

Sample P & F CONSTITUTION

1. PREAMBLE

The Catholic school known as operates under the authority of the (Archbishop/Governing Council). In accordance with his/its desire for the school to give witness to its most important role as an agency of the Catholic Church in Tasmania the (Archbishop/Governing Council) has endorsed the establishment of an Association of parents and friends of the school:

(i) to promote the mission of the school;

and

(ii) to foster a true spirit of community.

In that spirit Canon Law 796 lays the foundation for the relationship between parents and the friends and the Catholic school, it states,

"Among the means of advancing education, Christ's faithful are to consider schools as of great importance, since they are the principal means of helping parents to fulfil their role in education.

There must be the closest cooperation between parents and the teachers to whom they entrust their children to be educated. In fulfilling their task, teachers are to collaborate closely with the parents and willingly listen to them; associations and meetings of parents are to be set up and held in high esteem..."

2. NAME

The Association shall be known as (school name) Parents & Friends Association.

3. OBJECTIVES

3.1 The objectives of the Association shall be those which accord with the content of the documents "The Catholic School" (Sacred Congregation for Catholic Education, Rome (1977)) and "The Code of Canon Law (1983)".

In particular, the Association will participate in the optimum spiritual, intellectual, social and physical development of the pupils in the school by:

- (a) fostering a distinctive Christian environment in the school;
- (b) developing maximum co-operation between parents and school staff;
- (c) utilising those structures which are established to promote the principles of Catholic education;
- (d) providing a vehicle for information sharing and participation of parents, in a spirit of collaboration and common purpose;
- (e) identifying gifts and talents within the parent community and making them available to meet the spiritual, educational, social and material needs of the school; and
- (f) work to promote and defend government support for Catholic education and promote recognition of the important role that parents play in the education of their children (by affiliating with, and participating in the activities of the Tasmanian Catholic Schools Parents & Friends Federation).

3.2 The Association shall not:

- (a) have, nor shall it seek to have, any direct control over the management and administration of the school;
- (b) affiliate with any political party or body; nor
- (c) affiliate with any association whose objectives are in conflict with the objectives stated in Clause 2.1.

4. MEMBERSHIP

4.1 Membership of the Association is open to: all parents or guardians of students in the school; former parents and students; staff members; and friends of the school who wish to assist with the promotion of the Association's objectives.

4.2 The Parish Priest (where applicable) and Principal are ex-officio members of the Association.

5. SUBSCRIPTIONS

The subscription, if any, shall be determined by the Annual General Meeting and shall be payable on a voluntary basis.

6. LEADERSHIP

6.1 The affairs of the Association will be co-ordinated and facilitated by an Executive Committee which will comprise the following office bearers who shall be elected at each Annual General Meeting:

President
Vice President
Secretary
Treasurer

The Principal is an ex-officio member of the Association and a member of the Executive. The Principal (or his/her delegate) will be represented at all Ordinary meetings of the Association.

6.2 No person shall hold any one of the Executive positions for more than three (3) consecutive years.

6.3 Should any office become vacant during the year it may be filled by a member of the Association co-opted by the Executive, or by election at an ordinary meeting of the Association.

7. FUNCTIONS OF THE EXECUTIVE COMMITTEE

7.1 The Executive Committee shall ensure that the activities of the association comply with the requirements of this Constitution and, except as otherwise provided herein, shall:

- (a) give due notice to the school community about meetings of the Association;
- (b) ensure that correspondence is appropriately considered and dealt with;
- (c) inform the school community about the Association's activities;
- (d) ensure that adequate documentation is kept; and
- (e) ensure that proper financial budgeting, disbursement, reporting and record keeping procedures are followed.

Special Projects

- 7.2 The Association may appoint officers for special projects or fundraising activities. These officers may be co-opted onto the Executive Committee, if deemed appropriate, by an Annual General Meeting. Such appointments will be effective until the subsequent Annual General Meeting.
- 7.3 Where the Association manages these activities it does so under the auspices of the School Authority and the Board.
- 7.4 Any salaried staff employed to carry out these activities must be employed by the Principal under the policy and procedures of the Catholic Education Office.

