



**CONSTITUTION for  
SACRED HEART COLLEGE  
PARENTS' AND FRIENDS' ASSOCIATION**

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## **1. NAME**

The name of the Association shall be the Sacred Heart College Parents' and Friends' Association.

## **2. DEFINITIONS**

- a) The Association is the Sacred Heart College Parents' and Friends' Association.
- b) The P & F Management Committee is the body of represented Members elected by the Association at the Annual General Meeting and will include the Principal or an appointed representative.
- c) The P & F Executive is the Office Bearers of the Association elected as per Clause 8.
- d) The Governing Bodies of the School are the Principal and the School Board of Management.

## **3. OBJECTIVES**

The objective of the Parents' and Friends' Association is to fulfil the aims of the Parents' and Friends' Association of Sacred Heart College in the Spirit of Christian co-operation and the promotion of an active relationship with Christ and His Church.

## **4. AIMS**

The Parents' and Friends' Association is an integral part of the Catholic School structure and is a valuable instrument in this important Church Apostolate.

The Association should:-

- a) develop at the College, a real community of parents, teachers and students which reflect a truly Christian ethos;
- b) work closely with the School Authorities, in particular the School Principal, who is the leader of the school community, to achieve common goals;
- c) act as liaison between wider school community, to achieve common goals;
- d) ensure that a high level of social and educational interaction exists between home and school, parents and teachers;
- e) provide a healthy forum for ideas and discussion on any relevant issue that will benefit the education of the children.

## **5. POWERS OF THE PRINCIPAL**

- a) The Principal has the right of veto over any decision of the Association and may direct the cessation of any function performed by the Association.
- b) By giving written notice to all families of the College, the Principal may suspend the operation of the Association for up to two years.
- c) In the event of clause 5b) being enacted, the Association, through its suspended Executive, shall have "right of appeal" to the School Board of Management.

## **6. MEMBERSHIP**

- a) The Association may admit to Membership any person having a genuine interest in the objects and aims of the Association, provided that such person is approved per Clause 6b).
- b) There shall be three (3) categories of Members comprising Membership of the Association:-
  - i) Active Members
  - ii) Ex-Officio Members
  - iii) "Interested" Personnel
- c) Active members shall be the parents(s)/guardian of a child attending Sacred Heart College, or accepting a position for their child in the following year.
- d) Ex-Officio Members shall be the Principal and all Members of staff of Sacred Heart College.
- e) Interested personnel shall be any person interested in the objects and aims of the Association subject to the approval of the Principal and on written application to the P & F Executive.

## 7. MEETINGS

The meetings of the Association will include:-

- i) The Annual General Meeting
- ii) P & F Management Committee Meetings
- iii) Special General Meetings

### 7i Annual General Meeting

- a) At the Annual General Meeting, 20 Association members shall constitute a quorum.
- b) The Annual General Meeting of the Association shall be held within the month of November each year.
- c) The Annual General Meeting will receive and consider the Annual Report of the P & F Executive Committee presented by the President (or vice president as delegate).
- d) The Annual General Meeting will receive and consider the Auditor's Report.
- e) The Annual General Meeting will appoint an Auditor for the coming year who shall not be a Member of the Executive, Committee or Ex-Officio.
- f) The Annual General Meeting will elect the P & F Management Committee for the ensuing year.
- g) The Annual General Meeting will deal with any other matter or matters brought before the Association.
- h) Matters brought before the Annual General Meeting shall be submitted in writing to the President or Secretary at least five (5) days before the Meeting.
- i) Notification of the Annual General Meeting will be given to all Members at least 28 days before the Meeting.
- j) Recommended order of Business for the Annual General Meeting:-
  - 1. Minutes
  - 2. President's Report
  - 3. Financial Statements and Auditor's Report
  - 4. Correspondence
  - 5. Notices of Motion
  - 6. Election of P & F Management Committee
  - 7. Appointment of an Auditor
  - 8. P&F Voluntary Contribution
  - 9. General Business (submitted in accordance with 7i(h) )

## **7ii P & F Management Committee Meetings**

- a) P & F Management Committee Meetings will be open to all Members of the Association, unless called as closed by a majority of the P & F Management Committee.
- b) At least one meeting within each of term one, two, three and four must be open to all Members of the Association.
- c) The P & F Management Committee shall meet monthly during the School year (excluding meeting that would be held during school holidays) and otherwise as determined by the P & F Management Committee. Two (2) Office Bearers and six (6) other Members shall constitute a quorum.
- d) New P & F Management Committee Members admitted by the P & F Management Committee, as per Clause 13, will have full voting rights at Committee Meetings. Observers attending Committee Meetings will not be entitled to a vote, although their participation in the Meeting will be encouraged.
- e) At least seven (7) days notice shall be given for P & F Management Committee Meetings.
- f) At the first P & F Management Committee meeting following the AGM the following items will be included in the agenda;
  - a) the P & F Management Committee will elect its own Executive Committee consisting of President, Vice President, Secretary and Treasurer.
  - b) the P & F Management Committee will elect a delegate to the school board
  - c) the P & F Management Committee will consider affiliations for the coming year (see 18 Affiliation)

