

**St. Michael's College**

**1-63 The Abbey Place, Caboolture QLD 4510**

**P&F ASSOCIATION**

**CONSTITUTION**

**Amended 07 February, 2011  
By Laws amended 06 March 2017**



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## **FOREWORD**

*The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies.*

(Article 5, U N Charter of the Rights of the Family)

St Michael's College is concerned with building a Christian community where parents, staff and students work together.

The Parents and Friends (P & F) Association is the formal structure, recognised by the College, which represents all the parents/carers in the school and acts in their interests and on their behalf.

The P & F Association exists to support the College community and is involved in the total life of the school. Parents/carers, as first educators of their children, have a vital collaborative role to play in the development and implementation of the educational philosophy and policy of the school.

The P & F Association plays a significant role in the development of a collaborative and cooperative College community where parents/carers are recognised as authentic partners, with teachers and the administration, in the education of their children.

### **Parents and Friends Association Constitution**

The Constitution is the document which gives guidance to the P&F Association for its efficient and effective operation. Hence the document:

- Sets common aims and objectives;
- Establishes rules for membership, elections, voting etc;
- Arranges for proper management of the finances;
- Allows for amendments and changes to be discussed, debated and resolved;
- Sets standards for appropriate community involvement; and
- Establishes other rules for the organisation's operation.

The following Constitution of the Parents and Friends Associations of St. Michael's College Caboolture, Queensland, supersedes the previous constitutions, and has been drafted by the special Committee formulated for this purpose at a General Meeting of the Association. It is a refinement and an updating of the Constitution that has been used by the Parents and Friends Association for some years.

This document recognizes that Parents and Friends Associations exist for the benefit of the College and its students.

Copies of this constitution are readily available from the P&F Secretary.

## 1. NAME

The name of the Association shall be St Michael's College Parents and Friends Association Inc

## 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. **"College"** or **"School"** means Prep and Primary education at St Michael's College, Caboolture.
- c. **"Ordinary Member"** is a Parent/Carer/Friend of a child enrolled at the College.
- d. **"The Executive"** means those "Ordinary Members" elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer.
- 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 (e.g. tuckshop, uniform) to fulfil specific roles and/or tasks that are agreed as required.
- g. **"P&F Representative"** means an "Ordinary member" appointed to act as a representative on the College Board.
- h. **"Annual Subscription"** is the fee applied to the parents/carers of each family attending the P&F Meetings. This subscription shall be paid annually.
- i. **"Friends"** are School teachers, staff, and other members of the community interested in pursuing the objectives of the P&F Association by their regular attendance at meetings.

## 3. OBJECTIVES

### 3.1 Participation

The Association will participate in the optimum spiritual, intellectual, social and physical development of pupils in the College by:

- a. providing a medium of support, information and involvement of parents/carers in their children's education and the College community
- b. developing collaboration between parents/carers and School staff.
- c. promoting the principles of St. Michael's College.
- d. fostering a distinctive Christian environment in the School.
- e. organizing guest speakers for the Association members on current and suggested educational programs and other matters of interest
- f. working to provide additional resources which are considered necessary for the children or to assist the teachers in their professional work.
- g. assisting in planning and organizing functions associated with the social, sporting, cultural and educational life of the College community

### 3.2 The Association shall:

- a. Work in partnership with the administration of the school in supporting all aspects of its operation.

**3.3 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 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 Chaplain and Principal or their nominees who shall be called Ex-Officio Members;
- c. The Friends of the College (other persons who support the objectives of the Association)

**4.2 Annual Subscription**

- a. The annual subscription for each financial year shall be \$1 per member or such other sum in lieu thereof as the majority of members at any annual or general meeting may from time to time determine.
- b. Only those members who are financial members at the time shall be entitled to speak or vote upon any motion at any annual or general meeting of the Association.

**4.3 A Register of Members**

- a. A register of financial members shall be maintained by the Secretary and open for inspection by any member of the Association.

**5. EXECUTIVE MEMBERSHIP**

**5.1 Membership of Executive shall consist of:**

- a. President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and such number of other members as the members of the Association at any General Meeting may from time to time elect or appoint

**5.2 Roles Of The Executive**

**5.2.1 PRESIDENT**

The President should preside (act as Chairman) at all General and Executive Meetings of the Association.

In addition to that responsibility the President should undertake a number of other tasks such as:-

- a. Providing leadership for the Association

- b. Acting as the Association’s representative
- c. Exercising some supervision of the functions of other office bearers
- d. Ensuring adequate and efficient communication exists between members of the Association; between the association and the School Board; and between the parents, Principal and staff of the school
- e. Encouraging parents and others to participate in the activities of the Association and the school.

