



**MATER DEI**  
PARENTS & FRIENDS

# **Constitution**

**2013**

# **CONSTITUTION**

## **1. NAME:**

This body shall be known as The Mater Dei Parents and Friends Association.  
("The Association")

## **2. DEFINITIONS:**

Principal – Reference to the Principal also refers to his or her nominated representative, which would normally be his or her Assistant Principal.

## **3. AIMS & OBJECTIVES:**

The Association shall:

3.1 Promote the faith life and educational goals of the school in the context of its particular role within the mission of the Catholic Church;

3.2 Foster effective partnerships involving parents, students, staff and the Sisters of the Good Samaritan for the provision of authentic Catholic education within a quality learning environment;

3.3 Work at all times in a cooperative manner with the Principal of the school and consult with him/her in matters relating to the educational needs of the school;

3.4 In consultation with the Principal raise funds to provide material assistance in equipping, maintaining and developing the school;

3.5 Promote appropriate social contact among the parents and friends of the school;

3.6 Where appropriate, be a voice for parents on matters of education.

## **4. EX-OFFICIO MEMBERS**

The following may be ex-officio members of the Association –

The Principal,  
The Assistant Principal  
Sisters of the Good Samaritan  
Director of Services Living Skills Program

## **5. LIMITATIONS:**

5.1 This Association cannot make decisions concerning the property of the school without consulting with and receiving the consent of the administrator of the school property. Such consultation will be undertaken through the Principal.

5.2 This association shall have no authority over the patrimony of the school or its teaching staff, nor shall it interfere in any way with the control or management of the school.

## **6. MEMBERSHIP:**

6.1 Membership will be open to:

- Parents / care givers of all pupils attending the school
- All friends of Mater Dei who are actively involved in the life of the school.
- The staff of the school.

6.2 Members of the P&F when engaged in authorised P&F activities (e.g. working bees, fetes) are covered by the volunteer policy held with Catholic Church Insurance (CCI).

6.3 Role of the P&F Members:

Co-operate and contribute to the regular meetings and the Association's objectives in a positive manner.

Advise the P&F Secretary or another member of the executive committee of agenda items to be discussed at the next meeting no later than three days before the next scheduled meeting.

## **7. MANAGEMENT OF THE ASSOCIATION:**

7.1 The management shall be vested in an Executive Committee of not less than three (3):

- a) President
- b) Secretary
- c) Treasurer

7.2 The Executive Committee shall normally be elected at the Annual General Meeting and will hold office until the next Annual General Meeting. The committee shall have the power to fill any casual vacancy occurring on the committee.

7.3 A person completing his or her term, or part thereof, in a particular position, may be elected back into that same position.

7.4 Members of the P&F Executive Committee are deemed to be volunteers when performing their duties as office holders and as such are covered by the volunteer policy held with Catholic Church Insurance (CCI).

7.5 Role of the P&F President:

- Preside at all meetings of the association
- Ensure adherence to the constitution
- Maintain regular contact with sub committees and assist where necessary
- Liaise with the School Principal and the Sisters of the Good Samaritan
- Ensure a general meeting is held each month
- Promote positive contact between parents, friends, students and staff
- Attend and assist at P&F functions

7.6 Role of the P&F Treasurer:

- Receive all monies and keep accurate records of all financial dealings of the association including issuing of receipts and banking money promptly
- Maintain the Association's financial records
- Prepare financial reports to be presented at regular meetings
- Oversee payment of the Association's accounts and invoices
- Promote positive contact between parents, friends, students and staff
- Attend and assist at P&F functions

7.7 Role of the P&F Secretary:

- Prepare agenda for regular meetings and arrange to have this posted on the school web-site at least three days prior to the scheduled meeting
- Keep clear and concise minutes of each regular meeting including a book of attendance for each meeting of the association
- Issue notices of meetings
- Arrange for the minutes of meetings to be posted on the school website no later than two weeks after the meeting.

- Promote positive contact between parents, friends, students and staff
- Attend and assist at P&F functions

## **8. ANNUAL GENERAL MEETING:**

8.1 The Annual General Meeting (AGM) shall be held at the beginning of each year when the Annual Report and Financial Report shall be presented and the Executive elected.

8.2 In special circumstances a period of no longer than fifteen (15) months and no shorter than eight (8) months is permitted between any two (2) Annual General Meetings. At least twenty one (21) day's notice of the time appointed for the Annual General Meeting shall be forwarded to each family attending the school via the School Newsletter or Website.

8.3 An invitation to the AGM should be extended to all Ex-Officio members of the Association.

## **9. BUSINESS AT THE ANNUAL GENERAL MEETING:**

9.1 Opening Prayer

9.2 Apologies/Welcome

9.3 Confirmation of minutes of previous year's AGM

9.4 Principal's Report

9.5 President's Annual Report (and business arising, if any)

9.6 Adoption of audited Financial Report

9.7 Election of Office Bearers and Auditor

9.8 Correspondence

9.9 General Business

## **10. AUDITOR:**

10.1 The Treasurer shall hand the financial accounts to an appointed independent external Auditor after the last ordinary meeting of the year so that they are ready to be incorporated into the Annual Report to be tabled at the AGM.

10.2 An auditor shall be appointed to examine all accounts, vouchers, receipts etc and to complete the Annual Audit which is presented at the AGM.

## **11. CONDUCT OF ELECTIONS:**

11.1 Nominations for executive positions may be made in writing prior to the commencement of the Annual General Meeting or in person at the Annual General Meeting.

11.2 Proxy votes for executive positions are not acceptable. Only members present at an Annual General Meeting, or an Ordinary Meeting, can cast a vote in an election for any committee position.

11.3 Ex-officio members, or their representative, cannot be elected to an executive position or vote for such positions.

11.4 Only Parents / Caregivers of current students of Mater Dei can be elected to an Executive position.

## **12. VACATION OF OFFICE:**

12.1 The term of Executive and Committee Members will be one year, at the conclusion of which period they shall vacate their position, but shall be eligible for re-election subsequent to point 7.3 above.

12.2 Committee members who wish to resign during their elected term may do so providing they give one (1) month's written notice to the Committee.

12.3 The committee shall have the power to fill any casual vacancy occurring on the committee.

## **13. ORDINARY MEETINGS:**

13.1 Shall be held on the first Monday of each month commencing at 7.00 pm or as otherwise advised, and will be held within the precincts of the school.

13.2 The quorum for an ordinary meeting shall be a minimum of three (3) of which two (2) will be executive members.

13.3 Should a quorum (14.2 above) not be available, the meeting may be adjourned to such other time as the majority of voters present may resolve.

13.4 The President / Chairperson at all meetings shall have a deliberate vote and in the case of a tied vote, a casting vote.

13.5 Proxy votes on motion with notice will be accepted provided they are presented in writing at commencement of the meeting.

13.6 Minutes shall be taken of all rulings and proceedings of ordinary meetings and shall be open to inspection by any member of the Association who applies to the Secretary.

#### **14. EXECUTIVE MEETINGS:**

14.1 The Executive Committee shall meet on a regular basis as deemed necessary by Executive members or as requested by Associations members.

14.2 Three (3) members of the executive committee shall form a quorum, with one of those being an Association Ex-Officio member.

14.3 Minutes shall be taken of all rulings and proceedings of the executive committee and shall be open to inspection by any member of the Association who applies to the Secretary.

#### **15. SUB-COMMITTEES:**

When and if needed the Executive Committee may form sub-committees. They will be given whatever powers and duties as deemed necessary. Such subcommittees shall periodically report their proceedings to the Executive Committee and shall conduct their business in accordance with the directions of the Executive Committee.

#### **16. FUNDS OF THE ASSOCIATION:**

16.1 The purpose of the P&F budget is to maximise educational benefits to the students.

16.1.1 The assets and income of the Mater Dei Parents and Friends Association shall be applied solely to provide material assistance in equipping, maintaining and developing Mater Dei and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation.

16.2 All funds of the Association shall be banked promptly in the name of the Association.

16.3 All cheques need the signature of two (2) of the following executive members; President, Secretary and/or Treasurer.

16.4 Expenditure will normally be authorised by a simple majority vote at an Ordinary Meeting. The exceptions to this are:

16.4.1 Normal recurrent expenditure

16.4.2 Unforeseen expenditure required prior to a scheduled meeting. This can be authorised by the Principal and any two (2) of the President, Secretary and/or Treasurer. Such expenditure must be ratified at the next Executive/ Ordinary meeting.

16.5 A numbered receipt will be issued where appropriate for all amounts received.

16.6 Money for Petty Cash may be kept by the Secretary and Treasurer for the purpose of defraying Petty Expenses. An account of monies spent shall be tabled at each General Meeting.

16.7 The outgoing Executive Committee shall each year make provision for a suitable balance to remain in the Association's fund.

## **17. FINANCIAL YEAR:**

The financial year of the Association shall be from 1st January to 31st December and all relevant financial statements will be presented at the next AGM held in March of the following year.



## **18. ALTERATIONS TO THE CONSTITUTION:**

18.1 This constitution shall not be altered unless the proposed alterations are carried by a two-thirds majority at any meeting of the Association other than Executive meetings;

18.2 Notice of any proposed alteration to the Constitution shall be submitted in writing at least fourteen (14) days before it is intended to submit such proposed alteration to a meeting of the association.

18.3 Notice of proposed changes to the Constitution must be provided to members of the Association at least twenty one (21) days before proposed meeting set down to discuss proposed changes.

18.4 In the event of any Notice of Motion being defeated, three (3) months shall elapse before any further notice of motion dealing with the same matter can be dealt with.

## **19. DISSOLUTION:**

19.1 Dissolution of the Executive Committee can take place only with the approval of the Chairman of the Mater Dei Board, after due process of consultation.

19.2 Any monies held by the Association at the time of the dissolution shall, after payment of all outstanding accounts, be transferred into the schools accounts for use in the school. If the school ceases operations, all monies are to be transferred to the Sisters of the Good Samaritan for educational purposes.