

P&F Association Constitution

CONSTITUTION for

Our Lady's Assumption Primary School

PARENTS AND FRIENDS' ASSOCIATION

"The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies."¹

AIM

The Association is a group of parents and guardians with the canonical obligation, and supporters with common purpose, to assist in the provision of a Catholic education for the children.

1. NAME OF ASSOCIATION

The name of the Association shall be: Our Lady's Assumption Primary School Parents and Friends' Association, hereinafter "*the Association*".

2. DEFINITIONS

(a) The Committee is the body of representative members elected by the Association at the Annual General Meeting and will include *ex officio* membership to Parish Priests and School Principals (or their respective appointed representatives).

(b) The Executive consists of the primary office bearers of the committee, that being: President; Vice-President; Secretary; and Treasurer elected as per Clause 8.

(c) The governing bodies of the school are the Principal and the school board.

(d) The Federation is the Parents and Friends' Federation of Western Australia Inc.

3. OBJECTS OF THE ASSOCIATION

(a) The objects of the Association act to fulfil the aim of the Association.

The objects are:

- (i) work within the spirit and letter of the Constitution;

¹ Article 5, "Charter of the Rights of the Family", issued by The Holy See, Rome, October 1983.

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- (ii) strive to build tangible and lasting relationships between parents, parish and school so that the students may experience a sense of Christian community;
- (iii) recognise and respect the authority of the Principal as leader of the school community and work closely with the school authorities to achieve common goals and the school vision;
- (iv) encourage invitations for representation on the school board and the Parish Council, as governing bodies for the School and Parish, respectively;
- (v) plan, organise and promote social, sporting, cultural and educational activities for interaction of: parents; students; staff and Parish;
- (vi) encourage parental participation in school programmes, to enjoy the exciting experience of their children's formal school years;
- (vii) act as a forum for ideas and discussion on any relevant issue that will benefit the education of the children; and as a conduit to the Federation to seek advice or express opinion;
- (viii) liaise with the Federation, Parish and other parties to organise guest speakers for the Association members on current and suggested educational programmes, faith development and other matters of interest.
- (ix) work to provide in-kind or financial resources that the Association deems necessary for the children, or of professional assistance to the teachers in consultation with the Principal and school board;

4. POWERS OF THE ASSOCIATION

- (a) The Association may do all things necessary or convenient for carrying out its objects, but subject to its ability to give such security for the discharge of liabilities incurred by the Association, as the Association sees fit.
- (b) Incorporated Associations may seek such security from insurance policies for liability.
- (c) Unincorporated Associations should seek security of insurance coverage for their activities through: the school board; the parish council; or the Federation.

5. MEMBERSHIP OF THE ASSOCIATION

- (a) The Parish Priest(s) and the School Principal, or their respective appointed representatives, shall be deemed *ex-officio* members of the Association.
- (b) Any parent/guardian of a child attending the school, or any person who supports the objects of the Association.

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6. REGISTER OF MEMBERS OF COMMITTEE

(a) The Secretary, on behalf of the committee, shall keep and maintain, in an up-to-date condition, a register of the members of the committee comprising:

- name;
- position [in committee];
- postal or residential address;
- contact numbers; and
- email address.

(b) The Register shall be available for inspection to any member of the committee;

(c) The Secretary shall keep the Federation informed of any updates to the committee Executive².

7. LEVY OF MEMBERS OF ASSOCIATION

- (a) The levy amount is recommended by the retiring committee to the Annual General Meeting each year, for approval by the members of the Association.
- (b) Estimates for the subscription to the Federation should be factored for inclusion to estimates for the annual levy.

8. COMMITTEE OF MANAGEMENT

The Association shall be governed by a committee that *shall* include the *Executive* of four (4) office bearers :

- President;
- Vice-President;
- Secretary;
- Treasurer; and
- up to six other members of the Association that *may* include:
 - school board representative;
 - parish council representative;
 - Federation representative.
- *Ex officio*³ representation, in person or otherwise, may also be warranted for the roles of⁴:
 - Federation Executive Officer, or representative;
 - Parish Priest, or representative; and
 - School Principal, or representative.

² Send copies to PFFWA at: admin@pff.wa.edu.au
or PO Box 909 INGLEWOOD WA 6932
or FAX: 08 9271 5901.

³ Members receiving payment from the Association and deemed to be Employees of the Association will not be eligible to vote in proceedings of the Committee.

⁴ School Staff may warrant *ex-officio* inclusion to the Committee, but are ineligible to vote or serve as an Executive office bearer.

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9. ELECTIONS AND VOTING RIGHTS OF MEMBERS OF THE ASSOCIATION

- (a) The Executive and committee members of the Association shall be elected at the Annual General Meeting. For the purpose of this election only, the Principal, Parish Priest, or their nominated representative, will occupy the Chair.
- (b) Any member of the Association, who is present at the Annual General Meeting, or has consented in writing to be elected, shall be eligible for election to the committee.
- (c) No *ex-officio* member, or their representative, may be elected to an Executive position.
- (d) A committee member's term will commence from the time of election at the AGM until the next Annual General Meeting at which point they are eligible for re-election.

Note: It is the prerogative of the Association to decide whether to vote for the individual office bearers and committee members at the AGM, or whether the elected individuals, as generic committee members, elect office bearers from amongst themselves at their first meeting.

There should be a call for nominations to the committee.

If inadequate nominations are made, nominations can be accepted from the membership in attendance at the AGM. That is described in the following process.

- (e) Except for nominees under sub-rule (h), a person is not eligible for election to membership of the committee unless a member has nominated them for election by delivering, to the Secretary, not less than seven (7) days before the day the AGM is held, notice in writing of that nomination, signed by:
 - (i) the nominator; and
 - (ii) the nominee, to signify a willingness to stand for election.
- (f) A person who is eligible for election or re-election under this rule may –
 - (i) propose or second their own nomination; and
 - (ii) vote for themselves to be elected.
- (g) If the number of persons nominated in accordance with sub-rule (e), for election to membership of the committee, does not exceed the number of vacancies to be filled in that membership:
 - (i) that fact will be duly reported by the Secretary at the AGM; and
 - (ii) the Chair must declare at the AGM that those persons are duly elected as members of the committee.
- (h) If vacancies remain on the committee after the declaration under sub-rule (g) , additional nominations of committee members may be accepted from the floor of the Annual General Meeting. If such nominations from the floor do not

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exceed the number of vacancies, the Chair must declare those persons to be duly elected as members of committee. When the number of nominations from the floor exceeds the remaining number of vacancies on the committee, elections for those positions must be conducted.

- (i) If a vacancy remains on the committee after the application of sub-rule (h), the committee may appoint a member as a casual vacancy, within the meaning of Rule 10.
- (j) Subject to these Rules, any member of the Association present in person at a general meeting of the Association shall be entitled to a deliberative vote.
- (k) The Principal, Parish Priest and Staff, as *ex-officio* members of the Association, are *not* entitled to a deliberative vote.
- (l) In the case of a tied ballot, the Chair of a meeting also has a Casting Vote, which is used to maintain the *status quo*.

10. VACATION OF OFFICE AND CASUAL VACANCIES

- (a) The term of office of Executive and committee members will be one year, from AGM to AGM, at the conclusion of which period they shall vacate their positions, but shall be eligible for re-election.
- (b) A person shall not hold any particular office of the Executive for more than four consecutive years.
- (c) Committee members who wish to resign during their elected term may do so providing they give one month's written notice to the committee.
- (d) A member of the committee shall be deemed to have resigned if:
 - (i) without submitting an acceptable apology, he or she is absent from three consecutive meetings of committee;
 - (ii) in accordance with a decision of an absolute majority of the committee, he or she is required to resign from the committee and fails to do so within fourteen days of the date upon which notification of the decision of the committee is forwarded to him/her stating the reasons for this action.
- (e) Vacancies in the committee may be filled by any member of the Association, as appointed by the committee, and serve with full voting rights until the next Annual General Meeting.

11. CHAIR

- (a) Subject to Rule 9(a), the President shall chair all general meetings of the Association and all meetings of the elected committee.
- (b) At general meetings, with the absence of the President, the Chair shall be taken by the Vice-President, else a member elected by the other members present at the meeting.

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- (c) At committee meetings, with the absence of the President, the Chair shall be taken by the Vice-President, else a committee member elected by the other committee members present at the meeting.

