PARENTS AND FRIENDS ASSOCIATION

CONSTITUTION

Adopted at the Special General Meeting of 11 October 2016

Amended _______________ [Insert date of meeting when amended]
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1. NAME

1.1 The name of the Association shall be the Sacred Heart Parents and Friends (SHK P&F).

2. INTERPRETATION

2.1 In this Constitution, unless the context otherwise requires:

a. ‘Parent/carer’ means the natural parents, legal custodians or people who are ‘in loco parentis’ i.e. someone who is legally acting in place of a parent on behalf of a minor.

b. ‘School’ means any institution of pre-School, preparatory year, primary or secondary education conducted in accordance with Canon 803 of the Code of Canon Law.

c. ‘Ordinary member’ is a parent/carer of a child enrolled at the School.

d. ‘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.‘

e. ‘Ex-officio members’ are members of the Executive of the SHK P&F by virtue of the office they hold. They shall have full voting rights.

f. ‘Sub-Committees’ means those ‘ordinary members’ elected or appointed to particular committees (e.g. canteen, uniform) to fulfil specific roles and/or tasks that are agreed as required.

g. ‘Delegate’ means an ‘ordinary member’ appointed to ‘the Executive’ to act as a representative on the Sacred Heart School Board.

h. ‘Friends’ are schoolteachers, staff, and other members of the Parish/School community interested in pursuing the objectives of the SHK P&F by their regular attendance at meetings. The names of ‘Friends’ are to be agreed at an AGM or a regular meeting of the SHK P&F.

3. OBJECTIVES

3.1 In particular, the SHK P&F will participate in the optimum spiritual, intellectual, social and physical development of pupils in the School by:

a. providing a medium of support, information and involvement of parents/carers in their children’s education and the School community

b. developing collaboration between parents/carers and School staff

c. promoting the principles of Catholic education

d. fostering a distinctive Christian environment in the School

e. providing a medium for parents/carers to participate at Diocesan, State and National levels.

3.2 The SHK P&F shall:

a. work in partnership with the administration of the school in supporting all aspects of its operation.
3.3 The SHK P&F shall not:
   a. affiliate with any political body or party
   b. affiliate with any association whose objectives are inconsistent with these objectives.

4. ASSOCIATION MEMBERSHIP

4.1 The membership of the SHK P&F shall consist of:
   a. the parent/s and or carer/s of each child enrolled at the School who shall be called ordinary members
   b. the Parish Priest, and Principal or their nominees who shall be called Ex-Officio members
   c. the Friends of the School.

There is no cost to be a member of the SHK P&F.

4.2 An electronic copy of this Constitution is to be on the School website. A physical copy is to be held at the School office and be reasonably available during School hours for all interested parties.

4.3 Register of members
   a. In the case of those qualifying for ordinary membership as parents and/or carers of children currently on the School roll, the School roll shall be considered as the register of members.
   b. The Executive shall cause a register to be kept in which shall be entered the names of all persons admitted to membership of the SHK P&F as ‘Friends.’ The minutes of a meeting may be used as the register. Membership of a ‘friend’ shall be reviewed each year.

5. EXECUTIVE MEMBERSHIP

5.1 Membership of Executive shall consist of:
   a. an elected President, Vice-President, Secretary and Treasurer
   b. the Parish Priest and School Principal or their nominees as Ex-Officio members
   c. representatives made up of ordinary members as agreed by the SHK P&F from time to time, including an Assistant Secretary and Assistant Treasurer.

5.2 Election of the Executive
   a. At the Annual General Meeting of the SHK P&F, all the elected members of the Executive shall retire from office, but shall be eligible for re-election or re-appointment subject to the terms of this Constitution.
   b. The ordinary members shall elect the Executive from the SHK P&F membership.
   c. Any members nominated for office must consent to such nomination.
   d. Term of office of the elected Executive members shall be one year with the right to serve a maximum of three consecutive full terms in the one position.
   e. Having served the maximum term in one position the member may stand for election for another position on the Executive.
f. If an Executive member has served their maximum term (as per 5.2 c) and no nomination is forthcoming for that position, the ordinary members may re-appoint the incumbent to that position.

g. The President shall have the casting vote in the event of a tied vote at the AGM.

