



St Agnes Parents and Friends Association
St Agnes Catholic Primary School
29 Tudor Street
Mt Gravatt QLD 4122

ST AGNES PARENTS AND FRIENDS ASSOCIATION CONSTITUTION

Adopted at Special General Meeting October 2000

Amended at Special General Meeting November 2005

1. NAME

The name of the Association shall be "St Agnes Parents and Friends Association".

2. INTERPRETATION

In this Constitution unless the context otherwise requires:-

- "Delegate" means an Ordinary Member appointed to The Executive to act as a representative on the Diocesan Council.
- "Diocesan Council" means the body representing the interests of all Parents and Friends Associations in a Diocese (including the Archdiocese) in the Roman Catholic province of Brisbane i.e. State of Queensland.
- "Executive" means the Ex-officio Members and those Ordinary Members elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer, Delegate to the Diocesan Council, and others as elected to be "Executive Members".
- "Ex-officio Members" means the School Principal and Parish Priest . They shall have full voting rights.
- "Federation" is the Federation of Parents and Friends Associations of Catholic Schools in Queensland, and is the body representing all Parents and Friends Associations in Catholic Schools in Queensland.
- "Friends" are School staff, and other members of the Parish / School community interested in pursuing the objectives of the P&F Association by their regular attendance at meetings. The names of "Friends" are to be agreed at an Annual General Meeting or a regular meeting of the Association.

- “Ordinary Member” means a Parent/Carer or a teacher at the School.
- “Parent/Carer” means a natural parent, legal custodian or person who is ‘in loco parentis’ (i.e. someone who is legally acting in place of a parent) of a child enrolled at the School.
- “Parish Priest” means the person appointed as Parish Priest or Lay Pastoral Director for the Holland Park Mt.Gravatt Parish
- “School” means the St Agnes Catholic Primary School, being an institution of pre-school, preparatory year and primary education conducted in accordance with Canon 803 of the Code of Canon Law.
- “Sub-Committees” means those Ordinary Members elected or appointed to particular committees (e.g. tuckshop, uniform) to fulfil specific roles and/or tasks that are agreed as required

3. OBJECTIVES

- 3.1.** The objectives of the Association shall be those which accord with the documents “The Catholic School” (Sacred Congregation for Catholic Education, Rome 1977) and “The Code of Canon Law (1983)”.
- 3.2.** In particular the Association will participate in the optimum spiritual, intellectual, social and physical development of pupils in the School by:
- 3.2.1** providing a medium of support, information and involvement of Parents/Carers in their child’s education and the School community
 - 3.2.2** developing collaboration between Parents/Carers and teachers at the School.
 - 3.2.3** promoting the principles of Catholic education.
 - 3.2.4** fostering a distinctive Christian environment in the School.
 - 3.2.5** providing a medium for Parents/Carers to participate at Diocesan, State and National levels.
 - 3.2.6** providing a medium for information and participation of Parents/Carers;
 - 3.2.7** identifying services and talents within the school community and making them available to school related spiritual, educational, environmental, community, social and fundraising activities; and
 - 3.2.8** conducting all business on a democratic basis in the spirit of Christian co-operation.
- 3.3.** The Association shall not:
- 3.3.1** have any control, nor shall it purport to exercise any control, over the management and administration of the School;
 - 3.3.2** affiliate with any political body or party; or
 - 3.3.3** affiliate with any association whose objectives are inconsistent with the objectives stated in Objectives clause above.

4. MEMBERSHIP

4.1. Classes of Members

The membership of the association shall consist of:

- 4.1.1 Ex officio Members;
- 4.1.2 Ordinary Members;
- 4.1.3 Friends; and
- 4.1.4 those persons who have honorary Life Membership conferred upon them who shall be called honorary Life Members

