



EDMUND RICE COLLEGE

**PARENTS AND FRIENDS'
ASSOCIATION**

CONSTITUTION

May 2020

VERSION CONTROL

Version	Revision Date	Revised by
0.1	June 2013	Senka Stemberger

TABLE OF CONTENTS

	PAGE
1. NAME	2
2. INTERPRETATION	2
3. DEFINITIONS	2
4. OBJECTS AND PURPOSE OF THE PARENTS AND FRIENDS' ASSOCIATION	2
5. LIMITATIONS OF THE PARENTS AND FRIENDS' ASSOCIATION	3
6. POWERS OF THE PARENTS AND FRIENDS' ASSOCIATION	3
7. MEMBERSHIP OF THE PARENTS AND FRIENDS' ASSOCIATION	4
8. PARENTS AND FRIENDS' ASSOCIATION LEVY	4
9. PARENTS AND FRIENDS' ASSOCIATION EXECUTIVE	4
9.1 CHAIR	5
9.2 DEPUTY CHAIR	6
9.3 SECRETARY	6
9.4 TREASURER	7
10. POWERS OF THE PARENTS AND FRIENDS' ASSOCIATION EXECUTIVE	7
11. MEETINGS AND QUORUM	8
12. NOTIFICATION AND CONDUCT OF MEETINGS	8
13. ANNUAL GENERAL MEETING	9
14. FINANCE AND BANKING	10
15. AUDIT OF PARENTS AND FRIENDS' ASSOCIATION ACCOUNTS	10
16. PAYMENT OF OFFICE BEARERS AND MEMBERS	10
17. ALTERATIONS TO THE CONSTITUTION	11

1. NAME

The name of the Forum is Edmund Rice College Parents and Friends' Association.

2. INTERPRETATION

In these rules a reference to a function includes a reference to a power, authority and duty.

3. DEFINITIONS

"the Forum" means the Edmund Rice College Parents and Friends' Association;

"the College" means Edmund Rice College;

"the Executive" means the Executive of the Edmund Rice College Parents and Friends' Association as established under Clauses 9 and 10 of this Constitution;

"Committee" means any committee of the Forum, including the Executive;

"Member" means a member of the Forum, pursuant to Clause 7;

"Registered" means to record in the Register of Children, or similar document maintained by the College, the name of a child whose parent or guardian wishes the child to attend the College and in respect of whom the appropriate registration fee has been received and accepted by the College;

"Secretary" means Secretary of the Forum referred to in Clause 9;

"Sub-Committee" means an ad-hoc or standing sub-committee established by the Executive pursuant to sub-clause 10 (c) to carry out specified functions, subject to this Constitution and By-Laws made by that Committee;

4. OBJECTS AND PURPOSES OF THE PARENTS AND FRIENDS' ASSOCIATION

The objects and purposes of the Forum are to promote the interests, policies and purposes of the College by:

- (a) progressing the cause of Catholic education;
- (b) working in partnership with the administrative of the College supporting all aspects of its operations;
- (c) fostering co-operation among teaching staff, parents or guardians, and pupils of the College, the body governing the College and other citizens with compatible interests;
- (d) promoting discussion on issues of interest and/or concern to parents or guardians;
- (e) assisting in the provision of resources, teaching aids, and other facilities for education, recreation, sport and welfare at the College; and
- (f) giving public expression, when the occasion arises, to the views in matters affecting Catholic education or the Catholic Education system. This Forum, however, shall not exercise any authority over the teaching staff nor shall it interfere in any way with the control or management of the College.

5 LIMITATIONS OF THE PARENTS AND FRIENDS' ASSOCIATION

The Parents and Friends' Association:

- (a) cannot make decisions concerning the property of the College without consulting with, and receiving the consent, of the administrator of the College property, Edmund Rice Education Australia. Such consultation will be undertaken through the office of the Principal;
- (b) shall not exercise any authority over the teaching staff, the control and management of the College in any way;
- (c) shall not affiliate with any political party;
- (d) shall not affiliate with any association whose objectives are inconsistent with the objectives of the Parents and Friends' Association of Edmund Rice College;
- (e) shall seek consent of the Principal for activities and any use of the College property;
- (f) account is managed by the College and all financial transactions are executed by the College and accounts are audited annually as part of the College external audit process; and
- (g) members shall not make representation on behalf of the College without the consent of the Principal.