5.3 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 Secretary. Such resignation shall take effect at the time when the Secretary receives such notice 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 SHK P&F for that purpose if the member:

(1) fails to comply with any of the provisions of this Constitution; or

(2) conducts him/her self in a manner considered to be injurious and prejudicial to the character or interests of the SHK P&F.

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

d. 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.

e. In the case of resignation or removal of the Treasurer, the books and accounts shall be audited before handover to the newly appointed Treasurer.

5.4 Vacancies on Executive

a. The Executive shall have 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, on the Executive until the next Annual General Meeting.

b. Such an appointment shall be ratified at the next scheduled General Meeting of the SHK P&F.

5.5 Functions of the Executive

a. Except as otherwise provided by this Constitution and subject to resolutions of the members of the SHK P&F carried at any Annual or General Meeting the Executive shall:

(1) manage the administration of the affairs, including the property and funds of the SHK P&F

(2) interpret and apply the Constitution with regard to any matter concerning the activities of the SHK P&F

(3) formulate bylaws for adoption, repeal or amendment by the General Meeting of the SHK P&F, designed to promote the good governance and management of the SHK P&F.

5.6 Sub-Committees

a. The Executive shall have the authority to appoint Sub-Committees to undertake such tasks as it may from time to time determine. All Sub-Committees acting in accordance with the constitutional
objectives shall be deemed to be a part of the Parents and Friends SHK P&F and must report back to the SHK P&F.

b. Each Sub-Committee shall choose from its membership a chairperson, secretary and, if needed, a treasurer.

5.7 Meetings of the Executive

a. The Executive may meet separately from the General meeting as required during its term of office to exercise its functions. Decisions taken at meetings of the Executive shall be tabled at the next General Meeting for ratification or reporting purposes.

b. A special meeting of the Executive shall be convened by the President or in his/her absence, the Secretary, upon the request of a simple majority of members of the Executive. Such request shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.

c. At every Executive Meeting a simple majority of the members of the Executive shall constitute a quorum.

d. The Executive may meet together, subject to the constitution, and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Executive shall be decided 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.

6. MEETINGS

6.1 Meetings of the SHK P&F shall be either:

a. Annual General Meeting. This shall be held in the month of March in each year.

b. General Meeting. The SHK P&F shall meet at least six times per year exclusive of the Annual General Meeting.

c. Special General Meeting. This shall be called and held for a specific purpose.

6.2 Agenda of Annual General Meeting

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

(1) the reading of the minutes of the previous Annual General Meeting

(2) business arising from the minutes

(3) the receiving of the President’s Report

(4) the receiving of the Principal’s Report

(5) the receiving of the Treasurer’s Report that shall include the Audited Financial Reports of the books and accounts of the SHK P&F for the preceding financial year including all Sub-Committees.

(6) the election of members of the Executive

(7) the appointment of Delegates to the Sacred Heart School Board

(8) the appointment of Sub-Committees
(9) the appointment of an auditor.

6.3 **Quorum**

a. The quorum for an Annual General Meeting shall not be less than one fifth of the total ordinary membership, as taken from the School roll, or 10 members, whichever is the least. At a General Meeting a simple majority of executive members shall constitute a quorum.

6.4 **Calling of meetings**

a. The President or in his/her absence the Secretary shall convene all Annual and General Meetings of the organisation by giving not less than fourteen days notice of such meetings. The Executive shall determine the manner by which such notice is given.

b. The President or in his/her absence the Secretary shall convene Special Meetings of the SHK P&F when:

   (1) directed to do so by the Executive or,

   (2) upon being given a request in writing signed by not less than 1/3 of the members of the Executive or not less than 10 ordinary members and clearly stating the purpose for which the Meeting has been requested.

