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# **[Model] P&F Constitution**

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**St. Pius X Primary School Dubbo  
Catholic Education Diocese of Bathurst**

**Date:  
19.02.2018**

**2018**

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## 1. Application

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This Constitution applies to the Parents & Friends Group at [NAME OF SCHOOL] in the Catholic Diocese of Bathurst (**Diocese**) (**P&F Group**).

## 2. Definitions

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In this document, unless the context requires otherwise:

- (a) **Bishop** means the Bishop (or, if there is no Bishop, the Diocesan Administrator) for the time being of the Diocese.
- (b) **CEDB** means Catholic Education Diocese of Bathurst.
- (c) **Executive Committee** means the executive committee of the P&F.
- (d) **Executive Director of Schools** means the Executive Director of Schools for the Diocese.
- (e) **The Executive** means those Ordinary Members elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer, and School Principal and Parish Priest or others as elected to be Executive Members.
- (f) **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.
- (g) **Ordinary Member** is a Parent/Carer of a student enrolled at the School.
- (h) **General Meeting** means a general meeting of the P&F.
- (i) **Parish** means the Catholic parish within which the School is located.
- (j) **Parish Priest** means the parish priest of the Parish.
- (k) **President** means the president of the P&F.
- (l) **Principal** means the principal of the School.
- (m) **School** means the school to which the P&F relates.
- (n) **Secretary** means the secretary of the P&F.
- (o) **Treasurer** means the treasurer of the P&F.
- (p) **Parent/carers** means the person(s) with parental or legal responsibility for a student.
- (q) **Friends** are teachers, staff, and other members of the Parish / School community interested in pursuing the objectives of the P&F by their attendance at meetings.

### 3. Aim

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#### 3.1 What is the Aim of the P&F?

The P&F recognises and values the role that parents and carers play in the education of their children and in the school and parish community generally and aims to strengthen the partnership between family, school, parish and the wider community for the benefit of their children's overall development and learning.

#### 3.2 How Will the P&F Do This?

The P&F will endeavour to do this by:

- (a) reaching out to all associated with the school to build a friendly and welcoming community which seeks to involve all its members;
- (b) providing a parental perspective to assist the Principal in decision making;
- (c) acting as a mechanism for representing parents when it is appropriate to do so;
- (d) raising funds to provide resources and opportunities for enriching the learning environment of the school;
- (e) supporting parents and carers in their parental responsibilities and involvement in their children's learning at home and school;
- (f) providing a forum where matters relating to the education and development of students can be discussed productively; and
- (g) providing opportunities for parents and carers to gain insights into the life of the school, current developments in education and Catholic education in particular.

### 4. Limitation

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#### Are There Any Restrictions on the P&F?

- (a) The P&F has no legal identity separate from the School. It is a consultative body established under the auspices of the Principal, who is responsible for carrying out the policies and directives of the Bishop and CEDB.
- (b) The P&F has no authority in the day-to-day operation or management of the school.
- (c) The P&F must seek the consent of the Principal and the Parish Priest (or other Priest nominee of the Parish Priest) for activities which affect parish or school property and its use and has no capacity whatsoever to enter into contracts.

### 5. Membership

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#### Who Can Be a Member?

- (a) All parents/carers of pupils attending the school, school staff and friends of the school who are interested in furthering the aim of the P&F are members.
- (b) The Principal and the Parish Priest (or priest representing feeder schools) are *ex-officio* members of the P&F and its committees.

## 6. Management

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### 6.1 What Is the Executive Committee?

- (a) The executive committee is the group responsible for the management of the P&F.
- (b) The office bearers of the Executive Committee will comprise the President, Secretary and Treasurer together with the *ex-officio* members and other members elected at a general meeting.
- (c) The Principal and Parish Priest (or priest representing feeder schools) and principal are *ex-officio* members of the Executive Committee.
- (d) The Executive Committee has the power to make decisions at Executive Meetings on behalf of the P&F when appropriate and within the limits of **clause 13.3**.
- (e) Members of the Executive Committee are required to complete a formal *Working with Children Check* within one month of being appointed as an Executive Member. The WWCC document received by the Executive Member is to be provided to the Principal who will arrange verification of the check with the office of CEDB.

### 6.2 What Are the Responsibilities of the Executive Committee?

The Executive Committee is responsible for:

- (a) organising an appropriate induction process for Executive Members;
- (b) identifying and using opportunities that promote the aims of the P&F;
- (c) ensuring the P&F works collaboratively and co-operatively with the Principal and the relevant priest(s);
- (d) ensuring the P&F's ongoing financial accountability (see **clause 13**);
- (e) organising general meetings (see **clause 11**); and
- (f) establishing and supervising committees that assist with the work of the P&F.