12. SECRETARY

The Secretary shall:-

- (a) co-ordinate the correspondence of the Association;
- (b) keep full and correct minutes of the proceedings of the committee and Association;
- (c) have custody of all books, documents, records and registers of the Association, including those referred to in Rule 6, other than those required by Rule 13 to be kept and maintained by, or to be in the custody of, the Treasurer, unless the members resolve otherwise at a general meeting, and
- (d) perform such other duties as are imposed by this Constitution.

13. TREASURER

The Treasurer shall:-

- (a) be responsible for the receipt of all monies paid to or received by the Treasurer on behalf of the Association and shall issue receipts for those monies in the name of the Association;
- (b) pay all monies referred to in paragraph (a) into such account or accounts of the Association as the committee may from time to time direct;
- (c) make payments from the funds of the Association with the authority of a general meeting or of the committee and in so doing ensure that all cheques are signed in accordance with Rule 15;
- (d) maintain the accounting records of the Association by:
 - (i) keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;
 - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
 - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
 - (iv) submitting to members, at each Annual General Meeting of the Association, accounts of the Association at the end of the immediately preceding financial year.
- (e) at each committee meeting, submit to the committee a report, balance sheet or financial statement and any other report as directed by the President;

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- (f) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and the accounting records of the Association, including those referred to in sub-rule (d) and (e) herein; and
- (g) perform such other duties as are imposed by this Constitution.

14. PROCEEDINGS OF COMMITTEE

- (a) Committee meetings will be open to all members of the Association, unless called as closed by a majority of the committee.
- (b) Each committee member, other than *ex-officio* members, will have a deliberative vote.
- (c) The committee shall meet regularly (preferably monthly) during the school year, and otherwise as determined by the committee.

QUORUM AT COMMITTEE MEETINGS

- (d) Two (2) Office Bearers and two (2) other voting Committee members shall constitute a quorum at any meeting of the Committee.

CONFLICT OF INTEREST

If a committee member has potential to receive an extraordinary benefit not shared by other members of the committee, they must promptly declare that fact and withdraw from the discussion. Records of the meeting must record that fact. That is to say:

- (e) A committee member having any direct or indirect pecuniary interest in a matter or proposition, made by, or in the contemplation of, the committee (except if that pecuniary interest exists only by virtue of the fact that the member of the committee is a member of a class of persons for whose benefit the Association is established), must:
 - (i) disclose to the committee, the nature and extent of the conflict of interest; and
 - (ii) withdraw from committee deliberations or decision, with respect to that matter.
- (f) The Secretary must record in the minutes of each committee meeting:
 - every disclosure under sub-rule (e)(i); and confirm
 - every withdrawal under sub-rule(e)(ii).

15. GENERAL MEETINGS OF THE ASSOCIATION

- (a) An Annual General Meeting of the Association shall be held as close as practicable to the beginning or the end of the school year to:
 - (i) receive and consider the annual reports of the office bearers, including but not limited to:
 - President's Report; and
 - Treasurer's Financial Report and Auditor's Report;
 - (ii) appoint the auditor for the ensuing year;

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- (iii) elect the Committee for the ensuing year; and
 - (iv) deal with any other matter or matters brought before the meeting.
- (b) Where possible, matters to be brought before an Association meeting should be submitted in writing to the President or Secretary at least five days prior to the meeting, to facilitate circulation and/or inclusion on the agenda.
- (c) (i) Special Meetings of the Association may be convened by the President or Secretary or by the committee at any time, and **shall** be convened by them within 14 days of receiving a requisition in writing signed by at least ten members of the Association. These signatories shall be required to attend the meeting so called or submit a written apology. In order for the meeting to be valid, at least five of the signatories **must** attend the meeting. The requisition must itemise all matters to be discussed at the meeting.
- (ii) Special Meetings will be convened within fourteen days at the request of any of the school governing bodies (i.e., the Principal or the school board).
- (iii) At Special Meetings, items for discussion will be limited to the matters relating to the calling of such a meeting.
- (d) Notification of Association General or Special Meetings, including details of matters to be raised, will be given to all members at least seven days prior to the meeting.

QUORUM AT GENERAL MEETINGS

- (e) At any Association General or Special Meeting, a total of ten (10) members of the Association, including at least two (2) Office Bearers, shall constitute a quorum.
- (f) At each meeting of the Association, the committee shall make a report of its activities since the previous meeting of the Association.

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16. POWERS OF THE COMMITTEE

The committee shall have power generally to give effect to the objects of the Association and to the Rules of the Constitution. The committee may, subject to any direction by the Association:-

- (a) be responsible for the planning, management and organisation of the Association's affairs;
- (b) hold regular (preferably monthly) general meetings that are open to all - parents & friends, the Principal and staff, parish clergy or the religious associated with the school, and other interested persons;
- (c) formulate the Standing Orders of the Association to be applicable to such meetings as the Committee may determine;
- (d) establish such sub-committees as it may determine to give effect to the aims of the Association;
- (e) provide for the election or appointment of members to any such sub-committee and for the terms of reference for conduct and operation thereof;
- (f) provide for the election or appointment of officers, including definition of duties, responsibilities and authority;
- (g) to appoint delegates to other groups (e.g. School Board, Parish Council);
- (h) raise funds in accordance with the aims of the Association;
- (i) In the event of any dispute or uncertainty as to the meaning or intent of any clause in this Constitution, the matter shall be referred to the Federation Executive Officer for interpretation.
- (j) If, for any reason, the committee does not function satisfactorily, assistance from the Federation Council may be sought.

17. FINANCE

As soon as practicable, the committee shall cause a society account to be opened in the name of the Association, at such financial institution as may be determined. Cheques drawn upon the account shall be signed by the Treasurer and at least one other authorised committee member, or by any two others as are authorised by the committee.

18. MINUTES OF MEETINGS OF THE ASSOCIATION

- (a) The Secretary shall cause proper minutes of all proceedings of all General Meetings and Committee Meetings to be taken and then to be entered within 30 days after the holding of each General Meeting or Committee meeting, as the case requires, in a minute book or file kept for that purpose.

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(b) The Chairperson shall ensure that the minutes taken of a General Meeting or Committee meeting are checked and signed as correct by the Chairperson of the General Meeting or Committee meeting to which those minutes relate or of the next succeeding General Meeting or Committee meeting as the case requires;

(c) When minutes have been entered and signed as correct under this rule, they shall, until the contrary is proved, be evidence that:-

(i) the General Meeting or Committee meeting to which they relate (called 'the meeting') was duly convened and held;

(ii) all proceedings recorded as having taken place at the meeting did in fact take place thereat; and

(iii) all appointments or elections purporting to have been made at the meeting have been validly made.

(d) When minutes have been entered and signed as correct, a copy shall be forwarded to the parish council or comparable religious body that oversees the spiritual direction of the Association.

19. AFFILIATION

The Association is invited to affiliate with the Federation.⁵

20. AMENDMENT

This Constitution may be amended at any General Meeting of the Association, provided that:

(a) notice of any proposed amendment, including: the meeting time, date and venue; the resolution; and the intention to propose the resolution, shall have been given in writing to all members at least one month prior to such meeting, and,

(b) the amendment must be approved by at least 75% of the members present and eligible to vote.

21. NON-PROFIT MAKING

The income and property of the Association howsoever derived shall be applied solely towards the promotion of its objects as set out in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Association or reimbursement for costs incurred in the service of the Association.

⁵ See <http://pff.wa.edu.au>

Contact the PFFWA at: admin@pff.wa.edu.au⁵
or PO Box 909 INGLEWOOD WA 6932
or FAX: 08 9271 5901.

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22. AUDITOR

(a) The financial year of the Association shall be from the 1st January to 31st December in each year.

(b) The members at each Annual General Meeting of the Association shall appoint an Auditor for the next twelve months, perhaps the school bursar. The Auditor shall audit the accounts of the Association as at the close of the financial year. The Auditor shall not be a member or *ex-officio* member of the Committee.

(c) The Treasurer shall be party to neither the selection process nor the nomination of the Auditor.

(d) The Treasurer shall submit the annual accounts of the Association to the Auditor. The accounts and the Auditor's Report thereof, shall be returned to some other person, an office bearer of the Association, perhaps the President/Chairman.

