



**St  
Thomas'**

**Primary School**

# ST THOMAS' PRIMARY SCHOOL CLAREMONT

## CONSTITUTION

### FOR THE PARENTS & FRIENDS ASSOCIATION

Adopted at Executive General Meeting	[	]
Last Amended	[	]
Major review due	[	]

***Parents &  
Friends  
Association***

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**1. Name**

The name of the group is the St Thomas' Parents & Friends Association.

**2. Definitions**

**The Board** means St Thomas' Primary School Claremont School Board

**The P&F** means the St Thomas' Parents & Friends Association

**The Parish** means St Thomas the Apostle Catholic Church, Claremont

**The Principal** means the Principal of St Thomas' Primary School Claremont

**The School** means St Thomas' Primary School Claremont

**The Staff** means any person paid by the College to provide a service to the School or the Students of the School

**The Students** means any student attending St Thomas' Primary School Claremont

**3. Purpose of The P&F**

3.1 The purpose of the P&F is to strengthen the School community by bringing the School families together to support the Students, their families and the School itself to:

3.1.1 Organise and support social activities designed to develop at the School a real sense of friendship, community and cooperation of parents, teachers and students, which reflects a truly Christian ethos.

3.1.2 Raise funds and use these funds in consultation with the Principal, the Staff and the Board, in ways which will enhance the School.

3.1.3 Provide assistance to Staff in respect of School activities as may be determined by the Principal and the School.

3.1.4 Work closely with the Principal and Board who are the leaders of the school community, to achieve common goals.

3.1.5 Provide a healthy forum for ideas and discussion on any relevant issue that will benefit the education of the children

3.1.6 Endeavour to have all parents enjoy the exciting experience of their children's primary school years by active participation and personal involvement in School activities;

3.2 The property and income of the P&F shall be applied solely for the promotion of the purpose at sub rule 3.1.

**4. Scope of The P&F**

4.1 Subject to sub-rule 11.4, the P&F is an unincorporated association and its members will not be liable for any debts incurred in the name of the P&F.

4.2 The P&F is granted scope by the Principal to actively support the School, the Students, the Staff, the families and Parish of the School.

4.3 The P& F will not promote or organize any event independently of the School or without the permission of the Principal.

## **5. P&F Property**

The property of the P&F shall be listed in an inventory that is to be updated on a yearly basis, and will be vested in the P&F for the sole purpose of promoting its Purpose in rule 3.

## **6. Membership**

6.1 Parents, guardians, carers or any person having familial care of a student attending the School shall automatically become a member of the P&F.

6.2 Additionally, the Parish priest and the Principal and the Board shall be deemed ex-officio members of the P&F.

6.3 On occasion, local community or parish members who may wish to be involved with or support the School, shall be made welcome and encouraged to support the P&F.

## **7. The Committee**

7.1 Subject to sub rule 7.3, the affairs of the P&F will be managed exclusively by a committee consisting of the following executive committee members:

7.1.1 The Principal (as an ex-officio member)

7.1.2 President

7.1.3 Vice-President

7.1.4 Treasurer

7.1.5 Secretary

In addition there will be the following non-executive committee members:

7.1.6 Social/ Fundraising Co-Ordinator

7.1.7 Class Representative Co-Ordinator

7.1.8 Canteen Co-Ordinator

7.1.9 Uniform Shop Co-Ordinators

7.1.10 Parish Representative

7.1.11 Board Representative

7.1.12 Public Relations Co-Ordinator

7.2 With the exception of the Principal, no committee member, either executive or non-executive may hold a position for longer than two consecutive years. Previous executive and non-executive committee members may re-nominate themselves for further terms following permission being granted by the Principal.

7.3 The committee may delegate to one or more sub-committees, consisting of such members of the P&F as the committee thinks fit, in the exercise of such functions of the committee.

## **8. Election of The Executive and Non-Executive Committee Members and Voting Rights of Members of the P&F**

8.1 The executive and non-executive committee members shall be elected at the Annual General Meeting (AGM).

8.2 Any member of the P&F, who is present at the AGM, or has consented in writing to be elected, shall be eligible for election to the executive committee.

8.3 An executive or non-executive committee member's term will commence from the time of election at the AGM and expire in two

(2) years from the commencement date, following the AGM in that second year.

- 8.4 If an executive or non-executive committee position is not filled at the AGM the executive committee may appoint a member to fill that vacancy.
- 8.5 If an executive or non-executive committee member is unable to perform his or her function or if an executive or non-executive committee member resigns from their role during their term the committee may appoint a member to fill that vacancy.
- 8.6 Any committee member who resigns during his or her term is required to give one month's notice in writing to the committee.
- 8.7 A member of the executive committee shall be deemed to have resigned if:
  - 8.7.1 without submitting an acceptable apology, he or she is absent from two consecutive meetings of committee;
  - 8.7.2 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 or her stating the reasons for this action.
- 8.8 Vacancies in the committee may be filled casually by any member of the P&F, appointed by the committee, and serve with full voting rights until the next AGM.