### 6.3 How Does the Executive Committee Work?

- (a) The Executive Committee shall meet by arrangement with the Principal (or the Principal's nominee) for the effective planning and management of the P&F.
- (b) The Executive Committee shall organise an Executive Committee Meeting or other agreed formal consultative process for the purpose of preparing the agenda and finalising arrangements for the General Meeting.
- (c) The quorum for the Executive Committee Meeting must comprise half of the Executive Committee plus one. This must include the Principal or the Principal's nominee.

### 6.4 Termination of Membership of Executive

- a. Any member of the Executive may resign at any time from membership of the Executive by giving notice in writing to the School Principal. Such resignation shall

take effect at the time when such notice is received by the School Principal unless some later date is specified in the notice when it shall take effect on that later date;

- b. Any member of the Executive may be removed from office at a specially convened meeting of the P&F for that purpose if the member: -
  - i. Fails to comply with any of the provisions of this Constitution; or
  - ii. Conducts him/herself in a manner considered to be injurious and prejudicial to the character or interests of the P&F

The member concerned shall be given a full and fair opportunity of presenting his/her case, and if the P&F resolves to terminate his/her membership it shall advise the member in writing within seven days accordingly.

- c. At any such specially convened meeting the member shall be given the opportunity to fully present a case. The question of removal shall be determined by the majority vote of the Members present at that meeting.

## **7. Duties of Office**

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### **7.1 What Is the Role of the President?**

The President:

- (a) provides leadership and direction for the P&F by working co-operatively and collaboratively with the Principal;
- (b) promotes the aim of the P&F in dealings with its members;
- (c) supports the Executive Committee Members;
- (d) presides at all Executive and General Meetings or, if absent, nominates another member of the Executive Committee to preside;
- (e) ensures the efficient running of meetings;
- (f) prepares the agenda in consultation with the Executive Committee;
- (g) ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place;
- (h) prepares and presents the Annual President's Report of the P&F.

### **7.2 What Is the Role of the Secretary?**

The Secretary:

- (a) manages the day-to-day communications and records of the P&F;
- (b) organises meetings, records accurate minutes in a style agreed upon by the Executive Committee and gets them formalised as agreed to by the Executive Committee;
- (c) receives and deals with correspondence in a manner agreed upon by the Executive Committee;
- (d) maintains copies of minutes and such correspondence as is appropriate;

- (e) receives agenda items as in clause 11.1(c);
- (f) passes on records, in good order, to the incoming Secretary.

### **7.3 What Is the Role of the Treasurer?**

The Treasurer:

- (a) is responsible for ensuring that all the financial dealings of the P&F are carried out in accordance with this **clause 7.3** and **clause 13**;
- (b) receives all monies and keeps appropriate financial records which must be available for the review of the Principal as soon as practicable upon request;
- (c) presents, at each General Meeting, a written statement of accounts showing current receipts and expenditure, together with the outstanding balance;
- (d) cooperates with the annual audit of accounts in accordance with **clause 13.4** and presents the annual financial report of the P&F;
- (e) passes on records, in good order, to the incoming Treasurer.

## **8. Election of Officers**

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- (a) The members of this P&F, at the last General Meeting of each year shall elect the executive officers listed in **clause 6.1(b)**.
- (b) Candidates for the Executive Committee must specify the position they are running for and are to be nominated and seconded. If there is a greater number of candidates than required for a particular position, an election is to be held by secret ballot and shall be decided by simple majority.
- (c) The returning officer for any election is the Principal (or the Principal's nominee).
- (d) Any vacancy on the Executive shall be filled by election by the members of the P&F at any General Meeting.

## **9. Re-Election**

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### **Can officers be re-elected?**

- (a) At the last General Meeting of the year, all of the officers of the Executive Committee shall retire but may be eligible for re-election (subject to clauses 9(b) and 9(c)).
- (b) The President must not hold office for a period exceeding two consecutive years
- (c) Other officers must not serve in the same position for a consecutive period exceeding two years.



## 10. Termination of Office

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### Can Positions Be Terminated?

- (a) The position of any officer absent from any 2 consecutive General Meetings without reasonable cause may be declared vacant.
- (b) Providing due notice of a motion specifying the grounds for removal has first been given to the Members and the affected member of the Executive Committee, a member of the Executive Committee may be removed from office by resolution of the P&F carried out at a Special General Meeting.

