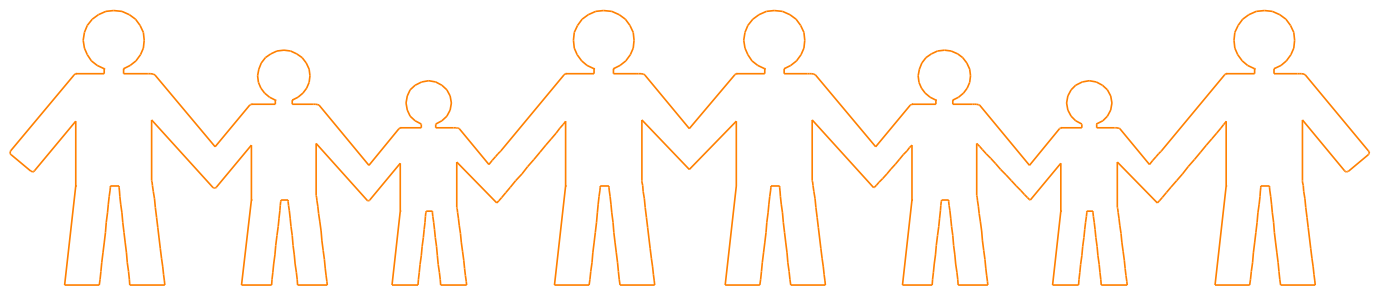


**DIOCESE OF WOLLONGONG PARENT FORUM**





## **P&F CONSTITUTION**

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**Appendix K** P&F Constitution template

## 5.1 WHAT IS A CONSTITUTION

A Constitution is a written document defining and limiting the duties and powers of an organisation/association.

A Constitution is a system, often defined in a written document, which establishes the fundamental rules and principals by which an association or organisation is governed.

A Constitution does not provide the processes for how a particular task should be done. e.g. a constitution will state that each P&F must have an election at the AGM each year. However, it does not step out the process by which those elections are held. That is one of the fundamental purposes of this handbook – to assist P&Fs with the how, who, what, where and when of running an Association.

## 5.2 WHY HAVE A CONSTITUTION?

As a Catholic Primary or Systemic Secondary school belonging to the Diocese of Wollongong there is an expectation of the Bishop that:

- a P&F is in existence; and
- that it operates under the attached P&F Constitution (Appendix K).

## 5.3 ADOPTING THE P&F CONSTITUTION

The process to adopt and ratify the P&F Constitution is:

1. Inform all members of the P&F fourteen (14 days) prior to the meeting at which it will be ratified. This notification can be made either via the school newsletter and/or school website giving members a copy of the draft or instructions as to how to access it.
2. At the meeting the draft Constitution must be accepted by at least two-thirds of those present (follow the voting process outlined in section 3.6 – Common meeting procedures);
3. Once ratified a copy should be made available to all parents, the Principal and a copy sent to the Diocesan Parent Forum.

If the P&F Constitution provided is not adopted, and amendments are requested/made then the approval process outlined in Section 19 of the Constitution should be followed.

Note: approval for variations from the Constitution provided must be sought from the Bishop via the Parent Forum. Notification will be then be forthcoming regarding the acceptance or otherwise of any variances. The proposed Constitution cannot come into effect until this approval has been received. In the interim the P&F Constitution provided will take effect.

Approval of any variances must be directed to the Bishop via the Diocese of Wollongong Parent Forum.

### WHERE CAN I GET HELP:

The Diocese of Wollongong Parent Forum can assist P&Fs which any advice on updating the P&F Constitution. Contact details are as follows:

Diocese of Wollongong Parent Forum

Phone: (02) 4253 0800

Email: [parentforum@dow.catholic.edu.au](mailto:parentforum@dow.catholic.edu.au)

Website: [dow.catholic.edu.au](http://dow.catholic.edu.au)



**CONSTITUTION**

**FOR**

**PARENTS & FRIENDS ASSOCIATIONS**

**IN PARISH PRIMARY AND**

**SYSTEMIC SECONDARY SCHOOLS**

**IN THE**

**CATHOLIC DIOCESE OF WOLLONGONG**

## Introduction

This Constitution provides a template for school communities setting up new Parents and Friends Association (P&F) as well as those with an established P&F needing to update or replace an existing constitution.

