



# CONSTITUTION OF ST PETER'S PARENTS AND FRIENDS ASSOCIATION

## NAME:

1. The name of the Association shall be 'St Peter's Parents and Friends Association', hereafter referred to as the Association.

## OBJECTS:

2. The objects of the Association are the promotion of the interests of St Peter's Primary School, Bedford and of the children attending the school.

## AIMS:

3. The aims of the Association are:
  - i. To act as liaison between the wider school community, and the governing bodies of the school.
  - ii. To further the growth and development of parental involvement through a range of social, school and parish activities.
  - iii. To organise guest speakers for the Association on current and suggested educational programmes, faith development and other matters of interest.
  - iv. To raise funds for the further development of the educational, social and spiritual growth of the St Peter's school children.

## MEMBERSHIP:

4. The parish priest and all members of the teaching staff of the school shall be ex-officio members of the Association. Parents or guardians of a child attending the school or enrolled at the school, or any person interested in the objectives and aims of the Association are members.

## LIFE MEMBERSHIP:

5. If in the opinion of the committee, a member has made a substantial contribution to the progress and promotion of the interests of the school, that person may be nominated for Life Membership by the committee, and be accepted as such, by a two-thirds majority of members present and voting at an Annual General Meeting.

## SUBSCRIPTION:

6. A voluntary subscription payable by a member (other than an ex-officio member) shall be covered by the subscription fixed at the Annual General Meeting, payable by each family for the year.

## OFFICE BEARERS:

7. The office bearers of the Association shall be the President who will be the Association representative of the School Board, Vice President, Secretary and Treasurer.
8. Office bearers shall be elected annually at the Annual General Meeting of the Association and shall not serve as an office bearer for more than two (2) consecutive years, unless no other nominations are received.

## **MANAGEMENT:**

9. The Association shall be managed by a Management Committee consisting of the Office Bearers, School Principal, Teacher Representative and sub-committee chairmen. Hereafter referred to as the 'Committee'.

## **ELECTION OF MANAGEMENT COMMITTEE:**

10. Any ex-officio members, member, or life members of the Association who are present at the Annual General Meeting, or consented in writing for election, shall be eligible for election as a Committee Member.
11. Any member, with the exception of ex-officio members, who is present at the Annual General Meeting, or who has consented in writing for election shall be eligible for election as an Office Bearer.

## **VACATION OF OFFICE**

12. All Office Bearers and committee members shall vacate office at the Annual General Meeting following their election, or shall be deemed to have resigned there from if:
  - i. without an acceptable apology he or she is absent from three consecutive meetings, whether of the Association or of the Committee or a combination of both.
  - ii. in accordance with a decision of a two-thirds majority of the Committee, he or she is required to resign from the Committee, and fails to do so, within fourteen (14) days from the day upon which notification of the decision of the Committee is forwarded to them.

## **CASUAL VACANCIES:**

13. Subject to rule 8, any vacancies of the Committee will be filled by the appointment thereto by the Committee, of any ex-officio member or member of the Association.

## **ASSOCIATION MEETINGS:**

14. An Annual General Meeting of the Association shall be held in the month of November to:
  - i. receive and consider annual reports of the Committee,
  - ii. elect Office Bearers and Committee Members for the ensuing year,
  - iii. deal with any other matters brought before the meeting,
  - iv. appoint an Auditor for the ensuing year.
15. General Meetings of the Association shall be held once a month with a minimum of ten meetings per year, and in addition as deemed necessary by the Committee for the smooth and effective running of the Association.
16. The Annual General Meeting may fulfil the requirement of a General meeting as outlined in Rule 15.
17. Matters to be brought before a General Meeting of the Association shall be submitted in writing to the President or Secretary at least five (5) days prior to the meeting.
18. At any General Meeting of the Association a total of eight (8) Association Members, of which four (4) are Management Committee Members shall constitute a quorum.
19. At each General Meeting of the Association, the Committee shall make a report of its activities since the previous General Meeting of the Association.

20. Notification of General Meetings shall be given at least seven (7) days prior to the meeting.

#### **SPECIAL MEETINGS:**

21. A special meeting of the Association, convened by the President or Secretary may be requested in writing, signed by at least ten (10) members of the Association. These signatories shall be required to attend the meeting called, or submit a written apology. At least five (5) of the signatories must attend the meeting. The request must itemise all matters to be discussed.
22. Special Meetings shall be convened at the request of any of the school governing bodies.
23. Notification of a Special Meeting shall be given to all members, at least seven (7) days prior to the meeting.

#### **VOTING:**

24. Any ex-officio member, member or life member of the Association shall be eligible to vote on any matter at any Annual General Meeting, Special Meeting or General Meeting of the Association.
25. Any member elected or co-opted to the Committee shall be eligible to vote at any meeting of the Association.
26. Any ex-officio member, member or life member of the Association attending a Committee Meeting in any capacity other than an Office Bearer or Committee Member shall not be eligible to vote.
27. The Chairman of any meeting may use a casting vote which must not be used to alter the status quo.

#### **POWERS OF THE COMMITTEE:**

28. The Committee shall have power generally to give effect to the aims of the Association and to the Rules of the Constitution, and may, subject to any decisions of the Association:
- i. formulate the standing orders of the Association to be applicable to such meeting as the Committee may determine.
  - ii. establish such sub-committee as it may determine to give effect to the aims of the Association.
  - iii. provide for the election or appointment of members of any such sub-committee and for the conduct of operation thereof.
  - iv. define the duties and powers of its officers.