4.2. Register of Members

- 4.2.1 The Secretary shall keep a register in which is entered the names and residential addresses of all persons admitted to membership of the Association, the classes of membership and the dates of admission.
- 4.2.2 In the case of those qualifying for Ordinary Membership as a Parent/Carer of a child currently on the School roll; the entry of the child on the School roll shall be considered their entry on the register of members.
- 4.2.3 In the case of those qualifying for Ordinary Membership as a teacher at the School; the school employment records shall be considered their entry on the register of members.
- 4.2.4 The Executive shall cause a register to be kept in which shall be entered the names of all persons admitted to membership of the Association as Friends and honorary Life Members who are not Ordinary Members. The minutes of a meeting may be used as the register or part of the register.
- 4.2.5 Particulars shall also be entered of resignations, terminations and reinstatement of membership and any further particulars as the members at any Annual or General Meeting may require from time to time.
- 4.2.6 The register of members shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection, provided however that the School's privacy policy may dictate that the names of students on the School roll will not be disclosed.

4.3. Admission to membership of the Association

- 4.3.1 Conditions of entry to membership shall be:
 - (a) Ordinary Membership will be attained upon admission of a child to the School or by holding a teaching position at the School;
 - (b) Friends membership shall be by election, following application in such form as the bylaws of the Association may prescribe, by majority vote at any Annual or General Meeting. Upon the election or rejection of an application for membership the Secretary may give that person written notice of election or rejection.
 - (c) Friend memberships shall be reviewed each year at the Annual General Meeting.
 - (d) honorary Life Membership may be conferred at an Annual General Meeting on any person who has made an outstanding contribution towards the fulfilment of the objectives of the Association. Notice of Motion of intent to confer honorary Life Membership shall be given in accordance with the rules in this Constitution governing Annual General Meetings.

4.4. Termination and resignation of membership of the Executive

- 4.4.1 A member of the Executive may resign from their membership of the Executive at any time by giving written notice to the Secretary. A resignation shall only take effect at the time when a notice is received by the Secretary, unless a later effective date is specified in the notice.
- 4.4.2 In the case of resignation of the Secretary notice shall be given to the President.
- 4.4.3 An Annual or General Meeting shall have the power to terminate the Membership of any member of the Executive who:
 - (a) fails to comply with any of the provisions of this Constitution;
 - (b) conducts himself/herself in a manner which is considered by that meeting to be injurious or prejudicial to the character or interest of the Association.
- 4.4.4 At any such meeting the member shall be given the opportunity to fully present their case. The question of removal shall be determined by the majority vote of the members present at that meeting.
- 4.4.5 In the case of resignation or removal of the Treasurer, the books and accounts shall be audited before handover to the newly appointed Treasurer.
- 4.4.6 Any appeal from a termination decision made by an Annual or General Meeting shall be to the Ex-officio Members whose decision shall be final.

5. MANAGEMENT

5.1. Membership of Executive (Office Bearers)

The Office Bearers shall consist of a President, up to two (2) Vice-Presidents, a Secretary and a Treasurer.

5.2. Election of Office Bearers

- 5.2.1 Nominations for the positions of the elected Office Bearers may be in writing to the Secretary no less than the day before any election.
- 5.2.2 A Standard Nomination Form will be issued to each Family prior to the Annual General Meeting.
- 5.2.3 Any nomination must be signed by a nominator and seconder by the nominee indicating his acceptance.
- 5.2.4 The chairman may call for nominations from the floor of the election meeting.
- 5.2.5 At the Annual General meeting of the Association, all Office Bearers shall retire from office, but shall be eligible for re-election.
- 5.2.6 The Executive shall be elected from the membership of the association by the Ordinary Membership.
- 5.2.7 Each prospective Office Bearer will be invited to present to the Annual General Meeting their skills and or talents as set out on the Standard nomination form.

5.3. Vacancies on Executive

- 5.3.1 The Executive shall have the power to appoint a member, who may or may not already be a member of the Executive, to fill any casual vacancy caused by the resignation or removal of an Office Bearer until the next Annual General Meeting.
- 5.3.2 Such an appointment shall be ratified at the next General Meeting of the Association.

5.4. Functions of the Executive

- 5.4.1 Except as otherwise provided by this Constitution and subject to resolutions of the members of the Association carried at any Annual General Meeting or General Meeting the Executive shall:
 - (a) plan and manage the administration of the affairs, including property and funds of the Association;
 - (b) interpret and apply the Constitution with regard to any matter concerning the activities of the Association; and
 - (c) formulate bylaws for adoption, repeal or amendment by the Association, designed to promote the good governance and management of the Association.