The President should always remember that she/he has a responsibility to all parents, teachers and children at the school.

### **5.2.2 VICE PRESIDENT**

The specific duty of a Vice-President is to act as Chairman at those meetings from which the President is absent.

In many Associations that is all that is required of a Vice-President, which means they operate during the year as just another member of the Executive. However, the vice-President’s role can be far greater and every Vice-President should be seen as the President’s understudy.

Vice-Presidents should become familiar with the operation of the Association and acquaint themselves with the duties of the President, including a working knowledge of meeting rules and procedure. In addition Vice-Presidents should offer to act as convenor for any sub-committees established by Executive and to undertake other tasks to reduce the burden of the President.

All Vice-Presidents should look on their role as an “internship”, preparing for the day when they will become the President of the Association.

### **5.2.3 SECRETARY**

The Secretary shall:-

- a. Co-ordinate the correspondence of the Association;
- b. Keep full and correct minutes of the proceedings of the Committee and Association;
- c. if the Association becomes incorporated, comply on behalf of the Association with:-
  - (i) section 27 of the Act (Associations Incorporation Act 1981) in respect of the register of members of the Association, and
  - (ii) section 29 of the Act in respect of the record of the office holders, and any trustees, of the Association;
- d. Have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c), other than those required by clause 23 to be kept and maintained by, or to be in the custody of, the Treasurer, and
- e. Perform such other duties as are imposed by this Constitution.

### **5.2.4 TREASURER**

The Treasurer shall:-

- a. Be responsible for the receipt of all moneys paid to or received by the Treasurer on behalf of the Association and shall issue receipts for those moneys in the name of the Association
- b. Pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct;
- c. Make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed in accordance with clause 15;
- d. If the Association becomes incorporated, comply on behalf of the Association with sections 25 and 26 of the Act (Associations Incorporation Act 1981) in respect of the accounting records of the Association;
- e. Whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- f. Have custody of all securities, books and documents of a financial nature and the accounting records of the Association, including those referred to in paragraph (d) and (e); and
- g. perform such other duties as are imposed by this Constitution.

### **5.3 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 (1) year with the right to serve a maximum of **three (3) years** 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.

### **5.4 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 attached Parental 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 (7) 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. In the case of resignation or removal of the Treasurer, the books and accounts shall be audited before handover to the newly appointed Treasurer.

### **5.5 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, to the Executive until the next Annual General Meeting.
- b. Such an appointment shall be ratified at the next scheduled General Meeting of the Association.

### **5.6 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;

### **5.7 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.

### **5.8 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 Meetings of the Association shall be either:**

- a. Annual General Meeting. This shall be held in the month of **March** in each year.
- b. General Meeting. The Association shall meet at least six (6) times per year 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 a representative to the College Board, every three (3) years
- h. The appointment of Sub-Committees
- i. The appointment of an auditor.
- j. Review and distribution of Parental Code of Conduct

### **6.3 Minutes of the Meeting**

To ensure the accuracy of the minutes recorded by the Secretary, the minutes of each meeting must be confirmed by the members present and signed by the President.

### **6.4 Quorum**

- a. At the Annual General Meeting ten (10) Financial Members shall constitute a quorum and at a General Meeting eight (8) Financial Members shall constitute a quorum. No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business.
- b. All business to be transacted at a meeting when there is no quorum shall be transferred to the following meeting at a date to be decided.

### **6.5 Calling of Meetings**

- a. The President or in his/her absence the Secretary shall convene all Annual and General Meetings of the organization by giving not less than fourteen (14) days notice of such meetings.
- 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 1/3 of the Members of the Executive or not less than three (3) Ordinary Members and clearly stating the purpose for which the Meeting has been requested.

## **6.6 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 parent manual)
- 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 Chairperson shall have a second or casting vote.
- 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, to be entered in a book to be provided for that purpose. Such book is to 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**

- a. Subject to Clause 3 hereof, this Constitution may be amended or altered at any General Meeting of the Association, provided that:
- b. Notice of any proposed amendment or proposed alteration shall be given in writing to all members at least one (1) month prior to such a meeting, and,
- c. The amendment or alteration is approved by at least 75% of the members present

## **8. FUNDS**

- a. The income and any property of the Association howsoever derived shall be applied solely towards the promotion of its objectives and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Association or reimbursement for costs incurred in the service of the Association.
- b. The financial year of the Association shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.
- c. The funds of the Association shall be banked in the name of St Michael's College Parents and Friends Association Inc.
- d. 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.

