RATIONALE:
The social and fundraising aspects of school life assist in developing a sense of community.

1. NAME:
Our Lady’s Parents’ Association - hereinafter known as the ‘PA’.

2. MEMBERSHIP:
The membership of the Parents’ Association shall consist of:
   a) The Committee
   b) The wider community of the school.

2. OBJECTIVES:
The objectives of the PA shall be:
   a) To co-operate with the Principal and teachers of Our Lady’s School (hereinafter known as ‘the School’), for the mutual benefit and welfare of the children attending the school.
   b) To keep members informed on developments within the school.
   c) To assist and / or fundraise where possible for any project deemed to be of any benefit to the children attending the school.
   d) To cultivate spiritual, intellectual and cultural interests amongst its members.
   e) To promote social activity amongst its members.
   f) To participate in any activity for the good of the Parish of Ringwood generally.

3. WORKING WITH CHILDREN CHECK / VIT / POLICE:
All members of the Committee of the Parents’ Association must have initiated a Working With Children Check from the Department of Justice within two weeks of their appointment at the Annual General Meeting. The application must be presented to the Office. If a member of the Committee has previously had a WWCC completed, they must present their card to the Principal who will maintain a copy of their card on file at the school. Forms are available from the Department of Justice website.

4. SUBSCRIPTION:
   a) Committee Members shall pay subscriptions annually in advance and at a rate to be determined from time to time at a General Meeting convened for the purpose, or at an Annual General Meeting (AGM).
   b) Subscriptions shall be due prior to the Annual General Meeting commencing. This is a gold coin donation, which is donated to a charity.

5. OFFICE BEARERS AND COMMITTEE:
   a) The Office Bearers of the Parents’ Association shall be the President, Vice President, Secretary, Assistant Secretary and Treasurer.
   b) The General Committee shall consist of all office bearers, and other elected members to a minimum of five and a maximum of ten, giving a maximum total fifteen on the Committee. The General Committee shall be comprised of the Education Board Representative, the Classroom Representative Coordinator, the Uniform Shop Coordinator and the Canteen Coordinator.
c) The General Committee shall be elected from the financial members of the PA at an AGM and shall hold office until the next AGM.

d) Should any office become vacant during the period for which the Office Bearer or Committee Member has been elected, the committee may fill the vacancy for the period between the date of the vacancy and the next AGM.

e) An Office Bearer or a Committee Member may be removed by the Principal / Parish Priest.

f) An Events Support Group comprises parents who wish to assist but not take on a formal role on the Committee. The Events Support Group assists with the organising, set up and pack up of events. The Events Support Group do not have voting rights.

6. ELECTIONS:
   a) Nominations for the Committee shall be accepted in writing by the Secretary at / or prior to the AGM.  
   b) The nomination must be moved and seconded by financial members of the PA, and confirmed by the person nominated.  
   c) In the event of the nominations exceeding the required number, the people present at the AGM shall appoint the Office Bearers by ballot. No nominated person may be called upon to scrutineer.  
   d) A member shall be deemed to be ineligible for election to an executive office that the member has occupied for the past three terms (three years).

7. MEETINGS:
   a) The AGM shall be held each year on or before 28th day of February or such other date as agreed by the committee and Principal for the purpose of:
      i. confirming the Minutes of the previous AGM  
      ii. receiving the report of the President on the past year’s activities of the PA  
      iii. receiving the Treasurer’s report and audited financial statements for the previous financial year (Parents’ Association, Uniform Shop and Canteen)  
      iv. the election of Office Bearers and members of the General Committee  
      v. the appointment of an auditor for the ensuing year  
      vi. the transaction of such other business as may be brought forward, including the plan for the year  
   b) Open meetings shall be held twice a year or at such times as the Committee thinks fit  
   c) A special General Meeting shall be convened at anytime at the written request of at least five financial members or the President, but only that business for which the Special General Meeting has been convened shall be transacted there at.  
   d) Committee Meetings shall be held once a month and at such times as are found necessary for the transactions of the business of the PA.

8. NOTICE OF MEETINGS:
   All members shall be notified of meetings in a way in which the Committee may consider convenient and expedient.

9. QUORUM:
   The quorum at the General meeting shall be eight (8) and at a Committee meeting five (5). No meeting can occur without a minimum of Office Bearers and the Principal.

10. VOTING AT GENERAL MEETINGS:
   a) Only financial members shall be eligible to vote on any matter.
b) All matters submitted to a meeting (other than Constitutional changes) shall be determined by simple majority and in the event of equality of votes the President shall be entitled to a casting vote, subject to the approval of the Principal and Parish Priest.

11. EXECUTIVE COMMITTEE:
It is the responsibility of the Executive Committee to meet when necessary, examine accounts and recommend same for payment or otherwise, and to transact business generally that may be necessary for the good of the PA.
The Executive Committee shall consist of the Principal, President, Vice President, Secretary, Assistant Secretary and Treasurer.

12. PRESIDENT:
a) The President shall:
   i. Preside at all meetings of the PA.
   ii. Prepare for the AGM the Annual Report of the PA.
   iii. Ensure all new members are properly introduced and integrated into the PA.
   iv. Call special Meetings of the PA when the interests of the PA appear to require such action.
   v. Maintain a file of correspondence / ideas for fundraising.
b) The Vice President shall support the President as is deemed appropriate.

13. SECRETARY:
a) The Secretary shall:
   i. Attend all meetings and keep all computer files, books, documents and records of the PA (other than the Treasurer’s books and records) and shall keep the proceedings of all the meetings in a minute book or in a computer file for that purpose.
   ii. Be responsible for notifying members of meetings and any duties allotted to them.
   iii. Produce when required by any authoritative body or person any computer files, books, documents or records in their custody.
   iv. Forward to the Principal a copy of all minutes.
b) The Assistant Secretary shall carry out such duties as the PA Secretary may direct.