Committees

- 7.5 Standing or ad hoc committees may be established by meetings of the Association. These committees operate under the direction of the Association and its Executive Committee and may be disbanded at any time.
- 7.6 The membership of such committees will expire at each Annual General Meeting, but members will be eligible for reappointment by the Annual Meeting.

8 MEETINGS

- 8.1 At least two ordinary meetings of the Association will normally be held during each school term.
- 8.2 The Executive Committee will meet as often as required to effectively co-ordinate and facilitate the activities of the Association.
- 8.3 An Annual General Meeting of the Association will be held in the month of ... each year.

As well as any other matters required by this Constitution, at this meeting:

- (i) the President will present an Annual Report;
- (ii) the Treasurer will present an audited Financial Statement and a budget for the forthcoming year;
- (iii) reports of activities since the last Annual General Meeting will be presented by Chairpersons of standing and/or ad hoc committees;

(iv) a Returning Officer appointed by those present shall conduct and declare the election of members of the Executive Committee;

(v) an Auditor will be appointed; and

(vi) any other business as may properly be brought forward shall be dealt with.

8.4 Standard meeting procedures will be used at all meetings of the Association, but in a manner which reflects the Association's spirit of participation, collaboration and common purpose.

8.5 Meetings of the Association will deal with issues of importance to the school community and any other matters pertaining to the Association's objectives.

Issues involving individual students or members of staff are not matters to be raised within the context of the Association's meetings. The person chairing any meeting of the Association shall therefore ensure that no reference or statement is made which is critical of a member of the Association, a member of staff, a student or any other member of the school community.

8.6 A quorum shall be:

for ordinary meetings, 7 members (example only) excluding ex-officio members;

for Executive Committee meetings, 3 members;

and for the Annual General Meeting, 10 members excluding the ex-officio members.

8.7 Voting shall be determined by a simple majority, with the exception of amendments to the Constitution. In the event of a tied vote a motion shall lapse.

8.8 In the event of a failure to reach consensus on a significant matter further advice should be sought from the appropriate authority. Once all issues are clarified a proposed motion for consideration by the next meeting of the Association will be published in the school newsletter.

9 RELATIONSHIP BETWEEN THE ASSOCIATION AND THE SCHOOL BOARD

9.1 The Association recognises the working functions of the School Board and the Board's overall responsibility for the management of the school.

- 9.2 In furthering the Association's objectives the members will consult with the Board in a spirit of collaboration and be active in putting forward ideas and suggestions.
- 9.3 Activities of the Association carried out with the purposes of fundraising or undertaking projects to improve the school will be developed in close liaison with the Board using the following model in the normal course of events:
- a list of needs and projects is prepared by the Board in consultation with various parties, including the Association;
 - priorities are set with the advice of the Principal;
 - the priority list is reviewed with the Association through a meeting of the respective Executives.
 - the Association and the Board will agree on a program for its implementation;
 - the Association provides funds and monitors projects to completion;
 - the Association will keep the Board advised of progress as appropriate.

10 REVIEW OF THE CONSTITUTION

- 10.1 The terms and conditions of this Constitution may be amended:
- (i) by a resolution passed by a majority of not less than two-thirds of all financial members present at an Annual General Meeting;
 - (ii) a notice foreshadowing such a motion must be published in the school newsletter under the signatures of the proposer and seconder no later than twenty-eight days prior to the date of the Annual General Meeting;
 - (iii) no such resolution shall be valid until ratified in writing by the (Archbishop/Governing Council).
- 10.2 This Constitution will normally be subject to a review by the members of the Association every three years from the date of its adoption, unless an earlier review is requested by the school authority.

11 INDEMNITY IN RESPECT TO LIABILITY

Appropriate liability cover is provided for diocesan schools by the Archdiocese of Hobart. In the case of Congregational schools this coverage is provided by the trustees of the governing body. The appropriate governing authority for the school will indemnify a person in respect of liability from matters done in good faith.

12 WINDING UP

All assets and monies of the Association are the property of the School and will be paid over to the school authority in the event of the Association ceasing to operate.

Signatures of the Parties:

Date P & F President

Date P & F Secretary

Endorsed by:

Date Delegate of the Archbishop/Governing Council