23. CLAUSES OF ASSOCIATION BINDING

These clauses bind every member and the Association to the same extent as if every member of the Association had signed and sealed these rules and agreed to be bound by all their provisions.

24. INSPECTION OF BOOKS AND RECORDS OF ASSOCIATION

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association, but may not remove them from the custody of the person to whom they are entrusted.

25. DISSOLUTION - WINDING UP OF THE ASSOCIATION

Members can decide to wind up an incorporated association voluntarily only if it is solvent. This means that the association must be able to pay all of its debts and liabilities.

(a) Notice of the proposal to wind-up the Association, including: the meeting time, date and venue; the resolution; and the intention to propose the resolution, shall have been given in writing to all members at least one month prior to such meeting, and,

(b) the resolution must be approved by at least 75% of the members present and eligible to vote.

If, in the event of the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed according to resolution by the members:-

(a) to another incorporated association having objects similar to those of the Association; or

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(b) for the educational benefit of the students at _____;

or

c) to the Parents and Friends' Federation; or

d) for other charitable purposes;

Adopted by a General Meeting of the Association

held on _____

_____ **President**

_____ **Secretary**

_____ **Principal**

Footnote:

The Code of Canon Law states:

Can. 793 §1 Parents, and those who take their place, have both the obligation and the right to educate their children. Catholic parents have also the duty and the right to choose those means and institutes which, in their local circumstances, can best promote the catholic education of their children.

Can. 798 Parents are to send their children to those schools which will provide for their catholic education. If they cannot do this, they are bound to ensure the proper catholic education of their children outside the school.

CHAIRMANSHIP & MEETING PROCEDURES

The duties of the Chair commence prior to the meeting. The Chair should ensure that members have been advised of the meeting; that a detailed agenda has been prepared; that the meeting venue is booked and prepared; that both old and new members are greeted and made welcome and that the meeting opens at the stated time.

Once the meeting is open some of the duties of the Chair may be briefly stated to be:-

1. To decide that a quorum is present.
2. To preserve the order of the meeting.
3. To be impartial.
4. To conform to the rules of procedure.
5. To ensure that members are aware of the minutes of the previous meeting.
6. To obtain confirmation of the minutes and to sign them.
7. To announce business in accordance with the agenda.
8. To give firm rulings.
9. To guide along relevant lines to assist the discussion.
10. To give all members the opportunity to speak but also to confine speakers to the matters under discussion.
11. To put to the vote motions and amendments and to announce the result.
12. To determine points of order.
13. To provide explanations to those in doubt about procedure or subject matter under discussion.
14. To introduce guest speakers and to arrange for movers of votes of thanks.
15. To ensure that the objects of the meeting are carried out.
16. To establish the next meeting date and to close the meeting formally.

It can be seen that it is important that the resident of the Chair be conversant with the Constitution, the Rules of Debate and the accepted procedures for the conduct of meetings.

The resident of the Chair should also prepare for each meeting **before** the meeting

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

BE FAIR

BE FIRM

BE FRIENDLY

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

SUMMARY OF FORMAL MOTIONS

Title of Motion	Words used by Mover	Limits on discussion	When motion can be moved	If defeated, can motion be moved again after an interval, on the same question	Effect of the motion
Substantive	"That"	No limits other than relevance	When no other business is before the chair	No	To decide some question of substance
Amendment	"That the motion be amended by (addition, deletion, substitution)"	No limits other than relevance	When an appropriate motion is before the chair	No	To modify, but not negate, the question before the chair
Adjournment	"That the debate be adjourned (either indefinitely or specifying date, time and place)	May not be debated - may be amended only as to date, time and place	During debate but not interrupting the speaker	Yes	If carried, debate ceases. If defeated debate proceeds
Adjournment of meeting	"That the meeting be adjourned (either indefinitely or specifying date, time and place)	May not be debated but may be amended as to date, time and place	During debate but not interrupting the speaker	Yes	If carried, meeting stands adjourned. If defeated meeting proceeds
Next Business	"That the meeting proceed to the next business"	No debate permissible	During debate but not interrupting a speaker	Yes	If carried, debate on original question ceases at this point; if defeated, debate proceeds
Question lie on table	"That the question lie on the table"	May be debated, but not amended	During debate but not interrupting a speaker	Yes	If carried, debate on original question ceases, but a later motion could take question from the table. . If defeated debate proceeds.
The Closure	"That the question be now put"	No debate permissible	During debate even interrupting a speaker	Yes	If carried, original question must be put immediately; if defeated, debate proceeds
The previous question	"That the question be NOT now put"	No limit on this or the original question but it cannot be amended	During debate on substantive motion, but not on an amendment	No, the original question must be voted on immediately	If carried, debate ceases, but may be taken up at a subsequent meeting
Speaker no longer heard	"That the speaker be not heard"	May be debated but not amended	By the interruption of a speaker	Yes	If carried, the speaker must say no more; if defeated, he may continue
Disagreement with the Chair's ruling	"That the Chair's ruling be disagreed with" (SEE NOTE)	May be debated but not amended	Immediately after the Chair has given a ruling	Yes	If carried, the Chair's ruling stands, if defeated, the ruling is reversed

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

To commit	"That the matter be referred to the committee (or a sub-committee)"	Debate and amendment only as to when report is to be made or as to personnel	During debate but not interrupting a speaker	No	If carried, the question is committed; if defeated, discussion continues
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NOTE: When this motion is placed before the meeting for decision the positive form is used viz:

"THAT THE CHAIR'S RULING BE UPHOLD"

<p style="text-align: center;">SUGGESTED STANDING ORDERS FOR PARENTS AND FRIENDS' ASSOCIATION MEETINGS</p>

Each Parents and Friends' Association should consider adopting Standing Orders to assist the normal operation of P. & F. meetings. These should be discussed, agreed and adopted at a Parents and Friends' Association meeting (to suit local circumstances).

1. The time limit for the mover of a motion to speak shall be three minutes, and for the seconder two minutes.
2. Subsequent speakers, who shall alternate against and for the motion, may have two minutes each and the mover two minutes for a right of reply prior to the vote.
3. No speaker may speak twice to the same motion, other than the mover, who shall have the right of reply. The use of this right shall close the immediate debate.
4. All speakers shall address the Chair and confine their comments to the subject under debate.
5. The mover of an amendment to a motion may not have the right of reply unless the amended motion is voted in to replace the original motion. The mover of the amendment then has a right of reply until the new motion is replaced by another amended motion.
6. Statement of a point of order, the asking of a question or supplying an answer to a question asked, through the Chair, shall not be taken as exercising a right of reply.
7. Speakers rising to state a point of order or to ask for a ruling shall confine themselves to a simple statement of the point.
8. When the Chair is called upon to make a ruling, that ruling is final unless challenged via a motion of dissent. This motion, if seconded, shall be put to the meeting immediately following a short explanation by the mover and a right of reply by the resident of the Chair, who shall vacate the Chair during this debate.
9. Motions shall be decided upon the voices or a show of hands unless a division or a secret ballot is required by a motion approved by the meeting.
10. The Chair may have a deliberative vote and, in the case of an equality of votes, also a casting vote, which should not be used to alter the status quo.
11. The Chair may only move, second or speak to a motion after vacating the Chair.
12. A member acting contrary to the standing orders shall obey a call to order by the Chair or may be required to leave the meeting.
13. Standing Orders may be suspended to allow free discussion on an issue. A formal motion needs to be put and carried to allow this action.
14. Association meetings normally shall be restricted to one and a half hours, except that a majority of those present may agree to a procedural motion to extend the meeting by up to half an hour.

QUESTIONS AND ANSWERS
(subject to P. & F. Association Constitution)

As President, whether newly elected or experienced, there are always questions to answer. The following are just a few questions with answers, which may be of assistance. If you have other unanswered questions please contact the Parents and Friends' Federation of Western Australia Inc. Office at admin@pff.wa.edu.au, (08) 9271 5909 or (08) 9271 5901 (fax/phone) and every endeavour will be made to provide an answer.

Question **Do the Minutes of the previous meeting have to be read aloud?**

Answer No, not if copies of the Minutes have been previously circulated to members.

Question **Does the person moving the motion to confirm the Minutes of the previous meeting have to be a person who was present at the meeting?**

Answer No.

