



**St. Anne's Catholic Primary School
60 Knees Road, Park Orchards 3114**

**Parents' Association
Constitution**

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1. NAME

The name of the Association shall be St. Anne's Parents' Association.

2. DEFINITIONS

- (a) The Association is the St. Anne's Parents' Association.
- (b) Members shall comprise of any parent/guardian of a child attending the school.
- (c) The Committee is the body of representative members nominated and elected by the Association at the Annual General Meeting, and will include the Parish Priest and the Principal, as ex-officio members.
- (d) Executive Committee Members shall comprise of:
 - (i) President.
 - (ii) Vice President.
 - (iii) Secretary.
 - (iv) Treasurer.
- (e) The Governing Bodies of the School are the Parish Priest and the Principal.

3. OBJECTS

The objectives of the Parents' Association are to fulfil the aims of the Parents' Association of St. Anne's in a spirit of Christian cooperation and to promote in the school an active relationship with Christ and His Church. "Reaching out in prayer, hospitality and action."

4. AIMS

The Parents' 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 of the St. Anne's Mission Statement
 - (ii) (Appendix A).
 - (iii) Strive to develop at the school a real community of parents, teachers and students, which reflects a truly Christian ethos.
 - (iv) Work closely with the school governing bodies, in particular the Parish Priest and the School Principal, who are the leaders of the parish school community, to achieve common goals.
 - (v) Act as liaison between the wider parish school community.
 - (vi) Provide a healthy forum for ideas and discussion on any relevant issue that will benefit the education of the children.
 - (vii) May organise guest speakers for the Parents' Association on current and suggested educational programmes, faith development and other matters of interest.

- (viii) Work to provide additional resources, which are considered necessary for the children of the school community.
 - (ix) Assist in planning and organising functions associated with the social, sporting, cultural and educational life of the school community.
- (b) The Parents' Association Executive should:
- (i) Be responsible for the planning, management and organisation of the Association's affairs.
 - (ii) Hold regular (preferably monthly) Association Meetings to which should be invited all members and ex-officio members associated with the school.
 - (iii) Conduct meetings in a fitting and proper manner with respect for accepted meeting procedures.
 - (iv) Use known and successful organisational tools, such as sub-committees, task forces and discussion groups, to encourage wider participation, develop increased responsibility and to achieve effective results.

5. MEMBERSHIP OF THE ASSOCIATION

- (a) The Parish Priest and Principal shall be ex-officio members of the Association.
- (b) A parent/guardian of a child attending the school shall be admitted as a member.

6. MEETINGS OF THE ASSOCIATION

- (a) Association Meetings shall be held regularly (preferably monthly).
- (b) Where possible, matters to be brought before an Association Meeting should be submitted to the President or Secretary at least five (5) days prior to the Meeting.
- (c) Notification of Association Meetings will be given to all members at least seven (7) days prior to the meeting, via the newsletter.
- (d) At any Association Meeting, a total of six (6) committee members of the Association including at least two Executive Members shall constitute a quorum.
- (e) At each meeting of the Association, the Committee shall make a report of its activities since the previous meeting of the Association.
- (f) Association meetings will be open to all members of the Association, unless called closed by a majority or the committee.
- (g) An Annual General Meeting shall be held in the month of November within two (2) weeks of receiving the Auditors report to: (Appendix B)
 - i. Confirm the minutes of the previous Annual General Meeting.
 - ii. Receive the Annual report of the committee.
 - iii. Receive the Treasurer's report and audited financial statements of the previous year.

- iv. To elect the committee members of the Association for the following twelve (12) months. (Appendix B)
- v. To elect the Auditor for the following year.
- vi. To deal with other matters on the agenda.
- vii. To consider and vote on amendments to the Association's Constitution.

7. VOTING

- (a) Only committee members (including ex-officio members) of the Association shall be eligible to vote on any matter at any meeting of the Association.
- (b) The Chairman of a meeting may use a casting vote, which must not be used to alter the status quo.
- (c) Members attending committee meetings will not be entitled to vote, although their participation in the meeting will be encouraged.
- (d) All members are eligible to vote at an Annual General Meeting or Special Meeting.

