

**CONSTITUTION FOR
ST. MARIA GORETTI'S CATHOLIC SCHOOL, REDCLIFFE
PARENTS AND FRIENDS' ASSOCIATION**

1. NAME

The name of the Association shall be St. Maria Goretti's Catholic School Parents and Friends' Association.

2. RECITAL

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

3. DEFINITIONS

- (a) The Association is the St. Maria Goretti's Catholic School Parents and Friends' Association.
- (b) The Executive consists of the President, Vice President, Secretary and Treasurer of the Association elected as per clause 10.- Elections.
- (c) The Governing Bodies of the School are the Principal and the School Board.
- (d) The School is St. Maria Goretti's Catholic School, Redcliffe.

4. OBJECTS

The objects of the Parents and Friends' Association are to fulfil the aims of the Parents and Friends' Association of the School in a spirit of Christian co-operation and to promote in the school an active relationship with Christ and His Church.

5. AIMS

The Parents and Friends' Association is an integral part of the Catholic School structure and is a valuable instrument in this important Church Apostolate.

(a) The Association should:-

- i. Adhere to the aims and objectives of the State Federation as laid down by the Constitution and approved by the Catholic Bishops of Western Australia;
- ii. Strive to develop at the school a real community of parents, teachers and students which reflects a truly Christian ethos;
- iii. Work closely with the school communities, in particular the school Principal, who is the leader of the school community, to achieve common goals;
- iv. Act as liaison between the wider school community and the Governing Bodies of the school;
- v. Ensure that a high level of social and educational interaction exists between home and school, parents and teachers;
- vi. Endeavour to have all parents enjoy the exciting experience of their children's formal school years by active participation and personal involvement in the school programs;
- vii. Provide a healthy forum for ideas and discussion on any relevant issue that will benefit the education of the children;
- viii. In particular, concern itself with further education for the parents of the school in their faith development and ensure that a clear understanding of the school's religious education program exists;
- ix. Organize guest speakers for the Parents and Friends' Association on current and suggested educational programs, faith development and other matters of interest;
- x. Work to provide additional resources which are considered necessary for the children or to assist the teachers in their professional work;
- xi. Assist in planning and organizing functions associated with the social, sporting, cultural and educational life of the school community.

(b) The Parents and Friends' Association Executive should:-

- i. Be responsible for the planning, management and organization of the Association's affairs;
- ii. Hold regular (preferably monthly) general meetings to which should be invited all parents, the Principal and teachers, parish clergy and other interested persons;
- iii. Conduct meetings in a fitting and proper manner with respect for accepted meeting procedures;
- iv. Use known and successful organizational tools, such as sub-committees, task forces and discussion groups, to encourage wider participation, develop increased responsibility and to achieve more effective results;
- v. Appoint a person, or form a sub-committee, to be responsible for activities and dissemination of information pertaining to the Association's areas of responsibility to the School community, for example matters of education, parent education, religious education, State Federation and Australian Parents' Council, social, cultural and sporting activities, the parent-teacher relationship.

6. MEMBERSHIP OF THE ASSOCIATION

- (a) The Parish Priest, if any, and the Principal and all members of the teaching staff of the School shall be ex-officio members of the Association.
- (b) Any parent / guardian of a child attending the School, and any person who supports the objects of the Association and seeks to be admitted as a member, shall be a member of the Association.
- (c) A Register of Members shall be maintained by the Secretary and shall comprise lists of:
 - i. Families with children at The School
 - ii. Ex-officio members (Principal, Teaching Staff)
 - iii. Other persons who support the objects of the Association.
- (d) A voluntary levy or subscription may be payable by each family, the amount being fixed each year by the Association at its preceding Annual General Meeting.