6. POWERS OF THE FORUM

The Forum has the power to do the following in pursuit of the objects of the Forum:

- (a) to raise money as may be approved or directed by the resolution of an Annual General or a Special General Meeting;
- (b) to apply funds raised to the purposes and objects of Edmund Rice College as determined from time to time in consultation with the Principal of the College;
- (c) to print, publish and disseminate such newspapers, periodicals, books, leaflets or other similar documents as the Executive or three members by resolution of an Annual General or Special General Meeting may determine;
- (d) to undertake projects, either alone or in co-operation with other organisations in the execution of projects, concerned with promoting the objects and purposes of the College; and
- (e) to do such other things consistent with this Constitution as may be considered by an Annual General or Special General Meeting, or the Executive, to be desirable in pursuit of the objects and purposes of the Forum.

7. MEMBERSHIP OF THE PARENTS AND FRIENDS' ASSOCIATION

The membership of the Forum is made up of:

- (a) Ordinary Members made up of:
 - 1) parents and guardians of pupils attending, or accepted into or registered to attend the College, and who have paid the parent levy referred to in Clause 8;
 - 2) friends resident in the Diocese of Wollongong who satisfy the Parents and Friends' Association Executive that they have, and continue to have, a *bona fide* interest in furthering the objects of the Forum and have paid the parent levy referred to in Clause 8; and
 - 3) The staff of the College may be members of the Forum.
- (b) Honorary members comprise the Principal and the teaching staff, other than those who are parents or guardians of pupils attending the College, or accepted into or registered to attend the College. Such Honorary members do not have power to vote at the Annual General Meeting, Special General Meeting or General Meeting, stand for office, or nominate others for office, do not form part of the quorum at Forum meetings, and are not required to pay a parent levy.
- (c) The Executive is responsible for ensuring that the Parents and Friends' Association works collaboratively with the Principal.

Any eligible person seeking to become an Ordinary Member is qualified to be a member of the Forum if they meet the requirements as referred in Clause 7 (a) 1).

8. PARENT LEVY

- (a) The annual parent levy is the amount determined by resolution of the Executive in consultation with the school management and the College Board. The fee is to be on a per family basis and is payable in respect of each calendar year.
- (b) The purpose of the Parents and Friends' Association budget is to maximize educational benefits to the students and to assist the school community on the provision of resources.
- (c) Expenditure will normally be authorized by a single majority vote at an ordinary meeting.

9. PARENTS AND FRIENDS' ASSOCIATION EXECUTIVE

The Executive of the Forum shall manage its affairs as provided in Clause 12 below. Only members of the Forum can be on the Executive. The Executive:

- (a) shall control and manage the affairs of the Forum;
- (b) has the power to perform all such acts and do all such things as appear to be necessary or desirable for the proper management of the affairs of the Forum;

- (c) The Executive consists of the four or more elected office bearers of the Parents and Friends' Association;
Elected Office Bearers:
 - 1) the Chair
 - 2) the Deputy Chair
 - 3) the Treasurer
 - 4) the Secretary
- (d) Except as provided elsewhere in this Constitution, ex-officio members of the Executive have the same rights and responsibilities as elected members of the Executive;
- (e) Each member of the group may hold office for up to six years. These office bearers may undertake to share the responsibilities and role of Chair and Secretary with nominees over the six year period;
- (f) In the event of a casual vacancy occurring in the membership of the Executive, the Forum may fill the vacancy;
- (g) Executive members who wish to resign during their elected term may do so providing they give one month's written notification to the Parents and Friends' Association Executive;
- (h) Any or all elected members of the Executive may be removed from the Executive during their term of office by resolution carried by a two-thirds majority of those present and voting at an Annual General or a Special General Meeting, provided that notice of the motion to that effect has been given in the notice calling the meeting;
- (i) A member of the Executive loses membership of the Executive if:
 - 1) the member ceases to be a member of the Forum; or
 - 2) for more than three consecutive meetings of the Forum the member is absent without the agreement of the Executive, or, if that is not practicable beforehand, of the Chair.
- (i) No public or official statement may be made on behalf of the Forum except by the Chair, or by the authority of the Chair, or by the authority of the Executive.

9.1. CHAIR

It is the duty of the Chair to:

- (a) Liaise with the College as required;
- (b) Chair the Parents and Friends' Association meetings;
- (c) Draft meeting notifications and organize for them to be included in the College Newsletter for 2 weeks prior to the meeting (via the Personal Assistant to the Principal);
- (d) Draft meeting invitation emails and organize for them to be distributed via the College distribution list in the week preceding the meeting (via the Personal Assistant to the

Principal);

- (e) Draft the Parents and Friends' Association entry in the annual College magazine and include photos;
- (f) Ensure that the Annual General meeting is held each year;
- (g) Ensure all other Executive members are kept informed regarding all Parents and Friends' Association actions/correspondence;

9.2 DEPUTY CHAIR

It is the duty of the Deputy Chair to:

- (a) Liaise with the College as required;
- (b) Assist other Executive members as required;
- (c) Fill in for other Executive members if they are unable to attend a meeting;
- (d) Ensure that the Annual General meeting is held each year;
- (e) Ensure all other Executive members are kept informed regarding all Parents and Friends' Association actions/correspondence;
- (f) Complete other duties as required.

9.3 SECRETARY

It is the duty of the Secretary to:

- (a) Liaise with the College as required;
- (b) Record the minutes of each meeting including all decisions and relevant supporting information and reports associated with all Annual General, general, Special General and Executive meetings;
- (c) Maintain a Parents and Friends' Association email distribution list of all meeting attendees;
- (d) Record all appointments of office bearers and committee members;
- (e) Compile all documents for each meeting and have copies made at the College:
 - 1) Agenda
 - 2) Previous minutes
 - 3) Attendance register
 - 4) Correspondence register
 - 5) Principals reports
 - 6) Parents and Friends' Association account spread sheet
 - 7) ERC Financial statement

- (f) Ensure that minutes of proceedings at a meeting are approved by the Chair of the meeting or by the Chair of the next succeeding meeting;
- (g) To keep a file which contains the following documents:
 - 1) the Constitution of the Forum;
 - 2) a copy of each years audited financial statement; and
 - 3) any correspondence addressed to the Forum.
- (h) Complete other duties as required.

9.4. TREASURER

It is the duty of the Treasurer to:

- (a) Liaise with the College as required;
- (b) Ensure that all Parents and Friends' Association spending decisions are made in accordance with the Constitution;
- (c) Ensure that all Parents and Friends' Association spending decisions are recorded in the minutes for the meeting;
- (d) Obtain an updated ERC Parents and Friends' Association account spread sheet from the College prior to each meeting;
- (e) Keep the Parents and Friends' Association Financial Summary Statement up to date, that is, note all items approved and incorporate information from the ERC Parents and Friends' Association account spread sheet and ensure they balance;
- (f) Provide updated documents to the Secretary before each meeting;
- (g) Liaise with the College Business Manager to ensure that:
 - 1) all money due to the Forum is collected and received and that all payments authorised by the Forum are made; and
 - 2) correct books and accounts are kept showing the financial affairs including full details of all receipts and expenditure.
- (h) Complete other duties as required.

10. POWERS OF THE PARENTS AND FRIENDS' ASSOCIATION EXECUTIVE

- (a) The Parents and Friends' Association Executive has the responsibility of managing the affairs of the Forum, and in doing so it may exercise any or all of the powers conferred on the Forum, except in respect of those matters which it is specified in this Constitution may be decided upon only by members at an Annual General or Special General Meeting, and is to do all such acts and things as are directed or authorised to be done, by this Constitution, or are necessary, in pursuit of the objects of the Forum;

- (b) The Parents and Friends' Association Executive must act promptly upon directions from, and decisions of Annual General or Special General Meetings of the Forum, which are in accordance with this Constitution;
- (c) The Parents and Friends' Association Executive may form sub-committees (consisting of such member or members of the Forum as the Parents and Friends' Association Executive thinks fit) to advise it or to carry out specific functions and may, by resolution, specify the terms of reference and powers of any sub-committee so formed. In addition:
 - 1) Notwithstanding any delegation under this rule, the Forum may continue to exercise any function delegated.
 - 2) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Parents and Friends' Association Executive.
 - 3) The Parents and Friends' Association Executive may, by instrument in writing, revoke wholly or in part any delegation under this rule.
 - 4) A sub-committee may meet and adjourn as it thinks proper.
- (e) The Chair, or the Chair's nominee, is, ex-officio, a member of all committees and sub-committees;
- (g) The Parents and Friends' Association Executive has the power to fill by nomination of a member any casual vacancy on the Parents and Friends' Association Executive, which may arise from time to time during the term of its office.

11. MEETINGS AND QUORUM

- (a) The Forum shall meet a minimum of six times per year within the precincts of the College;
- (b) Additional meetings of the Forum may be convened by the Executive;
- (c) The quorum for any Annual General or Special General meeting is five Ordinary members;
- (d) At a meeting of the Forum:
 - 1) the Chair or, in the Chair's absence, another office bearer shall preside.

12. NOTIFICATION AND CONDUCT OF MEETINGS

(a) NOTICE

The following are the requirements for notice of general meetings and committee meetings:

- 1) at least 14 clear days notice to members of the Forum of any general meeting and 5 clear days notice to Executive member of any Executive meeting must be given;

- 2) any elected member of the Executive may call an extraordinary meeting of the Executive. Such extraordinary meetings are to have a quorum of no less than three elected members.

(b) **FORM OF NOTICE FOR GENERAL MEETING**

Notice of a general meeting is taken to have been given, to all members of the Forum, if any one or more of the following is done:

- 1) a notice is inserted in the College newsletter;
- 2) an email is sent to each email address used by the school for communicating with the families of children attending the school and to each email address held by the Forum for communicating with members who are ordinary members.

(c) **VOTING**

- 1) Questions arising at a meeting of the Forum or of any sub-committee appointed by the Executive shall be determined by a majority of the votes of members of the Forum or sub-committee present at the meeting.
- 2) Each member present at a meeting of the Forum or of any sub-committee appointed by the Executive (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 3) In the event of any Notice of Meeting being defeated, three months shall elapse before any further notice of motion dealing with the same matter can be dealt with.

13. ANNUAL GENERAL MEETING

- (a) The Forum shall hold its' Annual General Meeting in the first term of the school year in the month of March.
- (b) In addition to any other business, which may be transacted at a general meeting, the business at the Annual General Meeting shall be:
 - 1) The reading of the minutes of the previous meeting
 - 2) Business arising from the minutes
 - 3) The receiving of the President's Report
 - 4) The receiving of the Principal's Report
 - 5) The receiving of the Treasurer's Report and audited financial statements
 - 6) The election of members of the Executive
 - 7) The appointment of sub-committees (as required)
- (c) No item of business shall be transacted at an Annual General Meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

- (d) Five members present in person (being members entitled under these rules to vote at an Annual General Meeting) constitute a quorum for the transaction of the business of an Annual General Meeting.
- (e) The Chair or, in the Chair's absence, another office bearer, shall preside at each Annual General Meeting of the Forum.
- (f) If office bearers are absent from an Annual General Meeting or unwilling to act, the members present shall elect one of their number to preside as Chair at the meeting.
- (g) A question arising at an Annual General Meeting of the Forum shall be determined on a show of hands.
- (h) Upon any question arising at an Annual General Meeting of the Forum a member has one vote only.
- (i) All votes shall be given personally.
- (j) In the case of an equality of votes on a question at an Annual General Meeting, the Chair of the meeting is entitled to exercise a second or casting vote.

14. FINANCE AND BANKING

- (a) The funds of the Forum shall be derived from a parent levy, donations, fund raising activities and, subject to any resolution passed at a general meeting, such other sources as the Forum determines.
- (b) All money received on behalf of the Forum shall be deposited as soon as practicable and in the College Account designated for that purpose.
- (c) Subject to any resolution passed by a general meeting, the majority of the parent levy funds collected shall be spent within a period of two years.
- (d) The funds will be managed within the overall accounting system of the College.

15. AUDIT OF FORUM'S ACCOUNTS

The College shall be responsible for the maintenance of the financial disbursements and records of the Forum. These will be subject to the normal College audit process.

16. PAYMENT OF OFFICE BEARERS AND MEMBERS

A member of the Forum shall not be appointed to any salaried office or any office paid by fees, and no remuneration or other benefit in money or money's worth shall be given to any member of the Forum except:

- (a) repayment of out-of-pocket expenses or funding through policies and programs of the Parents and Friends' Association.

17. ALTERATIONS TO THE PARENTS AND FRIENDS' ASSOCIATION CONSTITUTION

- (a) Any revisions to the Constitution will be sent to the ERC school community via the ERC newsletter requesting that feedback be sent to the Chair of the Parents and Friends' Association via the school.
- (b) The Constitution shall not be altered unless the proposed alterations are carried by a two-thirds majority at any meeting of the Forum other than the Executive meetings.
- (c) Notice of any proposed alteration shall be submitted in writing at least 7 days before it is intended to submit such proposed alteration by a meeting of the Parents and Friends' Association.
- (d) The Constitution will be reviewed every three years.