



ST PATRICK'S SCHOOL PARENTS' AND FRIENDS' ASSOCIATION

CONSTITUTION

Updated November 2023

1. Title

The name of this organisation shall be "St Patrick's Parents' and Friends' Committee (hereinafter called "the Association").

2. Objectives

The Objectives of the Association shall be:

- a) To promote the aims and principles of St Patrick's School, hereinafter called the "the School";
- b) To raise funds for and support the School;
- c) To provide parents with many and varied opportunities for participation in the life of the Association and the School.

3. Patron

The Principal of St Patrick's School shall be the patron of the Association, with the power of veto of any decision made by the Association.

4. Membership

4.1 Membership of the Association shall be open to:

1. Parents/guardians of students presently enrolled at the School; and
2. Friends interested in the objectives of the Association.

4.2 The Secretary shall keep and maintain a member register; in which shall be entered for each member the full name, address, name of partner, telephone contact numbers, name of children classes at the school.

5. School Relationship

5.1 The Association shall not exercise any authority over the staff of the School, nor shall presume to interfere in any way with the operation, control or management of the School.

- 5.2 The Association shall annually seek the guidance of the School Advisory Council - (SAC) with regard to the objectives for the fundraising.

6. Office Bearers

- 6.1 The Management of the Association shall be vested in the "Executive" which shall comprise the following office bearers: (this maybe more than one person for each role)
- President
 - Vice President
 - Secretary
 - Treasurer

- 6.2 Other members of the Association shall be known as the "General Committee", consisting of the following members:

- Grants Coordinator
- Prep, Year 1, Year 2, Year 3, Year 4, Year 5 & Year 6 Class Representatives (7 Positions)
- General Member (4 Positions) more positions may be created see clause 6.2.1

6.2.1

When all positions within the Association are filled; more General Member positions, may be created at the discretion of the Executive Committee

- 6.3 Office bearers of the Association shall act in an honorary capacity and receive no remuneration for services they provide. They may be compensated for out-of-pocket expenses incurred of the Association's business.
- 6.4 The Executive shall meet from time to time as may be found when necessary, when a quorum shall consist of four office bearers.
- 6.5 The Executive may ask any member of the Association to carry out duties of an executive member if the need arises.
- 6.6 Office bearers shall be elected at the Annual General Meeting (AGM) of the Association and shall hold office for the term of the ensuing year.
- 6.7 A vacancy created by the resignation of an office bearer shall be filled in the interim under Clause 6.5 and then by election of another member, at a General Meeting formally receiving such resignation. If the vacant position is not filled at such meeting, then a Special Meeting shall be called for this purpose.
- 6.8 Sub-Committees may be formed from time to time (i.e. for the Fete) and their objective shall be prescribed at a General Meeting. The President/s shall be an ex-officio member of all sub-committees.
- 6.9 The duties of Executive office bearers shall be as follows:

6.9.1 **President/s**

Except as hereinafter provided, the President/s shall preside at all meetings of the Association and be responsible for answering how the Association works towards its objectives (Clause 2) as well as:

- Plan, chair and attend quarterly P&F committee meetings.
- Ensure meetings run according to the agenda and the constitution.
- Ensure fair discussion - give all members an opportunity to speak.
- Ensure all activities are sanctioned by Parish Priest and Principal.
- Sign off on budgets for events and fundraising activities.
- Be an authorised signatory on the Association bank account.
- Oversee committee procedures.
- Work with the Treasurer to ensure financial accountability.
- Encourage parents and friends of the School to become involved.
- Prepare a quarterly President/s report.
- Organise and chair Executive Committee meetings as required.
- Ensure parents feel welcomed at the School.
- Be available to attend School /Parish Board meetings.

6.9.2 **Vice-President**

In the absence of the President/s, The Vice-President shall perform all duties assigned to the office of President/s. The Vice President shall:

- Attend quarterly P&F Meetings.
- Assist President/s, sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees.
- Chair Meetings if President/s unavailable with all powers of the President/s.
- Be an authorised signatory on the Association bank account.
- Prepare reports where necessary.
- Assist Committee with ad hoc duties.
- Be available for Executive Committee meetings.

6.9.3 **Secretary**

The Secretary shall:

- Attend quarterly P&F Meetings.
- Prepare the Agenda for quarterly P & F meetings in consultation with the President/s.
- Notify Committee members of meeting dates and times within timeframes as per Clause 8.2 &12.
- Record minutes at quarterly meeting and distributed to Committee members within 10 days of the meeting.
- Record Names of meeting attendees.
- Collect and distribute all external correspondence as required.
- Obtain and keep a record of reports from sub-committees.
- Update Noticeboard.

- File all reports when and where necessary.
- Assist Committee with ad hoc duties.
- Be available for Executive Committee meetings.

6.9.4 The Executive may elect one of its members to assist the Secretary particularly with regard to recording the minutes of meetings.