7. MEETINGS OF THE ASSOCIATION

- (a) An Annual General Meeting of the Association shall be held as close as practicable to the conclusion of the school year, to:
 - i. Receive and consider the Annual Report of the Executive;
 - ii. Elect the Executive for the following year;
 - iii. Fix any voluntary levy or subscription payable by each family, for the following year;
 - iv. Appoint an auditor for the following year; and
 - v. Deal with any other matter or matters brought before the meeting.
- (b) Where possible, matters to be brought before a Meeting of the Association should be submitted in writing to the President or Secretary at least seven days prior to the meeting.
- (c) Special Meetings
 - i. Special Meetings of the Association may be convened by the President or Secretary at any time, and shall be convened by them within 14 days of receiving a request in writing signed by ten or more members of the Association. These signatories shall attend the meeting convened or submit a written apology. At least five signatories must attend the meeting. The request must itemize all matters to be discussed at the meeting.
 - ii. Special Meetings will be convened within fourteen days of the request of any of the school Governing Bodies.

- iii. At Special Meetings, items for discussion will be limited to the matters relating to the calling of such a meeting.
- (d) Notification of meetings, including details of matters to be raised, will be given to all members at least seven days prior to the meeting, where possible.
- (e) At any meeting of the Association a total of two office bearers and four members shall constitute a quorum.
- (f) At each meeting of the Association, a member of the Executive shall make a report of its activities since the previous meeting of the Association.

8. VOTING

- (a) Any member or ex-officio member of the Association shall be eligible to vote on any matter at any meeting of the Association.
- (b) The Chairperson of a meeting may use a casting vote, which must not be used to alter the status quo.

9. MANAGEMENT

The Association shall be governed by the Executive.

10. ELECTIONS

- (a) The Executive Members of the Association shall be elected by the Annual General Meeting. For the purpose of this election only, either the Principal or Parish Priest, if any, 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.
- (c) No ex-officio member, or their representative, can be elected to an executive position.

11. VACATION OF OFFICE

- (a) The term of office of Executive Members will be one year, at the conclusion of which period they shall vacate their positions at the Annual General Meeting but shall be eligible for re-election.
- (b) A person shall not hold the office of President for more than three consecutive years.

- (c) Executive Members who wish to resign during their elected term may do so providing they give one month's written notice to the Association.
- (d) An Executive Member shall be deemed to have resigned if:
 - i. Without submitting an acceptable apology, the member is absent from three consecutive meetings; or
 - ii. In accordance with a decision of an absolute majority of the Executive, the member is required to resign from the Executive and fails to do so within fourteen days of the date upon which notification of the decision of the Executive and its reasons was forwarded to the member.

12. CASUAL VACANCIES

Any vacancies in the Executive, whether by reason of the operation of Clause 11.- Vacation of Office or otherwise, may be filled by appointment by the Executive of any member of the Association, until the next Annual General Meeting.

13. POWERS OF THE ASSOCIATION

The Association shall have power generally to give effect to the aims of the Association and to the Rules of the Constitution, and may:-

- (a) Formulate the Standing Orders of the Association to be applicable to such meetings as the Executive may determine;
- (b) Establish such sub-committees as it may determine to give effect to the aims of the Association;
- (c) Elect or appoint members to any such sub-committee and provide for the conduct and operation thereof;
- (d) Elect and define the duties and powers of its officers;
- (e) Appoint one delegate to the School Board;
- (f) Recommend the voluntary Parents and Friends' Association levy to be agreed on at the Annual General Meeting;
- (g) Raise funds by other voluntary means for the further educational benefits of the students of the School, in accordance with the aims of the Association.

14. POWER OF VETO

The School Principal shall have the power to veto any decision made at any meeting dealing with matters of internal operation of the School.

15. FINANCE

As soon as practicable, the Executive 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 such officers as the Association may determine.

16. ASSETS

All assets of whatever nature not previously donated to the School (excepting the Association's bank accounts) may be vested in a trustee of the Association. The Principal shall be the sole trustee of the Association.

17. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION

- (a) The Association is automatically dissolved if the school closes down or is amalgamated.
- (b) Members can decide at a Special Meeting to wind up an Association voluntarily only if it is solvent. This means that the Association must be able to pay all of its debts and liabilities.
- (c) Notice of the proposal to wind-up the Association shall be given in writing to all members at least one month prior to such meeting and shall include
 - i. the meeting time, date and venue;
 - ii. the resolution; and
 - iii. the intention to propose the resolution.
- (d) The resolution must be approved by at least 75% of the members present and eligible to vote.
- (e) 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:-
 - i. to the Parish Priest,
 - ii. where a school is amalgamated, to the Principal of the amalgamated school for the purposes of the amalgamated school,
 - iii. to another incorporated association having objects similar to those of the Association,
 - iv. to the Parents and Friends' Federation; or
 - v. for other charitable purposes.

18. AFFILIATION

The Association will affiliate with the Parents and Friends' Federation of Western Australia Inc.

19. 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;
- (b) the amendment must be approved by at least 75% of the members present and eligible to vote;
- (c) all amendments must be in accordance with the aims of the Constitution; and
- (d) a formal review of the Constitution shall be conducted under the direction of the Executive at least once every five (5) years. A report and recommendations arising from the review shall be submitted to the next General Meeting for consideration.

20. COMMON SEAL

If the Association becomes incorporated, the Common Seal of the Association shall be in the custody of the Secretary and shall be affixed to any document only pursuant to a resolution of the Association. The affixation of the seal shall be witnessed by the Secretary and either the President or the Vice-President.

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 shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members, provided that this shall not prevent 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.

22. AUDITOR

- (a) The financial year of the Association shall be from the 1st of 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. The Auditor shall audit the accounts of the Association as at the close of the financial year. The Auditor shall not be a member of the Executive.

23. SECRETARY

The Secretary shall:-

- (a) Co-ordinate the correspondence of the Association;
- (b) Keep full and correct minutes of the proceedings of the Association;
- (c) If the Association becomes incorporated, comply on behalf of the Association with:-
 - i. Section 27 of the Associations Incorporation Act 1987 in respect of the register of members of the Association, and
 - ii. Section 29 of the Associations Incorporation Act 1987 in respect of the record of the office holders, and any trustees, of the Association;
- (d) Have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c) other than those required by clause 24.- Treasurer to be kept and maintained by, or to be in the custody of, the Treasurer; and
- (e) Perform such other duties as are imposed by this Constitution.

24. TREASURER

The Treasurer shall:-

- (a) Be responsible for the receipt of all moneys paid to or received by, or by the Treasurer on behalf of, the Association and shall issue receipts for those moneys in the name of the Association;
- (b) Pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Executive may from time to time direct;
- (c) Make payments from the funds of the Association with the authority of a meeting of the Association and in so doing ensure that all cheques are signed in accordance with clause 15. – Finance;
- (d) If the Association becomes incorporated, comply on behalf of the Association with sections 25 and 26 of the Associations Incorporation Act 1987 in respect of the accounting records of the Association;
- (e) Whenever directed to do so by the President, submit to the Association a report, balance sheet or financial statement in accordance with that direction;

- (f) Have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (d) and (e); and
- (g) Perform such other duties as are imposed by this Constitution.

25. MINUTES OF MEETINGS OF THE ASSOCIATION

- (a) The Secretary shall cause proper minutes of all proceedings of all meetings of the Association to be taken and then to be entered within 30 days after the holding of that meeting, in a minute book or file kept for that purpose.
- (b) The Chairperson shall ensure that the minutes taken of a meeting are checked and signed as correct by the Chairperson of the meeting to which those minutes relate or of the next succeeding meeting;
- (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 meeting to which they relate was duly convened and held;
 - ii. All proceedings recorded as having taken place at the meeting did in fact take place; and
 - iii. All appointments or elections purporting to have been made at the meeting have been validly made.

26. 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.

27. 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.

Adopted by a General Meeting of the Association

Held on 4/4/14

Simone Northcott _____ President

Kirsty Douglas _____ Secretary

Martin Barrett _____ Principal