## **7iii Special General Meetings**

- a) Special General Meetings of the Association may be called at any time by the President and Secretary acting conjointly, or shall be convened by the President on a written application, stating the business to be discussed and signed by at least ten (10) Members of the Association. At least five (5) of the signatories shall be required to attend the Meeting so called.
- b) Special General Meetings will be convened within thirty one (31) days at the request of any of the Governing Bodies of Sacred Heart College.
- c) At any Special General Meeting, items for discussion will be limited to matters relating to the calling of such a Meeting.
- d) Members of the Association will be notified fourteen (14) days of any Special General Meeting and the nature of the business to be discussed.
- e) At a Special General Meeting a quorum shall consist of fifteen (15) Association Members.

## 8. OFFICE BEARERS

At the Annual General Meeting the Association will elect the P & F Management Committee Members of the Association.

The P & F Management Committee will elect its own Executive Committee consisting of President, Vice President, Secretary and Treasurer.

The Principal and/or Principal's delegate in their capacity of Ex-Officio Members will be a part of the P & F Management Committee.

## 9. TERM OF OFFICE

a) The term of office for Executive Members shall be no more than three (3) consecutive years in any one position. There shall be no limit as to the number of terms for P & F Management Committee Members.

b) A Member of the Sacred Heart College Parents' and Friends' Management Committee shall be deemed to have resigned from the Committee if:-

- i) during their elected term, the Member gives one months written notice of resignation to the Committee;
- ii) without submitting an acceptable apology he or she is absent from three consecutive P & F Management Committee Meetings;
- iii) in accordance with a decision of a majority of the P & F Management Committee, he or she is required to resign from the Committee, and fails to do so within fourteen (14) days of the date upon which notification of the decision of the Committee is forwarded to him/her stating the reasons for this action.

## 10. ELECTIONS

a) Any member of the Association who is present at the Annual General Meeting, or who has consented in writing to be elected shall be eligible for election on the P & F Management Committee.

b) No Ex-Officio Member or "Interested" Party can be elected to the Executive.

c) The Executive positions shall be elected from the P & F Management Committee. For the purpose of this election the Principal or the Principal's delegate shall occupy the chair

d) Uncontested nominations for positions will be deemed to have been elected. Contested positions will be decided by a secret ballot. The secret ballot will be conducted by the Principal or the Principal's delegate.

## 11. VOTING

Any Member of the Association shall be eligible to vote at the AGM to elect the P & F Management Committee members.

Any Member of the Association shall be eligible to vote on items of business tables in the calling of a Special General Meeting.

Any member of the P & F Management Committee will be eligible to vote on all matters before the P & F Management Committee meeting.

## **12. POWERS OF THE P & F MANAGEMENT COMMITTEE**

The P & F Management Committee shall have power generally to give effect to the aims of the Association and to the Rules of the Constitution, and the Committee will, subject to any decisions of the Association:-

- a) formulate the Standing Orders of the Association to be applicable to such meetings as the P & F Management Committee may determine;
- b) establish such Sub-Committees as it may determine to give effect to the aims of the Association;
- c) provide for the 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 Office Bearers;
- e) appoint one delegate to the School Board;
- f) set the voluntary P&F contribution to be agreed on at the Annual General Meeting;
- g) raise funds by other voluntary means for the further educational benefit of the Sacred Heart College children in accordance with the aims of the Association.

## **13. CASUAL VACANCIES**

Any member of the association attending a P & F Management Committee open meeting may nominate for election to the P & F Management Committee. Following the seconding of the nomination, The P & F Management committee will vote to admit the new member. The vote can be conducted as a show of hands or by secret ballot as determined by the chairperson. This nomination and vote will be the last order of business, thus enabling the newly elected member of the P & F Management Committee to vote at the next P & F Management Committee meeting.

## **14. DUTIES OF OFFICE BEARERS**

The President;

- i) shall preside at all properly convened Meetings of the Association
- ii) represent the Association on all Ceremonial occasions.
- iii) In the absence of the President, the Vice President, or in his or her absence, any Member of the Executive, shall preside at properly convened Meetings of the Association and represent the President on Ceremonial occasions.

The Secretary shall:-

- i) keep custody of the Minute Book and Records of the Association;
- ii) maintain an accurate record of the proceedings at all properly convened Meetings of the Association and present the Minutes to the next Meeting;
- iii) reply to correspondence as directed at any properly convened Meetings of the Association;
- iv) notify Members of the forthcoming Meeting and issue the Agenda for that Meeting.