#### **POWER OF VETO:**

29. The School Principal shall have the power to veto any decision made at any meeting, dealing with matters of internal operations of the school.
30. The Parish Priest of St Peter's shall be the final authority in all matters dealing with the Association.

#### **NOTIFICATION TO MEMBERS:**

31. Any notification given by the Committee in or attached to the school newsletter shall be deemed as notice given to all members of the Association.

#### **FINANCE:**

32. The Committee shall cause a society account to be opened in the name of the Association in such savings bank as may be determined. Cheques drawn on the account shall be signed by two of the Committee Members, either, President, Vice-President, Secretary, Treasurer or Principal.
33. All monies received by any member of the Association on behalf of the Association shall be paid to the Treasurer or authorised agent.

#### **NON-PROFIT MAKING:**

34. The income and property of the Association, however derived, shall be applied solely towards the promotion of its objectives and aims. No portion thereof shall be applied or transferred directly or indirectly by way of dividend or bonus, or otherwise by way of profit to members of the Association. Providing that nothing shall prevent the payment of any member of the Association, for services rendered or goods supplied in the ordinary course of business.

#### **AUDITOR:**

35. The auditor shall audit the accounts of the Association as at the close of the financial year adopted by the Association. The auditor shall not be a member of the Committee.

#### **AFFILIATION:**

36. The Association will be affiliated with the Parents and Friends Federation of Western Australia (Inc).

#### **SCHOLARSHIPS:**

37. The Association shall finance five (5) scholarships to be awarded annually.
  - i. One scholarship to each of three students entering the school's most senior year at St Peter's. The scholarship shall constitute payment of the school's tuition fee for one year.
  - ii. The scholarships awarded under 37.1 shall be known as the "Noela Smith Scholarship", the "Bill Sheridan Scholarship" and the "Sonia McCambridge Scholarship".
  - iii. To any child who shows talent or promise in the area of the arts. This scholarship shall constitute payment to the value of one year's school tuition fee. This scholarship shall be known as the "Bev Ravenscroft Scholarship".
  - iv. To any child who shows talent or promise in the area of sport. This scholarship shall constitute payment towards tuition / training fees or the provision of equipment to the value of one year's school tuition fee. This scholarship shall be known as the "Sporting Scholarship".
38. Recipients of the "Noela Smith, Bill Sheridan and Sonia McCambridge Scholarships" are selected by the Principal and teaching staff of St Peter's School on conscientious effort, self

discipline, acceptance of responsibility and readiness to be helpful and obliging to all members of the school community.

The recipient of the "Bev Ravenscroft Scholarship" shall be nominated by the teaching staff of St Peter's in consultation with the Music, Dance and Art Teachers concerned and other outside bodies. Final selection would be held within the school.

The recipient of the "Sporting Scholarship" shall be nominated by parents, and or the teaching staff of St Peter's. Final selection shall be made between a sub committee comprising the Principal, a teacher responsible for school sports activity and the President or an Executive Member of the P & F Association.

39. The scholarship recipients shall be announced by the President or a representative of the Committee at the appropriate occasion that the Scholarships are being presented. The Scholarship shall be presented by a nominee or a member of their family.

#### **AMENDMENTS:**

40. This constitution may be amended or altered at any General Meeting or Annual General Meeting of the Association provided that notice of any proposed amendment, alteration or addition shall have been given in writing at a previous meeting of the Association.
41. No alteration, amendment or addition shall be made to these rules except by a two-thirds majority of members present and voting at a meeting dealing with such alteration, amendment or addition.

#### **INTERPRETATION OF RULES:**

42. If any question arises as to the interpretation of the rules of the Association, the same shall be determined by the President, subject to right of appeal to the Committee.
43. In these Rules, where the context so admits, the masculine shall include the feminine and the singular shall include the plural and vice versa.
44. The Association may at any time with the consent of a majority of two-thirds of the members present at a General Meeting called for the purpose, be dissolved.
45. If upon dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to, or distributed among members of the Association, but shall be given or transferred to the St Peter's School Board.

The foregoing Constitution was adopted at the Meeting of the Association held on the 16<sup>th</sup> day of June 1987, and amended at a meeting of the Association held on the 28<sup>th</sup> day of July 1987.

The second amendment took place at the General Meeting of the Association held on the 6<sup>th</sup> day of December 1993.

The third amendment took place at an Association Meeting on the 5<sup>th</sup> day of February 1996.

The fourth amendment took place at a General Meeting of the Association on the 6<sup>th</sup> day of April 1998.

The fifth amendment was adopted at the 1998 Annual General Meeting held on the 23<sup>rd</sup> day of November 1998 and amended at a General Meeting of the association on the 14<sup>th</sup> day of June 1999.

The sixth amendment was adopted at the 2005 Annual General Meeting held on 15<sup>th</sup> day of November 2005.

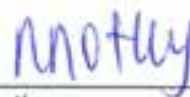
The seventh amendment took place at a General Meeting of the Association on the 1<sup>st</sup> day of December 2008.

The eighth amendment took place at a General Meeting of the Association on the 8<sup>th</sup> day of June 2009.

The ninth amendment took place at a General Meeting of the Association on the 4<sup>th</sup> day of July 2011.

The tenth amendment took place at a General Meeting of the Association on the 2<sup>nd</sup> day of September 2013.

  
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Ivan Wai  
President  
Date: 04/09/2013

  
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Raelene Notley  
Vice President  
Date: 5-09-13

The foregoing Constitution is hereby approved:

  
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Rev Fr Dat Young  
Parish Priest  
Date: 4 Sept 2013