8. MANAGEMENT

- (a) The Association shall be governed by a Committee comprising of – four Executive members, President, Vice President, Secretary, Treasurer and six other committee members. The Parish Priest and the Principal of the St. Anne's School or, in their absence, their appointed representative, will be ex-officio members.

9. ELECTIONS

- (a) The Executive and Committee 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, 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 to the Committee.
- (c) No ex-officio member, or their representative, may be elected to an executive position.

10. VACATION OF OFFICE

- (a) The term of office of Executive and Committee Members will be one (1) year, at the conclusion of which period they shall vacate their positions, but shall be eligible for re-election.
- (b) A person shall not hold the office for more than two (2) consecutive years.

- (c) Committee Members who wish to resign during their elected term may do so providing they give one (1) month's written notice to the Committee.
- (d) A Member of the Committee shall be deemed to have resigned therefrom if:
 - (i) Without submitting an acceptable apology, he or she is absent from three consecutive meetings.
 - (ii) In accordance with a decision of an absolute majority of the Committee, he or she is required to resign from the Committee and fails to do so within fourteen days of the date upon which notification of the decision of the Committee is forwarded to him/her stating the reasons for this action

11. CASUAL VACANCIES

- (a) Any vacancies in the Committee, whether by reason of the operation of Clause 10 or otherwise, may be filled by the appointment thereto by the Committee of any member of the Association, until the next Annual General Meeting.
- (b) Members co-opted by the Committee, will have full voting rights at Committee Meetings.

12. POWERS OF THE COMMITTEE

The Committee shall have power generally to give effect to the aims of the Association and to the Rules of the Constitution, and the Committee may, subject to any decisions of the Association:

- (a) Formulate the procedure of the Association to be applicable to such meetings as the Committee may determine.
- (b) Establish such sub-committees as it may determine to give effect the aims of the Association.
- (c) Provide for the election or appointment of members to any such sub-committee and for the conduct and operation thereof.
- (d) Elect and define the duties and powers of its officers.
- (e) Appoint one delegate to the Education Board.
- (f) Raise funds by other voluntary means for the further educational benefits of the school children in accordance with the aims of the Association.

13. POWER OF VETO

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

14. FINANCE

- (a) The Association's bank account – Cheques drawn upon the account shall be signed by such officers as the Committee may determine.
 - i. Keep such accounting records as a correct record and explain the financial transactions and financial position of the Association.
 - ii. Keep its accounting records in such manner as will enable true and fair accounts if the Association to be prepared from time to time.
 - iii. Keep its accounting records in such a manner as will enable true and fair accounts of the Association to be conveniently and properly audited.
- (b) The Association shall submit to its members at the Annual General Meeting of the Association, accounts of the Association showing the financial position of the Association at the end of the immediately preceding year.

15. 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 Parish Priest and the Principal shall be the sole trustees of the Association.

16. AMENDMENT

Subject to Clause 6 hereof, this Constitution may be amended or altered at an Annual General Meeting of the Association, provided that:

- (a) Notice of any proposed amendment or proposed alteration shall have been in writing to all members at least one month prior to such meeting, and
- (b) The amendment or alteration is approved by at least 75% if the members present.

17. NON-PROFIT MAKING

The income and property of the Association howsoever derived shall be applied solely towards the promotion of its objectives as set out in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members, provided that nothing herein shall prevent the payment in good faith of reimbursement for costs incurred in the service of the Association.

18. AUDITOR

- (a) The financial year of the Association shall be from the 1st November to 31st October 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 or ex-officio member of the Committee.

19. THE PRESIDENT

The President should preside (act as Chairman) at all Association Meetings of the Association. (Appendix C)

In addition to that responsibility the President should undertake a number of other tasks such as:

- (a) Providing leadership for the Association.
- (b) Acting as the Association's representative.
- (c) Exercising some supervision of the functions of other committee members.
- (d) Ensuring adequate and efficient communication exists between the Association, the Education Board and the Parish Council; and between the parents, Principal and staff of the school.
- (e) Encouraging parents and others to participate in the activities of the Association and the school.

The President should always remember that she/he has a responsibility to all parents, teachers and children at the school.

20. THE VICE PRESIDENT

The specific duty of a Vice President is to act a Chairman at those meetings from which the President is absent.