Question **If there is not a quorum present either before the meeting starts or during the meeting, what happens?**

Answer A quorum must be present throughout the whole meeting to ensure that the meeting is valid and that any motions passed or new directions made are valid - however, discussions may be held and recommendations made, and these would become valid and actionable only after ratification or endorsement by a subsequent valid meeting.

Question **Can the Secretary move a motion?**

Answer Yes, any financial or ex-officio member can move motions or amendments and may vote.

Question **Who are the *ex-officio* members of a Parents and Friends' Association?**

Answer Generally, the Principal and the Parish Priest are *ex-officio* members of both the Association and its Executive Committee. However, interested parties serving as school banking officer, school uniform shop manager or school canteen manager may also warrant *ex officio* membership or representation on the Association and Executive Committee.

Question **Can an *ex-officio* member be elected President?**

Answer No. Most Association constitutions state that no *ex-officio* member, or their representative can be elected to an executive position on the Committee.

- Question** **Are *ex-officio* members counted in the quorum for a general meeting?**
- Answer Yes, all financial and *ex-officio* members can be counted in the quorum.
-
- Question** **When Reports are presented to the meeting are they "received" or "adopted"?**
- Answer It would depend on the type of report and the intention of the meeting. Receipt is moved if it is only desired that the contents of the report be noted. Adoption is moved if it is desired that the contents become policy or that recommendations in the report should be acted upon.
-
- Question** **If a member disagrees with the ruling by the Chair, what then happens?**
- Answer The Chair asks the Vice-President to take the Chair for the meeting to resolve the procedural motion "*...that the ruling of the Chair be upheld*". This acting Chair then requests the former resident of the Chair to "speak to" [support] his ruling. The Acting Chair then grants a Right-of-Reply to the member who disagreed with the ruling, to "speak against" [refute] the reasoning presented by the former Chair, as justification for that ruling. The Acting Chair then puts to the meeting the motion "*...that the ruling of the Chair be upheld*".
-
- Question** **Can a Principal overrule a decision of the P&F meeting?**
- Answer Provided that the decision is not one which tries to exercise authority over the teaching staff or interfere with the control and management of the school, then the answer is no.
-
- Question** **Can the Principal force the P&F to meet at either certain times or places?**
- Answer No, the Principal has no powers in the Association beyond the powers of any other member, but of course has control of the school premises.
-
- Question** **Can the P&F insist that the Principal or teachers attend meetings and give reports?**
- Answer No, the Principal has the right to attend meetings but there is no requirement for them to attend, just as there is no requirement for parents to attend.
-
- Question** **How should a parent go about making a complaint about a teacher?**
- Answer The matter should first be discussed with the teacher, then with an assistant Principal or the Principal, and if the parent is still dissatisfied then she/he can approach PFFWA for advice/assistance with relevant [CECWA policies](http://web4.ceo.wa.edu.au/policy_statements.asp)⁶ as the basis for any complaint to the Catholic Education Office of W.A.

⁶ http://web4.ceo.wa.edu.au/policy_statements.asp

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

If no satisfaction is obtained the Bishop can be approached to set up a court of Canon Law.

Question **If we have a request for a donation from an organisation which provides support for children in another school or country, can we make a donation from our funds?**

Answer No, the use of a P&F Association's funds is restricted for the benefit of the children who are attending the relevant school, however you can run a special fundraising venture for the purpose, or a general meeting could approve such expenditure provided members had prior notice of the proposal.

Question **What are the restrictions on matters which can be discussed at Parents and Friends' Association meetings?**

Answer It would be inappropriate for a general meeting to discuss individual parent/child issues; these should be a matter for discussion between the individual parent and the Principal/teacher.

In addition it should be remembered that an Association is precluded from exercising authority over the teaching staff or interfering with the control or management of the school.

These are the only restrictions, which leaves it open for members to discuss general education, safety, health issues; matters which affect the staffing of schools generally; and matters which have a bearing on the welfare of children as well as a whole range of local, state or national issues which arise from time to time.

Remember, Association meetings are held to conduct the business of the Association and to provide a forum for parents to discuss the education of their children, and members should be encouraged to embark on wider issue discussions.

Question **What should we do if a parent offers to use their business to conduct fundraising for the school?**

Answer If a business offers to become involved in fundraising, then arrangements must be formalised with agreement under contractual obligations with the particular P&F Association. Given that it is unlikely to be appropriate for the particular School Board to engage in the contractual arrangement, it would have to be conducted through PFFWA as the incorporated body and legal entity.

Question **What should we do if we have a request to use funds to sponsor a child within the school for representation at State or National sporting or cultural events?**

Answer It would be inappropriate for the P&F Association to use general funds for individual or selective group sponsorship. However, funding could be generated through fundraising events that

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

promoted the intended sponsorship and called for general support from the community.

Question

Do we *have* to pay the *per capita* PFFWA Affiliation Fee?

Answer

The payment is voluntary. *However*, parents pay fees to CECWA for the Catholic education of their children, just as people pay taxes for the administration of their nation. Unlike the politicians that we elect through voting, as required by legislation, PFFWA offers you the platform to participate in (unpaid) representation for the administration of the funding for the Catholic education of your children. Furthermore, and from a historical perspective, the P&F levy in schools was first established to pay the Federation's affiliation fee to cover the costs of advocating for government contributions towards funding of Catholic schools.

Therefore, each year the *per capita* PFFWA Affiliation Fee should be reserved from your school levy, to pay the PFFWA to continue its advocacy by you, or on your behalf.*

THE ROLES OF OFFICE BEARERS OF THE PARENTS AND FRIENDS' ASSOCIATION
--

THE PRESIDENT

The President should take the Chair at all General and Executive Meetings of the Association.

In addition to that responsibility the President should undertake a number of other tasks such as:-

- a) providing leadership for the Association
- b) acting as the Association's representative
- c) exercising some supervision of the functions of other office bearers
- d) ensuring adequate and efficient communication exists between the Association and the Federation; between members of the Association; between the Association, the School Board and the Parish Council; and between the parents, Principal and staff of the school
- e) encouraging parents and others to participate in the activities of the Association and the school.

The President should always remember that she/he has a responsibility to all parents, teachers and children at the school.

THE VICE-PRESIDENT/S

The specific duty of a Vice-President is to take the Chair at those meetings from which the President is absent.

In many Associations that is all that is required of a Vice-President, which means they operate during the year as just another member of the Executive. However, the Vice-President's role can be far greater and every Vice-President should be seen as the President's understudy.

Vice-Presidents should become familiar with the operation of the Association and acquaint themselves with the duties of the President, including a working knowledge of meeting rules and procedure. In addition Vice-Presidents should offer to act as convenor for any sub-committees established by Executive and to undertake other tasks to reduce the burden of the President.

All Vice-Presidents should look on their role as an "internship", preparing for the day when they will become the President of the Association.

THE HONORARY SECRETARY

Generally a Constitution states "the Honorary Secretary shall conduct the correspondence of the Association, shall have custody of its documents, and shall keep full and correct minutes of its proceedings".

A Secretary also has a responsibility to ensure that all appropriate items are presented to members for discussion, and to act upon any decisions as directed by the meeting.

THE MINUTES

The record (minutes) of the meeting should be complete yet concise, expressing only facts (and not the writer's opinions). It is recommended that all decisions requiring action by the Secretary be dealt with as soon as possible after the meeting, and that duplicate copies of correspondence or notes of action taken (e.g., telephone calls) be retained in a file for future reference.

It is recommended that, regardless of the presence or absence of *ex-officio* representation from the Parish Council, a copy of the minutes of every P&F Association meeting should be forwarded promptly to the Parish Office .

THE AGENDA

During the meeting a Secretary's task can be made easier by following a well established plan. This plan, known as an agenda, should be prepared well in advance and, if possible, distributed along with the minutes of the previous meeting. If it is not possible to distribute the agenda then, make copies available at the meeting or, at the very least, pin a copy where it can be read by members as they arrive at the meeting. This will enable members sufficient time to consider the matters to be discussed at the meeting.

An agenda should be prepared in collaboration with the Chair, which allows the resident of the Chair to become better acquainted with the topics to be discussed and reduces the possibility of items being overlooked.

The success of a meeting can be affected by the information given on the agenda. The quality of the discussions and the resultant considerations often are a reflection of the pre-meeting considerations.

