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ST JOSEPH'S PRIMARY SCHOOL WAUCHOPE

PO BOX 9
KING STREET, WAUCHOPE NSW 2446
PHONE: 02 6585 1745
EMAIL: waup@lism.catholic.edu.au
www.wauplism.catholic.edu.au

ST JOSEPH'S WAUCHOPE PARENTS AND FRIENDS ASSOCIATION

CONSTITUTION



Adopted 5 April 2018
Revised April 2018

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1. NAME AND NATURE OF THE ASSOCIATION

- 1.1 The official name of the Association is ST JOSEPH'S WAUCHOPE PARENTS AND FRIENDS ASSOCIATION.
- 1.2 The association is established with the approval of the Bishop of the Catholic Diocese of Lismore as a parish association.
- 1.3 The Trustees of the Roman Catholic Church for the Diocese of Lismore is a body corporate in the State of New South Wales created by the Roman Catholic Church Trust Property Act 1936 as amended. The Trustees declare its responsibilities, powers and authorities and privileges in respect of and its relationship to this Association.
- 1.4 Nothing in this Constitution shall be read or constructed so as to limit the performance or exercise of such duties, functions, powers and authorities of the Trustees of the Roman Catholic Church for the Diocese of Lismore as created by the Roman Catholic Church Trust Property Act 1936 as amended.

2. OBJECTIVES

- 2.1 The objectives and conduct of the Association shall be those which accord with the content of the documents "The Catholic School" (Sacred Congregation for the Catholic Education, Rome 1977) "The Code of Canon Law (1983)".

In particular the Association will assist in promoting the development of the pupils in the school by:

- 2.1.1 Fostering a distinctive Christian environment in the school;
 - 2.1.2 Developing maximum co-operation between parents and school staff;
 - 2.1.3 Utilising those structures which are established to promote the principles of Christian education;
 - 2.1.4 Providing a medium for information and participation of parents;
 - 2.1.5 Identifying services and talents within the school community and making them available to school related spiritual, educational, social and fund raising activities.
- 2.2 The Association shall not:
 - 2.2.1 Have any account control, nor shall it purport to exercise any control, over the management and administration of the school and its property;
 - 2.2.2 Affiliate with any political body or party;
 - 2.2.3 Affiliate with any association whose objectives are inconsistent with the objectives stated in clause 2.1.

3. MEMBERSHIP

3.1 Classes of members

The membership of the Association shall consist of:

- 3.1.1 The Parish Priest/Parish Administrator/Associate Pastor/School Chaplain, Principal, Assistant Principal who shall be called *ex officio* members;
- 3.1.2 The parent/s and or guardian/s of each child attending the school and staff of the school who shall be called *ordinary* members;
- 3.1.3 Any other person interested in pursuing the objectives of the Association who shall be called *private* members;
- 3.1.4 Those persons who have had *honorary life membership* conferred upon them.

3.2 Admission to Membership of the Association

Conditions of entry to membership shall be:

- 3.2.1 Ordinary membership will be upon admission of a child to the school or by holding a position at that school;
- 3.2.2 Private membership shall be by election, following application in such form as the Executive Committee may prescribe, by majority vote at any Executive Committee Meeting. Upon the election or rejection of an application for membership, the Secretary shall forthwith give that person notice in writing of such election or rejection.
- 3.2.3 The annual subscription for membership will be of no cost to any family.
- 3.2.4 Honorary life membership may be conferred at an Annual General Meeting on any person who has made an outstanding contribution towards the fulfilment of the objectives of the Association. Notice of motion of intent to confer honorary life membership shall be given in accordance with the Rules herein governing Annual General Meetings.

3.3 Appeal against rejection of Private Membership

- 3.3.1 A person whose application for membership has been rejected may, within one month after receiving written notification of such rejection, appeal against the decision of the Executive Committee to a General Meeting of the members of the Association held for the purpose of determining that appeal.
- 3.3.2 Notice in writing of his/her intention to appeal shall be given to the Secretary and/or *ex officio* member.
- 3.3.3 The President and/or *ex officio* member shall convene such a General Meeting so that a General Meeting is held within three months of the date of receipt by the Secretary and/or *ex officio* member of a notice of appeal. At a time suitable to the majority of members to attend thereat.

3.3.4 At such meeting the appellant shall be given the opportunity to fully present his or her case either orally or in writing or partially by one of these means and partially by the other and those members who rejected the application shall subsequently likewise have the opportunity of presenting their case. The appeal shall be determined by a simple majority vote of the members present at that meeting.

3.4 Termination of Membership of the Association

3.4.1 A member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall only take effect at that time when such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

3.4.2 The Executive Committee in consultation with *ex officio* members as well as a neutral mediator (if required) shall have the power to terminate the membership of any member who:

3.4.2.1 fails to comply with any of the provisions of this Constitution;

3.4.2.2 conducts himself/herself in a matter which is considered by the Executive Committee and/or *ex officio* to be injurious or prejudicial to the character or interests of the Association. As stated in the objectives (item 2).