6.5 **Conduct of meetings**

a. Unless otherwise provided by this Constitution, at every Executive Meeting, Annual General Meeting, General Meeting and Special meeting:

   (1) The President shall be Chairperson or in his/her absence the Vice President and in the absence of both, a Chairperson shall be elected by resolution of a majority of the members present at the meeting.

   (2) The Chairperson shall conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings.

   (3) Every question, resolution or decision shall be decided by consensus but should a deadlock occur a vote of all members of the SHK P&F present will be taken and a majority decision shall apply.

b. Should a vote be required every member present shall be entitled to one vote. Where a vote is tied, the motion lapses so that the status quo is maintained. The exception to this is the election of the executive where sub-paragraph 5.2.g applies.

c. Voting shall be by show of hands or a division of members, unless a simple majority of members present move that a secret ballot be conducted. The Chairperson shall appoint two members to conduct the secret ballot in such manner as he/she shall determine. The result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.

d. The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every meeting of the Executive, the Annual General Meeting, the General Meeting and any Special Meetings, to be entered in a book to be provided for that purpose. Such book is to be open for inspection at all reasonable times by any member of the SHK P&F who applies to the Secretary for that inspection.
7. ALTERATION OF CONSTITUTION

7.1 This Constitution may be amended at an Annual General Meeting or a Special General Meeting of the SHK P&F called for that purpose.

7.2 Notice of any proposed amendment shall be given in writing to the Secretary. The notice should be signed by a simple majority of Executive members who support the proposal. Immediately following receipt of such Notice, the Secretary shall notify the terms thereof to the ordinary members, with the date, time and place of the Special General Meeting called for that purpose. The meeting shall take place within one calendar month of the notice of the meeting called for that purpose.

7.3 To amend, alter, delete or add to this Constitution or by-laws at the Annual General Meeting a straight out or simple majority of members present and entitled to vote shall be necessary. At a Special General Meeting called for the purpose of altering, amending, deleting or adding to this Constitution or by-laws two-thirds majority of the members present shall be necessary.

8. FUNDS

8.1 The income and any property of the SHK P&F shall be applied in promotion of its objectives.

8.2 The financial year of the SHK P&F shall be from 1st January to 31st December.

8.3 The SHK P&F shall manage two accounts: a general account and a canteen account. Monies from both shall belong to the SHK P&F and be reported by the Treasurer at each General Meeting.

8.4 The funds of the SHK P&F shall be banked in the name of Sacred Heart Parents and Friends SHK P&F in the Local Diocesan/Archdiocesan Development Fund as directed. If no such direction exists then a bank or financial institution as the Annual General Meeting or a General Meeting may from time to time direct.

8.5 Proper books and accounts shall be kept and maintained by the Treasurer showing correctly the financial affairs of the SHK P&F, and the particulars usually shown in books of like nature. Such books are to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection. The Treasurer should present an updated report to each General Meeting.

8.6 All monies shall be banked as soon as practicable after receipt of them.

8.7 All accounts other than petty cash shall be paid, by preference, via direct deposit by one of the nominated account holders. If required, any two authorised members of the Executive must sign a cheque. Accounts for payment, consistent with Clause 5.5, shall be presented and passed at an Executive Meeting and/or subsequently endorsed by the next General Meeting.

8.8 The SHK P&F shall not borrow money.

8.9 The SHK P&F shall, where possible, manage all funds in accordance with an annual budget.

8.10 The Treasurer of the SHK P&F or of a Sub-Committee will hand to the successor in office all records and accounts of the SHK P&F or Sub-Committee, as soon as the successor has been appointed.

