
**OUR LADY OF FATIMA SCHOOL
PARENTS & FRIENDS' ASSOCIATION**

CONSTITUTION

Adopted at Special General Meeting [..../..../....]

Last Amended [..../..../....]

Major review due [..../..../....]

*Parents & Friends Association
Our Lady of Fatima Primary School
3 Harris Road, Palmyra 6157*

Telephone: 9333 7900

Facsimile: 9339 4951

Contents

- 1. NAME OF THE ASSOCIATION**
- 2. DEFINITIONS**
- 3. OBJECTIVES**
- 4. AIMS**
- 5. MEMBERSHIP OF THE ASSOCIATION**
- 6. REGISTER OF MEMBERS**
- 7. MEETINGS OF THE ASSOCIATION**
- 8. QUORUM**
- 9. VOTING, MOTIONS and DECISIONS**
- 10. MANAGEMENT**
- 11. ELECTIONS**
- 12. VACATION OF OFFICE**
- 13. CASUAL VACANCIES**
- 14. POWERS OF THE ASSOCIATION**
- 15. POWER OF VETO**
- 16. FINANCE**
- 17. ASSETS**
- 18. AFFILIATION**
- 19. AMENDMENT**
- 20. NON-PROFIT MAKING**
- 21. AUDITOR**
- 22. PRESIDENT (CHAIRPERSON)**
- 23. SECRETARY**
- 24. TREASURER**
- 25. MINUTES OF MEETINGS OF THE ASSOCIATION**
- 26. CLAUSES OF ASSOCIATION BINDING**
- 27. INSPECTION OF BOOKS AND RECORDS OF THE ASSOCIATION**
- 28. CONDUCT**
- 29. INTERPRETATION OF THIS CONSTITUTION**
- 30. DISSOLUTION OF THE ASSOCIATION**

“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 functions of schools and in the formulation and implementation of educational policies.”

Article 5, “Charter of the Rights of the Family”, issued by The Holy See, Rome, October 1983.

1. NAME OF ASSOCIATION

The name of the Association shall be Our Lady of Fatima Parents and Friends’ Association (the Association).

2. DEFINITIONS

- (a) The Committee is the body of representative members elected by the Association at the Annual General Meeting and will include the School Principal and nominating class representatives.
- (b) The Executive consists of the Office Bearers (President, Vice-President, Secretary & Treasurer), elected Members and ex officio representation as per Clause 10.
- (c) The Governing Bodies of the School are the School Principal and the School Board.
- (d) The Federation is the Parents and Friends’ Federation of Western Australia Inc.
- (e) The School is Our Lady of Fatima Primary School.
- (f) The Parish is Our Lady of Fatima Parish.

3. OBJECTIVES

Objectives are to fulfil the aims of the Association of the School in a spirit of Christian co-operation.

4. AIMS

The Association will:

- (a) adhere to the aims and objectives of the State Federation as laid down by the Constitution and approved by the Catholic Bishops of Western Australia;
- (b) strive to develop at the school a real community of parents, teachers and students which reflect a truly Christian ethos;
- (c) work closely with the school authorities, in particular the school Principal, who is the leader of the School community to achieve common goals;
- (d) act as liaison between the wider school community and the Governing Bodies of the School;
- (e) provide a healthy forum for ideas and discussion on any relevant issue that will benefit the education of the children;
- (f) work to provide in-kind or financial resources that the Association deems necessary for the children, or of professional assistance to the teachers in consultation with the Principal and school board;
- (g) assist in planning and organising functions associated with the social, sporting, cultural and educational life of the School community.
- (h) Notwithstanding commitments to the school, be supportive of Parish community and fundraising activities.

5. MEMBERSHIP OF THE ASSOCIATION

- (a) The Our Lady of Fatima Parish Priest, the School Principal and all members of the teaching staff of the school shall be ex-officio members of the Association
- (b) A parent/guardian of a child attending the School or any person who supports the objects of the Association may be admitted as a member
- (c) A **voluntary** levy or subscription may be payable by each family, the amount being fixed each year by the retiring Committee.

