Our Lady's College

Parents and Friends Association

Constitution

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1. **NAME**

The name of the Association shall be Our Lady's College Parents and Friends Association.

2. **INTERPRETATION**

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 in the current year.

d. “The Executive” means those “Ordinary Members” elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer, Delegates to the Diocesan Council and School Principal or others as elected to be “Executive Members”.

e. “Ex-officio Members” are Members of the Executive of the Association 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 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 Diocesan Council.

h. “Diocesan Council” means the body representing the interests of all Parents and Friends Associations in a Diocese (including the Archdiocese) in the Roman Catholic province of Brisbane i.e. State of Queensland.

i. “Federation” is the Federation of Parents and Friends Associations of Catholic Schools in Queensland, and is the body representing all Parents and Friends Associations in Catholic Schools in Queensland.

j. “Annual Levy” is the fee applied by the Federation to the parents/carers of each child attending a Catholic School in Queensland. This levy shall be paid through each P&F Association annually.

k. “Friends” are School teachers, staff, and other Members of the School community interested in pursuing the objectives of the P&F Association by their regular attendance at meetings. The names of “Friends” are to be agreed at an AGM or a regular meeting of the P&F Association.

3. **OBJECTIVES**

3.1 **Objective**

The Objectives of the Association shall be those that accord with the content of the documents ‘The Catholic School’ (Sacred Congregation for Catholic Education, Rome 1977), the Code of ‘Canon Law (1983)’, and “The Catholic School on the
3.2 Participation
In particular, the Association 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.

3.3 Affiliation
The Association shall:

a. affiliate with the Federation of Parents and Friends Associations of Catholic Schools, Queensland and thereby it’s respective Diocesan P&F Council by payment of the Annual Levy.
b. Work in partnership with the administration of the school in supporting all aspects of its operation.

The Association shall not:

a. affiliate with any political body or party.
b. affiliate with any association whose objectives are inconsistent with the objectives stated in clause 3.1.

4. ASSOCIATION MEMBERSHIP

4.1 Membership
The membership of the Association 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 Principal or their nominee who shall be called an Ex-Officio Member.
c. the Friends of the School.

4.2 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 Association 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 Executive

Membership of Executive shall consist of:

a. President, Vice-President, Secretary, Treasurer and Diocesan Delegates.
b. The School Principal or their nominee as an Ex-Officio Member.
c. Representatives made up of Ordinary Members as agreed by the Association from time to time.

5.2 Election of the Executive

a. At the Annual General Meeting of the Association, 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 Executive shall be elected from the Association membership by the Ordinary Members.
c. Term of office of the elected Executive Members shall be one year with the right to serve a maximum of 3 consecutive full terms in the one position.
d. Having served the maximum term in one position the member may stand for election for another position on the Executive.
e. 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.

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 such notice is received by the Secretary 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 Association for that purpose if the member:
   i. Fails to comply with any of the provisions of this Constitution; or
   ii. Conducts him/her self in a manner considered to be injurious and prejudicial to the character or interests of the Association. (See Appendix- Code of Conduct).
c. The member concerned shall be given a full and fair opportunity of presenting his/her case, and if the Association 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. If a Treasurer of the Association or of a Sub-Committee resigns during the term of office, the Association may, at the discretion of the Executive or the Treasurer, arrange for an audit of the records and accounts of the Association or Sub-Committee to be carried out before handing these to the new 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 Association.

5.5 Functions of the Executive
Except as otherwise provided by this Constitution and subject to resolutions of the Members of the Association carried at any Annual or General Meeting the Executive shall:
a. Manage the administration of the affairs, including the property and funds of the Association.
b. Interpret and apply the Constitution with regard to any matter concerning the activities of the Association.
c. Formulate bylaws for adoption, repeal or amendment by the General Meeting of the Association, designed to promote the good governance and management of the Association.

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 Association and must report back to the Association.
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.