## **15. FINANCE**

- a) The Committee shall cause true accounts to be kept of the monies received and expended,
- b) The accounts shall be audited by the Auditor who shall make a report on the accounts.
- c) The Committee shall conduct its financial transactions through a bank.
- d) All Association General Operating Account transactions shall be authorised by any two of the following:-
  - i) President
  - ii) Vice President
  - iii) Secretary
  - iv) Treasurer
  - v) The Principle (or Principle's delegate) holding the Ex-Officio position on the P & F Management committee
  
- e) The accounts shall be open to inspection by any association member upon giving reasonable notice to the Executive. The inspection will be conducted with the treasurer and two (2) other office bearers being present. The inspection will be at a time and place convenient to all office bearers attending.

## **16. AUDITOR**

- a) The Members of the association shall appoint an Auditor, not being a Member of the P & F Management Committee, at the Annual General Meeting. The Auditor shall audit the accounts of the Association annually and the audited report will be presented at the annual general meeting.
  
- b) The financial year of the Association shall be from 1<sup>st</sup> October to 30<sup>th</sup> September of the following year, to enable a complete report from the Auditor to be presented at each Annual General Meeting of the ensuing year.

## **17. ASSETS**

All assets of whatever nature (except the Association's bank accounts) not previously donated to the College may be vested in a trustee of the Association. The Principal shall be the sole trustee of the Association.

## **18. AFFILIATION**

The Association should consider affiliating with the Parents' and Friends' Federation of Western Australia Incorporated.

## **19. AMENDMENT**

Subject to Clause 4 hereof, this Constitution may be amended or altered at any Special Meeting of the Association or at the Annual General Meeting, provided that notice of any proposed amendment or proposed alteration shall have been given in writing at a previous Meeting of the Association, providing that the amendment or alteration be accepted by 75% of the Members present.

## **20. REMUNERATION**

No payment shall be paid or transferred directly or indirectly to the Associations Members, provided that nothing shall prevent the payment in good faith of remuneration to any officer or servant of the Association for costs incurred in the service of the Association.

## **21. APPROVAL**

The following matters affecting this Constitution are subject to the approval of the Principal of Sacred Heart College:-

- a) Acceptance of persons as Members
- b) Form and commencement of the P & F Management Committee
- c) Personnel of the P & F Management Committee
- d) Banking account and cheque signatories
- e) Activities of the Association
- f) Amendments to the Constitution

## **22. INTERPRETATION**

Should any questions arise which is not provided for in these rules or as to the interpretation thereof, the P & F Management Committee may be empowered to seek an outside opinion on any question raised.

## **23. DISSOLUTION**

The Association shall be deemed to have dissolved when a resolution in favour of dissolution is carried by a three quarter (3/4) majority of the Association of a Special General Meeting convened for the purpose of considering such resolution.

Upon dissolution of the Association, a liquidator shall be appointed to wind up the affairs of the Association. All monies and goods shall be realised and after payment of all liabilities for which the Association is responsible, the surplus (if any) shall be donated to Sacred Heart College.

## 24. STANDING ORDERS

- a) A notice entered on the agenda shall not be proceeded with unless the Member giving such notice or another Member acting as their proxy is present when the business is called in order.
- b) All motions must be seconded and then read from the Chair before being debated.
- c) The question being put shall be resolved in the affirmative or negative by voice, or should a division be called, by a show of hands or secret ballot at the discretion of the Chairperson.
- d) A motion having been proposed may be amended by leaving out, substitution, or adding words, and such amendments shall be resolved by a majority of votes.
- e) Any amendment proposed and not seconded shall not be discussed nor placed on the Minutes.
- f) Only one amendment shall be discussed at one time. If any amendment is carried, it shall become part of the original motion. Further amendments, one at a time, can be proposed, discussed and dealt with in a like manner.
- g) Members shall speak to any motion, alternating negative and affirmative in that order.
- h) During any discussion, any Member present may move without debate "that the motion be now put". When amendments have been lost the original motion shall be put.
- i) No Member may speak to a motion after it has been put by the Chairman and the voting has been given either in the affirmative or negative.
- j) The Chairperson shall only cast a vote should the voting on any question before the Chair be equal.

## 25. RESCISSION OF RESOLUTIONS

- a) No resolution previously passed by a Special General Meeting of the Association shall be rescinded unless Notice of Motion has been given at a Special General Meeting prior to the Meeting at which such motion is to be discussed.
- b) Any Member giving Notice of Motion shall read it aloud and hand it to the Secretary in writing with their name and the date proposed for presenting such Notice.
- c) No previous resolution of the Association shall be rescinded unless the provisions of the foregoing paragraphs are complied with and two thirds of the Members voting assert to the rescission.
- d) In the event of any motion being defeated no similar motion relating to the same subject shall be submitted to any Meeting of the Association until a period of thirteen (13) months has elapsed from the date of the original motion.

**Presented and accepted at Special General Meeting, 7<sup>th</sup> November 2016**