6. REGISTER OF MEMBERS

- (a) In the case of those qualifying for membership as parents/guardians of children currently attending the School, the School roll shall be considered as the register of members.
- (b) Details of all others who support the objects of the Association shall be captured within the minutes of meetings as they make themselves known. The minutes would therefore be considered a register.
- (c) The Secretary, shall keep and maintain, in an up-to-date condition, a register of the members of the Committee comprising:
 - name;
 - position;
 - email address; and
 - contact number.
- (d) The Register shall be available for inspection to any member;
- (e) The Secretary shall keep the Federation informed of any updates to the members of the Executive.

7. MEETINGS OF THE ASSOCIATION

- (a) An Annual General Meeting of the Association shall be held in the month of November in each year to:
 - (i) receive and consider the annual reports of the Office Bearers, including but not limited to:
 - President's Report;
 - Treasurer's Financial Report; and
 - Auditors Report;
 - (ii) appoint the auditor for the ensuing year;
 - (iii) elect the members of the Executive and the Committee for the ensuing year;
 - (iv) deal with any other matter or matters brought before the meeting.

- (b) General Meetings of the Association (also known as committee meetings) shall be held regularly (preferably monthly) during the school year as determined by the Executive.
- (c) Where possible, matters to be brought before an Association meeting should be submitted in writing to the Secretary (or other member of the Executive) at least five (5) days prior to the meeting to facilitate circulation and/or inclusion on the agenda.
- (d) Special Meetings of the Association
 - (i) Special Meetings may be convened by the President or Secretary or by the Committee at any time, and shall be convened by them within 14 days of receiving a requisition in writing signed by at least 6 members of the Association or a 28 day period if the requisition is not within a school term. These signatories shall be required to attend the meeting so called or submit a written apology. In order for the meeting to be valid, at least 5 of the signatories must attend the meeting. The requisition must itemise all matters to be discussed at the meeting.
 - (ii) Special Meetings will be convened within 14 days at the request of any of the school Governing Bodies.
 - (iii) Items for discussion at Special Meetings will be limited to the matters relating to the calling of such a Meeting.
- (e) Notification of General or Special Meetings, including details of matters to be raised, will be made available to all members at least 7 days prior to the meeting, where possible. Notification shall be in writing and may be provided in electronic form (eg: email or text) or in hard copy (eg: letter, poster or via school newsletter).

8. QUORUM

- (a) At the Annual General Meeting 3 Office Bearers and 10 Members shall constitute a quorum;
- (b) At any Association General Meeting or Special Meeting a total of 2 Office Bearers and 3 Committee Members shall constitute a quorum.

9. VOTING, MOTIONS and DECISIONS

- (a) Any member of the Association in attendance shall be eligible to vote on any matter at the Annual General Meeting and any Association General or Special Meeting;
- (b) When required, motions and decisions required outside of a meeting may be determined by majority vote of the Committee.
- (c) Where a subcommittee is managing an activity, motions or decisions pertaining to that activity may be determined by majority vote of that subcommittee providing that expenditure has been approved by the Committee.
- (d) The Chairperson of a meeting may use a casting vote.
- (e) Ex-officio members of the Association and staff of the school are not entitled to a deliberative vote.

10. MANAGEMENT

The Association shall be governed by an Executive that shall include:

- (a) the four (4) Office Bearers:
 - (i) President;
 - (ii) Vice President;
 - (iii) Secretary;
 - (iv) Treasurer, and
- (b) Up to six (6) elected members.
- (c) Ex-officio representation, in person or otherwise, may also be warranted for the roles of:
 - (v) Parish Priest, or representative
 - (vi) the School Principal, or representative
 - (vii) Federation Executive Officer, or representative

11. ELECTIONS

- (a) The Executive and Committee members shall be elected at the Annual General Meeting (AGM). If the President is standing for re-election then for the purpose of this election only, either the Principal or Parish Priest or their nominated representative will occupy the Chair.
- (b) Any members of the Association who are present at the Annual General Meeting or has consented in writing to be elected, shall be eligible for election to the Committee.
- (c) No ex-officio member or their representative can be elected to the Executive
- (d) All nominations to be submitted in writing.
- (e) If the number of nominations exceed the number of available positions, elections for these positions shall be conducted by secret ballot under the direction of the Secretary. The recipient of the highest number of votes will be duly elected.