INWARD CORRESPONDENCE

A Secretary is often required to decide which correspondence needs to be brought to the attention of members and which only needs to be 'tabled'.

Commercial documents or pamphlets may be mentioned briefly and then 'tabled' or placed in a folder and passed around.

Letters and documents of Authority from: the Government; Education Department; Catholic Education Office; Parents and Friends' Federation of Western Australia Inc. and/or any other relevant body or individual should be **highlighted** to the meeting, perhaps read out in full. Again, have the correspondence in a file for easy reference or perusal by members.

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

OUTWARD CORRESPONDENCE

List all letters which have been written since the last meeting, with a brief description of their contents.

REPORTS

Should be listed in order of presentation, e.g., Treasurer's Report, Canteen Committee, etc.

GENERAL BUSINESS

As the heading implies this section is set aside for items of a general nature which will not have been dealt with in the previous sections. Once again it is advisable that any item which needs to be discussed should be listed.

ATTENDANCE BOOK

An easy way of keeping a record of attendance at meetings is to circulate at the meeting an attendance book in which all members present enter their names.

An apology column, in which can be recorded the names of members unable to attend the meeting, is also helpful.

Note: These agendas are intended as a guide only and should be altered to suit local requirements

Note to Secretary: The main items on the Agenda can then be used as headings when writing up the Minutes of the Meeting. This will assist in giving an orderly account of what happened at the meeting.

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

SAMPLE AGENDA FOR PARENTS & FRIENDS' ASSOCIATION MEETINGS
--

PARENTS AND FRIENDS' ASSOCIATION

Insert name of your school

GENERAL MEETING

Insert time and date

Insert place of meeting

A G E N D A

1. OPENING PRAYER
2. APOLOGIES
3. MINUTES OF PREVIOUS MEETING
4. BUSINESS ARISING FROM THE MINUTES
5. REPORTS:-
 - 5.1 PRESIDENT
 - 5.2 TREASURER
 - 5.3 PRINCIPAL
 - 5.4 COMMITTEE REPORTS
 - (i) *Insert names of any sub-committees*
 - (ii) PFFWA Report [by Representative]
6. CORRESPONDENCE

List important items
7. GENERAL BUSINESS
 - 7.1 *Insert topics for discussion under General Business*
 - 7.2 Other Business
8. CLOSE *Insert estimated finishing time to assist families to plan baby-sitting etc.*

SAMPLE AGENDA
PARENTS AND FRIENDS' ASSOCIATION
(Name of School)

ANNUAL GENERAL MEETING

Time:

Date:

Venue:

AGENDA

1. Welcome and Opening Prayer
 2. Apologies
 3. Acceptance of Minutes of previous Annual General Meeting
 4. Business arising from the minutes
 5. President's Report
 6. Treasurer's Report and Adoption of Financial Statements for year ended 31/12/ - (last financial year)
 7. Other Reports:
 - Principal
 - Sub-Committees

❖

❖
 8. Appointment of Auditor for year ended 31/12/ - (next financial year)
 9. Announcement of P & F Association *per capita* fundraising levy for - (next financial year)
 10. MOTIONS on notice
 11. Other Motions
 12. ELECTION OF OFFICE BEARERS
- [Announce that any who nominate for office positions are entitled to the help and support of the PFF to fulfil their roles].
13. General Business
 -
 -
 14. Prayer and Close (include time meeting should finish)

THE HONORARY TREASURER

These notes should be read and used together with any relevant sections of the Association's Constitution. The Honorary Treasurer is a person appointed by the members to be responsible for **all** funds received and expended by the Association.

There may be sub-committees and sub-groups, each with a treasurer, but the person elected or approached by the general membership of the Parents and Friends' Association as the Association's Honorary Treasurer is the person ultimately responsible for all funds. This isn't as frightening as it may sound but is nevertheless something that should be remembered by everyone in the Association.

What are a Treasurer's Duties?

1. To maintain adequate books of account.
2. To be responsible for the receipt of all moneys received by the Association.
3. To ensure that **all** monies received are paid into the bank.
4. To pay accounts due by the Association.
5. To ensure that the books of account are audited before the Annual General Meeting.
6. To present an Audited Statement of Receipts and Payments to the Annual General Meeting.
7. To present financial reports at other times as directed by the President.

Procedures

There are some comments on the correct procedures which should be made.

1. It is important that all books of account are kept right up to date and that entries are legible. If a mistake occurs - don't blot it out, simply put one line through it and write the correct entry above or below - auditors don't mind errors so long as they can see what happened.
2. **All moneys must be banked.** This is important and is for the Treasurer's protection. Don't take out money to pay bills or for petty cash - bank it all then write a cheque for petty cash; it helps in efficient accurate accounting.
3. Cheques should require at least two (2) signatures - again this is for the Treasurer's protection. **No** signatures should be placed on a cheque until the details of the **Payee** and **Amount** have been entered.

Remember, the Honorary Treasurer is the steward and not the owner of the funds.

A decision by the Association to expend funds is a directive to the Treasurer.

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

Cheques must be completed before signing.

THE P & F REPRESENTATIVE ON THE SCHOOL BOARD

The [Western Australian Catholic School Board Constitution](#)⁷ (a copy of which is included as part of the Federation's Handbook for Parents and Friends' Associations) lists the criteria for membership of the Board and the mix of people to be included. Under Section 8 (e), *Membership of the Board*, it includes, "one person nominated by the Parents and Friends' Association related to the School". This person is often, but not necessarily, also an Office Bearer of the P & F Association.

School Board membership criteria (as per Clause 8.1 of the Catholic School Board Constitution)

- (a) possession of special skills that will be an asset to the Board;
- (b) a deep interest in the welfare of all students and staff;
- (c) a desire to give service to the Catholic School Community;
- (d) a keenness to promote Catholic schooling;
- (e) an ability to work cooperatively and constructively with all other members of the Board; and
- (f) a sufficiency of time to devote to Board duties

Also, there is now a prerequisite to acquire a *CrimTrac* validation for Board service.

The P & F Association representative on the Board is usually nominated and elected at the Annual General Meeting of the Association (or appointed by a subsequent meeting of the P & F Committee, if they are empowered to do so) and, as a member of the School Board, that person is then bound by the Catholic School Board Constitution. Clause 8.4 of that document refers to *Term of Office*, i.e., "Membership of the Board shall be for a period of two years, except for *ex-officio* members".

At the monthly general meetings of the P & F Association, the School Board Representative should report on any matters discussed at the School Board meeting which are relevant to parents or the P & F but are not of a confidential nature. Naturally, all members must respect the Board's confidentiality requirements, which means that some sensitive matters should not be reported on at all and others may only be referred to in a general way (if in any doubt about what would be an appropriate level of reporting on any matter, the P & F Representative on the Board should seek advice from the Board Chairperson or Secretary or the School Principal).

The School Board Representative should also direct the Board's attention to any appropriate matters that the Parents and Friends' Association seeks to have raised at School Board level.

Hopefully, the P & F Representative's membership of, and loyal service to, the Board will help to facilitate a healthy level of communication between parents

⁷ http://web4.ceo.wa.edu.au/PDF/SCHOOL%20BOARD%20CONSTITUTION_07.pdf

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and the School Board, and this will further enhance the valuable on-going contribution by the P & F Association to the school community as a whole.

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ⁱ * *This is the last page in this section*

THE P & F REPRESENTATIVE ON THE PARISH COUNCIL

**This position is by invitation from the Parish Council and Parish Priest.
Perhaps you might invite likewise representation on the P&F Association Committee
by a nominee from the Parish Council.
Perhaps a common nominee might agree to report to *both* Committees.**

According to the Constitution for Parish Pastoral Councils in the Perth Archdiocese⁸, Parish Council membership criteria are:

1. The council shall consist of:
 - i) the parish priest and his assistant clergy;
 - ii) a representative of other pastoral workers specifically serving the parish;
 - iii) elected parishioners of sufficient numbers to adequately represent the parish;
 - iv) such parishioners as may be co-opted by the parish priest and council provided that the number co-opted shall not exceed the number of elected members.
2. People who are active members of the Church community and have reached the age of 18 years are eligible for election.
3.
 - i) Membership of the council shall be for a period of two years. Any retiring member maybe re-elected provided he/she has not served for more that six consecutive years.
 - ii) On completion of six years' service, a retiring member may again be eligible after a lapse of one year.
 - iii) Should the position of an elected member become vacant, the council shall have the power to appoint a replacement until the next election.
4.
 - i) Any member of the council may resign by giving written notice of intention to the secretary and the resignation shall operate from its acceptance by the council.
 - ii) Any member of the council who, without giving adequate reason is absent from three successive meetings, is automatically excluded from the council.

