



**ST JOSEPH'S
SCHOOL
COLERAINE**

Parents Association Constitution

DRAFT 2017

Forward:

This Handbook sets out the guidelines for the Parents Association of St Joseph's School. The Parent Association is a social group who works together in coupling, fundraising, support and fun. By combining common sense, energy, fun and enthusiasm there is a lot to be achieved. In planning projects and activities together you can positively influence the lives of many people, discover new experiences and challenges. The excitement of planning and seeing plans come to fruition needs to be shared by as many people as possible and this leads to a shared sense of accomplishment. Everyone likes to feel like a winner, putting the fun into fundraising will help to achieve this and most importantly, help to provide our children with learning materials, resources and equipment essential to their whole education. They will receive valuable experience of knowing that to achieve you must work as a team.

Vision Statement:

St Joseph's Parents Association will welcome all members of the school community into its membership whilst acknowledging that the capacity to be involved varies between individuals. The Parents Association operate with openness, trust and fairness. Respect, care and friendship will be extended to all members.

St Joseph's School Parents Association aims to:

- Provides a sense of warmth and hospitality to our school and the wider community.
- Organise social functions whereby the community can come together.
- Help raise funds, which provide the school with learning materials, equipment and support.
- Provide pastoral care and support of those families in times of need.
- Work together as a team with the School Board and staff.

Share wisdom is a commitment to *“valuing people as individuals and valuing the groups to which people belong”*.
(Fullan and Hargeaves 1991)

1. Constitution

- 1.1 The name of the group shall be “St Joseph’s Parents Association”.
- 1.2 This handbook will serve as the constitution.

2. Objectives

The objectives of the Parents Association are:

- 2.1 To provide a sense of warmth and hospitality within our school and wide community.
- 2.2 To provide opportunities for interaction between members of St Joseph’s School and the wider community through the organization of social functions.
- 2.3 To raise funds which provide the school with learning materials, resources and general equipment.
- 2.4 To act as a representative body of parents on matters affecting the education of their children.
- 2.5 To encourage and foster the involvement of staff, students and parents in the activities of the school and this association.

3. Membership

- 3.1 All parents and guardians of children enrolled at O.L.H.C. are eligible to be committee members of the Association and are deemed to be members of the Association.
- 3.2 No fees, subscriptions or conditions shall apply with respect to membership.

4. Committee

- 4.1 The business of the Association shall be conducted to be a committee comprising of four office bearers (referred to as the Executive), Specific Purpose Committee Members and General Committee Members.
- 4.2 The Executive Committee may consist of:
 - President
 - Vice President
 - Secretary
 - Treasurer

For an outline of duties of individual positions see Appendix A.

Specific Purpose Committee Members are those that perform the specific functions of particular fundraising or school community positions throughout the course of the school year.

General Committee Members shall constitute those members who attend monthly meetings.

- 4.3 The Parish Priest and School Principal are “ex officio” members of the committee.
- 4.4 The committee shall act in honorary capacity and will receive no reimbursement for the services they provide. They will be reimbursed

for any previously agreed upon out-of-pocket expenses incurred in the conduct of the Association of operations.

- 4.5 The committee shall have the power to voluntary co-opt members to the Executive Committee to fill casual vacancies.
- 4.6 A staff representative would be preferred at all meetings, however this is not essential.
- 4.7 All Association members shall be eligible for election to the committee and shall have an equal opportunity to hold office.
- 4.8 Sub-committees for agreed activities in financial/school year shall be formed to fulfill the functions undertaken by the Association ie. Special Purpose Committees for fundraising. Each sub-committee may consist of General committee members and the Executive.
- 4.9 During the year other sub-committees may be formed and the Committee shall determine their objectives.

5. Terms of Office

- 5.1 Nominated members shall be elected for a term of 2 years and may serve a maximum of 2 consecutive terms (4 years). A member may become eligible for re-election after an absence of 1 or more years from the committee.

6. Meeting

- 6.1 The Annual General Meeting shall be held every year at a convenient time within the month of March.
- 6.2 Every meeting must have an agenda and minutes from the previous meeting where applicable.
- 6.3 Meetings shall be held once a month during school terms, on a time and day convenient to committee members.
- 6.4 The President and Secretary may call special meetings of committee. The proceedings, including an explanation and purpose of such a meeting, shall be conveyed to the next scheduled monthly Parents Association meeting.
- 6.5 Five members of the committee, including one Executive member shall constitute a quorum of the committee.
- 6.6 General members are most welcome to attend all regular committee meetings and are able to participate in discussions and voting.
- 6.7 Simple majority shall take all decisions. The President may have the casting vote if necessary.

7. Elections

- 7.1 Elections of the Association committees shall occur at the Annual General Meeting
- 7.2 A notice calling for nominations shall be forwarded to all members of the Association for at least two weeks prior to the Annual General Meeting. Such notice may be given in the school newsletter. However failure to receive such notice not invalidate proceedings, one-month prior to the A.G.M. Nominations forms will be kept in the Administration Department of the school and sent home one week before the A.G.M.