12. VACATION OF OFFICE

- (a) The term of office of Executive and Committee Members and others will be one year from the AGM, at the conclusion of which period they shall vacate their positions, but shall be eligible for re-election;
- (b) It is preferred that members of the Executive serve for at least 2 consecutive years. However, a person shall not hold the office of President for more than 3 consecutive years;
- (c) Executive and Committee members who wish to resign during their elected term may do so providing they give one month's written notice to the Committee;
- (d) A Member of the Committee who is deemed (by an absolute majority of the Committee) to have not fulfilled their duties, brought disrepute to the Association or such other incidence that is considered not within the aims of the Association will be required to resign from the Committee. In this instance 14 days' written notification (which will include reasons for the decision) will be provided to the Member by the Committee.

13. CASUAL VACANCIES

Any vacancies in the Committee whether by reason of the operation of Clause 12 or otherwise, may be filled by the appointment thereto by the Committee of any member of the Association, until the next Annual General Meeting.

14. POWERS OF THE ASSOCIATION

- (a) The Association, being unincorporated, should seek security of insurance coverage for its activities through the School Board.
- (b) The members of the Association may do all things necessary or convenient for carrying out its objects, but subject to its ability to give such security for the discharge of liabilities incurred by the Association, as the Association sees fit. These include but are not limited to:
 - (i) the planning, management and organisation of the Association's affairs;
 - (ii) holding regular (preferably monthly) general meetings that are open to all parents and friends, the Principal and staff, parish clergy or the religious associated with the school, and other interested persons;
 - (iii) formulating the Standing Orders of the Association to be applicable to such meetings as the Committee may determine
 - (iv) establishing such sub-committees as it may determine to give effect to the aims of the Association
 - (v) providing for the election or appointment of members to any such sub-committee and for the conduct and operation thereof
 - (vi) providing for the election or appointment of officers, including defining of duties, responsibilities and authority
 - (vii) appointing delegates to other groups (e.g. School Board, Parish Council)
 - (viii) recommending the voluntary P&F Association levy to be agreed on at the Annual General Meeting
 - (ix) raising funds in accordance with the aims of the Association

- (c) Members of the Association may by ordinary or special resolution exercise any power authorised by the Constitution subject to the provisions of the Law as varied
- (d) A resolution of the Executive shall have full force and effect subject to a later resolution of the members at the AGM or in general meeting which would have the effect of amending or rescinding the resolution of the Executive. The Executive shall not act in a manner inconsistent with any resolution of the Association.
- (e) In the event of any dispute or uncertainty as to the meaning or intent of any clause in this Constitution, the matter shall be referred to the Federation Executive Officer for interpretation
- (f) If, for any reason, the Executive does not function satisfactorily, assistance from the Federation Council may be sought

15. POWER OF VETO

The School Principal shall have the power to veto any decision made at any meeting dealing with matters of internal operation of the School.

16. FINANCE

- (a) The Committee shall use the Association bank account, details for which are held with the Treasurer.
- (b) Cheques drawn upon the account shall be signed by any 2 of the Executive, Principal, Assistant Principal and/or School Secretary. At the end of their term of office, their signatures must be removed and replaced by signatures of the incoming officers.

17. ASSETS

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

18. AFFILIATION

The Association will affiliate with the Federation.

19. AMENDMENT

This Constitution may be amended or altered at any Annual General Meeting of the Association, provided that

- (a) notice of any proposed amendment or proposed alternation shall have been given in writing to all members at least 14 days prior to such meeting, and
- (b) the amendment or alteration is approved by at least 75% of the members present
- (c) all amendments must be in accordance with the aims of the Constitution
- (d) a formal review of the Constitution shall be conducted under the direction of the Executive at least once every five (5) years. A report and recommendation arising from the review shall be submitted to the next AGM for consideration

20. NON-PROFIT MAKING

The income and property of the Association, however derived shall be applied solely towards the proposing of its objects as set out in this Constitution and no proportion 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.

21. AUDITOR

- (a) The financial year of the Association shall be from 1 January to 31 December in each year
- (b) The members at each Annual General Meeting of the Association shall appoint an Auditor for the next twelve months. The Auditor shall audit the accounts of the Association as at the close of the financial year (as stated in clause (a) above). The Auditor shall not be a member or ex-officio member of the Committee or immediate spouse/child of such. The Treasurer shall submit the annual accounts of the Association to the Auditor. The accounts and the Auditor's report thereof, shall be returned to the Treasurer and the final Auditor's report made available to members via the Parent's Portal of the school website.

