual General Meeting shall be five members, not including ex officio members.

8.5.3 At each Annual General Meeting all positions shall be declared vacant. The members of the Association shall elect an Executive Committee as required by 5.1. Other positions and sub-committees as determined by the meeting may also be elected at this time. The Parish Priest or the Principal or the Assistant Principal shall conduct each election and declare the result.

8.5.4 Any candidate for the Executive Committee shall be nominated and seconded by members of the Association and if there is more than one candidate for each position, the election shall be decided by ballot. No absent member can be accepted as a candidate unless he/she accepts nomination in person or in writing.

8.5.5 All members, other than ex officio members, are entitled to vote in the election of office bearers.

## 8.6 Special Meetings

8.6.1 A special Meeting of the Association shall be called at any time on the signed request of five members or by the Executive Committee. Members must be given seven days notice of a Special Meeting, stating clearly the purpose for which the Special Meeting has been convened.

8.6.2 A quorum for a Special meeting shall be the same as for an Annual General Meeting.

## 9. FINANCES

9.1 The funds of the Association shall be deposited with the Diocesan Development Fund or any reputable financial institution into one or more interest bearing accounts in the name of the Association and shall be controlled by the Executive Committee.

9.2 The financial year for the Association shall be from January (month) until December (month).

9.3 A proposed budget for the Association will be prepared by the Parish Priest, Principal and P & F executive and approved at the next General Meeting. The purpose of the P & F budget is to maximise educational benefits to the students. Money collected by the P & F would be provided as a donation to the school to assist maximising these benefits.

9.4 The accounts shall be operated by any two (2) members of the Executive Committee or, for any account established with the authority of the Executive Committee for the use by a separate committee, by any (2) approved signatories to that account. Any such account of a separate committee shall have at least two (2) members of the Executive Committee appointed as signatories to the account.

9.5 No expenditure commitment shall be made or money withdrawn from the Association account unless:

- (a) This has been authorised at a General Meeting or in an exceptional case by the executive; or
  - (b) for amounts above \$50 and under \$200) without the approval of the majority of executive members. Amounts above \$200 require authorisation at a general meeting.
- 9.6 Payments and withdrawals from the accounts shall in normal circumstances be made by cheque.
- 9.7 Petty cash advances for minor cash payments may be approved by the Association or Executive Committee to a maximum limit of \$50.
- 9.8 The Treasurer shall include all account and petty cash transactions and balances in the statement presented to the General Meeting. An auditor for the ensuing year shall be appointed at the Annual General Meeting. The auditor shall:
- (a) Be a qualified accountant.
  - (b) Not be a member of the Executive Committee of the Association.
  - (c) Not be an immediate relative of a member of the Executive Committee.
  - (d) Examine all books, accounts, vouchers and receipts and furnish a report which shall be presented to the Annual General Meeting prior to the election of officers.
- 9.9 All books, receipts, vouchers and monthly statements of account shall be made available to the auditor appointed by the executive of the Association prior to the Annual General Meeting. The Treasurer shall hand over all records of accounts, books, receipts and vouchers to a successor on relinquishing office.
- 9.10 Any expenditure for any project in excess of the sum of \$20,000 shall require the approval of the Principal, the Parish priest and the Diocesan Bishop.

## **10. GRIEVANCE**

- 10.1 Any event of a grievance being raised will be brought to the attention of the President of the Association. If the matter is minor, it will be handled by the President and the Vice-President. If the matter is of a serious nature, it will be handled by the President and the school Principal. These matters will be handled under the principles of 'procedural fairness' and 'right to be heard'.
- 10.2 All grievances will be recorded with the understanding of the full confidentiality of all parties involved.
- 10.3 All grievances will recorded at the next general meeting maintaining full confidentiality.
- 10.4 All records held will be passed on to the school principal.

## **11. NOTICES**

- 11.1 For the purpose of this constitution, wherever notices are required to be given or served or items to be issued or published to members, such shall be deemed to have occurred and served upon each member by, and the time of, the placing of same on a notice board in the school. In addition to such formal process but without detracting from the validity of it, the Executive Committee shall use its best endeavours to advise members of such matters in the school newsletter and parish bulletin.

## **12. AMENDMENTS TO THE CONSTITUTION**

- 12.1 Amendments to the constitution may only be made at:
- The Annual General Meeting, with the proposed amendment detailed in the notified agenda or
  - A Special Meeting duly called for the purpose, with the proposed amendment specifically included in the notice of the meeting, which shall be issued at least twenty one (21) days before the meeting.
  - A quorum must be present and it must be carried by a two thirds majority of those present and eligible to vote.
- 12.2 Any amendment to the constitution will only take effect when approved by the Trustees of the Roman Catholic Church for the Diocese of Parramatta.

## **13. DISSOLUTION OF THE ASSOCIATION**

- 13.1 The Association may be dissolved in terms of a resolution duly carried at a General Meeting provided that a Notice of Motion to that effect shall have been given to the President, in writing, at least twenty one (21) days prior to such a General Meeting. The proposal to dissolve the Association must be notified at least fourteen (14) days before the meeting.
- 13.2 In the event that the Association fails to achieve a quorum for an Annual General Meeting within a full calendar year, the Association may be dissolved under the direction of the Parish Priest or Coordinating Parish Priest or two thirds of the majority of those members present.
- 13.3 Any monies held by the Association at the time of dissolution shall, after payment of all outstanding accounts, be transferred to the Principal or Parish Priest for use in the school or, if the school no longer operates, to the Bishop for the purpose of education in the Diocese.

## **14. INDEMNITY**

The Trustees for the Roman Catholic Church for the Diocese of Parramatta shall indemnify and keep indemnified any person who is, or at any time has been, a member of the Association against every action or suit that shall be brought and maintained for anything done or omitted pursuant to the duties imposed upon that

person as a member of the Association provided that such indemnity shall not apply in respect of any fraudulent or criminal act or omission.

**15. This constitution must be approved by the Trustees of the Roman Catholic Church for the Diocese of Parramatta.**

**This standard constitution has been approved by the Bishop of Parramatta after meeting with the Consultors on 11 December 2002. The standard constitution is thus approved by the Trustees of the Roman Catholic Church for the Diocese of Parramatta.**