**There is an expectation that each parent association in Parish Primary and Secondary Systemic schools in the Diocese of Wollongong will adopt this Constitution with only minor changes for specific school needs. The items which can be changed/alterd are marked with an \*.**

If this Constitution is not adopted then approval must be sought from the Bishop via the Diocese of Wollongong Parent Forum. Notification will be then be forthcoming regarding the acceptance or otherwise of any variances from this Constitution. In the interim this Constitution will take effect

Features of this constitution are that it:

- uses plain language together with explanatory notes;
- clearly establishes that P&Fs exist as part of the school, for the benefit of the student's learning and development, not as legal entities in their own right;
- aims to reduce opportunities for misunderstandings by clarifying the aims and objectives of the association, providing helpful information and specifying limitations;
- promotes the development and cultivation of an Executive Committee with a clearly-delineated role in working with the Principal in defining common interests and generating ways of forming an effective partnership;
- tries to identify ways in which matters relating to student's learning and development can be discussed productively in order to provide a parental perspective to appropriately assist the Principal in decision-making;
- includes a consultative processes for the allocation of funds raised by parents and carers.

**Assistance is readily available from:**

Diocese of Wollongong Parent Forum  
Catholic Education Office  
86-88 Market St  
Wollongong NSW 2500

Ph: 02 4253 0800

[www.dow.catholic.edu.au](http://www.dow.catholic.edu.au)

or via email at [parentforum@dow.catholic.edu.au](mailto:parentforum@dow.catholic.edu.au)

Model for Constitutions for School Parent Associations	Explanatory Notes
<p><b>1. NAME</b> This Association shall be known as the “&lt;Insert Name of School&gt; Parents’ and Friends’ Association” and shall be referred to in this Constitution as “The Association”.</p>	
<p><b>2. AIMS AND OBJECTIVES</b></p> <p>2.1. The Association recognises and values the role that parents/carers play in the education of their children 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.</p> <p>2.2. The Association will endeavour to do this by:</p> <p>2.2.1. promoting the faith-life and educational goals of the school in the context of its particular role within the mission of the Catholic Church in the Diocese of Wollongong;</p> <p>2.2.2. fostering effective partnerships involving parents/carers, students, staff, parish, and diocese for the provision of authentic Catholic education within a quality learning environment;</p> <p>2.2.3. providing a parental perspective to assist the Principal in decision making;</p> <p>2.2.4. collaborating at all times in a cooperative manner with the school Principal and consulting with the Principal in matters relating to the educational needs of the school, staff and students;</p> <p>2.2.5. raising funds to provide resources and opportunities for enriching the learning environment of the school, in consultation with the Parish Priest and Principal;</p> <p>2.2.6. supporting parents/carers in their parental responsibilities and involvement in their children’s education at home and at school;</p> <p>2.2.7. providing a forum where matters relating to the education and development of students can be discussed productively;</p> <p>2.2.8. promoting appropriate social contact among the parents and friends of the school; and</p> <p>2.2.9. providing a means for parents/carers to affiliate with the Diocese of Wollongong Parent Forum.</p>	<p><i>Catholic schools have been established by the Church to work in partnership with parents in providing a loving Christian community in which young people can grow in faith and experience a rewarding, diverse, general education as well.</i></p> <p><i>Parent Associations exist as part of the school to support it and its community. As such they work in collaboration with the school Principal and Parish Priest in an advisory capacity.</i></p> <p><i>Canon 796 requires that: “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 parents and willingly listen to them; associations and meetings of parents are to be set up and held in high esteem.”</i></p> <p><i>As well as assisting to provide for the material needs of the school, formal parent groups can be a valuable means of uniting the school community and enhancing co-operation, collaboration and communication between family, Parish, school and the wider community.</i></p> <p><i>It is expected that school communities establish formal parent bodies such as P&amp;F Associations or other relevant parent groups. This is in keeping with Canon Law (Canon 796).</i></p> <p><i>It is expected that the Principal will support the role of formal parent groups.</i></p> <p><i>The above expectations apply to all Catholic systemic and Parish primary schools.</i></p>