22. PRESIDENT (CHAIRPERSON)

The President (Chairperson) of the association shall chair all meetings of the Association and Committee. In the absence of the President, the Vice-President or Secretary in that order shall have the power to conduct and chair meetings. In the absence of all 3 there would not be a quorum.

23. 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) have custody of the current books, documents, records and register 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. At the end of each year the Secretary is responsible to archive any of the above that are not required for continuous referral
- (d) perform such other duties as are imposed by this Constitution

24. TREASURER

The Treasurer shall:

- (a) be responsible for the receipt of monies paid or received by the Association and shall issue receipts for those monies in the name of the Association
- (b) pay, as soon as possible after receipt, 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 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 16
- (d) make all arrangements pertaining to the signatories of the Association's bank account.
- (e) report to each meeting of the Committee, and whenever directed to do so by the President the balance in the bank and at hand in

an appropriate written format which will include expenditure details

- (f) have custody of all securities and documents of a financial nature and accounting records of the Association
- (g) prepare a detailed financial report for the presentation at the Annual General Meeting and to include any fund raising profits, if applicable
- (h) perform such other duties as are imposed by this Constitution

25. MINUTES OF MEETINGS OF THE ASSOCIATION

- (a) The Secretary shall cause proper minutes of all proceedings of all Annual General Meetings, General Meetings and Special Meetings to be taken and then to be entered within 30 days after the holding of each, as the case requires, in a file kept for that purpose and will be published on the Parent's Page of the school website.
- (b) The Chairperson shall ensure that the Minutes taken of Annual General Meeting, General Meeting or Special Meeting are checked and passed as correct by a member of the Executive present at that meeting.
- (c) When minutes have been entered and passed as correct under this rule they shall, until the contrary is proved, be evidenced that
 - (i) the Annual General Meeting, General Meeting or Special Meeting to which they relate (called 'the meeting') was duly convened and held
 - (ii) all proceedings recorded as having taken place at the meeting did in fact take place thereat; and
 - (iii) all appointments or elections purporting to have been made at the meeting have been validly made.
- (d) When minutes have been entered and passed as correct, a copy shall be made available to the parish council or comparable religious body that oversees the spiritual direction of the Association.

26. CLAUSES OF ASSOCIATION BINDING

These clauses bind every member and the Association to the same extent as if every member of the Association had signed and sealed these rules and agreed to be bound by all their provisions.

27. INSPECTION OF BOOKS AND RECORDS OF THE ASSOCIATION

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association but may not remove them from the custody of the person to whom they are entrusted.

28. CONDUCT

The Committee shall have the power to suspend or expel any member whose conduct is deemed to be detrimental to the objects, aims and welfare of the Association after such member has been given the opportunity to appear before the Committee to answer any charge of misconduct of which the member is accused.

29. INTERPRETATION OF THIS CONSTITUTION

The Executive shall be the sole authority of this Constitution and the decision of the Executive of any question or interpretation of any matters affecting the Association and not provided for by this Constitution shall be final and binding upon the members, unless it is carried by a majority of members of the Association present at a General Meeting called for the purpose.

30. DISSOLUTION OF THE ASSOCIATION

The Association shall be dissolved upon a vote of three fourths majority of the Members present at a General Meeting convened for the purpose and for which notice of motion has been received in accordance with the provisions of these rules.

Upon dissolution the assets and funds of the Association after payment of all expenses and liabilities shall be passed to the School Board.

**Adopted by the Annual General Meeting of the Association
held on 26 November 2013**

President

.....
Alison Kelly

Principal

.....
Paul Hansen

Footnote:

The Code of Canon Law states:

Can. 792 .1 Parents, and those who take their place, have both the obligation and the right to educate their children. Catholic parents have also the duty and the right to choose those means and institutes which, in their local circumstances, can best promote the catholic education of their children

Can. 798 Parents are to send their children to those schools which will provide for their Catholic education. If they cannot do this, they are bound to ensure the proper Catholic education of their children outside the school.