



St Mary's Primary School

Hamilton

Parents and Friends Association Constitution

Vision Statement

"You must love one another. If you have love for one another, then everyone will know that you are my disciples."

John 13:34 - 35

As a Parish Catholic Primary School, we at St. Mary's are committed to creating a vibrant educational community, allowing each child to achieve their full potential, imbued with the Good News of Jesus: one in which each person in our community is enabled to grow in dignity, developing a living, loving relationship with Christ and others.

Mission Statement

In accordance with the tradition of the Good Samaritans;

- The person of Jesus and His Gospel are at the centre and the focus of all aspects of school life.
- We are committed to the development of the whole child; spiritual, social, emotional, physical and intellectual, where educational needs for all children are met.
- Priests, Parishioners, Parents, Staff and Children are seen as integral to our school community.
- The unique dignity of each person in our community will be recognised, respected and affirmed.

1. Name:

- 1.1. The name of the association will be St Mary's Parish Primary School Parents and Friends Association (P&F).
- 1.2. This group acts under the auspices of and is responsible to St Mary's Parish Primary School Advisory Council and Principal.

2. Role:

The Parents and Friends goals are to:

- 2.1. assist with the preservation and promotion of the school's Catholic ethos and culture.
- 2.2. provide the opportunity for members of the school and parish communities to support the mission of Catholic Education in the school.

- 2.3. strengthen the School community through organising and promoting opportunities for social interactions and functions.
- 2.4. promote the values outlined in the Vision and Mission statements of St Mary's.
- 2.5. provide financial help to the School as a result of fund raising activities.
- 2.6. support the work of the St Mary's School Advisory Council.
- 2.7. welcome and assist new families to the St Mary's community.
- 2.8. positively promote the work of the school to the wider community.

3. Membership:

- 3.1 Parents/guardians of children enrolled at St Mary's Primary School are automatically members of St Mary's Parents and Friends.
- 3.2 The Parents and Friends is also open to other interested community members as deemed appropriate by the Principal and the Parents and Friends Association.

4. Executive:

- 4.1 Executive positions are:
 - Chairperson
 - Vice- Chairperson
 - Secretary
 - Treasurer
- 4.2 The Principal shall be an Ex-officio member.
- 4.3 Executive positions will be elected by those present at the Annual General Meeting. At this meeting positions being vacated will be declared and the Principal will conduct nominations and elections.
- 4.4 All of the elected executive positions shall be filled by parents/guardians of current students.

5. Tenure:

- 5.1 The term of office for each executive position will be two years.
- 5.2 Elected executive positions will serve no more than two consecutive terms in any one position.
- 5.3 Should vacancies of executive positions occur due to unforeseen circumstances during the year nominations will be called for and an election held to fill the position at the next general meeting.
- 5.4 The tenure of any executive position will cease if their child or children are no longer enrolled at the school.

6. Representatives:

- 6.1 A representative from the St Mary's School Advisory Council will attend each Parents and Friends general meeting. This representative will provide the Parents and Friends with a report regarding the work of the Council as well as report back to the Council from the Parents and Friends meeting.

7. Meetings

- 7.1 The Parents and Friends will meet at least eight times per school year, including twice a term
- 7.2 The Parents and Friends will hold an Annual General Meeting each year.
- 7.3 Special meetings may be called by the Chairperson or as requested by four Parents and Friends members.
- 7.4 In matters of urgency the Executive may act for the Parents and Friends, subject to endorsement at the next general meeting.
- 7.5 A quorum will consist of seven persons. No business shall be transacted unless a quorum is present at the time the meeting proceeds to General Business.
- 7.6 All members are most welcome to attend all general meetings and are able to participate in discussion and voting.

8. Sub-Committees:

- 8.1 The Parents and Friends may appoint sub-committees for specific purposes as it deems necessary and appropriate and in all cases determines the terms of reference.
- 8.2 Each sub-committee, including Uniform Shop and Christmas Expo, will report to the general meetings of the Parents and Friends and include their respective financial reports.