Vice Presidents should become familiar with the operation of the Association and acquaint themselves with the duties of the President, including a working knowledge of meeting rules and procedure. In addition Vice Presidents should offer to act as convenor for any sub-committees established by Executive and undertake other tasks to reduce the burden of the President.

21. THE SECRETARY

The Secretary shall:

- (a) Coordinate the correspondence of the Association.
- (b) Prepare and present an agenda for the Association meetings. (Appendix D)
- (c) Keep full and correct minutes of the proceedings of the Association meetings, to be presented at the next Association meeting to be validated.
- (d) Be responsible for all books, documents, records and registers of the Association, other than those required by Clause 22 to be kept and maintained by, or to be in the responsibility of, the Treasurer.
- (e) Perform such other duties as are imposed by this Constitution.

22. THE TREASURER

The Treasurer shall:

- (a) Be responsible for the receipt of all moneys paid to or received by, or by him 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 Committee may from time to time direct.
- (c) Make payments from the funds of the Association with the authority of an Association Meeting or of the Committee members and in so doing ensure that all cheques are signed in accordance with Clause 14 (a).
- (d) Whenever directed to do so by the President, submit to the Committee a monthly report, balance sheet of financial statement in accordance with that direction. (Appendix E)
- (e) Have responsibility of all books and documents of a financial nature and the accounting records of the Association, including those referred to in Clause 14 and Clause 22 (e).
- (f) Perform such other duties as are imposed by the Constitution.

23. ROLE DESCRIPTIONS OF COMMITTEE MEMBERS

Uniform Shop Coordinator
Education Board Representative
Events Coordinator
Class Representative
Pie Day Representative
Food Safety Plan Representative
(Appendix F)

24. 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.

25. INSPECTION OF BOOKS AND RECORDS OF ASSOCIATION

A committee member may at any 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.

26. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF THE ASSOCIATION

If, on 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:

- (a) For the benefit of the students at St. Anne's Parish Primary School.

Adopted by a General Meeting of the Association

Held on

..... President

..... Secretary

..... Principal

Appendix A

MISSION STATEMENT

July 2000

We believe that St. Anne's Primary School, Park Orchards, exists to cater for the needs of Catholic families in the area. The school is a faith community of students, parents, staff and Church, which derives its motivation and inspiration from belief and acceptance of Christ.

The Catholic faith tradition and ethos is promoted and lived out.

We will come to know and love God and appreciate and respect all that God has created.

The school's mission is an extension of the Parish mission to 'Reach Out in Prayer, Hospitality and Action'.

We celebrate prayer, sacraments and liturgy within the school and parish.

Each child is accepted and valued as an individual with their own particular family and cultural background.

Children are encouraged and challenged to strive towards achieving their potential through the recognition and valuing of gifts and talents in a respectful and tolerant environment.

Community members are encouraged to work in partnership by taking an active role in the life of the school.

Children are prepared for participation in an ever-changing Australian society through a relevant, comprehensive and up-to-date curriculum, which caters for the individual needs of students.

The gospel values permeate our entire curriculum.

The staff display a sense of devotion to duty, spirit of loyalty and co-operation and an inquiring mind, continually pursuing on-going professional formation. This is reflected in teaching practices and pastoral care.

Appendix B

ELECTION OF COMMITTEE MEMBERS

ST ANNE'S PRIMARY SCHOOL PARENTS' ASSOCIATION

NOMINATION FORM 20XX / 20XX

I wish to nominate

For the position of

Nomination accepted Signed

..... Print Name

Nominated seconded by Signed

..... Print Name

Please place the nomination form in the box in the Office prior to
or bring it along on the evening.

Your nomination will then be voted on at the Annual General Meeting

Appendix C

CHAIRPERSON ROLE

Duties & Responsibilities:

- Ensure that the meeting is properly convened in accordance with the Constitution.
- Ensure that proper order is maintained, remembering however, that the Chair is subject to the will of the majority.
- Adhere to the agenda ensuring that the meeting begins and ends punctually. Point out major changes to the circulated agenda.
- Make sure that all motions and amendments are put in clearly understood terms and related to the business of the meeting.
- Try to ensure that speakers keep to the point, but don't suppress people's imagination.
- Make sure, particularly on contentious matters, that as many shades of opinion as possible are expressed.
- Make sure that speakers are not interrupted and private discussion among members does not take place.
- Make sure that everyone is given an opportunity to speak and encourage new or more reserved members to speak by addressing questions to them.
- Make clear the procedure of voting.
- Vary the procedure of meetings by using discussion groups, guest speakers, "brainstorming", agendas etc.
- Sign the minutes of the previous meeting once they have been accepted as a true and accurate record of that meeting.
- Ensure that guest speakers and visitors are introduced and thanked.