8. Finance

- 8.1 The Parents Association, in keeping with the Catholic Education Office's of Ballarat's Finance Department Guidelines, are aware that all funds raised by this association are the property of the school and as such, cannot be withheld.
- 8.2 The Parents Association annually raise a nominated monetary figure, (currently **\$5000.00**), to be used as a local contribution to the school's recurrent grants. All surplus funds raised can be used for school projects that the committee agrees upon.
- 8.3 The Parents Association must have an annual action plan and overarching master plan of projects in place, to allow for future spending and appropriate budgeting.
- 8.4 The Parents Association shall hold a bank account, and the treasurer should keep an accurate record of all monies raised and spent, by simple book keeping methods.
- 8.5 Monies raised by the Association are to provide amenities and facilities for the students of the school, as suggested by the school Principal, after consultation with the School Board.
- 8.6 The Association may use money to cover operating expense for which receipts must be kept and all entries be recorded in the Association's accounting books.
- 8.7 A statement of receipts and expenditure for the month along with an account balance shall be presented at each committee meeting by the treasurer.
- 8.8 The Parents Association shall have a representative on the School Advisory Council.
- 8.9 The Parents Association will be presented with a target figure for fundraising each year from the School Board. This figure is to be presented to the committee at their November committee meeting to allow for organization and planning of events.
- 8.10 Cheques may be co-signed by any two of the following: President, Treasurer, Secretary and School Principal.
- 8.11 Monies raised during the year will be handed to the school at the end of year school mass, when parents will be informed as to what the monies will be spent on.

- 8.12 The Parents Association bank account shall not have a balance of exceeding **\$4000.00** at the end of each school year (December). Any surplus funds raised beyond the annual target will be forwarded to the school, to be spent accordingly on future master plan items.

9. Alterations to the Constitution

- 9.1 Suggestions for any alterations to the Constitution must be submitted in writing at the last regular committee meeting before the Annual General Meeting.
- 9.2 Any alterations may be made by a notice of motion presented at and supported by a two-thirds majority vote of members at the meeting.
- 9.3 Such a motion shall take precedent over all other business at the Annual General meeting.

Appendix A DUTIES OF THE EXECUTIVE:

PRESIDENT:

- To Chair the monthly meetings and Annual General Meeting.
- To consult with and keep the Principal and School Board informed of the activities of the Association regularly and to update the Parents Association Committee of the School situations and its impact (if any) on the plans of the Parents Association Committee.
- To provide a President's Report to the parent body at the end of each term of office.
- To co-ordinate events/activities in conjunction with the Vice President and general committee.
- To address new group/parent body whenever necessary to promote new interest and new members.
- To ensure that overall sub-committees and individuals are working together in harmony.
- To be approachable by all members of the school communities.

VICE PRESIDENT:

- To chair meetings in the President's absence.
- To carry out other such duties as delegated by the President.
- To assist in co-ordinating events/activities in conjunction with other members of the committee.

SECRETARY:

- To prepare the agenda in consultation with the President.
- To distribute agendas for meetings.
- To collect all mail and distribute to appropriate committee members.
- To answer all correspondence.
- To record the minutes of committee meetings.
- To write up the minutes of each meeting and have copies available for members to read.
- To read the minutes of previous meetings.
- To put relevant notices in the weekly school newsletter.
- To prepare and distribute ballot papers for election of executive.

TRESURER:

- To prepare and submit financial reports at meetings and include a statement and payment since date of previous meeting.
- To collect, receive and collate all monies which come to the Association.
- To pay accounts after they have been submitted to the committee.
- To organise an auditor and have the accounts audited annually.
- To keep the account books of the Association
- To help in the co-ordination of fundraising events.

Appendix B

SPECIFIC PURPOSE COMMITTEE MEMBERS:

Uniform Co-ordinator:

- To maintain a stock take and order all school uniforms.
- To provide a list of school uniform items with prices at all times of the year.
- To set aside times for the purchasing of uniforms.
- To ensure goods are received and that invoices are handed on to the treasurer promptly.
- To prepare a report to present to committee members at monthly meetings.

Catering Co-ordinator:

- To co-ordinate people to provide/prepare food for various events that may occur during the school year.
- To prepare a roster of volunteers to prepare and serve items in canteen.
- To order supplies and ensure smooth running of the canteen service.
- To revise and update the Food and Safety Handling Information.
- To ensure that Foods and Safety Handling procedures are followed as ratified by the Health Office of the Local Council.
- To prepare a canteen price list at the beginning of each year.
- To present a report to committee members at monthly meetings.

Special Events/Fundraising Co-ordinator:

- To co-ordinate special fundraising events throughout the year.
- To maintain a balance in number of activities throughout the year.
- Other duties as directed by the Committee.
- Prepare reports to parent body at monthly meetings.

General Committee Members:

- To attend committee meetings as often as possible.
- To support activities being planned by Parents Association.
- To contribute to Parent Association decision making