



ST LEONARD'S PARENTS & FRIENDS ASSOCIATION

CONSTITUTION

1. THE ORGANISATION

- 1.1 The name of the organisation shall be "St Leonard's Parents' and Friends' Association" (herein after referred to as the PFA). All correspondence and any action taken by the committee is to be conducted under this name.
- 1.2 Any action taken under the name of the PFA must be approved by the Principal and the Executive Committee, as defined by clause 4.

2. MEMBERSHIP

- 2.1 Membership shall be extended to all parents of children attending the St Leonard's Parish School, as well as members of staff and parishioners. The Parish Priest reserves the right to attend PFA meetings at any time.
- 2.2 Membership of the PFA includes the Principal, Executive Committee and General Members including Classroom Representatives and members of sub-committees.
- 2.3 In line with our Child Safety Policy and Volunteers Policy, all members of the PFA should fulfil the requirements of the Volunteer Duty Statement, including a current Working With Children Check. In addition, the person in the roles of Treasurer and Assistant Treasurer must have a National Police Check.

3. AIMS & FUNCTIONS

- 3.1 The PFA is to detail and arrange practical ways and means of contributing to the material and social development of the St Leonard's School Community.
- 3.2 It will organise functions for the children and parents, or for parents alone which will help all members of the school community to get to know one another well, and thus facilitate the development of a genuine community. This shall be done through social, educational or community functions and it should aim to use the talents, skills and expertise of as many members of the school community as possible.
- 3.3 It will support school and Parish activities as requested.
- 3.4 It will be a fund-raising body which endeavours to raise monies to provide for those extra school facilities, furnishings and equipment, which cannot be supplied by normal school finances.
- 3.5 The committee is to obtain input from the School Principal, who will advise the committee on areas of need within the school. Spending of PFA funds must be approved by the committee and the Principal to ensure that money is spent in the most needed areas of the school.

4. EXECUTIVE COMMITTEE

- 4.1 The committee shall consist of a President, Vice President, Secretary and Treasurer.
- 4.2 The PRESIDENT will act as chairperson and his/her duties shall include preparing the agenda for any association meetings.

- 4.3 The VICE-PRESIDENT, his/her duties shall include standing in for the President whenever necessary and coordinating the Classroom Representatives.
- 4.4 The SECRETARY, his/her duties shall include keeping the minutes of all meetings, handling the correspondence as directed, and maintaining a permanent file of all correspondence as directed, and maintaining a permanent file of all correspondence and documents of the Association.
- 4.5 The TREASURER, his/her duties shall include keeping the account books of the PFA and providing financial report for each committee meeting.
- 4.6 Assistant or Co office bearers may be appointed when deemed necessary.
- 4.7 Additional Executive Committee members may be appointed when deemed necessary.
- 4.8 Additional sub-committee members may be appointed as deemed necessary. (E.g. Fundraising Coordinator)
- 4.9 The Executive Committee must be available to attend and/or report to monthly meetings of the PFA.

5. COMMITTEE MEETINGS

- 5.1 Meetings shall be held monthly at a time and place to be designated by the committee. However, the Committee shall not be required to meet in January or December of any year.
- 5.2 The PFA's financial year will end on the last day of December and the Annual General Meeting will be held within two months of that date.
- 5.3 All decisions taken at general meetings shall be by simple majority vote apart from changes made to the constitution at the AGM.
- 5.4 A quorum will consist of three members of the Executive Committee plus three general members.

6. ELECTIONS

- 6.1 Elections for the four office-bearing positions will be held at the Annual General Meeting.
- 6.2 All positions will be declared vacant at that meeting after which the immediate past President will conduct the elections. Nominations will then be called for all positions and office-bearers will be elected by a majority show of hands or, where more than the required nominations are received, by secret ballot on a first past the post system. The electors will be those in attendance.
Once the new committee has been elected, the past President formally hands over responsibility to the new committee.
If a new committee cannot be formed, control of the association responsibilities will be taken up by the Parish Priest until a new Executive Committee can be elected.
- 6.3 A minimum of two members of the Executive Committee, but no more than three of the Executive Committee shall retire on a rotating basis at the AGM.
- 6.4 Members of the Executive Committee must hold office for a minimum of one year, but no more than two years.
- 6.5 Retiring members may stand for re-election but may not be elected to the same position unless there are no new nominees and re-election is accepted by two thirds of members present at the AGM.
- 6.6 In the event of a vacancy occurring at any time other than at the AGM, the Executive Committee may either leave the position vacant or fill the position for the remainder of the term. This is at the discretion of the Executive Committee.

7. SCHOOL BOARD REPRESENTATION

- 7.1 The President will provide the St Leonard's School Advisory Board a written summary report of PFA activities.

8. AMENDMENTS TO THE CONSTITUTION

- 8.1 Changes to the constitution should normally be made at the AGM unless special circumstances arise.
- 8.2 The Parish Priest is to be consulted and must approve any amendment or alteration to the constitution.
- 8.3 Members must be provided with 30 days' notice of any proposed amendments. Publication of the proposed amendment/alteration in the school newsletter at least one month prior to the date of the AGM shall be deemed adequate notification to the members.
- 8.4 At least 75% of the members present at the general meeting shall be required to approve the amendment/alteration before the altered constitution can be passed.

9. FINANCES

- 9.1 The PFA is a school-controlled parent body and therefore management of all monies, incoming and outgoing, is overseen by the school and is subject to Catholic Education Victoria Network (CEVN) finance regulations.
The Treasurer shall keep an accurate record of the purposes and amounts of all monies raised and spent by simple bookkeeping methods and present a summary report at each PFA meeting.
A statement of receipts and expenditure for the financial year ending 31st December shall be presented at the AGM by the Treasurer.
- 9.2 The school account books shall be audited annually by the school auditors, as appointed by the Catholic Education Melbourne.
- 9.3 All funds of the PFA shall be lodged in a bank account. All payments must be authorised by the PFA and be paid for by cheque or EFT and authorised by two authorised people. Authorised signatories shall be the Principal, Vice Principal and Administration Officer.
- 9.4 All payments for articles or services provided for the school should be made via the school account. This procedure is essential, not only to show accurately the total expenditure on the school, but also to show the full measure of non-government funding.
- 9.5 In the event that the PFA is dissolved, control of the PFA funds and responsibilities are to be taken up by the Parish Priest.

Appendix 1: St Leonard's Parents' and Friends' Association Position Descriptions

This policy will be reviewed at the AGM each year.