PARENTS’ ASSOCIATION CONSTITUTION
2010

PREAMBLE:
The cornerstone of parish life is the co-operation of all its members. As the representative on a number of school and parish groups, the Principal will liaise regarding special activities across the year for the different groups. This fosters a commitment to the wider school and parish community interaction.

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

2. OBJECTIVES:
The objectives of the Association 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. MEMBERSHIP:
The membership of the Association shall consist of:
   a) Any person whose children attend the School
   b) Any person interested in the progress and welfare of the School.

4. WORKING WITH CHILDREN CHECK:
   All members 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. If they have previously had a WWCC, they must present their card to the Principal who will maintain a photocopy of their card on file at the school. The cost for this card is minimal to the parent, being the cost of a passport photo. Forms are available from the School Office or any larger Post Office.

5. SUBSCRIPTION:
   a) 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. This is a gold coin donation, which is donated to a charity.

6. OFFICE BEARERS AND COMMITTEE:
   a) The Office Bearers of the 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 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 Association 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 vote of the majority of the financial members present at any General or special General Meeting of the Association.

f) If there are more parents willing to be involved than positions on the General Committee, either a ballot vote will be held for the General Committee positions or those parents who do not wish to undergo a vote may form the ‘Events Support Group’ and be approached by the Committee for support at required times. The Events Support Group do not have voting rights.

7. 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 Association, 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 people to hold office 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.

8. 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 Association
      iii. receiving the Treasurer’s report and audited financial statement for the previous financial year
      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
   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 Association.
9. NOTICE OF MEETINGS:
All members shall be notified of meetings in a way in which the Committee may consider convenient and expedient.

10. QUORUM:
The quorum at the General meeting shall be nine (9) and at a Committee meeting five (5).

11. 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 Chairperson shall be entitled to a casting vote.

12. EXECUTIVE COMMITTEE:
The Executive Committee shall consist of the President, Vice President, Secretary, Assistant Secretary and Treasurer and shall be responsible for transacting the routine business of the Association.

13. PRESIDENT:
   a) The President shall:
      i. Preside at all meetings of the Association
      ii. Ensure all new members are properly introduced and integrated into the Association.
      iii. Call Special Meetings of the Association when the interests of the Association appear to require such action.
   b) The Vice President shall support the President as is deemed appropriate

14. SECRETARY:
   a) The Secretary shall:
      i. Attend all meetings and keep all computer files, books, documents and records of the Association (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.
      v. Forward to the Principal a copy of all minutes.
   b) The Assistant Secretary shall carry out such duties as the Association Secretary may direct.

15. TREASURER:
The Treasurer shall:
   a) Keep all accounts, computer files, books and documents of the Association relating to the finances of the Association 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 Association, 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 Association, the Uniform Shop and the Canteen.

16. THE EDUCATION BOARD REPRESENTATIVE SHALL:

♦ Attend Education Board Meetings as directed, and represent the Parents’ Association of Our Lady’s at these meetings;
♦ Convey to the Education Board the direction and activities of the Parents’ Association;
♦ Attend the Parents’ Association Meetings and report any relevant matters, whilst maintaining the confidentiality of the Education Board;
♦ Assist the Parents’ Association, the Education Board, the school or Parish community in any activities deemed appropriate and/or necessary.

17. THE CLASSROOM REPRESENTATIVE COORDINATOR SHALL:

♦ Advertise for two Parent Representatives for each class at the beginning of the school year;
♦ Meet with the Classroom Representatives at the beginning of the year to outline duties and expectations, and to share ideas for possible social functions;
♦ Liaise with the Parents’ Association and the school and inform Classroom Reps when their assistance is needed;
♦ Be a ‘contact person’ for the Classroom Reps, providing assistance/guidance when required.

18. 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 co-ordinator.

   (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.

19. CANTEEN:

a) A Coordinator is nominated at the AGM and approved by the Principal
b) A Coordinator is responsible for the day to day operations of the Canteen, with assistance from members of the Association.
c) A Coordinator is responsible for overseeing the paying of accounts and expenses associated with the operations of the Canteen.
d) Profits will be used 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) The Coordinator must give a report to the Committee every three months.
Our Lady of Perpetual Help - Ringwood

f) An annual report must be prepared and presented at the AGM.
g) Books and records of the Canteen must be presented to the Treasurer in a fit state, ready to be audited before the AGM.
h) All the above is done in consultation with the Principal.

20. UNIFORM SHOP:
   a) A Coordinator is nominated at the AGM and approved by the Principal.
   b) A Coordinator is responsible for the day to day operations of the Uniform Shop, with assistance from members of the Association.
   c) The Coordinator is responsible for overseeing the paying of accounts and expenses associated with the operations of the Uniform Shop.
   d) Profits will be used 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) The Coordinator must give a report to the Committee every three months.
   f) An annual report must be prepared and presented at the AGM.
   g) Books and records of the Uniform Shop must be presented to the Treasurer in a fit state, ready to be audited before the AGM.

21. THE 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 Association.

22. 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 to be not part of the Committee due to death, mental incapacity, and bankruptcy or convicted of a serious criminal offence.

23. 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 Association, the Canteen and the Uniform Shop.

24. AFFILIATION:
   The Association may affiliate with the Victorian Federation of Catholic Mothers’ Clubs and Parents’ Associations.

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

Growing together, in faith, for the future
26. **AMENDMENT TO THE CONSTITUTION:**
   a) The Constitution of the Association 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.

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

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

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.