## 11. General Meetings

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### How will the P&F meet?

#### 11.1 General Meetings

- (a) The Executive Committee is to organise a General Meeting at least once every school term.
- (b) The first General Meeting is to be held by the end of March and the last General Meeting by mid-December.
- (c) Notice of the meeting is to be given in a prior school newsletter and shall indicate the need for members to send agenda items, in writing, to the Secretary before the date of the next Executive Committee meeting.
- (d) A quorum for a general meeting shall be 5 members including the Principal (or nominee) and 2 Executive Committee Members (including the President or Treasurer or their nominees).
- (e) A period of 15 minutes is to be allowed before a General Meeting is cancelled.
- (f) No meeting is to continue beyond 90 minutes unless a two-thirds majority of those present agree to an extension.
- (g) All meetings shall be conducted in accordance with standard meeting procedures. A formal agenda is to be prepared for the meeting with additional proposed items noted and included in the agenda for the next scheduled meeting. In the case of a tied vote in respect of any motions put forward, the President shall exercise a casting vote.
- (h) The order of business is as follows, unless the majority of those present agree to change it:

Prayer and Welcome  
Record of Attendance and Apologies  
Confirmation and acceptance of the Minutes of previous meeting  
Business arising from those Minutes  
Correspondence: incoming & outgoing  
Reports including statement of accounts from the Treasurer  
Matters arising from Executive Meeting (includes Motions proposed)  
Guest Speaker and / or Discussion Session on nominated topic (which may include the Principals' report of special school activities)  
Matters for Future Consideration

Confirmation of next meeting date  
Conclusion

### **11.2 At which General Meeting will the annual reports be presented?**

The first General Meeting will be the occasion for the formal presentation of the annual reports, accounts balance sheet (pending audited accounts as at 31 December).

### **11.3 At which General Meeting will elections be held?**

The last General Meeting will be the occasion for the election of office bearers (whose term commences at this General Meeting)

## **12. Special General Meetings**

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### **12.1 What Is a Special General Meeting?**

A special general meeting is a mechanism for supporting the continued operation of the P&F in unusual circumstances.

### **12.2 What Is Involved in Calling a Special General Meeting?**

- (a) A Special General Meeting can be called on the authority of the Executive Committee or on written request to the Executive Committee by members of ten members.
- (b) A Special General Meeting must be held within 28 days of the request being appropriately registered or, if that 28-day period expires on a date which is not within a school term, within 14 days of the commencement of the next school term.
- (c) At least 7 days' notice of the Special General Meeting shall be given in a prior school newsletter. The object of the meeting will normally be clearly stated.
- (d) A quorum for a Special General Meeting shall be 8 members and must include the Principal (or nominee) and 2 members of the Executive Committee (which must include the President or their nominee).
- (e) A Special General Meeting can also be called on the authority of the Principal in the event of there not being an appropriately constituted Executive Committee or if, in the opinion of the Principal, the P&F is not fulfilling its aim.

## **13. Funds**

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### **13.1 How Are Funds Raised?**

The Executive Committee must develop a strategy for fundraising that considers the community's ability to raise funds. The proposals are presented to the General Meeting for discussion and approval.

### **13.2 How Are Funds Managed?**

- (a) Funds are to be used solely for the aims of the P&F as set out in clause 3.
- (b) All funds raised by or on behalf of the P&F must be banked promptly and fully intact into an account with the CDF in the name of the School P&F's account and all expenses paid by cheque or EFT

- (c) Any funds raised by a levy/subscription must be held in the School P&F account.
- (d) The authorised signatories to the school P&F account will be the same as the signatories for the School's bank account. Any payments on behalf of the P&F will be made in accordance with a written recommendation by the P&F Executive Committee or any two of the following:
  - (i) the President,
  - (ii) the Treasurer; and
  - (iii) the Secretary,
 subject to any conditions imposed by the School at the time it agrees to make the payment.
- (e) No more than \$5,000 should normally be held in the School P&F account at any point.
- (f) If more than \$5,000 is required to be held in the P&F account, the Executive Committee must receive prior written approval from the Principal which specifies the amount to be held, the period of time and the purpose for which it is required.
- (g) Invoices for approved payment from the P&F fund will be processed by the school to the P&F expense account for the agreed upon purchase of goods and services to ensure that GST input tax credits are obtained. All tax invoices will be made out in the name of the School P&F.
- (h) School funds must not be transferred to the P&F fund except in accordance with this clause 13.2.
- (i) All accounts must be paid promptly by the school.
- (j) To avoid there being any doubt, the P&F may not make any payments other than with the prior written approval of the Principal.
- (k) To avoid there being any doubt, the P&F may not make any purchases other than with the prior written approval of the Principal.