9. Finances:

- 9.1 The Treasurer will be responsible for maintaining appropriate and adequate financial records and will present a report at each general meeting.
- 9.2 All original documents, such as invoices, current bank statements, from the Parents and Friends and sub-committees are to be available at each meeting.
- 9.3 All cheques from the accounts of the Parents and Friends are required to be signed by two authorized persons, namely the Chairperson or Treasurer and Principal.
- 9.4 Uniform Shop cheques are required to be signed by the co-ordinator or Treasurer and Principal.
- 9.5 Cheques must only be signed on the production of invoices.
- 9.6 Funds raised by the Parents and Friends shall be transferred by cheque or electronic funds transfer to the school account at the end of each school year or as required by the Principal.
- 9.7 The Parents and Friends will retain an amount of \$4,000 in their account at the end of each school year for the purposes of running costs for the following year.
- 9.8 The Uniform Shop account will be considered twice each year at a general meeting and funds not required to cover current or upcoming orders will be transferred to the general Parents and Friends account.
- 9.9 The Parents and Friends will communicate to the school community how the funds raised were expended.
- 9.10 The School Advisory Council will set fundraising goals for the Parents and Friends. These goals will be informed by the school's Strategic Plan and Annual Action Plan.

- 9.11 The Parents and Friends may consider term deposits from time to time to take the opportunity to earn interest on their accounts.
- 9.12 Any alterations to the Parents and Friends bank account arrangements must be tabled at a School Advisory Council meeting for consideration and input. The Council representative present at the meeting is responsible for getting the issue included as an item on the Council agenda.

10. Standing Orders:

- 10.1 No meeting may be called unless all members have been notified via the school newsletter.
- 10.2 The Secretary will keep minutes of the meetings and distribute them to members in reasonable time before the next meeting.
- 10.3 The Secretary will have available a copy of the agenda of the next meeting in reasonable time prior to the meeting.
- 10.4 Notice of the Annual General Meeting will be given at least thirty days prior to the meeting.
- 10.5 The agenda of the Annual General Meeting will be available for all members at least fourteen days before the meeting date.
- 10.6 Annual reports from the Chairperson, Treasurer, Principal and sub-committee co-ordinators will be printed and available at the Annual General Meeting.
- 10.7 Annual financial reports, including an audit statement, from the Treasurer and sub-committee co-ordinators (where relevant) will be printed and presented at the Annual General Meeting.
- 10.8 Members wishing to have a matter considered at the Annual General Meeting are required to submit such a matter to the Secretary not less than seven days before the meeting date.
- 10.9 Consensus is the preferred mode of decision making. Where voting is required it will be by simple majority and the Chairperson and Principal will have a deliberative and casting vote.

11. Amendments:

- 11.1 This constitution may be amended only at the Annual General Meeting and if at least two thirds of those present and eligible to vote agree to the change.
- 11.2 Any amendment of the constitution must be proposed by at least five parents of current students and submitted in writing at least twenty one days prior to the Annual General Meeting for inclusion on the agenda.
- 11.3 This constitution is to be reviewed by the Parents and Friends and the School Advisory Council bi-annually.

Accepted: (date)
By: St Mary's Parish Primary School Parents and Friends
Due for Evaluation: (year)

Appendix 1

Duties of the Executive members

The Chairperson shall:

- preside over all meetings of the group
- maintain order and the proper order of business at meetings
- oversee the activities of the group and any sub-committees
- consult with Principal and School Council.
- convene any special meeting.
- provide the School Council with a written copy of the AGM Chairperson's report.
- arrange and oversee the preparation of the Annual Report consisting of Chairperson's and Treasurer's Report and balance sheet

The Vice-chairperson shall:

- deputise for the Chairperson from time to time as required
- deputise for the secretary from time to time as required.

The Secretary shall:

- be responsible for the recording of the minutes of all meetings and the safe custody of the minutes folder
- record all resolutions, voting for and against(numbers) and proceedings along with the names of members present and any apologies at all meetings where required to do so
- record items of inward and outward correspondence along with any action relating to such
- organise items of outward correspondence and communications at the discretion of the committee.
- keep on file the latest copy of the constitution and ensure changes are duly recorded.

The Treasurer shall:

- keep an up to date journal of income and expenditure.
- operate the bank account on behalf of the Committee and be a joint signatory on such accounts with the Chairperson and Principal.
- present a current balance and summary of account(s) at each meeting.
- present to the AGM (or the committee as requested) a balance sheet of income and expenditure reconciled with the previous balance sheet and current bank statement.
- write cheques only when passed for payment by the committee or at the discretion of the Executive
- be required to ensure that more than one individual will be involved in the handling and reconciliation of bulk cash
- ensure that as funds are raised, the school community is notified via the school newsletter.
- ensure balance sheet of income and expenditure is audited at the end of each school year.