The P & F Association representative on the Parish Council may be nominated and elected at the Annual General Meeting of the Association (or appointed by a subsequent meeting of the P & F Committee, if they are empowered to do so) and, as a member of the Parish Council, that person is then bound by the Constitution for Parish Pastoral Councils in the Perth Archdiocese, or as applies to other diocese.

As previously stated in Clause 3 i) of the aforesaid Constitution, the Term of Office for the position shall be two years.

⁸(a copy of which is included as part of the Federation's P&F Association Handbook)

At the monthly general meetings of the P & F Association, the Parish Council Representative should report on any matters discussed at the Parish Council meeting which are relevant to parents or the P & F but are not of a confidential nature. Naturally, all members must respect the Parish Council's confidentiality requirements, which means that some sensitive matters should not be reported on at all and others may only be referred to in a general way (if in any doubt about what would be an appropriate level of reporting on any matter, the P & F Representative on the Parish Council should seek advice from the Chair of the Parish Council or the Parish Priest).

The Parish Council Representative should also direct the Council's attention to any appropriate matters that the Parents and Friends' Association seeks to have discussed at Parish Council.

Hopefully, the P & F Representative's membership of, and loyal service to, the Council will help to facilitate a healthy level of communication between parents and the Parish Council, and this will further enhance the valuable on-going contribution by the P & F Association to the school/parish community as a whole.

**SOME IDEAS TO ASSIST IN FINDING NEW OFFICE BEARERS
FOR YOUR PARENTS AND FRIENDS' ASSOCIATION**

If the Parents and Friends' Association is having problems finding new Office Bearers you might like to try some of these ideas.

- Try contacting individuals **personally** (even pick them up and take them to meetings, morning teas, etc., if necessary) and inviting them initially to take on a **small** job - e.g., Minute Secretary, Correspondence Secretary, Social Secretary, Treasurer, Assistant Treasurer.
- One person (with helpers) could be asked to organise each of a number of activities such as Sausage Sizzles, Fair, Raffle, etc.
- The idea is to break Office Bearers' roles down into 'bite-size' jobs, and get more people involved (through a **personal** approach).
- **Don't let one person take on too much!**
- Start a 'Jobs Manual' and/or a 'Job Description/Profile Book' which can be passed on to the new Committee each year, so they don't have to "re-invent the wheel".
- If nobody nominates for President, Secretary, Treasurer, Vice-President, etc., then elect the Chair and Minute Secretary, etc., at each meeting for the time being.
- **Personally invite** the Principal and Teachers along to meetings and ask them to have input regarding resources required and/or give an occasional presentation on educational issues (literacy, reading, maths, etc.).
- Try alternating meetings between day and night.
- Get both fathers and mothers involved.
- Ask the Principal/Teachers to identify two or three parents from each class (men and women) who could form the basis of the Committee (or nominate for the Committee).
Participate in the Federation's Seminars, Conference, etc., to network with others and hear new ideas.
- Arrange more social functions (at little or no cost) - i.e., morning teas, wine and cheese nights, sausage sizzles/barbecues, etc., where people can get to know each other and create some synergy, without having to constantly dip into their pockets.ⁱⁱⁱ

ⁱⁱⁱ * This is the last page in this section

ASSOCIATION ACCOUNTING

The following details are provided for the guidance of Honorary Treasurers of Parents and Friends' Associations and may assist in the preparation of Association Accounts. If additional guidance or assistance is required please do not hesitate to contact the Parents and Friends' Federation of W. A. Inc. Office at admin@pff.wa.edu.au, (08) 9271 5909 or (08) 9271 5901 (fax/phone).

1. THE ACCOUNT

As a general rule a 'Society Account' in the name of the Association should be opened at the 'Bank' decided upon, where full details regarding application and operation can be obtained. This type of account is usually interest bearing and also operated by cheque. Exemption from payment of stamp duty on cheques and F.I.D. and B.A.D. taxes should be obtained.

2. RECEIPTS

All moneys received by the Association should be deposited at the Bank on a 'Deposit Slip' (see paragraph 4.1, herein) and all payments made by cheque (see paragraph 4.2, herein). At the close of each month (or as requested by the Association) a Statement of Account is issued by the Bank.

3. STATIONERY REQUIRED

Modern day access to accounting software and spreadsheet utilities should make these forms redundant. However, these enclosed forms provide a template for the presentation of the relevant information.

- 3.1 **Cash Book:** This should be a multi-column style to provide for date, particulars of entry, Receipts or Cheque number, and sufficient money columns to cover headings for all moneys received and payments made, also totals for both debit and credit sides of page. It may be loose leaf or a bound book.
NOTE: If you wish to use a loose leaf style, a sample monthly RECEIPTS AND PAYMENTS sheet (which can be duplicated) is provided with this document.
- 3.2 **Receipt Book:** Pro forma receipts are available in books of various quantities of duplicated form, numbered consecutively, and for preference, the numbering should be already printed in the book. Each form should also bear the official rubber stamp of the Association prior to issue.
- 3.3 **Bank Deposit Slips:** These are often available from the Bank in pad form and printed in duplicate.

4. PROCEDURE

Cash book or the RECEIPTS AND PAYMENTS sheet should be suitably headed to meet requirements of the Association. Cash books with ample money columns are obtainable from Stationers or, as mentioned earlier, you can duplicate copies of a sample Receipts and Payments sheet and place them in a suitable file.

- 4.1 When money is received a Receipt showing full details should be issued immediately and money then paid into Bank on a Deposit Slip,

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which is prepared in duplicate, and a copy retained by Treasurer. Entry in the Cash Book or the Receipts and Payments sheet must show (from left hand column) date of receipt, from whom received and brief particulars, Receipt number, amount in appropriate column.

- 4.2 Payments should only be made on the authority of the Executive or General Meeting and supported by voucher or invoice. Cheques should be drawn and completed as required, including butt, then entered in Cash Book or RECEIPTS AND PAYMENTS sheet by showing from left hand column, date, to whom paid and service, cheque number and amount, in appropriate column.

- 4.3 All vouchers, invoices and Statements of Account should be filed in sequence.

It is also preferable to obtain receipts to cover all payments and these should be attached to appropriate documents.

- 4.4. On receipt of the monthly bank statement, the Cash Book or the Receipts and Payments sheet should be used to check each amount on the Statement. Miscellaneous debits and credits on the Bank Statement (fees, duty, taxes, interest, etc.) should also be recorded in the Cash Book/Receipts and Payments Sheet.

A monthly reconciliation statement should be prepared and for your guidance a sample appears at the end of this section. You can duplicate the Reconciliation Statement for use each month if desired.

5. STATEMENT - INTERIM

- 5.1 The monthly RECEIPTS AND PAYMENTS STATEMENT, RECONCILIATION STATEMENT and Accounts held for payment should be prepared for presentation at each monthly meeting.

- 5.2 The Statements would normally cover the period to end of the preceding month. Duplicates should be retained by the Secretary for inclusion in Minute Book, and originals held by Treasurer for Audit purposes.

- 5.3 A SUMMARY OF MONTHLY STATEMENTS sample sheet is provided which can be used to keep an easy reference sheet for use in preparation of the annual statement.

6. PETTY CASH

It is also pointed out that Petty Cash operated by Secretary or Treasurer or Principal must be properly recorded and details included in Annual Statement under appropriate items of expenditure - e.g., Postage, Stationery, Equipment, etc. It is preferred not to have an item 'Petty Cash' appearing on Statement, except as 'Cash on Hand'

7. STATEMENT - ANNUAL

- 7.1 At the close of the financial year the Cash Book or Summary of Monthly Statements sheet should be totalled and a Reconciliation Statement prepared.

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

- 7.2 Generally an annual financial statement in the form of Receipts and Payments is acceptable and a sample sheet is provided.
- 7.3 When completed the Statement shall be audited.