### **13.3 How Are Decisions Made About Allocation of Funds Raised?**

- (a) The Principal has the sole responsibility for the allocation of resources within a school. The Executive Committee must consult with the Principal to develop a list of needs and suggest some priorities for consideration at the first General Meeting each year and subsequent approval (or otherwise) by the Principal.
- (b) Funds raised by the P&F may only be used for school purposes after consultation with the Principal and upon the Principal providing his or her prior written approval for the expenditure. Funds received by the P&F should be banked as soon as practicable.
- (c) With the exception of petty cash all expenditure of P&F funds must be placed before the P&F at a General Meeting for ratification.

#### **13.4 What Are the Financial Record Keeping and Annual Audit Requirements of the P&F?**

- (a) The Executive of the P&F must ensure that financial records are properly maintained.
- (b) The Principal must be satisfied that all P&F accounts are kept in a proper manner and are subject to accountability and reporting procedures;
- (c) The P&F's financial records, including income and expenditure statements, will be audited together with the School's accounts as at 31 December each year. The P&F must provide the Principals with its financial records for the purposes of this audit within 14 days of request.
- (d) The P&F financial year will run from 1 January to 31 December each year.
- (e) A statement of compliance from the school auditor will be provided on or before the later of:
  - (i) the first General Meeting of the P&F in any calendar year; or
  - (ii) by 31 May of each year.

### **14. Committees**

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#### **How do Committees work?**

- (a) The P&F or the Executive Committee may establish Committees or appoint particular roles to carry out or coordinate particular functions on its behalf. These Committees or roles are to have specific terms of reference or role statements and are to report their operations or activities to General Meetings of the P&F. Where possible, Committees should include at least one member of the Executive Committee. Where individuals are appointed to particular roles such as Publicity Officer, appointment is on an annual basis
- (b) After paying expenses (receipted) of their operations, the balance of funds of Committees will be remitted to the funds of the P&F as soon as it is practical to do so.

### **15. Amendment of Constitution**

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#### **How can changes be made to this Constitution?**

- (a) This Constitution may only be changed by resolution at a General Meeting or a Special General Meeting and only after 21 days' notice, in writing, shall have been given at a previous General Meeting.
- (b) All amendments must be:
  - (i) accepted by at least three quarters of those present;
  - (ii) must be in accordance with the aims of the Constitution; and
  - (iii) must be approved by the Executive Director of Schools or his or her nominee.

## 16. Dissolution

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### 16.1 How Might the P&F Be Dissolved?

- (a) The P&F is automatically dissolved if the school closes down or is amalgamated.
- (b) The P&F can be dissolved following a Special General Meeting. This can be called in accordance with **clause 12** specifically for the purpose of providing an opportunity for the school community to discuss the dissolution of the P&F. At least three-quarters of the member's present must vote in favour of the resolution to dissolve the P&F for the motion to be carried.
- (c) Where it is judged that the functions of the P&F are at variance with the vision and mission of Catholic education, the Executive Director of Schools may intervene and dissolve the P&F.

### 16.2 What Happens to Assets, Records and Funds on Dissolution?

After all expenses and liabilities are paid:

- (a) where a school is closed under **clause 16.1(a)**, the remaining assets, records and funds shall be handed over to the CEDB;
- (b) where a school is amalgamated under **clause 16.1(a)**, the remaining assets, records and funds shall be handed over to the Principal of the amalgamated school for the purpose of the amalgamated school; and
- (c) where a P&F is dissolved under **clause 16.1(b)** or **(c)**, the remaining assets, records and funds or the P&F shall be handed over to the Principal for the purposes of the school.

## 17. Precedence

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In the event of any conflict between a P&F Constitution and any policies and procedures of CEDB, the policies and procedures of CEDB will take precedence.

# Adoption of Constitution

We the undersigned, hereby certify that these rules were adopted at a general meeting of

The P&F

*(insert name of P&F)*

held on: \_\_\_\_\_

*(insert date of P&F general meeting)*

\_\_\_\_\_  
Chair of Meeting (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Elected President (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Ex-officio (Parish Priest (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Ex-officio (Principal) (print name)

\_\_\_\_\_  
Signature

Date: