

Constitution Draft 2013

Our Lady's Catholic Primary School Parents and Friends Association

The general aim of the Association is to bring together, in a spirit of cooperation, Parish Priest, Principal, teachers, parents and other groups involved with education in the parish school. The forum aims to provide support to the Parish Priest and Principal, and an opportunity to gather and become involved in the life of the school.

A. Aims

The Association will support the school through;

- assisting in the formation of School Policy as requested.
- assisting in the provision of the pastoral care programme.
- assisting in the preparation of the school budget.
- assisting in the maintenance of the school facilities and equipment.
- assisting and initiating fund-raising activities to further develop the facilities of the school.
- encouraging social interaction between members of the school community.

B. Function of the Parents and Friends Association (P and F)

1 Maintenance and Cleaning

The Association together with the principal shall be responsible for the operation and maintenance of all equipment, and cleanliness of the school. A cyclical maintenance programme is available to follow. The P and F will assist through additional support to the day to day processes that currently exist.

2 Pastoral Care

The Association will provide support to the Pastoral Care Programme. The P and F will assist through any means at its disposal when needed to contribute to the well being of the school community.

3 School Policy

The Association shall assist in the development of school policy when required, by responding to request of the School Board or Principal.

4 Finance

The Association shall contribute to the preparation of the annual financial budget. It will seek ways of providing necessary financial assistance for the school, in accordance with diocesan and parish policy. The Association will receive information from the principal as to the financial position of the school at each meeting.

The financial year for the Association is a calendar year.

The financial records are audited biennial by the auditor of the school.

5 Fundraising

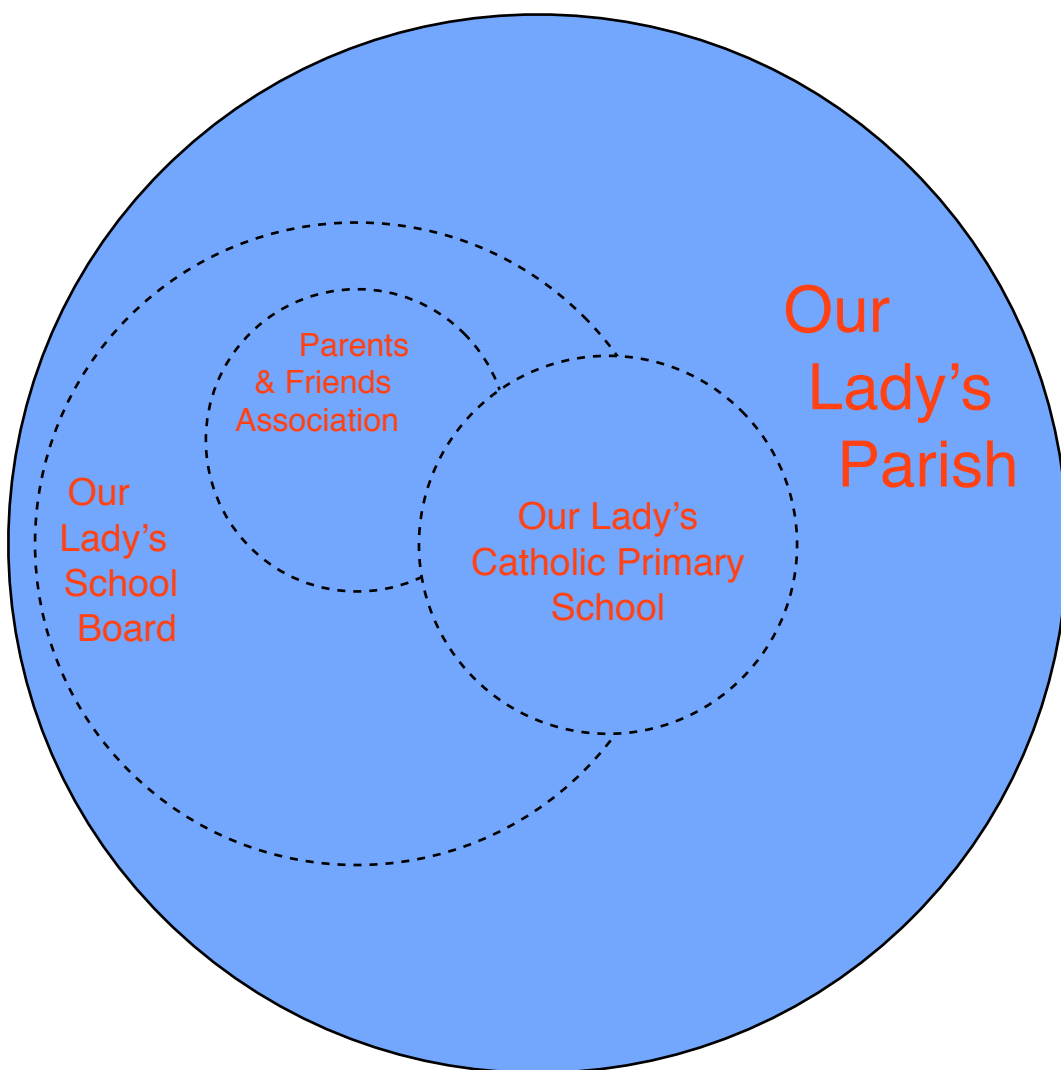
The Association should initiate activities to raise funds for special projects and general running of the school.

6 School - Community Relations

A major role of the Association is to promote functions and activities which bring all members of the school community together.

C. Accountability

The school is part of Our Lady's Parish. As such, the Parents and Friends Association, in its support to the school is accountable to the Parish Priest, through the School Board.



D. Structure of the Association

At the Annual General Meeting, members of the Association will be elected to the Executive. The role of the Executive is to give leadership to the Association. The major functions of the P and F will be divided amongst a number of sub committees. The leaders of the sub committees, are the Executive, and members of the P and F will be encouraged to join one of the sub committees. The members of the Executive will be responsible for the giving of reports at the ordinary meetings.

Parents - that are a parent or carer of children on the current roll,
Friends - can become members at any time of the year, and will be recorded as such in the minutes of the meeting. Membership will be reviewed each year.

Sub Committees:

Pastoral Care
Fundraising/Social
Grounds and Maintenance
Fun Fair
St Patrick's Races
Play Group

E. Membership of the Association Executive

1 Elected Members

All members of the school community, will be eligible to stand for the elected positions on the Executive - Chairperson, Deputy Chairperson, Secretary, Treasurer, leaders of the 5 sub committees (9 elected positions).

2 Ex-officio Members of the Executive

Parish Priest
Principal
Representative of staff

F. Tenure

Elected members shall serve a term of two years.

Casual vacancies to filled by co-option, with the approval of the Parish Priest or his representative, for the balance of the term of office.

G. Election of Executive Members

Nominations of candidates for election of members of the Executive, other than Fun Fair Coordinator, shall be received at the Annual General Meeting. If insufficient nominations are received to fill all vacancies of the Executive, the candidates shall be deemed elected. If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

Fun Fair Coordinator will be nominated, and voted on at an extraordinary meeting following the fair. All other rules around committee members apply.

The office of a member of the Executive becomes vacant if the member resigns their office, in writing given to the secretary; or fails to attend (3) three consecutive meetings of the Association without apology or being formally excused.

H. Meetings

Annual General Meeting

All parents and friends of Our Lady's shall be invited, via the school Newsletter. The AGM will be held in the second week of November each year. Voting shall be of simple majority.

Ordinary Meetings

- The first meeting of the year will be as early as possible in Term One.
- All subsequent meetings to be held on a schedule determined by the Executive.
- The meetings are held at a time and place as the Association Executive determines.
- All Association meetings are open to parents and friends of the school.
- A quorum consists of 4 members with, at least 2 members of the Executive.
- Decision making will follow the lead set by the School Board. The Association will endeavour to reach decisions through consensus, with respect to the wisdom and contribution of all.
- If a decision cannot be agreed upon, then further support will be sought from the Principal and/or Board.
- Voting will be an action of last resort.
- All members will have one vote.
- In the event of a tied vote, the decision will rest with the Canonical Administrator

I. Amendments to the Constitution

This constitution may be amended by a vote of two - thirds of those present at the AGM subject to the regulations of the Diocese and the approval of the Parish Priest.

J. Conduct of Members

The meetings of the Association are an opportunity to contribute to points raised, and to take decisions that will have a positive impact in the school. The Christian values, and Catholic traditions that are at the core of the schools existence, underpins the processes of the Association

Members should be aware of the difference between policy and operations and sensitive to the fact that it is the role of the Principal and staff to elect the means by which school policy is implemented.

Members of the Association must maintain behavior consistent with the schools 'Code of Conduct'. Issues of a personal nature or issues involving members of the school community should not be discussed at an Association meeting.

The role of the Association is not to arbitrate over personal difficulty, dispute, or grievances involving a pupil or parent with a teacher, or grievances involving members of staff, the Principal and members of the Association.

References

Catholic Education Commission Victoria, General Guidelines for a Parents & Friends Association
<http://web.cecv.catholic.edu.au/frameset.htm?page=parents>

The Federation of Parents and Friends Associations of Catholic Schools in Queensland, Model Constitution
<http://www.pandf.org.au/asp/index.asp?page=atyourschool&cid=5201&gid=172>