3.4.2.3 If a member is responsible for any criminal act their membership will be suspended pending an investigation by the Trustee of the Roman Catholic Church for the Diocese of Lismore.

3.5 Appeal Against Notice to Terminate Membership of the Association

3.5.1 A member who has been served notice of termination of membership may within one month after receiving written notification of such notice of termination, appeal against the decision of the Executive Committee to a General Meeting of the members of the Association held for the purpose of determining that appeal.

3.5.2 A member who has been served notice of suspension of membership pending investigation for a criminal act has the right of appeal at the conclusion of the investigation.

3.5.3 Notice in writing of his or her intention to appeal shall be given to the Secretary and/or *ex officio*.

3.5.4 The President and/or *ex officio* member shall convene a General Meeting so that such meeting is held within three months of the date of receipt by the of a Notice of intention to appeal, at a time suitable to the majority of members to attend thereat.

3.5.5 At such meeting the appellant shall be given the opportunity of fully presenting his or her case either orally or in writing or partly by either of these means and the Executive Committee, and/or *ex officio* members or those members thereof who intend to terminate his or

her membership shall subsequently likewise have the opportunity of presenting its or their case. The appeal shall be determined by a simple majority vote of the members present at that meeting.

- 3.5.6 Where a person, whose membership the Executive Committee, and/or *ex officio* members intends to terminate, does not appeal against the decision within the time provided by this Constitution, or so appeals but his/her appeal is unsuccessful, the membership of that person shall thereupon be deemed to be terminated.

3.6 Register of Members

3.6.1 The Executive Committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association, the classes of membership and the dates for Ordinary Membership as parents and/or guardians of children currently on the school roll, the school roll shall be considered as the register of members.

3.6.2 Particulars shall also be entered of resignation, terminations and reinstatement of membership and any further particulars as the Executive Committee or the members at any Annual or General Meeting may require from time to time.

4. MANAGEMENT

4.1 Executive Committee

4.1.1 The General control and management of the administration of the Association shall be by an "Executive Committee" consisting of:

4.1.1.1 A President, Vice-President, Secretary, Treasurer.

4.1.1.2 The Parish Priest/Parish Administrator/Associate Pastor/school chaplain or his nominee, and the school Principal as *ex officio* Executive Committee members.

4.2 Election of Executive Committee

4.2.1 At the Annual General Meeting of the Association, all the members of the Executive Committee with the exception of *ex officio* Executive Committee members shall retire from office, but shall be eligible for re-election.

4.2.2 The Executive Committee will be elected by and from members of the Association.

4.2.3 Term of office of the elected executive members shall be one year with the right to serve a maximum of two consecutive full terms in the one position.

4.2.4 Having served the maximum term in one position the member may stand for election for another position on the executive.

4.2.5 If the executive member has served their maximum term and there is no nomination for that forth coming term the ordinary members may re-elect the incumbent into that position for one more year.

4.3 Termination of Membership of the Executive Committee

4.3.1 Any member of the Executive Committee may resign at any time from membership of the Executive Committee by giving notice in writing to the Secretary. Such resignation shall only take effect at the time when such notice is received by the Secretary and/or *ex officio* member unless some later date is specified in the notice when it shall take effect on that later date.

4.3.2 Any member of the Executive Committee may be removed from office at a specially convened meeting of the association convened for that purpose if the member fails to comply with any part of this constitution or fails to conduct themselves in a manner considered to be indurate and prejudicial to the character of the association. The member concerned shall be given the right to appeal as stated in the guidelines in clause 3.5.

4.3.3 If a member is responsible for any criminal act their membership will be suspended pending an investigation by the Trustee of the Roman Catholic Church for the Diocese of Lismore.

4.3.4 In case of resignation or removal of the Treasurer, the books and accounts should be audited before handover to the newly appointed Treasurer.

4.3.5 In case of termination of the Treasurer the books and accounts are handed to over *ex officio* member for the Trustee of the Roman Catholic Church for the Diocese of Lismore and should be audited before being returned to the association.

4.3.6 In the event of the termination all rights and privileges of the member and/or *ex officio* member should be removed.

4.4 Vacancies of Executive Committee

The Executive Committee shall have power to appoint a member who may or may not already be a member of the Executive Committee to fill any casual vacancy on the Executive Committee until the next Annual General Meeting. Where a member of the Executive Committee is so appointed, then the Executive Committee may fill such vacancy caused by such appointment by a member who is not then a member of the Executive Committee.

