



# **Our Lady of Dolours School**

## **Parents and Friends Constitution**

**1. NAME**

The name of the Association shall be Our Lady of Dolours Parents and Friends Association.

ABN: 48515631239

**2. INTERPRETATION**

In this Constitution unless the context otherwise requires:-

- a. **"Parent/carers"** 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. **"School"** means any institution of pre-School, preparatory year, primary or secondary education conducted in accordance with Canon 803 of the Code of Canon Law.
- c. **"Ordinary Member"** is a Parent/Carer of a child enrolled at the School.
- d. **"The Executive"** means those "Ordinary Members" elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer, Delegates to the Diocesan Council and School Principal and Parish Priest or others as elected to be "Executive Members".
- 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. **"Delegate"** means an "Ordinary member" appointed to "The Executive" to act as a representative on the Diocesan Council.
- h. **"Diocesan Council"** means the body representing the interests of all Parents and Friends Associations in a Diocese (including the Archdiocese) in the Roman Catholic province of Brisbane i.e. State of Queensland.
- i. **"Federation"** is the Federation of Parents and Friends Associations of Catholic Schools in Queensland, and is the body representing all Parents and Friends Associations in Catholic Schools in Queensland.
- j. **"Annual Levy"** is the fee applied by the Federation to the parents/carers of each child attending a Catholic School in Queensland. This levy shall be paid through each P&F Association annually.
- k. **"Friends"** are School teachers, staff, and other Members of the Parish / School community interested in pursuing the objectives of the P&F Association by their regular attendance at meetings. The names of "Friends" are to be agreed at an AGM or a regular meeting of the P&F Association.

### **3. OBJECTIVES**

3.1 The Objectives of the Association shall be those that accord with the content of the documents 'The Catholic School' (Sacred Congregation for Catholic Education, Rome 1977), the Code of 'Canon Law (1983)', and "The Catholic School on the Threshold of the Third Millennium" - Congregation for Catholic Education (For Seminaries and Educational Institutions).

3.2 In particular, the Association will participate in the optimum spiritual, intellectual, social and physical development of pupils in the School by:

- a. providing a medium of support, information, involvement and co-operation of parents/carers in their children's education and both the OLD and parish communities.
- b. developing collaboration between parents/carers and School staff.
- c. promoting and nurture principles of Catholic values and education.
- d. assisting in providing facilities and equipment for the school students and the OLD community.

#### **3.3 The Association shall:**

- a. affiliate with the Federation of Parents and Friends Associations of Catholic Schools, Queensland and thereby its respective Diocesan P&F Council by payment of the Annual Levy.
- b. Work in partnership with the administration of the school in supporting all aspects of its operation.

#### **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 Parish Priest, and Principal or their nominees who shall be called Ex-Officio Members;
- c. the Friends of the School.

#### **4.2 Register of Members:**

- a. In the case of those qualifying for Ordinary Membership as parents and/or carers of children currently on the School roll, the School roll shall be considered as the register of Members.
- b. The Executive shall cause a register to be kept in which shall be entered the names of all persons admitted to membership of the Association as "Friends". The minutes of a meeting may be used as the register. Membership of a 'friend' shall be reviewed each year

### **5. EXECUTIVE MEMBERSHIP**

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

- a. President, Vice-President, Secretary, Treasurer and Parish Liaison Officer.
- b. The Parish Priest and School Principal or their nominees as Ex-Officio Members.
- c. Representatives made up of Ordinary Members as agreed by the Association from time to time.

#### **5.2 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 year with the right to serve a maximum of **2** 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.

#### **5.3 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 themselves in a manner considered to be injurious and prejudicial to the character or interests of the Association, (see attached Parental Code of Conduct).
  - iii. The member concerned shall be given a full and fair opportunity of presenting their case, and if the Association resolves to terminate their membership it shall advise the member in writing within seven days accordingly.
  - iv. 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.
  - v. In the case of resignation or removal of the Treasurer, the books and accounts shall be audited before handover to the newly appointed Treasurer.

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

#### **5.5 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;
- d. The President shall preside at all meetings except that, in the absence of the President the Vice-President, and in their collective absence the Secretary.
- e. The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, letters etc to the incoming Secretary.

- f. The Treasurer shall receive and deposit monies, maintain records and present accounts to each General Meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office.

## **5.6 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 and where relevant liaise with the P&F Executive team – eg the Treasurer.

## **5.7 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 their 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 November each year.
- b. General Meeting. The Association shall meet at least six times per year exclusive of the Annual General Meeting. The General Meeting will be held on the second Monday of each month at 6pm unless otherwise agreed by the Executive.
- c. Special General Meeting. This shall be called and held for a specific purpose.

## **6.2 Calling of Meetings**

- a. The President or in their absence the Secretary shall convene all Annual and General Meetings of the organisation by giving not less than fourteen days' notice of such meetings. The Executive shall determine the manner by which such notice is given.
- b. The President or in their 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 3 Ordinary Members and clearly stating the purpose for which the Meeting has been requested.
- c. Quorum - at the Annual General Meeting 8 Members shall constitute a quorum and at a General Meeting 5 Members shall constitute a quorum

## **6.3 Agenda of Annual General Meeting**

The business to be transacted at every Annual General Meeting shall include:

- a. Opening prayer and welcome.
- b. The reading of the minutes of the previous Annual General Meeting.
- c. Business arising from the minutes.
- d. The receiving of the President's Report.
- e. The receiving of the Principal's Report.
- f. The receiving of the Treasurer's Report that shall include the Financial Reports of the books and accounts of the Association for the preceding financial year including all Sub-Committees. As the Annual General Meeting is held prior to end of designated financial year, the Audited Financial Books shall be received at the first meeting of the new year before handover to the new Treasurer.
- g. Formal acknowledgement that all elected Executive Members are retired from office.
- h. The election of new Members of the Executive.
- i. The appointment of Parish Liaison
- j. The appointment of an auditor.
- k. Review and distribution of Parental Code of Conduct
- l. The notification to the Diocesan Council, in writing within 30 days of the AGM, of the details of the office bearers for the Association.

#### **6.4 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 their 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 "Parents and Friends Association – Code of Conduct" attachment, ref 2. Conduct at Meetings)
- 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 motion lapses so that the status quo is maintained.
- 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 they 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 filed in hard copy in a binder provided for that purpose. This file is to be open for inspection at all reasonable times by any member of the Association who applies to the Secretary for that inspection. Minutes will also be located on the Our Lady of Dolours Parent Portal.

#### **7. ALTERATION OF CONSTITUTION**

- a. This Constitution may be amended at a Special General Meeting of the Association called for that purpose.
- b. Notice of any proposed amendment shall be given in writing to the Secretary. The notice should be signed by **3** members who support the proposal. Immediately following receipt of such Notice, the secretary shall notify the terms thereof to the Ordinary Members, with the date, time and place of the Special General Meeting called for that purpose. The meeting shall take place within one calendar month of the notice of the meeting called for that purpose.



## **8. FUNDS**

- 8.1 The income and any property of the Association shall be applied in promotion of its objectives.
- 8.2 The financial year of the Association shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 8.3 The funds of the Association shall be banked in the name of Our Lady of Dolours Parents and Friends Association, Bendigo Bank – Customer Number 28191161.
- 8.4 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.
- 8.5 All monies shall be banked as soon as practicable after receipt of them.
- 8.6 All accounts other than petty cash transactions shall be paid via direct deposit, requiring the authorisation of two of a group of four Members of the Executive. In the case of cheques – they shall be crossed 'Not Negotiable'.
- 8.7 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.
- 8.8 Accounts for payment, consistent with Clause 5.5 (f), shall be presented and passed at an Executive Meeting and/or subsequently endorsed by the next General Meeting.
- 8.9 The Association shall not borrow money except:
  - a. In accordance with Clause 9 below,
  - b. For the furtherance of its objectives, and
  - c. Where a Special Meeting called for that purpose has granted approval.
- 8.10 The Association shall, where possible, manage all funds in accordance with an annual budget.
- 8.11 As soon as practicable after the end of each financial year, the Treasurer shall prepare 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 their report to the Secretary prior to the holding of the next General Meeting following the financial year in respect of which such audit was made.
- 8.12 If the Annual General Meeting is held prior to the end of the financial year a Financial Report will be presented to the meeting. The audited Financial Report shall be presented to the first General Meeting after the end of the financial year.

**9. NO AGENCY OF THE SCHOOL**

- 9.1 The Association will not hold itself out as agent of the School and has no Authority to bind the school.
- 9.2 Any decisions in relation to contractual matters are to be reached by consensus and discussed with the School Principal and the Parish Priest and entered into by the proper authority.

**10. DISSOLUTION**

- 10.1 The Association shall be dissolved:
- a. If the Membership is less than three persons, or
  - b. 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.
- 10.2 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 Our Lady of Dolours, Primary School, Mitchelton.

**11. RULE-MAKING POWER**

The Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this constitution or 3.1. The rules may be adopted, altered or withdrawn according to a simple majority vote at any General Meeting of the association for which a month's notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- a. at meetings of the Association;
- b. to convene a substitute meeting when a quorum is not attained at a meeting; and
- c. in making an application for membership.

**CERTIFICATION**

We certify that this is a true and correct copy of the Constitution of Our Lady of Dolours, Primary School Mitchelton, Parents and Friends Association.

\_\_\_\_\_  
(PRESIDENT - Name)

\_\_\_\_\_  
(SECRETARY - Name)

\_\_\_\_\_  
(PRESIDENT - Signature)

\_\_\_\_\_  
(SECRETARY - Signature)

DATE: \_\_\_\_\_

Adopted at the Parents and Friends Meeting 10<sup>th</sup> October, 2016.



**Our Lady of Dolours**  
**Catholic Primary School**  
*Living Loving and Learning in Christ*

## **Parents and Friends Association – Code of Conduct**

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.

### **1. Overall Conduct**

General OLD Parent and Friends responsibilities are listed in six broad categories:

[NB: also referenced in the “Family Handbook” found on the Our Lady of Dolours School Website <http://www.ourladyofdolours.qld.edu.au/handbooks.htm>]

#### **a. Faith Development**

- i. Support the school in the Catholic education of their children by modelling Christian values.
- ii. Support the classroom teaching, learning and reporting with regards to the Religious Education of their children.
- iii. Nurture their child’s natural curiosities regarding scripture, beliefs, celebration and prayer and morality in the Catholic tradition.

#### **b. Preparedness Development**

- i. Attend information sessions where appropriate and given their family circumstances eg Orientation, Parent Nights, Parent-Teacher interviews
- ii. Encourage independence and communication skills with their child.
- iii. Collaborate with the school in addressing appropriate health and developmental skills, eg eyes and hearing tested, toileting, socialisation.
- iv. Ensure their child arrives at school on time.
- v. Provide appropriate healthy lunches.
- vi. Ensure their child has the appropriate and named uniform /belongings / books etc.
- vii. Ensure that books borrowed from the school library are replaced or paid for if lost.
- viii. Read and respond to school related correspondence.
- ix. Disclose information that may impact on their child’s day at school.

#### **a. Communication**

- i. Model courteous behaviour and treat all members of the school community with respect and consideration. This includes parent-to-parent and parent-to-staff interactions.

- ii. Provide current address, phone numbers etc., to enable speedy emergency contact.
  - iii. Support the school in ensuring student compliance with the School Behaviour Support Plans.
  - iv. Communicate areas of concern and acknowledge the professional response from staff.
  - v. Respectfully appreciate processes that may need to be enacted in order to arrive at mutually acceptable outcomes.
  - vi. Advise the school of particular or changed circumstances that might affect children's progress or well-being.
  - vii. Advise the school via phone or in writing of their child's absenteeism.
- b. Curriculum
- i. Provide adequate periods of time, with the required equipment for their child to complete homework and assigned home tasks.
  - ii. To attend information sessions where convenient provided by the school, in order to be informed and up to date with the curriculum and how it affects their child/children.
  - iii. To support the school in the implementation of learning experiences generally, and individual programs specifically.
- e. Participation in the School
- i. Be respectful of students, their needs and their right to confidentiality.
  - ii. Be a committed volunteer, and communicate to the teacher/School when unavailable to honour commitments.
  - iii. Respect the classroom teacher as the facilitator of education and management in the classroom environment.
- f. Environment and Safety
- i. Model and encourage children how to act safely within the school and other environments.
  - ii. Support and respect the School expectations across all areas of its operation.
  - iii. Follow and respect the procedures regarding late arrivals and early departures.
  - iv. Respect teaching and learning during school time (8:30am-3pm) and be mindful that appointments with teachers are best made outside these hours.
  - v. To provide children with appropriate safety equipment, including hats and sunscreen.
  - vi. Keep their child away from school when they are sick or with symptoms associated with sickness.

## **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 School 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 School community, and
- f. use appropriate conduct when participating in meeting discussions and promote positive personal relationships among community Members.

## **3. Conduct Unbecoming**

If a community member is in breach of this code, the President of the P & F Association will meet with the Principal to decide appropriate action. The Principal's decision will be final and binding on community Members.

### **CERTIFICATION**

We certify that this is a true and correct copy of the Constitution of Our Lady of Dolours, Primary School Mitchelton, Parents and Friends Association.

\_\_\_\_\_  
(PRESIDENT - Name)

\_\_\_\_\_  
(SECRETARY - Name)

\_\_\_\_\_  
(PRESIDENT - Signature)

\_\_\_\_\_  
(SECRETARY - Signature)

DATE: \_\_\_\_\_