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

Parents and Friends' Association

RECEIPTS

DATE	RECEIPT NUMBER	RECEIVED FROM	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	SUNDRIES (i)	TOTAL RECEIPTS (j)
TOTALS												

PAYMENTS

DATE	CHEQUE NUMBER	PAID TO	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	SUNDRIES (s)	TOTAL PAYMENTS (t)
TOTALS												

NOTE: ORIGINAL TO BE KEPT IN FILE - DUPLICATE COPY TO BE TABLED AT MEETINGS

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

SUMMARY OF MONTHLY STATEMENTS

Parents and Friends' Association										
RECEIPTS	COLUMN									
	MONTH	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	SUNDRIES (i) TOTAL (j)
	ANNUAL TOTALS									

PAYMENTS	COLUMN									
	MONTH	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	SUNDRIES (s) TOTAL (t)
	ANNUAL TOTALS									

ANNUAL STATEMENT OF RECEIPTS AND PAYMENTS

FOR YEAR ENDED _____

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

				PARENTS AND FRIENDS ASSOCIATION			
COLUMN	RECEIPTS	\$	c	COLUMN	PAYMENTS	\$	c
(a)			:	(k)			:
(b)			:	(l)			:
(c)			:	(m)			:
(d)			:	(n)			:
(e)			:	(o)			:
(f)			:	(p)			:
(g)			:	(q)			:
(h)			:	(r)			:
	SUNDRIES DETAILS	\$	c		SUNDRIES DETAILS	\$	c
			:				:
			:				:
			:				:
			:				:
(i)	TOTAL SUNDRIES		:	(s)	TOTAL SUNDRIES		:
(j)	TOTAL ANNUAL RECEIPTS		:	(t)	TOTAL ANNUAL PAYMENTS		:
			:		ADD BANK BALANCE AT END OF YEAR (RECONCILED)		:
			:				:
			:				:
			:				:
			:				:
			:				:
			:				:
	ADD BANK BALANCE AT START OF YEAR (RECONCILED)		:				:
			:				:
			:				:

Approved at the AGM on 15 May 2010.

PFFWA CONSTITUTION

1. NAME

The Name of the Organisation shall be “**The Parents and Friends’ Federation of Western Australia Inc.**” (hereinafter called “the Federation”).

2. DEFINITIONS

In this Constitution : -

- 2.1 “**Acknowledged Representative**” means a person who has written confirmation that they represent and act for an Affiliated Association;
- 2.2 “**Affiliated Association**” means an Association affiliated as a member of the Federation;
- 2.3 “**Association**” means an organisation having for its objects the promotion and furtherance of the interests of the parents of students attending a Catholic School in Western Australia;
- 2.4 “**Diocesan branch**” means a duly authorised branch of the Federation established to represent and promote the activities of Associations within a Diocese;
- 2.5 “**Financial Affiliated Association**” means an Affiliated Association which has paid an affiliation fee approved by the Council of the Federation;
- 2.6 “**Financial Year**” means a twelve month period from, and inclusive of, 1 January to 31 December in each year.
- 2.7 “**School**” means any educational institution approved and registered as a non-government school by the Minister for Education in Western Australia as required by the Schools Education Act 1999 (as may be amended or replaced);
- 2.8 “**the Act**” means the WA **Associations Incorporation Act 1987**, or as replaced;
- 2.9 “**the Council**” means the Council of the Federation;
- 2.10 “**Special Resolution**” is a resolution denoted by:

PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.

- 2.10.1 Notice specifying the intention to propose the resolution as *Special* was given in accordance with the rules herein;
- 2.10.2 The ballot for the resolution was set at a general meeting for all members;
- 2.10.3 The resolution was passed by a majority of not less than three-fourths of the members of the association who are entitled under the rules of the association to vote and vote in person or, where proxies or postal votes are allowed by the rules of the association, by proxy or postal vote.

3. OBJECTS

- 3.1 To represent and promote the interest of all students in Catholic Schools in Western Australia, their families and Affiliated Associations;
- 3.2 To promote the improvement of educational (including religious education) and moral standards of students;
- 3.3 To co-ordinate activities for Affiliated Associations which are consistent with the objectives of the Federation;
- 3.4 To promote and protect the right of every Australian child to share equitably in the public expenditure on education;
- 3.5 To promote the Code of Canon Law, Canon Number 793: *"Parents and those who take their place, have both the obligation and the right to educate their children. Catholic parents have also the duty and the right to choose those means and institutes which, in their local circumstances, can best promote the catholic education of their children. Parents have moreover the right to avail themselves of that assistance from civil society which they need to provide a catholic education for their children."*
- 3.6 To promote for parents a real freedom of choice of schools for their children to attend;
- 3.7 To provide advice and support to Affiliated Associations consistent with the objectives of the Federation and within the resources of the Federation; and
- 3.8 To work collaboratively and in partnership with the Catholic dioceses of Western Australia, relevant peak bodies, and government agencies to represent and advocate for parents of students in Catholic Schools in Western Australia.

4. POWERS OF THE FEDERATION

- 4.1 To accept fees, donations, grants and bequests of money or any personal property provided that the acceptance of such does not limit the Federation with respect to its operations.
- 4.2 To raise funds for the use and benefit of the Federation.
- 4.3 To make decisions regarding the effective management of the Federation.
- 4.4 To promote and protect the name and logo of The Parents and Friends' Federation of Western Australia Inc.
- 4.5 To do all such acts and things as are conducive to the attainment and furtherance of the objects or the exercise of any powers of the Federation.

5. MEMBERSHIP

- 5.1 Membership of the Federation shall be limited to Affiliated Associations, is for a period of twelve (12) months, being the financial year of the Federation, and is renewable at the conclusion of each financial year of the Federation.
- 5.2 Any Association shall be admitted to membership of the Federation upon being granted affiliation to the Federation by the Council. Thereupon the Association becomes an Affiliated Association.
- 5.3 The Council may grant affiliation to an Association upon being satisfied that:
 - (a) the Association has applied for membership of the Federation;
 - (b) the objects of the Association are in compliance with the objects of the Federation; and
 - (c) the Association has paid its affiliation fee.
- 5.4 The Council may terminate the membership of an Affiliated Association if the conduct of that Affiliated Association, in the reasonable opinion of the Council, is prejudicial to the interests of the Federation.
- 5.5 The Federation will keep and maintain a current register of :
 - (a) Affiliated Associations and their respective addresses;

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- (b) The persons who hold office in Affiliated Associations;
- (c) Council members and their respective addresses; and
- (d) Persons authorised to use the Seal of the Federation and their addresses.

6. AFFILIATION FEE

The recommended Association affiliation fee is an amount per child for the following financial year determined by the Annual General Meeting of the Federation following a recommendation by the Council for approval at the AGM.

The financial year of the Federation shall be from and including the first (1) day of January to and including the thirty-first (31) day of December in each year.

Where in any year, in respect of one school, both an Association and a past pupil's organisation, pay affiliation fees, one half of each fee will be refunded to each body.

7. MEETINGS OF THE FEDERATION

7.1 General Meeting

- (a) The power to call a General Meeting of Affiliated Associations is at the discretion of the Council or upon the written and signed request of seven (7) Affiliated Associations
- (b) Notice of a General Meeting will be given within one (1) month of the direction by Council or receipt of the written and signed request from seven (7) Affiliated Associations;
- (c) At least one (1) months Notice must be given to all Affiliated Associations of the date of the General Meeting.

7.2 Annual General Meeting ("AGM")

- (a) An Annual General Meeting of the Federation will be held following the end of the financial year and within the period prescribed by the Act;
- (b) Notice in writing of the AGM will be provided to Affiliated Associations at least one month before the AGM.
- (c) The business of the AGM will include : -
 - (i) The President's Report;
 - (ii) The Treasurer's Report;
 - (iii) The Executive Director's Report;

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- (iv) The reception and consideration of the audited financial report of the Federation;
- (v) The appointment of an auditor to audit the accounts of the Federation for the next financial year. The auditor will not be a Council member.
- (vi) The election of Council members, other than the Spiritual Director and Diocesan Branch representatives, for the period until the next AGM; and
- (vii) The consideration of any other matter or matters brought before the meeting.

7.3 Quorum

The quorum for a General Meeting or an Annual General Meeting will be two (2) office bearers of the Council and ten (10) Acknowledged Representatives with entitlement to vote at the meeting.