5.5. Special Functions

- 5.5.1 In emergency situations in which the School Principal or Acting School Principal requires the expenditure of funds in excess of \$500.00 the President and Treasurer or simple majority of the Executive may meet to decide whether the situation requires Association funding, and may then approve the expenditure of up to \$1000.00.
- 5.5.2 Any such decision must be unanimous and must be presented in detail to the next General Meeting.

5.6. Sub-Committees

- 5.6.1 At any Annual or General Meeting there may be a motion for the establishment of a Sub-Committee with a written specific statement of purpose.
- 5.6.2 After passing a motion of establishment, a motion for the election of a chairperson, convener or co-coordinator may be put to the members present.
- 5.6.3 The Executive shall have the authority to appoint Sub-Committees to undertake such tasks as it may from time to time determine.
- 5.6.4 The chairperson, convener or co-coordinator of a Sub-Committee may co-opt as many Sub-Committee members as is required to fulfil its purpose and present these names to a General Meeting.
- 5.6.5 All Sub-Committee meetings must be conducted in accordance with conduct of meetings as defined within this Constitution.
- 5.6.6 Each Sub-Committee shall report to the Association on a regular basis agreed to in writing or as minuted.
- 5.6.7 All decisions made by a Sub-Committee must be presented to the next General Meeting for ratification and no decision is binding until ratification is given.
- 5.6.8 The term of any Sub-Committee will be until the next Annual General Meeting, at which time a report on the year's activities shall be presented by the Sub-Committee.
- 5.6.9 Financial control of all monies vests in the Annual or General Meeting and shall be reported to the P & F Association on an agreed regular basis.
- 5.6.10 All Sub-Committees acting in accordance with the Constitutional objectives shall be deemed to be a part of the Association and must report back to the Association.

5.7. Meetings of the Executive

- 5.7.1 The Executive may meet separately from any General Meeting as required during its term of office to exercise its functions. Decisions taken at meetings of the Executive shall be binding and must be tabled at the next General Meeting for reporting purposes.
- 5.7.2 A special meeting of the Executive shall be convened by the President or in his/her absence, the Secretary, upon the request of any member of the Executive. Such request shall clearly state the reason why such a special meeting is being convened and the nature of the business to be transacted.
- 5.7.3 The President may invite to be present at an Executive meeting any non-executive members as he/she sees fit. These additional invitees shall have voting rights.
- 5.7.4 At every Executive meeting a minimum of three members of the Executive shall constitute a quorum.
- 5.7.5 Decisions taken at an Executive meeting shall be by consensus or a majority of votes and in the case of an equality of votes on any question at any meeting of the Executive the motion lapses so that the status quo is maintained.

5.8. Notices

- 5.8.1 All notices, including Constitutional notices, shall be made via the School newsletter.
- 5.8.2 Where no newsletter is available notice shall be given to the School for special distribution.

6. ANNUAL GENERAL MEETINGS OR GENERAL MEETINGS

6.1. Timing of Annual General Meeting

- 6.1.1 Subject to this Constitution, the Annual General Meeting shall be held no sooner than the month of October in each year and no later than the second last week of the School year.

6.2. Agenda of Annual General Meeting

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

- 6.2.1 the receiving of the following reports:
 - (a) President;
 - (b) Treasurer who shall present a balance sheet and audited statement of accounts for the preceding financial year;
 - (c) Chairperson of each Sub-Committee.
- 6.2.2 the election of members of the committee;
- 6.2.3 the appointment of an auditor.

6.3. Quorum

At the Annual General Meeting 15 members shall constitute a quorum and at a General Meeting 6 members shall constitute a quorum.

6.4. Calling of Meetings

- 6.4.1 There shall be at least 6 General Meetings per year.
- 6.4.2 Meetings shall be advertised in accordance with the issuance of notices under the Constitution.
- 6.4.3 The President or in his/her absence the Secretary shall convene an additional General Meeting after receiving a written requisition signed by not less than 15 members, which clearly states the purpose for which the General Meeting is desired.
- 6.4.4 The President or in his/her absence the Secretary shall convene all Annual and General Meetings of the Association by giving not less than seven days notice of such meetings.
- 6.4.5 The agenda for a General Meeting shall include the receiving of the following reports:
 - (a) Secretary's Correspondence
 - (b) Treasurer's monthly report
 - (c) Reports by other members of the Executive as required.