Appendix D

ANNUAL GENERAL MEETING AGENDA

1. Open Meeting
2. Apologies
3. Minutes from previous AGM
4. Business arising from previous minutes
5. Reports:
 - a) President
 - b) Treasurer
 - c) Events Coordinator
 - d) Class Representative Coordinator
6. General Business
7. Nominations & Elections of new committee
8. Setting of date for the handover meeting
9. Close Meeting

GENERAL MEETING AGENDA

1. Open Meeting
2. Apologies
3. Minutes of previous meeting
4. Business arising from previous minutes
5. Correspondence In
6. Correspondence Out
7. Reports
 - a) President
 - b) Treasurer
 - c) Events Coordinator
 - d) Education Board Representative
 - e) Class Representative Coordinator
 - f) Pie Day Representative
8. General Business
9. Close Meeting

Appendix E

FINANCIAL STATEMENT

Profit & Loss

“Date through to Date”

Ordinary Income/Expenses

Income

Details Fundraising Income	\$xxx.xx	
Total Fundraising		\$xxx.xx
Details Social Events	\$xxx.xx	
Total Social Events		\$xxx.xx
Total Income		\$xxx.xx

Expenses

Details Fundraising Expenses	\$xxx.xx	
Total Fundraising Expenses		\$xxx.xx
Details Social Events Expenses	\$xxx.xx	
Total Social Events Expenses		\$xxx.xx

Net Ordinary Income	\$xxx.xx
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Net Income	\$xxx.xx
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Appendix F

ROLE DESCRIPTIONS

- Education Board Representative
- Class Representative Coordinator
- Pie Day Coordinator
- Events Coordinator
- General Committee Member

The Education Board Rep shall:

- attend Education Board meetings as directed and represents the Parents of St. Anne's at these meetings;
- convey to the Education Board the direction and actions of the Parents' Association;
- liaise with the Education Board/Parish Council so that events are diverse and evenly spread;
- attend the Parents' Association meetings as directed and report any matters relevant;
- assist Parents' Association, Education Board and the wider parish and school community in any activities that are deemed appropriate and necessary.

The Class Rep Coordinator shall:

- advertise for and then appoint two parent representatives for each class at the beginning of the school year;
- provide a full list of parent representatives to the Parents' Association, to the School Principal and to the Parent Reps themselves;
- meet with the parent reps at the start of the year to outline duties and expectations and to share ideas for possible social functions;
- liaise with the Parents' Association and with the schools and inform parent reps when their assistance is needed;
- be a 'contact person' for the parent reps, providing assistance when required.

ROLE DESCRIPTIONS (cont)

The Pie Day Rep shall:

- advise the school community that Pie Day is on Fridays in 2nd and 3rd terms;
- advertise in the newsletter for parent helpers;
- check for best prices and equipment for use on pie days;
- seek assistance for any special days as designated by the school that may require hot food;
- liaise with the Food Safety Supervisor regarding proper food handling practices and provide an in-service for parent helpers;
- take orders and money for hot food on the day before Pie Day, i.e. Thursday;
- arrange for food to be ordered;
- supervise the distribution of hot food in accordance with the Food Safety Plan.

The Events Coordinator shall:

- recognise that this is a public relations role and incorporates both social and fundraising activities for the year;
- attend Parents' Association meetings;
- present function ideas, whether social or fundraising, to those meetings;
- organise events and workforces for events;
- maintain files and correspondence for nay functions for future reference;
- liaise with parish and school regarding function dates to ensure no duplication or overlap of event dates.

The General Committee Members (2 such members) shall:

- be in a supportive role to the committee, i.e. may be required to be involved at a sub committee level.