- e. All moneys shall be banked as soon as practicable after receipt of them.
- f. All accounts other than petty cash transactions shall be paid by bank transfer or cheque signed by any two (2) of the following - President, Secretary, Treasurer and Assistant Treasurer. Cheques shall be crossed 'Not Negotiable' except those in payment of allowances or petty cash recipients, which may be open.
- g. 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.
- h. 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.
- i. The Association shall not borrow money or obtain funds by illegal means.
- j. 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 Treasurer prior to the holding of the next Annual General Meeting following the financial year in respect of which such audit was made.
- k. The Auditor shall audit the accounts of the Association as at the close of the financial year and shall not be a member or ex-officio member of the Committee.
- l. The Treasurer of the Association will hand to the successor in office all records and accounts of the Association as soon as the successor has been appointed.
- m. If a Treasurer of the Association resigns during the term of office, the Association should arrange for an audit of the records and accounts of the Association to be carried out before handing these to the new Treasurer.

## **9. NO AGENCY OF THE SCHOOL**

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

## **10. DISSOLUTION**

- a. The Association shall be dissolved:
  - (i) If the Membership is less than three persons, or
  - (ii) 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.
- b. 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:
  - (i) The College Board of Directors.

## **11. BY LAWS**

- a. A bylaw is a law made by the Parents and Friends Association pertaining to a particular issue, but must relate to functions and powers of the P&F Association.

- b. The Executive Committee may from time to time make, amend or repeal by laws not with these rules, for the internal management of the Association and any by laws may be set aside by a general meeting of members.
  - (i) Meetings of St. Michael’s College P&F Association should not be longer than 2 hours without a motion from the meeting being passed to allow for special circumstances.
  - (ii) All the funds raised by the P & F are to be allocated a purpose. This is to be ratified at the October general meeting and be included in the agenda of subsequent monthly meetings for updates. The allocated funds should be kept in a separate bank account and all monies transferred to the College by 1 March of the following year. If needed throughout the year, an amendment of the allocated funds may be proposed with full justification and any agreed change is to be recorded in the minutes of the general meeting/special general meeting.
  - (iii) Special notification of the October ‘Allocation of Funds’ meeting is to be sent to the members not less than fourteen (14) days prior to the meeting.
  - (iv) The P & F Association is committed to providing financial support to our students who represent the College at higher levels in their given field. Eligibility and application for these funds are governed by the “High Achievement Support” policy document. Review and approval of funding applications is conducted by the college and ratified at the next P & F general meeting.

## **11.1 PARENTAL CODE OF CONDUCT**

### **Introduction**

St. Michael’s College is an independent College based on Christian values.

This Code of Conduct is intended to provide school community Members with guidelines for the effective conduct of meetings and the development of positive relationships within the School community.

### **11.1.1 GENERAL CONDUCT**

Community Members agree to;

- a. Support the Principal and staff in the development of a Christ-centred learning community based upon the principles of Christian doctrine;
- b. Support the School’s policies developed in consultation with all stakeholders. The Principal has the responsibility to implement these policies;
- c. Accept responsibility for their child’s/children’s progress and work with the teaching staff to deal promptly with areas of concern;
- d. Treat all Members of the School community with respect and courtesy; and
- e. Acknowledge and affirm success in individual and School achievement.

### **11.1.2 CONDUCT AT MEETINGS**

The regular Parents and Friends Association meeting is an opportunity for community Members to contribute to discussion on issues and to take decisions that will have a positive impact on the School community.

To ensure that this is carried out effectively, community Members agree to;

- a. conduct activities in accordance with the Constitution of the P&F Association,
- b. participate in P&F Association meetings and other community activities in a constructive manner and respect the views of others,
- c. acknowledge that the decisions taken and actions proposed at the P&F Association meetings are representative of the majority of the College community,
- d. adhere to the processes available to have issues addressed and decisions reviewed,
- e. support the President and Members of the P&F Executive when they are required to make decisions on behalf of all parents in the College community, and
- f. use appropriate conduct when participating in meeting discussions and promote positive personal relationships among College community Members.

### **11.1.3 CONDUCT UNBECOMING**

If a community member is in breach of this code, the President of the P & F Assoc and/or the Principal will advise the community member verbally. If a further breach occurs, the community member will be advised in writing that they are in breach of the Parental Code of Conduct by the Principal.