<p><b>3. LIMITATION</b></p> <p>3.1. The Association 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 the Catholic Education Office, Diocese of Wollongong.</p> <p>3.2. The Association has no authority in the day-to-day operation or management of the School.</p> <p>3.3. The Association must have the consent of the Principal and, in the case of Parish Primary Schools, the Parish Priest for activities which affect the Parish or school property and its use.</p>	<p><i>Diocesan systemic schools are not legal entities in their own right, therefore parent bodies which are part of the school and Parish, cannot take on a legal identity of their own. Parent Associations are not to be separately incorporated. The Association recognises the need to act with respect for:</i></p> <ul style="list-style-type: none"> <li><i>• the authority and responsibility of the Principal in making decisions relating to the school and/or any activity using the school's name;</i></li> <li><i>• the role of the Parish Priest with regard to decisions involving school/parish property and;</i></li> <li><i>• the established protocols of the school and Parish.</i></li> </ul>
<p><b>4. MEMBERSHIP</b></p> <p>4.1. All parents/carers of students attending the school, school staff and friends of the school who are interested in furthering the aims and objectives of the Association may be members.</p> <p>4.2. The Principal and the Parish Priest are <i>ex-officio</i> members of the Association.</p> <p>4.3. All members of the Association when engaged in authorised activities of the Association, or when performing duties associated with their position in the Association are deemed to be volunteers and as such are covered by the volunteer policy held with Catholic Church Insurance. (CCI).</p>	<p><i>Because the Association is an umbrella body for community involvement in the school it tries to find ways to help all feel included and valued.</i></p> <p><i>Ex-officio = members by right of office held. Ex-officio members have the same rights as ordinary members, including voting, however, they do not always choose to exercise these rights. Although the priest's responsibilities often preclude active involvement in P&amp;F meetings an invitation should be extended once dates have been finalised for the year.</i></p>
<p><b>5. MANAGEMENT</b></p> <p>5.1. Definition</p> <p>5.1.1. The Executive Committee is responsible for the management of the Association.</p>	<p><i>The Executive Committee works in close cooperation and</i></p>



- 5.1.2. The Executive Committee comprises the President, Vice-President, Secretary, Treasurer, together with the *ex-officio* members.
- 5.1.3. The Principal and Parish Priest are *ex-officio* members of the Executive Committee.
- 5.1.4. The Executive Committee in consultation with the Principal has the authority to make decisions at Executive Meetings on behalf of the Association when appropriate and within the limits of this Constitution.

## 5.2. Responsibilities of Executive Committee

The Executive Committee is responsible for:

- 5.2.1. organising an appropriate induction process for Executive members;
- 5.2.2. identifying and using opportunities that promote the Aims and Objectives of the Association;
- 5.2.3. ensuring the Association works collaboratively and cooperatively with the Principal and Parish Priest;
- 5.2.4. ensuring the Association's financial accountability in accordance with this Constitution;
- 5.2.5. organising General Meetings of the Association in accordance with this Constitution;
- 5.2.6. setting up and supervising Committees that assist with the work of the Association in accordance with this Constitution;

## 5.3 Method of Operation of Executive Committee

- 5.3.1 The Executive Committee shall meet by arrangement with the Principal, or Principal's nominee, for the effective planning and management of the Association.
- 5.3.2 The Executive Committee shall meet at least once prior to each General Meeting for the purpose of preparing the agenda and finalising arrangements for the General Meeting.
- 5.3.3 The Executive Committee shall also meet at the request of the Principal or when at least half the members of the Executive Committee request such a meeting.
- 5.3.4 A quorum for Executive Committee meetings shall be at least half of the members of the Executive Committee. This must include the Principal or the Principal's nominee.