8. VOTING AT MEETINGS OF THE FEDERATION

- 8.1 Only Financial Affiliated Associations and Council members are entitled to vote at any meeting of the Federation;
- 8.2 A Financial Affiliated Association is entitled to two (2) votes on any matter at any meeting of the Federation;
- 8.3 The two (2) votes may be cast by any person or persons who are duly appointed to do so by a Financial Affiliated Association and who are present at any meeting of the Federation.
- 8.4 Each member of Council, present at the meeting, (excluding the chairperson of the meeting) is entitled to one (1) vote on any matter at any meeting.

9. APPROVAL BY SPIRITUAL DIRECTOR

- 9.1 Notwithstanding anything contained in this Constitution no person will be duly elected under clause 12.3 or appointed under Clause 11 or will be deemed to have resigned under clause 10 unless and until the Spiritual Director has signified his approval to the election, appointment or resignation as the case may be.
- 9.2 In the event that the Spiritual Director signifies his disapproval of the election or appointment, the election or appointment will be null and void, whereupon the vacancy in the Council will be filled in accordance with clause 11 and with this clause.

10. VACATION OF OFFICE

- 10.1 The Council will vacate office at the AGM of the Federation held the year following its appointment or election.
- 10.2 A member of Council will have vacated office and be deemed to have resigned if :
 - (a) without an apology accepted by Council they are absent from three consecutive meetings, whether of the Federation or of Council or a combination of both; or
 - (b) in accordance with a decision of an absolute majority of the Council, they are required to resign from the Council and fail to do so within fourteen (14) days of the date upon which in the ordinary course of postal service they receive notification of the decision of Council.

11. CASUAL VACANCIES

Any vacancy on Council, whether by reason of clause 10 or otherwise, may be filled by the Council by the appointment thereto of any person who is a member of a Financial Affiliated Association.

12. MANAGEMENT

- 12.1 The affairs of the Federation will be governed by a Council.
- 12.2 The membership of Council will consist of:
 - (a) Spiritual Director who is appointed by His Grace the Archbishop of Perth;
 - (b) President
 - (c) Vice-President
 - (d) Treasurer
 - (e) Secretary
 - (f) Up to ten (10) other members;
 - (g) Up to one (1) representative from each Diocesan branch.
- 12.3 Any person who is a member of a Financial Affiliated Association is eligible for election or appointment to the Council under clause 12.2 (b) – (f) provided they are present at the AGM or have consented in writing to be elected.
- 12.4 A person will not hold the office of the President for more than three (3) consecutive years.

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- 12.5 The Executive Director of the Federation will be an ex-officio member of the Council and will not have voting rights on the Council.
- 12.6 All Council members will act in the best interests of the Federation.
- 12.7 Any Council member who has a conflict of interest in any matter brought up at a Council meeting must declare the interest before the matter is discussed and will not participate in any discussion and deliberation regarding the matter;
- 12.8 Any ex-officio member will have the right to address any matter at any meeting of the Council or the Federation, a General Meeting or the Annual General Meeting but does not hold a vote on Council;
- 12.9 Upon fourteen (14) days notice to the Federation, an Authorised Representative of a Financially Affiliated Association may inspect the records and documents of the Federation.

13. MEETINGS OF COUNCIL

- 13.1 The Council will hold a minimum of eight (8) meetings per year;
- 13.2 a quorum will consist of four (4) members of Council, at least one of whom must be an office bearer;
- 13.3 the President or any three (3) members of Council, one of whom must be an office bearer, will have the power to call a meeting of the Council;
- 13.4 notice of any meeting will be given at least seven (7) days before the scheduled meeting;
- 13.5 each Council meeting will receive reports from the President, Treasurer, Executive Director, and Affiliated Associations, and attend to the management of the Federation.
- 13.6 The President of the Federation will have a deliberative vote only at any meeting of Council.

14. POWERS OF THE COUNCIL

- 14.1 To determine, consistent with the objectives of the Federation, the broad nature of the business or activities of the Federation, including Constitutional matters, periodic meetings of Council and reporting to the AGM of the Federation.
- 14.2 To establish policy and plan for the future of the Federation consistent with the objectives of the Federation by :

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- (a) developing and endorsing new policies;
- (b) determining and implementing new policies;
- (c) formulating and monitoring the achievement of the mission and objectives of the Federation and plan for the future;
- (d) authorising the Federation's strategic plans, major funding application documents and ensuring that funding contracts are fulfilled.

14.3 To ensure that the organisational structure and resources, including human resources, are necessary for the purposes of carrying on the Federation's activities by :

- (a) appointing an Executive Director to run the Federation and to operate as the management arm of the Council;
- (b) obtaining financial resources and approving and monitoring budgets and all income and expenditure, including affiliation fees;
- (c) approving the purchase and/or sale of all major capital items and assets;
- (d) ensuring the Federation's assets are registered and maintained;
- (e) ensuring that cheques drawn on the Federation's bank accounts are signed by any two persons nominated by Council as signatories on the accounts from time to time;
- (f) entering into contractual arrangements;
- (g) ensuring the safe custody of all records, books, documents and securities of the Federation;
- (h) maintaining and managing the effective operations of the Council;
- (i) recruiting members to Council and to the Federation and seeing to the maintenance of good relationships among members;
- (j) to monitor and evaluate the performance of the Federation, including the chief executive officer's role, and to determine the broad employment policies and principles for staff;
- (k) to comply with legal obligations of the Act and other relevant legal obligations;
- (l) to ensure that reports to Councillors, Affiliated Associations, government and other relevant bodies are provided as required.

14.4 To establish sub-committees as the Council sees fit.

15. COMMON SEAL

- 15.1 The Common Seal of the Federation will be in the safe custody of the Secretary;
- 15.2 the Common Seal will be affixed to any document only pursuant to a resolution of Council;
- 15.3 the affixation of the Common Seal will be witnessed by any two of the President, the Secretary and the Vice-President.

16. NON - PROFIT MAKING

The income and property of the Federation howsoever derived will be applied solely towards the promotion of its objects as set out in this Constitution and no portion will be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to its members, provided that nothing herein will prevent the payment in good faith of remuneration to any officer or servant of the Federation for services actively rendered to the Federation.

17. DIOCESAN BRANCH

- 17.1 Affiliated Associations within a Diocese may, with the approval of the Bishop of the Diocese, establish in such manner as they may determine, a Diocesan Branch for the purpose of co-ordinating the activities of and assisting the Associations within the Diocese;
- 17.2 The rules for such Diocesan Branch may be as determined by the Affiliated Associations in that Diocese, as long as they are not inconsistent with this Constitution, and subject to the approval of the Bishop of that Diocese;
- 17.3 Each Diocesan Branch will have the right of appointing a representative to the Council of the Federation, and if appropriate, a substitute representative.

18. AMENDMENT OF CONSTITUTION

- 18.1 This Constitution may be amended or altered by Special Resolution at a General Meeting;
- 18.2 notice of any proposed amendment or alteration will be given in writing to the Council by a member thereof or by a Financial Affiliated Association at least three (3) months prior to the meeting;
- 18.3 The Council will inform the Archbishop of Perth of the proposed amendments to the Constitution not less than one(1)

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calendar month before the membership are informed as a Special Resolution; and

- 18.4 The Council will give Notice of the Special Resolution to the membership, subject to the absence of unresolved objections thereto, by the Archbishop of Perth.

19. DISSOLUTION

- 19.1 a proposition for the dissolution or winding up of the Federation must be subjected to Special Resolution.

- 19.2 In the event of a resolution being carried to dissolve or wind up the Federation, any funds or property remaining after the realisation of assets and the satisfaction of the debts and liabilities of the Federation and the costs of that dissolution or winding up will be distributed :-

- (a) to another association incorporated under the Act having objects similar to those of the Federation; or
- (b) for charitable purposes;

which incorporated association or purposes, as the case requires, shall be determined by resolution of the members when authorising and directing the Council (whether under the provisions of the Act or in the normal course of events) to prepare a plan for the distribution of the surplus property of the Federation.

**Amended Constitution Adopted by a General Meeting of the
Federation**

held on _____

_____ **President**

_____ **Secretary**

**The Common Seal of the Federation was hereunto affixed by Resolution of
the Council**

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dated _____^v

Signed _____ **(President)**

_____ **(Secretary)**

^v *This is the last page in this section*