

**CONSTITUTION OF THE PARENTS & FRIENDS ASSOCIATION OF
ST PATRICK'S COLLEGE, LAUNCESTON**

1. GENERAL

This Constitution was ratified by the Board of Management at its meeting on November 24th, 1994.

2. NAME

This Association shall be known as St Patrick's College Parents and Friends Association.

3. ACCOUNTABILITY

The St Patrick's College P&F Association is responsible to the Principal of St Patrick's College in its operations.

4. OBJECTS

- (a) To promote the cause of Catholic Education by uniting parents, friends, pupils and staff of the College in fruitful cooperation.
- (b) To foster and develop informed understanding among its Members relating to matters concerned with the welfare of the College community.
- (c) To act at all times in a spirit of mutual goodwill and provide material and financial support for the College.
- (d) To liaise with similar Associations in Catholic Schools and play an active and supportive role within the Federation of Parents & Friends of Catholic Schools.

5. MEMBERS

All persons interested in promoting the objects of the Association shall be entitled to become members.

6. MANAGEMENT

- (a) The control and management of the affairs of the Association shall be invested in an Executive Committee.

- (b) The Executive Committee shall consist of President, Vice President, Secretary, Treasurer and one elected member. The Principal of the College or his/her delegate is an ex-officio member of the Executive.
- (c) The Office of President shall not be held by one person for more than two (2) consecutive years.
- (d) Sub-Committees, consisting of a Convenor and at least two other members may be set up at a General Meeting or by the Executive Committee to cover such matters as the members or the Executive Committee shall decide.

7. MEETINGS

- (a) The Annual General Meeting of the Association shall be held in November each year.

At this meeting:-

- (i) The President shall present the Annual Report.
 - (ii) The Treasurer shall present an audited Financial Statement.
 - (iii) A returning officer appointed by those present shall conduct and declare the election of the Executive Committee;
 - (iv) An auditor shall be appointed; and
 - (v) Such business as may properly arise shall be dealt with.
- (b) The Executive Committee shall have the power to cancel or postpone a General Meeting, or to call a special meeting if it is deemed necessary to do so.
 - (c) A General Meeting should be held once a month during term time and there shall be at least three General Meetings per year.
 - (d) Ordinary members have the right to seek a Special Meeting. The Executive is obliged to call a Special Meeting if the request is supported by the signatures of twenty members. Notice of the meeting must be given ten days in advance of the meeting date.
 - (e) The Executive Committee may meet:
 - (i) At the discretion of the President

- (ii) By decision of the Executive Committee
- (iii) By decision of a General Meeting
- (f) The minute Secretary shall keep a minute book of the proceedings of all meetings of the Association and the Executive Committee.
- (g) A quorum shall be, in the case of
 - (i) The Executive Committee, three elected members
 - (ii) An Annual, General or Special Meeting, Seven (7) members – changed 2003.

8. ELECTIONS

- (a) All elections, including the election of Office Bearers, Delegates and Committee Members at Annual General Meetings, shall be conducted as directed by the Returning Officer.
- (b) Any member may be appointed as the Returning Officer by resolution of the Meeting.
- (c) Written nomination for Executive Committee will be accepted by the General Secretary prior to the Annual General Meeting and the Returning Officer shall accept duly proposed and seconded nominations from members present at the Annual General Meeting.
- (d) Any vacancy on the Executive Committee may be filled by nomination from the Committee or by election at a General Meeting.

9. FINANCE

- (a) The Treasurer shall be responsible for receiving, accounting for and banking all monies of the Association.
- (b) It is recommended that the St Patrick's College P&F Association use the Catholic Development Fund for banking purposes.
- (c) A summary of Receipt and Expenditure and a current Financial Statement, together with a Reconciliation of all bank accounts shall be presented by the Treasurer at each Executive Committee and General Meeting.
- (d) Accounts for necessary running expenses, authorised by the President, Secretary, or Treasurer and all other amounts passed for payment by

the Executive Committee, shall be paid by issue of a cheque on the Association's account, signed conjointly by any two of the following:-
President, Secretary, Treasurer, Principal.

- (e) The Secretary shall be empowered to hold an amount to One Hundred Dollars (\$100) from General Receipts as Petty Cash.
- (f) The end of the Financial year shall be 31 October each year.

10. AMENDMENT OF CONSTITUTION

No alteration shall be made to the Constitution except

- (i) At a properly constituted General Meeting.
- (ii) After written notice of intent has been given at the preceding General Meeting.
- (iii) By a resolution of not less than two thirds of all members present.
- (iv) On a subsequent approval by St Patrick's College Board.