14. TREASURER:
The Treasurer shall:
a) Keep all accounts, computer files, books and documents of the PA relating to the finances in such form as the Committee may direct.
b) Pay accounts, attend to banking and receive all contributions, subscriptions and other monies due to, or raised by, the PA, issue receipts for same and account to the Meeting of members of all monies entrusted to her/his care.
c) Prepare for the AGM the finance report of the PA, the Uniform Shop and the Canteen.
d) Provide a Police Check to the Principal, paid for by the PA.

15. THE EDUCATION BOARD REPRESENTATIVE SHALL:
a) Attend Education Board Meetings as directed, and represent the PA of Our Lady’s at these meetings;
b) Convey to the Education Board the direction and activities of the PA;
c) Attend the PA Meetings and report any relevant matters, whilst maintaining the confidentiality of the Education Board;

Growing together, in faith, for the future
d) Assist the PA, the Education Board, the school or Parish community in any activities deemed appropriate and/or necessary.

16. **THE CLASSROOM REPRESENTATIVE COORDINATOR SHALL:**
   a) Advertise for two Parent Representatives for each class at the beginning of the school year;
   b) Meet with the Classroom Representatives at the beginning of the year to outline duties and expectations, and to share ideas for possible social functions;
   c) Liaise with the PA and the school and inform Classroom Reps when their assistance is needed;
   d) Be a ‘contact person’ for the Classroom Reps, providing assistance/guidance when required.

17. **THE CANTEEN COORDINATOR SHALL:**
   a) Be nominated at either the end of the previous school year or at the AGM, and be approved by the Principal.
   b) Be responsible for the day to day operations of the Canteen, with assistance from members of the PA.
   c) Be responsible for overseeing the paying of accounts and expenses associated with the operations of the Canteen.
   d) Hand over any profits to benefit Our Lady’s School. Any profits, above sufficient running costs, will be handed over after the books have been audited, or at any other time upon formal request from the Principal as a donation to the school.
   e) Provide a financial report to the Committee every three months.
   f) Prepare and present an annual report at the AGM.
   g) Maintain the books and records of the Canteen which must be presented to the Treasurer in a fit state, ready to be audited before the AGM.
   h) The School Office will oversee the administration of the required documents and payment for registration with Maroondah Council annually.
   i) All the above is done in consultation with the Principal.

18. **THE UNIFORM SHOP COORDINATOR SHALL:**
   a) Nominate prior to / at the AGM and be approved by the Principal.
   b) Be responsible for the day to day operations of the Uniform Shop, with assistance from members of the PA.
   c) Be responsible for overseeing the paying of accounts and expenses associated with the operations of the Uniform Shop.
   d) Hand over any profits to benefit Our Lady’s School. Any profits, above sufficient running costs, will be handed over after the books have been audited, or at any other time upon formal request from the Principal as a donation to the school.
   e) Provide a financial report to the Committee every three months.
   f) Prepare and present an annual report at the AGM.
   g) Maintain the books and records of the Uniform Shop which must be presented to the Treasurer in a fit state, ready to be audited before the AGM.

19. **CHEQUES:**
   a) A cheque to be drawn on a -
      (i) General account is to be signed by any two of the below:
          Principal (as representative of the Parish Priest), President or Treasurer
      (ii) Uniform Shop account is to be signed by any two of the below:
          Principal (as representative of the Parish Priest), Treasurer or a nominated
Uniform Shop Coordinator.

(iii) Canteen account is to be signed by any two of the below:
    Principal (as representative of the Parish Priest), Treasurer or a nominated Canteen Coordinator.

(b) Only the Parish Priest or the Principal may sign a bank form authorising the signatories, or a change in the signatories, in respect of the general account, the Uniform Shop account or the Canteen Account.

20. EXTRAORDINARY VACANCIES:
    a) A member is deemed to be not part of the Committee if they have missed three consecutive meetings without an apology or a reasonable excuse.
    b) A member is also deemed unable to be part of the Committee if they have been convicted of a serious criminal offence.

21. AUDITOR:
    a) A qualified person is to be appointed as Auditor at each AGM, and shall hold that appointment until the next AGM.
    b) The Auditor is to be approved by the Parish Priest or his delegate.
    c) The Auditor is to be responsible for the books of the PA, the Canteen and the Uniform Shop.

22. RESPONSIBILITY:
    a) As an accredited Parish organisation of Our Lady’s Parish, Ringwood, the PA shall be responsible to the Archbishop via the Parish Priest.
    b) All assets of the PA shall be the property of the Parish. However, the Parish Priest cedes to the PA, under the direction of the Principal, the right to administer such assets but only in accordance with the PA’s Constitutional objectives.

23. AMENDMENT TO THE CONSTITUTION:
    a) The Constitution of the PA may be amended, added to or repealed only at an open General Meeting called for that purpose after twenty-eight days written notice of any amendment, addition or repeal shall be lodged with the Secretary and then only if two-thirds of the members present shall approve such amendments, additions or repeals.
    b) Members must be financial to approve and vote on the proposed amendments, additions or repeals.

24. NOT FOR PROFIT:
    The assets and income of the PA shall be applied exclusively to the promotion of its objectives and no portion shall be paid or distributed directly or indirectly to the members of the PA, except as bona fide remuneration for services rendered or expenses incurred on behalf of the PA.

25. WINDING UP:
   In event of the PA being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the PA in accordance with its powers to Our Lady’s School.

EVALUATION: This Constitution is to be reviewed by the Parents’ Association and Education Board every three years in line with the school’s cycle of review.