*collaboration with the Principal.*

*Establishment of other committees can be considered in order to spread responsibilities, make the workload more manageable and involve as many parents as possible in the work of the P&F. Examples are:*

- Social Events Committee*
- Family Care Committee*
- Parent Education Committee*
- Canteen Committee*
- Uniform Committee*
- Environment Committee*
- Social Justice Committee*

*Refer to Item 18 of this Constitution for further information on Committees. Information can also be found in the Diocese of Wollongong P&F Handbook which can be accessed electronically on the Parent Forum page at [www.dow.catholic.edu.au](http://www.dow.catholic.edu.au).*

*The Executive Committee meets with the Principal prior to each General Meeting to plan the activities of the Association, to look at issues that have been identified, (preferably in writing) to plan the agenda for the General Meeting and consider the most suitable way of dealing with issues raised.*





## 6 DUTIES OF EXECUTIVE COMMITTEE

### 6.1 The President:

- 6.1.1 provides leadership and direction for the Association by working cooperatively and collaboratively with the Principal and Parish Priest;
- 6.1.2 promotes the Aims and Objectives of the Association in dealings with its members;
- 6.1.3 supports members of the Executive Committee;
- 6.1.4 presides at meetings of the Association as Chairperson, and if absent, nominates the Vice President or another member of the Executive Committee to preside;
- 6.1.5 ensures the efficient running of meetings;
- 6.1.6 prepares the agenda in consultation with the Executive Committee;
- 6.1.7 ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place;
- 6.1.8 prepares and presents the President's Report at the Annual General Meeting of the Association.

### 6.2 The Vice-President

- 6.2.1 The Vice-President assists the President and fulfils the duties of the President when the President is unavailable.

### 6.3 The Secretary:

- 6.3.1 manages the day-to-day communications and records of the Association;
- 6.3.2 organises meetings, records accurate draft minutes in a style agreed to by the Executive Committee and ensures they are formalised as agreed to by the Executive Committee or General Meeting as the case may be;
- 6.3.3 receives and deals with correspondence in a manner agreed upon by the Executive Committee;
- 6.3.4 maintains copies of the minutes of Executive Committee and General Meetings;
- 6.3.5 receives agenda items in accordance with this Constitution;
- 6.3.6 informs members of forthcoming meetings in accordance with this Constitution;
- 6.3.7 provides the minutes for inspection of any member who so requests it;
- 6.3.8 passes on records, in good order, to the incoming Secretary.

### 6.4 The Treasurer:

- 6.4.1 is responsible for ensuring that all the financial dealings of the Association are

*Role Descriptions for all elected officers who are mentioned in Clause 5.1.2 must be included in the Constitution.*

*The Diocese of Wollongong Parent Forum P&F Handbook provides information about the duties of Office Bearers of Parent Associations. This information can also be found on the Parent Forum page at [www.dow.catholic.edu.au](http://www.dow.catholic.edu.au).*

<p>carried out in accordance with this Constitution;</p> <p>6.4.2 receives all monies and keeps appropriate financial records in accordance with this Constitution and the directives of the Bishop;</p> <p>6.4.3 presents, at each General Meeting, a statement of accounts showing current receipts and expenditure together with the outstanding balance;</p> <p>6.4.4 organises the annual audit of all accounts in accordance with this Constitution and presents the Annual Financial Report of the Association;</p> <p>6.4.5 passes on records, in good order, to the incoming Treasurer.</p>	<p><i>The directives of the Bishop must be followed in regard to the conduct of financial matters and the keeping of records. The requirements of civil and canon law must be followed. The Diocese of Wollongong Parent Forum P&amp;F Handbook provides information about the proper financial management and accountability of the P&amp;F. This information can also be found on the Parent Forum page at <a href="http://www.dow.catholic.edu.au">www.dow.catholic.edu.au</a>.</i></p>
<p><b>7 ELECTION OF THE EXECUTIVE COMMITTEE</b></p> <p>7.1 The members of the Association, at the Annual General Meeting, shall elect all members of the Executive Committee as mentioned in this Constitution.</p> <p>7.2 Candidates for the Executive Committee are to be nominated and seconded by members of the Association. If there is a greater number of candidates than required, an election is to be held by secret ballot and shall be decided by simple majority.</p> <p>7.3 Only members of the Association who are present at a meeting may vote in any election.</p> <p>7.4 Candidates for President should have previous service on the Executive Committee or active participation on other Association Committees.</p> <p>7.5 The returning officer for any election is the Principal or the Principal's nominee.</p> <p>7.6 Any vacancy on the Executive Committee shall be filled by the Executive Committee, unless the Executive Committee decides the vacancy is to be filled by election by members of the Association at a General Meeting.</p>	<p><i>As an alternative, elections can be conducted by a show of hands, unless a secret ballot is requested by a majority of members present at an Annual General Meeting.</i></p> <p><i>There can be flexibility as to how casual vacancies on the Executive are filled.</i></p>
<p><b>8 RE-ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE</b></p> <p>8.1 At the Annual General Meeting all members of the Executive Committee shall retire but may be eligible for re-election.</p> <p>8.2 Members of the Executive Committee can serve for up to five (5) consecutive years, within which a person shall not hold the same position on the Executive Committee for more than three (3) consecutive years.</p>	<p><i>Where possible it is important to ensure continuity and a mixture of new and experienced members on the Executive Committee. A previous President may move to Vice-President after their term to support/mentor and incoming President.</i></p>
<p><b>9. TERMINATION OF OFFICE</b></p> <p>9.1. A member of any Committee may resign during their elected or appointed term of office, by</p>	



<p>giving written notice to the Executive Committee.</p> <p>9.2. The position of any member of the Executive Committee absent for any two consecutive General Meetings without reasonable cause may be declared vacant.</p> <p>9.3. Providing due notice of a motion specifying the grounds for removal has first been given, a member of the Executive Committee may be removed from office by resolution of the Association carried out at a General or Special General Meeting.</p>	
<p><b>10. GENERAL MEETINGS</b></p> <p>10.1. The Executive Committee will organise a General Meeting at least once every term.</p> <p>10.2. General Meetings are to be held within the precincts of the school.</p> <p>10.3. The quorum for all General Meetings shall be a minimum of nine (9) members, including the Principal or his nominee and at least three (3) Executive Committee members.*</p> <p>10.4. Should, after fifteen minutes after the scheduled time for a meeting, a quorum not be available, the meeting may be adjourned to such other time as the majority of voters present may resolve.</p> <p>10.5. The first General Meeting is usually to be held before the end of February.</p> <p>10.6. Notice of all General Meetings shall be given at least ten (10) days prior in the School Newsletter and or school website 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.</p> <p>10.7. Proxy votes on any motion with notice will be accepted, provided they are presented in writing at the commencement of the meeting.</p> <p>10.8. No meeting is to continue beyond one and a half hours unless a two-thirds majority of those present agree to an extension.</p> <p>10.9 All meetings shall be conducted in accordance with standard meeting procedures. In the case of a tied vote, the chairperson shall exercise a casting vote.</p>	<p><i>General Meetings provide a regular opportunity for the involvement of the wider school community in the business of the Association.</i></p> <p><i>The size of the quorum needs to take into account the size of the school community and adjusted accordingly.</i></p> <p><i>It is advantageous for dates of meetings for the year to be published as early as possible at the commencement of the school year.</i></p> <p><i>A pre-organised and publicised agenda is required. People appreciate meetings being planned and structured so they can achieve their purposes. Some prepared input and some discussion time around an already identified topic can improve peoples' understanding of a subject and help them feel included.</i></p>
<p><b>11. ORDER OF BUSINESS AT GENERAL MEETINGS</b></p> <p>11.1. The order of business at General Meetings is as follows, unless the majority of those present agree to change it:</p> <p>11.1.1. Prayer and Welcome</p> <p>11.1.2. Record of Attendance and Apologies</p> <p>11.1.3. Confirmation and Acceptance of the Minutes of previous meeting</p> <p>11.1.4. Business arising from those Minutes</p>	<p><i>It is important for meetings to follow a set procedure.</i></p> <p><i>The President and Treasurer provide reports. The Principal, and Committee Coordinators may also give reports.</i></p> <p><i>“General Business” includes matters held over from earlier parts of the meeting, matters on notice, and matters for future consideration which are an attempt to deal more</i></p>



<p>11.1.5. Correspondence: incoming and outgoing</p> <p>11.1.6. Reports from Principal, President, Treasurer and Committees</p> <p>11.1.7. General Business</p> <p>    11.1.7.1 Matters arising from the Reports</p> <p>    11.1.7.2 Matter on notice</p> <p>    11.1.7.3 Matters for future consideration</p> <p>11.1.8. Conclusion and Prayer</p>	<p><i>productively with matters of concern raised at the last minute. People should not expect that issues, without notice, can be dealt with at the meeting at which they were raised. As always the Chairperson decides if and how the matter might best be addressed.</i></p>
<p><b>12. ANNUAL GENERAL MEETING</b></p> <p>12.1. The Annual General Meeting and is usually to be held before the end of February each year.</p> <p>12.2. Notice of the Annual General Meeting is to be publicised in the School Newsletter and or on the School website least fourteen (14) days prior to the meeting.</p> <p>12.3. The Order of Business is as follows:</p> <p>    12.3.1. Prayer and welcome</p> <p>    12.3.2. Record of attendance and apologies</p> <p>    12.3.3. Confirmation of the minutes of the previous Annual General Meeting</p> <p>    12.3.4. Business arising from the minutes of the previous Annual General Meeting</p> <p>    12.3.5. Correspondence in and out</p> <p>    12.3.6. Annual Report of the Principal</p> <p>    12.3.7. Annual Report of the President</p> <p>    12.3.8. Annual Report of the Treasurer and presentation of the Auditor’s Report</p> <p>    12.3.9. Annual report of other Committees</p> <p>    12.3.10. Election of the Executive Committee</p> <p>    12.3.11. Special Business where notice of motions have been presented, including any proposed changes to the Constitution.</p>	<p><i>The process for conducting an AGM is outlined in detail in the Diocese of Wollongong Parent Forum P&amp;F Handbook or on the Parent Forum page at <a href="http://www.dow.catholic.edu.au">www.dow.catholic.edu.au</a>.</i></p> <p><i>Note: the previous minutes at an AGM are from the AGM held 12 months prior.</i></p> <p><i>Information on the process for conducting the election of office bearers is available in the Diocese of Wollongong Parent P&amp;F Handbook or on the Parent Forum page at <a href="http://www.dow.catholic.edu.au">www.dow.catholic.edu.au</a>.</i></p>
<p><b>13. SPECIAL GENERAL MEETINGS</b></p> <p>13.1. A Special General Meeting is a mechanism for supporting the continued operation of the Association in unusual circumstances.</p> <p>13.2. A Special General Meeting can be called on the authority of the Executive Committee or on the written request to the Executive Committee by members of ten (10) individual families.</p>	<p><i>A Special General Meeting could be called in circumstances such as:</i></p> <ul style="list-style-type: none"> <li><i>• when a General Meeting is not scheduled but Association business needs to be dealt with;</i></li> <li><i>• when a couple of General Meetings have been</i></li> </ul>



<p>13.3. A Special General Meeting must be held within 28 days of the request being received by the Secretary, 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.</p> <p>13.4. At least seven (7) days notice of the Special General Meeting shall be given in a School Newsletter and or School website. The object of the meeting shall be clearly stated.</p> <p>13.5. A quorum for a Special General Meeting shall be fifteen (15) members and must include the Principal or Principal's nominee and at least three (3) members of the Executive Committee *.</p> <p>13.6. For a serious reason, a Special General Meeting can also be called on the authority of the Principal.</p>	<p><i>cancelled due to lack of a quorum;</i></p> <ul style="list-style-type: none"> <li>• <i>if the Association is not fulfilling its aims and objectives;</i></li> <li>• <i>if at the Annual General Meeting no one has accepted positions on the Executive Committee and the Association is unable to function.</i></li> </ul> <p><i>The size of the quorum needs to take into account the size of the school community and adjusted accordingly.</i></p>
<p><b>14. FUNDS</b></p> <p>14.1. The Executive Committee is to develop strategies for fundraising that consider the community's ability to raise funds. Proposals for fundraising are presented to General Meetings for discussion and approval.</p> <p>14.2. Funds are to be used solely for the Aims and Objectives of the Association.</p> <p>14.3. All funds raised by or on behalf of the Association must be banked promptly and fully intact into an account in the name of the Association and all expenses paid by cheque or electronic transfer.</p> <p>14.4. All funds of the Association must be banked or invested with the Catholic Development Fund of the Diocese of Wollongong.</p>	<p><i>The directives of the Bishop must be followed in regard to the conduct of financial matters and the keeping of records. The requirements of civil and canon law must be followed.</i></p> <p><i>Further information on fundraising and the allocation of funds is available in the Diocese of Wollongong Parent P&amp;F Handbook or on the Parent Forum page at <a href="http://www.dow.catholic.edu.au">www.dow.catholic.edu.au</a>.</i></p>
<p><b>15. OPERATION OF FUNDS</b></p> <p>15.1. Authorised signatories for the Association account are any two of the following: President; Treasurer; Secretary, Principal. Two signatures are required on all cheques. Two authorisations are required for all electronic transfers.</p> <p>15.2. At the end of their term of office, retiring member's signatures/authorisations must be removed and replaced by the signatures/ authorisations of the incoming members.</p> <p>15.3. Funds are transferred from the Association account to the School account for the agreed upon purchase of goods and services to ensure that GST input tax credits are obtained.</p> <p>15.4. All amounts received must be receipted and all accounts must be paid promptly.</p> <p>15.5. Funds must be audited as at 31 December.</p>	<p><i>If the school charges a levy a clause could be included specifying the amount of the levy and how it is implemented.</i></p> <p><i>Cash received should not be used to pay bills – there needs to be a paper trail of all incomings and outgoings.</i></p> <p><i>It is suggested that the Principal's signature is included for convenience and emergency situations that may occur but not as a mandatory signatory.</i></p>



<p><b>16. DECISIONS REGARDING THE ALLOCATION OF FUNDS</b></p> <p>16.1. The Executive Committee consults with the Principal to agree on a list of needs and suggests some priorities for ratification at a General Meeting, either in the first or last term of each year.</p> <p>16.2. The Association may only allocate and disburse funds for school purposes after consulting with the Principal about school priorities and obtaining the consent of the Principal. Agreed funds are to be presented as soon as practicable.</p> <p>16.3. Funds are transferred to the school as a donation to support and contribute to the resourcing of the school’s strategic plan. All donations are to be transferred expeditiously, in full and without restriction.</p> <p>16.4. With the exception of Petty Cash and approved recurrent expenditure, all expenditure of the Association’s funds must be approved and ratified by the Association at a General Meeting.</p>	<p><i>A consultation regarding priorities is essential. The Principal is in the best position to suggest areas that meet the school’s identified priorities and strategic direction. However, enthusiasm about fundraising can only be sustained through knowledge of and a sense of ownership of how the funds are spent. The consultation needs to be realistic about the level of funding that the parent community can realistically provide.</i></p> <p><i>The amount in petty cash should be agreed to at the first General Meeting and a cheque drawn. A maximum amount for recurrent expenditure should also be agreed at the first General Meeting.</i></p> <p><i>A cash float can also be made available for major one-off activities. Approval of floats should be formally agreed to and minuted at a General meeting prior to the money being needed.</i></p>
<p><b>17. ANNUAL AUDIT REQUIREMENTS</b></p> <p>17.1. Financial records must be audited as at 31 December each year to comply with relevant civil and canon legislation.</p> <p>17.2. The Auditor must be a qualified, external and independent Accountant.</p> <p>17.3. The Annual Audit must be completed in time to be accepted at the Annual General Meeting and a copy given to the Principal by that same time.</p>	<p><i>The Auditor must:</i></p> <ul style="list-style-type: none"> <li>• <i>be a member of one of the following professional bodies: The Institute of Chartered Accountants, The Australian Society of CPAs or the National Institute of Accountants;</i></li> <li>• <i>not be a member (or relative of a member) of the Executive Committee.</i></li> </ul>
<p><b>18. COMMITTEES</b></p> <p>18.1. The Association may set up Committees to carry out particular functions on its behalf.</p> <p>18.2. All Committees are to have specific Terms of Reference approved by the Association at a General Meeting and must report their operations to General Meetings of the Association.</p> <p>18.3. Where possible, all Committees should include at least one member of the Executive Committee.</p>	<p><i>Committees are recommended as a means of encouraging the inclusion of as many parents and community members as possible.</i></p> <p><i>Examples of Committees:</i></p> <ul style="list-style-type: none"> <li>• <i>Class Parent Committee: aims to build a sense of community between parents, teachers and children in</i></li> </ul>