6.5. Conduct of Meetings

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

- 6.5.1 the President shall be Chairman and in his/her absence the Vice President and in both their absences a Chairman shall be elected by resolution of a majority of the members present at the meeting;
- 6.5.2 the Chairman shall conduct all meetings in accordance with any by-laws and standing orders;
- 6.5.3 every question, matter or resolution shall be decided by majority of votes of the members present;
- 6.5.4 every member present shall be entitled to one vote and where a vote is tied, the motion lapses so;
- 6.5.5 voting shall be by show of hands or a division of members unless more than 4 members present demand a ballot. The Chairman shall appoint two members to conduct the secret ballot in the manner as he/she shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- 6.5.6 the Secretary shall keep full and accurate minutes of all questions, matters, resolutions and other proceedings of every Annual General Meeting and General Meeting and enter them in a book provided for that purpose. That book shall be open for inspection at all reasonable times by any member who applies to the Secretary to inspect it.

7. ALTERATION OF CONSTITUTION

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

7.2. Written notice of any vote for a proposed amendment shall be given to the Secretary who shall, within one month of its receipt, notify to each member the proposed amendment and the date, time and place of the General Meeting called for that vote.

8. FUNDS

8.1. The income and property of the Association shall be applied in promotion of its objectives.

8.2. The funds of the Association shall be applied in promotion of its objectives.

8.3. Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Association. The books shall be open for inspection at all reasonable time by any member who applies to the Secretary for inspection.

8.4. All monies shall be banked as soon as practicable after receipt.

8.5. All amounts of \$20.00 or over shall be paid by cheque signed by any two of a group of four Office Bearers.

8.6. Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.

8.7. The Executive shall determine the amount of petty cash that shall be available. This amount shall be ratified at the next General Meeting after which the amount is set or changed. The use of petty cash will be reported in the Treasurer's report presented at each General Meeting.

8.8. Accounts for payment shall be presented and passed at an Annual or General Meeting.

8.9. The Association shall manage all funds in accordance with an annual budget.

8.10. The Association shall not borrow money except:

8.10.1 for the furtherance of its objectives; and

8.10.2 where a special General Meeting called for that purpose has granted approval.

8.11. As soon as practicable after the end of each financial year, the Treasurer shall have prepared a statement of receipts and payments and income and expenditure and a balance sheet for the financial year just ended.

8.12. All statements shall be examined by the auditor who shall present his/her report upon that audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.

8.13. If the Annual General Meeting is held prior to the end of the financial year a Financial Report will be presented to the meeting. The audited Financial Report shall be presented to the first General Meeting after the end of the financial year.

8.14. The Treasurer of the Association or of a Sub-Committee will hand to the successor in office all records and accounts of the Association or Sub-Committee, as soon as the successor has been appointed.

9. NO AGENCY OF THE SCHOOL

9.1. The Association will not hold itself out as an agent of the School and has no authority to bind the School.

9.2. Any decisions in relation to contractual matters are to be reached by consensus and discussed with the School Principal and the Parish Priest and entered into by proper authority.

10. DISSOLUTION

10.1. The Association shall be dissolved:

10.1.1 if the membership is less than three persons; or

10.1.2 if a resolution to that effect is carried by a vote of three-fourths majority of the members present at a General Meeting convened to consider the question.

10.2. In this event the property and other assets of the Association remaining after the payment of all expenses and liabilities shall, as the majority of members present at such General Meeting by resolution may decide, be handed over to:

10.2.1 The School;

10.2.2 an Association within the Catholic Church having similar objectives; or

10.2.3 the Bishop of the Catholic Diocese of Brisbane

CERTIFICATION

We certify that this is a true and correct copy of the Constitution of the ST AGNES PARENTS AND FRIENDS ASSOCIATION.

Signed:

(President)

Signed:

(Secretary)

Date: