

adopted &
accepted 11/5/97
by Ministry of
Fair Trading

**ST LUKE'S CATHOLIC PRIMARY SCHOOL
PARENTS AND FRIENDS ASSOCIATION INCORPORATED**

CONSTITUTION

1. NAME

The name of the Association shall be ST LUKE'S CATHOLIC PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION INCORPORATED.

2. DEFINITIONS

- (a) The Association is the ST LUKE'S CATHOLIC PRIMARY SCHOOL PARENT'S AND FRIENDS' ASSOCIATION INCORPORATED.
- (b) The Committee is the body of representative members elected by the Association at the General Meeting, held in November, and will include the Parish Priest, if any, and the Principal.
- (c) The Executive consists of the Office Bearers of the Association elected as per Clause 10.
- (d) The Governing Bodies of the School are the Principal and the School Board.

3. OBJECTS

The objectives of the Parents and Friends' Association are to fulfil the aims of the Parents and Friends' Association of St Luke's Catholic Primary School in a spirit of Christian co-operation and to promote in the school an active relationship with Christ and His Church.

4. AIMS

The Parents and Friends' Association is an integral part of the Catholic School structure and is a valuable instrument in this important Church Apostolate.

The Association should:-

- (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) ensure that a high level of social and educational interaction exists between home and school, parent and teachers;
- (f) endeavour to have all parents enjoy the exciting experience of their children's formal school years by active participation and personal involvement in the school programmes;
- (g) provide a healthy forum for ideas and discussion on any relevant issue that will benefit the education of the children;
- (h) in particular, concern itself with further education for the parents of the school in their faith development and ensure that a clear understanding of the school's religious education programme exists;
- (i) organise guest speakers for the Parents and Friends' Association on current and suggested educational programmes, faith development and other matters of interest.
- (j) work to provide additional resources which are considered necessary for the children or to assist the teachers in their professional work;
- (k) assist in planning and organising functions associated with the social, sporting, cultural and educational life of the school community.

The Parents and Friends' Association Executive should:-

- (a) be responsible for the planning, management and organisation of the Association's affairs;
- (b) hold regular (preferably monthly) general meetings to which should be invited all parents, the Principal and teachers, parish clergy or religious associated with the school and other interested persons;
- (c) conduct meetings in a fitting and proper manner with respect for accepted meeting procedures;

- (d) use known and successful organisational tools, such as sub-committees, task forces and discussion groups, to encourage wider participation, develop increased responsibility and to achieve more effective results;
- (e) appoint a person, or form a sub-committee, to be responsible for activities and dissemination of information pertaining to the Association's areas of responsibility to the school community, e.g., education matters, adult education, religious education, State Federation, Australian Parents' Council, social, cultural and sporting activities, the parent-teacher relationship, etc.

"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." (Quote: Article 5, "Charter of the Rights of the Family" issued by The Holy See, Rome, October 1983.)

5. MEMBERSHIP OF THE ASSOCIATION

- (a) The Parish Priest, if any, and the 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, shall be admitted as a member.
- (c) A Register of Members shall be maintained by the Secretary and shall comprise lists of:
 - (i) families with children at the school
 - (ii) ex-officio members (Principal, Teaching staff)
 - (iii) other persons who support the objects of the Association
- (d) a **voluntary** levy of subscription may be payable by each family, the amount being fixed each year by the retiring Committee.

6. MEETINGS OF THE ASSOCIATION

- (a) The St Luke's Parents and Friends' Association Inc. shall in each year hold a General Meeting and an Annual General Meeting in addition to any other meetings which may be held in that year.

- (b) The General Meeting shall be held in the month of November, to:
- (i) Receive the Office Bearers report;
 - (ii) Elect the Office Bearers for the ensuing year;
 - (iii) Nominate an Auditor;
 - (iv) Determine the voluntary P & F fee for the ensuing year;
 - (v) Consider any proposed alterations to the Constitution;
 - (vi) Transact such business as may be brought before the meeting.
- (c) The Annual General Meeting must be held every year and within 4 months after the end of the financial year [refer 22(a) for definition] to:
- (i) Receive the Office Bearers reports;
 - (ii) Receive the Audited Financial Statement;
 - (iii) Consider any proposed alterations to the Constitution;
 - (iv) Transact such business as may be brought before the meeting.
- (d) Additional meetings of the Association shall be held at least once in each other term.
- (e) Where possible, matters to be brought before an Association meeting should be submitted in writing to the President or Secretary at least five days prior to the Meeting.
- (f) (i) Special Meetings of the Association 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 ten members of the Association. These signatories shall be required to attend the meeting so called or submit a written apology. At least five 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 fourteen days at the request of any of the school Governing Bodies.
 - (iii) At Special Meetings, items for discussion will be limited to the matters relating to the calling of such a Meeting.

- (g) Notification of Association or Special Meetings, including details of matters to be raised, will be given to all members at least seven days prior to the meeting, where possible.
- (h) At each meeting of the Association, the Committee shall make a report of its activities since the previous meeting of the Association.

7. VOTING

- (a) Any member or ex-officio member of the Association shall be eligible to vote on any matter at any meeting of the Association.
- (b) The Chairman of a meeting may use a casting vote, which must not be used to alter the status quo.

8. MANAGEMENT

The Association shall be governed by a Committee comprising a President, Vice-President, Secretary, Treasurer and three other members. The Parish Priest, if any, and Principal of the St Luke's Catholic Primary School or, in their absence, their appointed representative, will be ex-officio members.

9. ELECTIONS

- (a) The Executive and Committee Members of the Association shall be elected at the General Meeting held in November. For the purpose of this election only, either the Principal or Parish Priest, if any, or their nominated representative, will occupy the Chair.
- (b) Any member or ex-officio member of the Association, who is present at the 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 an executive position.

10. VACATION OF OFFICE

- (a) The term of office of Executive and Committee Members will be one year, being the same as the financial year [refer 22(a) for definition]. At the conclusion of which period they shall vacate their positions, but shall be eligible for re-election.
- (b) A person shall not hold the office of President or Treasurer for more than three consecutive years.
- (c) Committee Members who wish to resign during their elected term may do so providing they give one month's notice to the Committee.

- (d) A Member of the Committee shall be deemed to have resigned therefrom if:
- (i) Without submitting an acceptable apology, he or she is absent from three consecutive meetings (whether of the Association or the Committee or a combination of both);
 - (ii) in accordance with a decision of an absolute majority of the Committee, he or she is required to resign from the Committee and fails to do so within fourteen days of the date upon which notification of the decision of the Committee is forwarded to him/her stating the reasons for this action.

11. CASUAL VACANCIES

Any vacancies in the Committee, whether by reason of the operation of Clause 9 or otherwise, may be filled by the appointment thereto by the Committee of any member of the Association, until the next General Meeting.

12. MEETINGS OF THE COMMITTEE

- (a) Committee Meetings will be open to all members of the Association, unless called as closed by a majority of the Committee.
- (b) The Committee shall meet at least once a month during the school year, either at a Committee or an Association meeting, and otherwise as determined by the Committee.
- (c) Members co-opted by the Committee, as per Clause 11, will have full voting rights at Committee Meetings. Observers attending Committee Meetings will not be entitled to a vote, although their participation in the Meeting will be encouraged.

13. QUORUMS

- (a) A quorum for Association Meetings will be two Office Bearers and ten members.
- (b) A quorum for Committee Meetings will be two Office Bearers and two members.

14. POWERS OF THE COMMITTEE

The Committee shall have power generally to give effect to the aims of the Association and to the Rules of the Constitution, and the Committee may, subject to any decisions of the Association:-

- (a) formulate the Standing Orders of the Association to be applicable to such meetings as the Committee may determine;

- (b) establish such sub-committees as it may determine to give effect to the aims of the Association;
- (c) provide for the election or appointment of members to any such sub-committee and for the conduct and operation thereof;
- (d) to elect and define the duties and powers of its officers;
- (e) to appoint one delegate to the School Board;
- (f) to recommend the voluntary P & F Association levy to be agreed on at the General Meeting held in November;
- (g) to raise funds by other voluntary means for the further educational benefits of the St Luke's Catholic Primary School children in accordance with the aims of the Association.

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

As soon as practicable, the Committee shall cause a society account to be opened in the name of the Association, at such Financial Institution as may be determined. Cheques drawn upon the account shall be signed by such officers as the Committee may determine.

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 Parents and Friends Federation of Western Australia Inc.

19. AMENDMENT

Subject to Clause 3 hereof, this Constitution may be amended or altered at any general meeting of the Association, provided that:

- (a) notice of any proposed amendment or proposed alteration shall have been given in writing to all members at least one month prior to such meeting, and,
- (b) the amendment or alteration is approved by at least 75% of the members present.

- (c) the Commissioner for Corporate Affairs is advised of any changes to the Constitution within one month of the changes being made.
 - (i) An alteration to the Constitution does not take effect until the Commissioner is advised and until approved by the Commissioner for Corporate Affairs.

20. COMMON SEAL

As the Association is incorporated, the Common Seal of the Association shall be in the custody of the Secretary and shall be affixed to any document only pursuant to a resolution of the Committee. The affixation of the seal shall be witnessed by the Secretary and either the President or the Vice-President.

21. NON-PROFIT MAKING

The income and property of the Association howsoever derived shall be applied solely towards the promotion of its objects as set out in this Constitution 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.

22. AUDITOR

- (a) The financial year of the Association shall be from the 1st January to 31st December in each year.
- (b) The members at each annual General Meeting of the Association held in November 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. The Auditor shall not be a member or ex-officio member of the Committee.
- (c) A certified copy of the Audited Financial Statements shall be presented to members at the Annual General Meeting.

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) as the Association is incorporated, shall comply on behalf of the Association with:-

- (i) section 27 of the Act (Associations Incorporation Act 1987)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 24 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.

24. TREASURER

The Treasurer shall:-

- (a) submit Association financial books to the duly appointed Auditor as soon as practicable at the end of the financial year so as to enable presentation of an audited statement to the Annual General Meeting;
- (b) be responsible for the receipt of all moneys paid to or received by, or by him on behalf of, the Association and shall issue receipts for those moneys in the name of the Association;
- (c) 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;
- (d) 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 16;
- (e) as the Association is incorporated, shall comply on behalf of the Association with sections 25 and 26 of the Act (Associations Incorporation Act 1987) in respect of the accounting records of the Association;
- (f) whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- (g) 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 (e) and (f); and
- (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 General Meetings and Committee Meetings to be taken and then to be entered within 30 days after the holding of each General Meeting or Committee Meeting, as the case requires, in a minute book or file kept for that purpose.
- (b) The Chairperson shall ensure that the minutes taken of a General Meeting or Committee Meeting are checked and signed as correct by the Chairperson of the General Meeting or Committee Meeting to which those minutes relate or of the next succeeding General Meeting or Committee Meeting as the case requires;
- (c) When minutes have been entered and signed as correct under this rule, they shall, until the contrary is proved, be evidence that:-
 - (i) the General Meeting or Committee 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.

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 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. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF THE ASSOCIATION

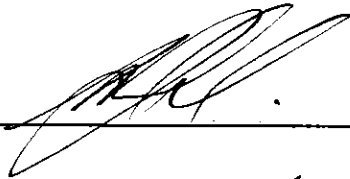
If, on the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed:-

- (a) to another incorporated association having objects similar to those of the Association; or
- (b) to the Parents and Friends' Federation of Western Australia Inc., or

- (c) for charitable or benevolent purposes; which incorporated association or purposes, as the case requires, shall be determined by resolution of the members when authorising and directing the Committee under section 33^(b) of the Associations Incorporation Act 1987 to prepare a plan for the distribution of the surplus property of the Association.

Adopted by a General Meeting of the Association

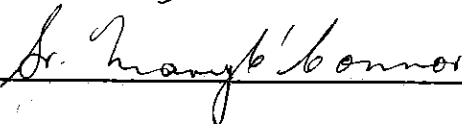
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President



Secretary



Principal

**Motion for Special Resolution
Amendment to Section 22 of the P&F Constitution
Wednesday 29th October 2008**

Background

At the May P&F meeting a Special Resolution was passed to amend the P&F Constitution to hold the P&F AGM at the November meeting each year, bringing it in line with the School Board.

In accordance with Section 23 of the Incorporated Associations Act, an Association MUST hold it's AGM within four months of the end of financial year.

Currently, the P&F Association's year end is 31st December. In order for the P&F to hold it's AGM in November, as passed at the May meeting, the P&F are required to change it's financial year period to a year end of 31st October. This will then allow the AGM to be held in November.

Motion

Section 22 of the P&F Constitution currently states that the financial year runs from 1st January – 31st December.

It is proposed to amend this clause changing the financial period to 1st November – 31st October.

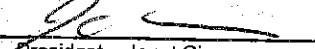
As with all changes to the Constitution, a vote must be taken by members of the Association.

If the Resolution is successfully passed, we will be able to hold our AGM on Wednesday 19th November 2008 with the St. Luke's Board.

Motion forward by Angela Vlam (apology)
Please vote

Motion Passed / Not Passed

Date: 29/10/08

Signed: 
President – Janet Ciccone

AMENDMENT TO STANDING ORDERS OF ST LUKE'S P & F

A motion to change a Standing Order was passed at the P&F Meeting dated 19th February 2002. The motion was to raise the amount able to be passed at a regular meeting from \$2,000 to \$5,000. This motion was unanimously passed on the above date.

Any amount over \$5,000 can not be voted on until it has been advertised in the newsletter to notify members.

ASSOCIATIONS INCORPORATIONS ACT 1987
SECTION 9 (1)

Registered no. : A1000890U

CERTIFICATE OF INCORPORATION

THIS IS TO CERTIFY THAT

ST LUKES CATHOLIC PRIMARY SCHOOL PARENTS AND
FRIENDS' ASSOCIATION INCORPORATED

HAS THIS DAY BEEN INCORPORATED UNDER THE ASSOCIATIONS
INCORPORATION ACT 1987.

DATED THIS 7TH DAY OF DECEMBER 1990



RMA
FOR COMMISSIONER FOR
CORPORATE AFFAIRS