4.5 Functions of the Executive Committee

Except as otherwise provided by this Constitution and subject to resolutions of the members of the Association carried at any Annual or General Meeting the Executive Committee shall:

- 4.5.1 Exercise general control and management of the administration of the affairs, property and funds of the Association.
- 4.5.2 Interpret and apply The Constitution with regard to any matter concerning the activities of the Association;
- 4.5.3 Formulate for consideration by General Meeting of the Association by-laws or the repeal or amendment of same designed to promote the good government and management of the Association;
- 4.5.4 Have the authority to appoint sub-committees to undertake such tasks as it may from time to time determine.
- 4.5.5 All sub-committees acting in accordance with the constitutional objectives shall be deemed to be part of the St Joseph's Wauchope Parents and Friends Association and must report back to the St Joseph's Wauchope Parents and Friends Association.

4.6 Meetings of the Executive Committee

- 4.6.1 The Executive Committee shall meet on a least once a month occasions during its term of office to exercise its functions.
- 4.6.2 A special meeting of the Executive Committee shall be convened by the President or in his/her absence, the Secretary on the requisition in writing of not less than one third of the members of the Executive Committee, which requisition shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.
- 4.6.3 At every meeting of the Executive Committee a simple majority of the members Executive Committee shall constitute a quorum.
- 4.6.4 Subject as previously provided in this Constitution, the Executive Committee may meet together and regulate its proceedings as it sees fit; provided that questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and in the case of equality of votes on any question or at any meeting of the Executive Committee the question shall be deemed to be decided in the negative.

5. ANNUAL GENERAL MEETING OR GENERAL MEETING

5.1 Meetings

Meetings of the Association shall be either:

- a) Annual General Meeting - This shall be held in the month of March in each year.
- b) General Meeting - The Association shall meet at least six times per year exclusive of the Annual General Meeting. These meetings normally occur on the third Thursday of each month.
- c) Special General Meeting - This shall be called and held for a specific purpose.

5.2 Timing of Annual General Meeting subject to this Constitution, the Annual General Meeting shall be held in the month of March in each year.

5.3 Agenda of Annual General Meeting

5.3.1 The business to be transacted at every Annual General Meeting shall include:

Agenda of Annual General Meeting

- a) The reading of the Minutes of the previous Annual General Meeting.
- b) Business arising from the Minutes.
- c) The receiving of the President's Report.
- d) The receiving of the Principal's Report.
- e) The receiving of the Treasurer's Report that shall include the Audited Financial Reports of the books and accounts of the Association for the preceding financial year including all Sub-Committees. (If Annual General Meeting is held prior to end of designated financial year, the audited books shall be received at the first meeting of the new year before handover to the new Treasurer).
- f) The election of Members of the Executive.
- g) The appointment of Sub-Committees.
- h) The appointment of an auditor.
- i) Review and distribution of Parental Code of Conduct (Appendix 5.3.1(i)).

5.4 Quorum

At the Annual General Meeting (refer clause 5.2) six members shall constitute a quorum and at a General Meeting (refer clause 5.1.b) four members shall constitute a quorum.

5.5 Calling of Meeting

5.5.1 There shall be at least six General Meetings per year.

5.5.2 The President or his/her absence the Secretary shall convene a Special Meeting of members when:

5.5.2.1 directed to do so by the Executive Committee and/or *ex officio* members

5.5.2.2 upon being given a requisition in writing signed by not less than two members of the Executive Committee along with any interested ordinary members and clearly stating the purpose for which the General Meeting is desired; or

5.5.3 The President or in his/her absence the Vice-President shall convene all Annual and General Meetings of the Organisation by giving not less than fourteen days' notice of such meetings. The manner by

which such notice is given shall be determined by the Executive Committee.

5.6 Conduct of Meetings

5.6.1 Unless otherwise provided by this Constitution, at every Annual General Meeting:

- 5.6.1.1 the President shall be Chairman and in his/her absence the Vice-President and in both their absences a Chairman shall be elected by resolution of a majority of the members present at the meeting;
- 5.6.1.2 the Chairman shall conduct all meetings in accordance with by-laws and standing orders;
- 5.6.1.3 every question, matter or resolution shall be decided by a majority of votes of the members present;
- 5.6.1.4 every member present shall be entitled to one vote and where a vote is of equal value the motion lapses so that the status quo is maintained;
- 5.6.1.5 voting shall be by show of hands or a division of members, unless not less than two members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such a manner as he/she shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- 5.6.1.6 the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Committee Meeting and General Meeting to be entered in a book to be provided for that purpose, such book to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection.

6. ALTERATION OF CONSTITUTION

- 6.1 The Constitution may be amended at a General Meeting called for that purpose.
- 6.2 Notice of any proposed amendment shall be given in writing to the Secretary who within fourteen days of receipt of such notice shall notify the terms thereof to each member and the date, time and place of the General Meeting called for that purpose.
- 6.3 Alteration is subject to approval by the Bishop of the Catholic Diocese of Lismore.

7. FUNDS

- 7.1 The income and property of the St Joseph's Wauchope Parents and Friends Association shall be applied in promotion of its objectives and in accordance with an annual budget approved at a General Meeting of the Association to be called within sixty days of the appointment of the Executive Committee.
- 7.2 The day to day funds of the St Joseph's Wauchope Parents and Friends Association shall be banked in the name of St Joseph's Wauchope Parents and Friends Association in such bank or financial institution as the Executive Committee may from time to time direct in authorised Trustee investments.
- 7.3 In addition to the above working account all other funds of St Joseph's Wauchope Parents and Friends Association shall be invested with the Diocesan Investment Fund.
- 7.4 Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Association and the particulars usually shown in books of the nature, such books to be open for inspection at all reasonable time by any member who applies to the Secretary for that inspection.
- 7.5 All monies shall be banked as soon as practicable after receipt of them.
- 7.6 All amounts of \$20.00 or over shall be paid by cheque. Signatories on the account should include President, Treasurer, Principal and a representative the Trustee of the Roman Catholic Church for the Diocese of Lismore.
- 7.7 Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- 7.8 The Executive Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 7.9 Accounts for payment shall be presented and passed at an Executive Committee Meeting.
- 7.10 The Association shall not borrow money.
- 7.11 As soon as practicable after the end of each financial year, the Treasurer shall cause to be prepared a statement of receipts and payments and income and expenditure and a balance sheet for the financial year just ended. All such statements shall be examined by the auditor who shall present his/her report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- 7.12 All funds are to be counted on the grounds of St Joseph's Wauchope by no less than two Executive Members and/or *Ex officio* Members.

8. FINANCIAL YEAR

The financial year of the Association shall close on 31 December in each year.

9. DISSOLUTION

- 9.1 The Association shall be dissolved:
 - 9.1.1 if the membership is less than three persons;
 - or

9.1.2 if a resolution to that effect is carried by a vote of three-fourths majority of the members present at a General Meeting convened to consider the question;

or

9.1.3 by the Bishop of the Catholic Diocese of Lismore

9.2 In such event the property and other assets of the Association remaining after the payment of all expenses and other liabilities shall, as the majority of members present at such General Meeting by resolution may decide, be handed over to:

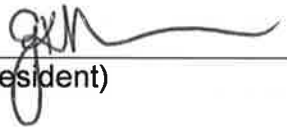
9.2.1 an Association within the Parish having similar objectives; or

9.2.2 The Parish Priest/Parish Administrator/Principal for distribution to the parish schools;

or

9.2.3 The Bishop of the Catholic Diocese of Lismore.

Signed:



(President)



(Secretary)



(Fr Felix Ekeh)

Introduction

St Joseph's is a Catholic School within Our Lady of Lourdes Parish, Wauchope.

This Code of Conduct is intended to provide school community members with guidelines for the effective conduct of meetings and the development of positive relationships within the School community.

General Conduct

Community Members agree to;

- a. Support the Principal and staff in the development of a Christ-centred learning community based upon the principles of Catholic doctrine;
- b. Support the School's policies developed in consultation with all stakeholders;
- b. The Principal has the responsibility to implement these policies;
- c. Accept responsibility for their child's/children's progress and work with the teaching staff to deal promptly with areas of concern;
- d. Treat all Members of the School community with respect and courtesy; and
- e. Acknowledge and affirm success in individual and School achievement.

Conduct at Meetings

The regular Parents and Friends Association meeting is an opportunity for community members to contribute to discussion on issues and to take decisions that will have a positive impact on the School community.

To ensure that this is carried out effectively, community members agree to;

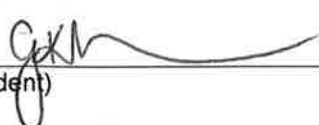
- a. conduct activities in accordance with the Constitution of the St Joseph's Wauchope Parents and Friends Association;
- b. participate in St Joseph's Wauchope Parents and Friends Association meetings and other community activities in a constructive manner and respect the views of others;
- c. acknowledge that the decisions taken and actions proposed at the St Joseph's Wauchope Parents and Friends Association meetings are representative of the majority of the School community;
- d. adhere to the processes available to have issues addressed and decisions reviewed;
- e. support the President and members of the Parents and Friends Executive when they are required to make decisions on behalf of all parents in the School community; and
- f. use appropriate conduct when participating in meeting discussions and promote positive personal relationships among community members.

Conduct Unbecoming

If a community member is in breach of this code, the President of St Joseph's Wauchope Parents and Friends Association will meet with the Principal to decide appropriate action. The Principal's decision will be final and binding on community members.

ADOPTED ON: 5 April 2018

Signed:



 (President)



 (Secretary)



 (Fr Felix Ekeh)