## **9. Duties of the Executive Committee**

To ensure the proper running of the P&F, the Parents the Executive and non-executive committee should:

- 9.1 Be responsible for the planning, management and organisation of the P&F's affairs.
- 9.2 Hold regular general meetings, to which should be invited all parents, guardians, the Principal, teachers and other interested persons.
- 9.3 Conduct meetings in a fitting and proper manner with respect for accepted meeting procedures.
- 9.4 Use known and successful organisational tools, such as sub-committees or discussion groups, to encourage wider participation.
- 9.5 Be responsible for all financial and administrative matters pertaining to the P&F's activities.

## **10. Meetings**

### **10.1 Annual General Meeting**

The committee shall convene an AGM as close as practicable to the end of the School year. At that meeting the following should occur:

- 10.1.1 The consideration of the accounts for that year
- 10.1.2 The election of committee members to replace outgoing committee members
- 10.1.3 Any other matter requiring consideration.

The secretary shall give not less than 14 days' notice of such AGM to all members.

## 10.2 Ordinary General Meetings

- 10.2.1 The committee shall convene no less than 7 Ordinary General Meetings in each calendar year in addition to the Annual General Meeting at the time and date to be decided by the committee.
- 10.2.2 The secretary shall not give less than 7 days' notice of an Ordinary General Meeting specifying when and where it is to be held.
- 10.2.3 The Ordinary General Meeting is where the business of the P&F shall be carried out.

## 10.3 Extraordinary General Meetings

- 10.3.1 The committee shall within 28 days of receiving a written request from not less than 20 members to do so, convene an Extraordinary General Meeting for the purpose specified in the request.
- 10.3.2 The members making such request shall state in the request the purpose for which the Extraordinary Meeting is required, and sign that request.
- 10.3.3 The secretary shall give to all members not less than 14 days' notice of such Extraordinary General Meeting specifying when and where it is to be held and the purpose for such meeting.

## 10.4 Executive Meetings

- 10.4.1 Any executive member shall have the authority to call an Executive Meeting. The Secretary shall give the executive members not less than 3 days' notice of such meeting specifying the time and place it is to be held and the purpose for such meeting.
- 10.4.2 Four (4) executive members shall constitute a quorum.

## 10.5 Proceedings at Meetings

The following rules shall apply to proceedings at Meetings:

- 10.5.1 The President shall act as Chair and in his or her absence the Vice President or other nominated committee member may act as Chair.
- 10.5.2 Six (6) members shall constitute a quorum.
- 10.5.3 Each member present has a deliberative vote.
- 10.5.4 A member may appoint any other member to be their proxy and to attend and vote on their behalf.
- 10.5.5 A question arising at a meeting shall be decided by a majority of votes but if there is an equality of votes the Chair shall have a casting vote in addition to his or her deliberative vote.
- 10.5.6 The Principal shall have the power to veto any decision made at a meeting, dealing with matters of internal operations of the School.
- 10.5.7 The secretary shall make and preserve correct minutes of all meetings in documents that shall be presented and accepted by 2 members at the subsequent meeting. Copies of the

minutes are to be put on the School's website following each meeting.

10.5.8 The treasurer shall maintain accurate accounts that shall be duly presented at each Meeting. Such accounts shall be available following request by the School.

10.6 Publishing Information on the School website shall constitute notice in all instances.

## **11. Finance**

11.1 Funds are to be used solely for the aim of the P&F. All funds raised by or on behalf of the P&F must be banked promptly and fully intact into an account in the name of the P&F.

11.2 Authorised signatories to the account are any two of the following:

11.2.1 President

11.2.2 Treasurer

11.2.3 Secretary

11.2.4 Vice-President, and

11.2.5 Principal.

11.3 Cheques drawn upon the account shall be signed by the Treasurer and at least one other authorised member, or by any two others as are authorised by the members of the P&F. At the end of their term of office, their signatures must be removed and replaced by the signatures of the incoming members.

11.4 Any P&F member who incurs expense for the sole purpose of P&F activities must first submit an expense reimbursement form, attached to this Constitution and marked 'Annexure A' and submit it to the Treasurer or President for approval.

11.5 The accounts will be subject to an audit every two years.

## **12. Levies**

A levy charge applicable to members of the P&F may be recommended by the executive committee at the Annual General Meeting each year, for approval by the members of the P&F.

## **13. Amendments to Constitution**

This Constitution may be amended by not less than 75% of attendees at an Executive Meeting.