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 **Types of Meetings**
Meetings of the Association shall be either:

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

b. General Meeting. The Association shall meet at least once per term 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**
The business to be transacted at every Annual General Meeting shall include:

a. The reading of the minutes of the previous Annual General Meeting.

b. Business arising from the minutes.

c. The receiving of the President’s Report.

d. The receiving of the Principal’s Report.

e. The receiving of the Treasurer’s Report that shall include the Audited Financial Reports of the books and accounts of the Association for the preceding financial year including all Sub-Committees.

f. The election of Members of the Executive.

g. The appointment of Delegates to the Diocesan P&F Council.

h. The appointment of Sub-Committees.

i. The appointment of an auditor.


k. The notification to the Diocesan Council, in writing within 30 days of the AGM, of the details of the office bearers for the Association.

6.3 **Quorum**
At the Annual General Meeting 7 Ordinary Members shall constitute a quorum and at a General Meeting 5 Members (including at least 3 Members of the Executive) 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 Association when:

i. Directed to do so by the Executive or,

ii. Upon being given a request in writing signed by not less than 2 Members of the Executive or not less than 7 Ordinary Members and clearly stating the purpose for which the Meeting has been requested.
6.5 **Conduct of Meetings**

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

a. 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.

b. The Chairperson shall conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings. (See Code of Conduct as indicated in the Appendix).

c. Every question, resolution or decision shall be decided by consensus but should a deadlock occur a vote of all Members of the Association present will be taken and a majority decision shall apply.

d. 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.

e. 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.

f. 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. Printed copies are to be maintained by the Secretary and shall be open for inspection at all reasonable times by any member of the Association who applies to the Secretary for that inspection.

7. **ALTERATION OF CONSTITUTION**

7.1 **Amendment**

This Constitution may be amended at a Special General Meeting of the Association called for that purpose.

7.2 **Notice**

Notice of any proposed amendment shall be given in writing to the Secretary. The notice should be signed by not less than 1/3 of the Members of the Executive or not less than 8 Ordinary 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.
8. **FUNDS**

8.1 **Assets**
The income and any property of the Association shall be applied in promotion of its objectives.

8.2 **Financial year**
The financial year of the Association shall be from 1st November to the 31st of October.

8.3 **Banking account**
The funds of the Association shall be banked in the name of Our Lady’s College Parents and Friends Association in such bank or financial institution as the Annual General Meeting or a General Meeting may from time to time direct.

8.4 **Financial Books**
Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Association, 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.

8.5 **Income**
All moneys shall be banked as soon as practicable after receipt of them.

8.6 **Expenditure**
All accounts other than petty cash transactions shall be paid by cheque signed by any two of a group of four Members of the Executive. Cheques shall be crossed 'Not Negotiable' except those in payment of allowances or petty cash recipients, which may be open.

8.7 **Petty Cash**
The Executive shall determine the amount of petty cash that shall be available. The Monthly meeting of the Association shall ratify this amount. The use of Petty Cash will be reported in the Treasurers Report at each Monthly Meeting of the Association.

8.8 **Accounts Payable**
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.

8.9 **Loans**
The Association shall not borrow money except:

a. In accordance with Clause 9 below,
b. For the furtherance of its objectives, and
c. Where a Special Meeting called for that purpose has granted approval.
8.10 **Budget**

The Association shall, where possible, manage all funds in accordance with an annual budget.

8.11 **Audited Financials**

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. All such statements shall be examined by the auditor, who shall present his/her report to the Secretary prior to the holding of the next Annual General Meeting following the financial year in respect of which such audit was made.

8.12 **Audited Financial Report**

If the Annual General Meeting is held prior to the end of the financial year, a Financial Report will be presented to the meeting. The audited Financial Report shall be presented to the first General Meeting after the end of the financial year.

8.13 **Records**

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

9. **NO AGENCY OF THE SCHOOL**

9.1 **Agent of the school**

The Association will not hold itself out as agent of the School and has no Authority to bind the school.