8.11 Canteen account

a. SHK P&F will fund a paid Canteen Manager position at the school with days and hours to be negotiated with the Executive and Principal. Any changes to this should be passed at the AGM or a Special General Meeting.
b. The Catholic Schools Office will administer the incumbent of the position for payment of wages, superannuation and other entitlements and invoice the SHK P&F for the cost of the wages each month.

c. The Canteen Manager is responsible for the fiscal management of the Canteen to ensure that the profit is sufficient to fund the agreed wages. Should the canteen profit be unable to cover these costs the Executive and Principal should arrange an urgent meeting with the Canteen Manager to discuss and seek to rectify the matter. If the matter cannot be resolved to the satisfaction of the Executive and Principal the Catholic Schools Office should be consulted as to the next steps.

d. The Canteen Manager shall be provided with a float each week to manage canteen orders. This amount is to be agreed upon each year at the AGM.

e. The Canteen Manager shall manage the Canteen account at the nominated financial institution, and this account is to be cross checked against bills and statements by the Treasurer or authorised representative each month. All bills are to be paid by direct debit.

f. The Canteen Manager is to provide a report to each SHK P&F meeting on the status of the Canteen.

g. At the end of each financial year the SHK P&F shall leave an amount sufficient to fund the restocking of the canteen for the new school year. Any excess profit shall be transferred back to the P&F account for use by the SHK P&F as they deem fit.

8.12 Uniform Shop

a. A Uniform Shop shall be arranged and run on behalf of the SHK P&F on school grounds. Items for sale shall include new items with the school logo and donated good quality second hand items.

b. The Uniform Shop shall be left with a float each week to manage uniform shop orders. This amount is to be agreed upon each year at the AGM.

c. The volunteer organiser of the Uniform Shop will be requested to provide an update on the status of the Uniform Shop at each SHK P&F meeting.

d. The Treasurer shall bank monies in excess of the float into the SHK P&F account as required. The Treasurer is responsible to pay the Uniform Shop invoices after cross checking against the bills and statements.

8.13 Annual contribution to the School

a. The SHK P&F undertake to raise a specified amount each financial year for use by the School. This amount is to be agreed at the AGM.

b. Any funds should primarily be utilised to supplement the annual School budget to improve the social, environmental and learning outcomes of the students. Parents should be able to see that their children are deriving some direct benefit from this contribution. The spending of the contribution should be agreed upon by the SHK P&F, the principal and the parish priest. It should also be in line with the School’s Strategic Plan and resource needs.

c. The SHK P&F can request the Principal provide a breakdown each term of where the monies have been allocated.

8.14 Fundraising

a. All correspondence concerning fundraising on behalf of the SHK P&F is to be forwarded through the School email address or SHK P&F email address to ensure legitimacy.
b. The Executive shall inform the School of approved fundraising activities prior to arrangements being made.

8.15 Audits

a. As soon as practicable after the end of each Financial Year, the Treasurer shall cause to be prepared a statement of receipts and payments, income and expenditure, and a balance sheet for the financial year just ended. The auditor shall examine all such statements and prese, to be presented to the Executive as soon as practical following the financial year in respect of which such audit was made.

b. If the AGM is held prior to end of designated financial year, the audited books shall be received at the first meeting of the New Year before handover to the new Treasurer.

c. If a Treasurer of the SHK P&F or of a Sub-Committee resigns during the term of office, the SHK P&F should arrange for an audit of the records and accounts of the SHK P&F or Sub-Committee to be carried out before handing these to the new Treasurer.

9. NO AGENCY OF THE SCHOOL

9.1 The SHK P&F 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 the proper authority.

10. DISSOLUTION

10.1 The SHK P&F shall be dissolved:

a. if the membership is less than three persons, or

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

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

a. the School, or

b. the Bishop of the Catholic Diocese of Wagga Wagga, or

c. an SHK P&F within the Catholic Church having similar objectives.

CERTIFICATION
We certify that this is a true and correct copy of the Constitution of the SACRED HEART PARENTS AND FRIENDS ASSOCIATION

(PRESIDENT) (SECRETARY)  
DATE: 8/11/16.  MEETING, 11 OCTOBER 2016