6.9.5 **Treasurer**

The Treasurer shall:

- Attend quarterly P&F Meetings.
- Reconcile each month, money received and spent.
- Prepare all financial reports (P&L and Balance Sheet) for quarterly P & F Meetings.
- Prepare end of financial reports and organise an audited report for AGM.
- Keep accurate financial records of revenue and expenditure
- Arrange payments for expenses and organise secondary authorised signatory.
- Be an authorised signatory on the Association bank account.
- Prepare reports on historical expenditure as requested.
- Prepare and recommend budgets to the Executive Committee for events and fundraising activities.
- Be available for Executive Committee meetings.
- Obtain a National Criminal History check within 45 days of being appointed to the role. The cost of this check will be reimbursed by the Association. For more information www.nationalcrimecheck.com.au

6.10 The duties of the General Committee office bearers shall be as follows:

6.10.1 **Grants Coordinator**

Grants Coordinator shall:

- Attend quarterly P&F Meetings.
- Research grant opportunities (e.g. education) for the purpose of applying for funding to improve and support our School community.
- Prepare appropriate documentation (proposals) to apply for relevant grant opportunities with the assistance of the Executive Committee.
- Report back to the quarterly P&F Meetings on all grants applied for whether successful or not.

6.10.2 **Class Reps - Foundation to Year 6 (7 Positions)**

Class Reps Shall:

- Attend quarterly P&F Meetings.
- Keep a current Year level family email and phone number list.
- Report to Committee (when applicable) what events or gatherings planned for year level families.
- Forward to Committee any feedback from families.
- Email year level families current information from P&F meetings.

- Coordinate year level appropriate family events and gatherings.
- Coordinate and manage one school event per year as advised by the Committee at the beginning of the calendar year.

6.10.3 **General Committee (4 Positions)**

General Committee Shall:

- Attend quarterly P&F Meetings.
- Fill in for absent Committee members when required.
- Assist in any Committee role when needed.
- Be available to take minutes if the Secretary is absent.
- Assist where needed.

7. Annual General Meeting

- 7.1 The Annual general meeting of the Association shall be held at the School or at such other place as may be chosen by the Executive and be duly notified to the members and held on such day as the Executive shall determine preferably during the month of December.
- 7.2 The Proceedings shall be conducted in the usual way of an Annual General Meeting (AGM), including by the presentation of the annual reports of the President/s and Treasurer, the election of office bearers for the ensuing calendar year and any other business.
- 7.3 A quorum shall consist of 8 members and in the event of less than that numbering being present, the Executive shall have power to call another Annual General Meeting to be held at any subsequent date being not later than four weeks from the date fixed for the original meeting. At such subsequent meetings those members present shall form a quorum.
- 7.4 Should the Association determine that an annual subscription is required then such a determination and the amount due shall be determined by resolution of the members at the Annual General Meeting.

8. General and Special Meetings

- 8.1 A general meeting may be called:
- by the President/s at any time
 - by the President/s at the request of the Principal of the School anytime
 - by the Secretary on the individual request of 10 members of the Association in writing setting out the reasons for the meeting, such meeting to be known as a special meeting.
 - by resolution of those present at a prior general meeting.
- 8.2 The Secretary shall give each member not less than fourteen (14) days' notice of the AGM Meeting other than a general meeting called under Clause 8.1 (c) when a lesser period of notice may be given.
- 8.3 A quorum at any General Meeting or Special Meeting shall consist of 5 members.

- 8.4 No business shall be conducted at any special meeting called under Clause 8.1 (c) other than that stated in the notice convening the meeting.
- 8.5 The ordinary rules for the conduct of meetings shall apply at all general meetings. In the absence of the President/s and Vice-President the meeting shall elect one of the members present at such a meeting as Chairperson who shall have all the powers of the President/s for that meeting.

9. Trustees

- 9.1 All property of the Association shall be vested in St Patrick's School, that is the Parish of St Patricks, Mentone.

10. Funds

- 10.1 The Funds of the Association shall:
- (a) Be kept in one or more account(s) at a bank(s) or such other financial institution(s) approved in collaboration with the School. Payments made via internet banking or cheques drawn on any account shall be signed by any two of the President/s, the Vice-President, the Secretary and the Treasurer.
- 10.2 Documents may be executed on behalf of the Association by the Secretary together with any two of the President/s, the Vice-President or the Treasurer.
- 10.3 Funds raised by the Association shall be disbursed by the Executive on resolution of the members at a General Meeting.
- 10.4 The Executive may authorise expenditure and a report of such expenditure for the previous month, shall be made by the Treasurer at the next General Meeting.
- 10.5 In the event of dissolution of the Association any funds or property held by or on behalf of the Association shall be disposed of by transferring it in its entirety, after paying all outstanding accounts, to St Patrick's School. No motion purporting to dissolve the Association shall have any effect unless it is passed at a Special Meeting called specifically to consider such dissolution and only after funds and property of the Association have been disposed of to the School.

11. Auditor

An annual audit of the financial accounts of the Association will be conducted as part of the school audit each year. The auditor will be an external organisation appointed by Catholic education Melbourne.

12. Amendment to the Constitution

Any amendment to this Constitution may be made only on a motion carried by a two-thirds majority at a General Meeting, notice of such amendment having been given in writing at least 4 weeks in advance of that meeting.