9.2 **Contractual matters**

Any decisions in relation to contractual matters are to be reached by consensus and discussed with the School Principal and entered into by the proper authority.

10. **DISSOLUTION**

10.1 **Resolution**

The Association 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 **Assets**

In such event, the property and other assets of the Association 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
b. The Archbishop of the Catholic Archdiocese of Brisbane, or
c. An Association within the Catholic Church having similar objectives.

11. CERTIFICATION

We certify that this is a true and correct copy of the Constitution of Our Lady's College Parents and Friends Association

____________________________________  ______________________________________
(PRESIDENT)                                      (SECRETARY)

DATE: ____________________________

12. APPENDIX – CODE OF CONDUCT

Our Lady’s College

VOLUNTEER

CODE OF CONDUCT

This Code of Conduct applies to all persons volunteering within Brisbane Catholic Education and has been developed by Brisbane Catholic Education for schools to use in their own communities.

• All volunteers should participate in a Student Protection Induction. [This is contained in the Student Protection Handbook for Volunteers].

• All non-parent volunteers must undergo employment screening under the Commission for Children and Young People and Child Guardian Act 2005 and hold a current Positive Notice Blue Card for volunteers.

• Volunteers have a significant role in the work of the school. Volunteers have an integral part to play in providing a safe and enjoyable environment for young people.

• Volunteers are expected to follow the principles of:
Our Lady's College Parents and Friends Association Constitution

- Safety
- Respect
- Support
- Ethical Communication
- Ethical Conduct.

• Volunteers should:
  - Behave honestly and with integrity
  - Act with care and diligence
  - Behave and dress appropriately

• Volunteers should think and act safety:
  - Put safety first in all activities.
  - Follow the safety procedures outlined in the Our Lady’s College Safety Guidelines, to the best of your ability, as outlined in the volunteer induction process.
  - If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly as possible.
  - Work only according to your level of competency. Contact and report to School Administration when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.

• Volunteers should treat students and staff with respect:
  - Respect the rights of individuals and maintain an appropriate level of confidentiality.
  - Treat everyone with courtesy, sensitivity, tact, consideration and humility.
  - Assist in the creation of an environment free of fear, harassment, racism and exploitation.
  - Respect the cultures, beliefs, opinions and decisions of others although you may not always agree.
  - Take instruction from and not obstruct the responsible staff member in any way in regards to the execution of their duties.
  - Report any illegal activity to the School’s Administration or appropriate staff member.
Volunteers should use appropriate communication skills when engaging with students:

- Acknowledge the needs and concerns of the individual.
- Practice effective listening (For example ask open questions; be alert to non-verbal communication; stay calm and relaxed).
- Be aware of the young person's physical space.
- Be aware of your own body language.
- Be judicious in making physical contact with young people and at all times seek the young persons permission to do so.
- Stay calm and relaxed.
- Be clear and consistent.
- Use non-discriminatory respectful and non-judgmental language.
- Seek advice whenever appropriate.
- As a volunteer, you must follow all instructions from the staff and School Administration. You should not engage directly with media representatives, and should refer all enquiries to School Administration.

Volunteers must not:

- Smoke or use tobacco products while volunteering and/or on school property.
- Use, possess, or be under the influence of alcohol at any time while volunteering and/or on school property.
- Use, possess, or be under the influence of illegal drugs at any time while volunteering and/or on school property.
- Condone the use of or provided any of the above substances to any students, employees or other volunteers
- Verbally harass or abuse any person or use profanity while volunteering and/or on school property.
- Utilize your position as a volunteer to take advantage of any young person.

Any breaches of this Code of Conduct will be dealt with by the school principal in the first instance and appropriate authorities will be contacted if necessary.

Should you have any questions with regard to any of the above you should contact the school Principal in the first instance on (07) 3848 7462