<p>18.4. All funds of all Committees are funds of the Association and, as such, are to be banked with the Catholic Development Fund of the Diocese of Wollongong.</p> <p>18.5. All Committees are required to keep financial records which must presented to the Treasurer and be audited in accordance with this Constitution.</p> <p>18.6. After paying expenses of their operations, the balance of funds of all Committees are to be remitted to the account of the Association as soon as practical.</p>	<p><i>individual classes; welcomes new families, etc.</i></p> <ul style="list-style-type: none"> <li>• <i>Fundraising Event Committee: coordinates details of stalls, drives, walk-a-thons, raffles etc.</i></li> <li>• <i>Social Committee: coffee mornings; movie days, feast days.</i></li> <li>• <i>Parent Education Committee: parenting information and guest speakers; useful resources to assist parents</i></li> <li>• <i>Family Care Committee: works closely and confidentially with the Principal to assist families in times of need</i></li> <li>• <i>Social Justice Committee: helps awareness of social justice issues in the local and wider community</i></li> <li>• <i>Canteen Committee: coordinates the running of the Canteen</i></li> <li>• <i>Uniform Committee: coordinates the running of a uniform shop</i></li> </ul>
<p><b>19. AMENDMENTS TO THE CONSTITUTION</b></p> <p>19.1. This Constitution may only be changed by resolution at the Annual General Meeting.</p> <p>19.2. Proposed amendments must be submitted in writing to the Secretary at least twenty-one days prior to the Annual General Meeting.</p> <p>19.3. Each proposed amendment must be signed by a proposer and a seconder.</p> <p>19.4. Proposed amendments are to be publicised to members at least fourteen (14) days prior to the Annual General Meeting.</p> <p>19.5. All amendments must be accepted by at least two-thirds of those present at the Annual General Meeting and must be in accordance with the Aims and Objectives of the Association.</p> <p>19.6. Amendments do not take effect until being approved by the Bishop of Wollongong via the Diocesan parent body.</p>	<p><i>A Constitution should be changed only rarely and at an Annual General Meeting of the Association.</i></p> <p><i>The date of the Annual General Meeting should be publicised well in advance, and members should be given at least two weeks' notice of proposed amendments, preferably with a written explanation of the reasons for the proposed amendments.</i></p> <p><i>Application for approval of amendments must be made to the Bishop of Wollongong via the Diocese of Wollongong Parent Forum.</i></p>
<p><b>20. DISSOLUTION OF THE ASSOCIATION</b></p> <p>20.1. The Association is automatically dissolved if the school closes down or is amalgamated.</p>	<p><i>The funds of a dissolved Association should be used in accordance with the wishes of donors, namely the</i></p>



- 20.2. The Association can be dissolved following a Special General Meeting called in accordance with this Constitution for the purpose of providing an opportunity for the Association to discuss the issue to dissolve the Association. At least three-quarters of members present must vote in favour of the resolution to dissolve the Association for the motion to be carried.
- 20.3. In certain serious circumstances where it is judged that the functions of the Association are at variance with the vision and mission of Catholic Education, the Bishop may intervene and dissolve the Association.
- 20.4. After all expenses and liabilities are paid, any remaining assets, records and funds shall be handed over to the Bishop or Parish Priest when a school closes or where the Association is dissolved by the Bishop, or to the Principal of the amalgamated school, for purposes of education in the Diocese or the amalgamated school.

*education of children in Catholic Schools.*

After approval of the Bishop of Wollongong, this Constitution was adopted at a meeting of the Association on \_\_\_\_\_

Signed:

P&F President \_\_\_\_\_ Principal \_\_\_\_\_

Date:

Date:

***Administration:***

- *Date the Constitution*
- *Have it signed by the School Principal and President of the P&F*
- *Formally minute its ratification*
- *A signed copy is to be held by the P&F as well as with the Principal & the Diocese of Wollongong Parent Forum*

