



# CONSTITUTION OF ST PETER'S PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION

St Peter's Primary School Community seeks to create genuine communities. Such communities are always founded upon shared commitment to the common good (Mandate, para 6).

## 1. NAME OF ASSOCIATION

The name of the Association shall be 'St Peter's Primary School Parents and Friends Association', hereinafter "the Association".

## 2. ST PETER'S PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION MISSION

To foster a strong community spirit by encouraging and supporting parental involvement in social, educational and fundraising activities initiated on behalf of the children attending St Peter's Primary School.

## 3. AIMS

The aims of the Association are to:

- Act as liaison between the wider school community, and the governing bodies of the school;
- Organise activities to further develop the educational, sporting, social and spiritual growth of the St Peter's Primary School Community;
- Foster parental involvement through a range of social, school and parish activities;
- Support St Peter's Primary School Community in their mission to derive strength from our motto Veritas, meaning truth, which inspires us to learn, achieve and serve in truth.
- Organise guest speakers for the Association on current and suggested educational programmes, faith development and other matters of interest; and
- Raise funds for the further development of the St Peter's Primary School Community.

## 4. DEFINITIONS

- a) The Association is the body of parents and guardians of the children in St Peter's Primary School and includes ex officio membership; namely the Parish Priest, the School Principal (or their nominated representatives), all members of the teaching staff and life members, hereinafter "the Association".
- b) The St Peter's Primary School Parents and Friends Association Executive Committee consists of the President, Vice President, Treasurer, Secretary, one or three General Executive Committee members and the School Principal (or their nominated representatives); hereinafter "the Executive".
- c) The governing bodies of the school are the School Principal and the School Board.
- d) The Federation is the Parents and Friends' Federation of Western Australia Inc., hereinafter "the Federation".



- e) Ex-officio members consist of; the Parish Priest, the School Principal (or nominated representatives), all members of the teaching staff and life members; hereinafter “the ex officio”.
- f) The Annual General Meeting is hereinafter “the AGM”.
- g) The School Leadership Team consist of the School Principal and both Assistant Principals; hereinafter “the School Leadership Team”.

## **5. AFFILIATION**

The Association is affiliated with the Parents and Friends’ Federation of Western Australia Inc. and the annual subscription fee is paid by the Association.

## **6. MEMBERSHIP OF THE ASSOCIATION**

- (a) Any parent or guardian of a child attending or enrolled at St Peter’s Primary School who supports the aims of the Association.
- (b) The Parish Priest and the School Principal (or their nominated representatives), all members of the teaching staff and life members; shall be deemed ex-officio members of the Association.

## **7. CODE OF CONDUCT**

All members of the association are required to adhere with the ‘St Peter’s Primary School Code of Conduct’ and display behavior that aligns with the ‘St Peter’s TRUE Values’.

## **8. P&F ASSOCIATION LEVY**

- (a) The voluntary levy amount is recommended by the School Board. When a voluntary levy increase is required, these changes are announced and at the AGM.
- (b) A voluntary Association levy is payable by members other than ex-officio members, Parish Priest, School Principal and teaching staff or life member; unless they are a parent or guardian of a child/children currently enrolled at St Peter’s Primary School. Members shall be asked to pay this levy in the annual school fees.
- (c) Monies received from the levy, will be used for the sole purpose of activities that align with the ‘AIMS’ outlined in this Constitution.

## **9. LIFE MEMBERSHIP**

This annual award applies to any existing member/s of the community believed to have made a significant and enduring contribution by undertaking activities focused on the betterment of the children attending the School or the School Community as a whole, may be nominated for Life Membership.

The nomination/s will then be reviewed by the governing bodies of the school. This decision is announced at the AGM.



## **10. PERSON OF THE YEAR**

This annual award applies to any existing member/s of the school community believed to have made a substantial contribution during the current school year. A person/s may be nominated by a member of the school community and the decision is made by the P&F Executive Committee and announced at the end of school year final assembly.

## **11. EXECUTIVE COMMITTEE**

Executive Committee members of the Association shall be the President who will be the Association representative of the School Board, Vice President, Secretary, Treasurer and one or three General Executive Committee members.

Executive Committee members shall be elected annually at the Annual General Meeting of the Association and shall not serve in the same position for more than two (2) consecutive years, unless no other nominations are received.

## **12. MANAGEMENT**

The Association shall be managed by a Management Committee consisting of the Executive Committee members and School Principal (and/or their nominated representatives).

## **13. VACATION OF OFFICE**

All Executive Committee members shall vacate office at the Annual General Meeting following their election, or shall be deemed to have resigned if:

- i. without an acceptable apology, they are absent from three consecutive meetings (including General Meetings, Special Meetings or the AGM).
- ii. in accordance with a decision made by more than half of the Executive Committee members. In this instance the member in question is required to resign (in writing to the existing President) within fourteen (14) days.

## **14. CASUAL VACANCIES**

Any Executive Committee member vacancies that occur during the school year, will be filled at the discretion of the remaining Executive Committee members. Any ex-officio member or member of the Association can nominate for the vacancy.

## **15. ASSOCIATION MEETINGS**

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 Executive Committee Members for the ensuing year,
- iii. deal with any other matters brought before the meeting,
- iv. appoint an Auditor for the ensuing year.



General Meetings of the Association shall be held once a month with a minimum of eight meetings per year, and in addition as deemed necessary by the Committee for the smooth and effective running of the Association.

The Annual General Meeting may fulfil the requirement of a General meeting as outlined in Rule 16.

Matters to be brought before a General Meeting of the Association shall be submitted in writing to the President or Secretary at least ten (10) working days prior to the meeting.

At any General Meeting of the Association a total of eight (8) Association Members, of which three (3) are Executive Committee members shall constitute a quorum.

At each General Meeting of the Association, the Committee shall make a report of its activities since the previous General Meeting of the Association.

Meeting dates will be published before March each school year and published on the website. If date changes are required, members will be given a minimum of one weeks' notice, via school newsletter, SMS or email.

## **16. SPECIAL MEETINGS**

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.

Special Meetings shall be convened at the request of any of the school governing bodies. Notification of a Special Meeting shall be given to all members, at least seven (7) days prior to the meeting.

## **17. VOTING**

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.

Any member elected or co-opted to the Committee shall be eligible to vote at any meeting of the Association.

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.

## **18. POWERS OF THE COMMITTEE**

The Executive 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 Executive Committee may determine.
- ii. establish sub-committees as it may determine, to give effect to the aims of the Association.



- iii. provide for the appointment of members of any such sub-committee and for the conduct of operation thereof.
- iv. define the duties and powers of its officers.

## **19. POWER OF VETO**

The School Principal shall have the power to veto any decision made at any meeting, dealing with matters of internal operations of the school.

The School Principal shall be the final authority in all matters dealing with the Association.

## **20. NOTIFICATION TO MEMBERS**

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

## **21. FINANCE**

The Committee shall establish a financial 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 Executive Committee Members, either, President, Vice-President, Secretary, Treasurer or Principal.

All monies received by any member of the Association on behalf of the Association shall be paid to the Treasurer or authorised agent.

## **22. NON-PROFIT MAKING**

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.

## **23. AUDITOR**

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.

## **24. AFFILIATION**

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



## 25. SCHOLARSHIPS

The Association shall finance six scholarships to be awarded annually:

- a) One scholarship each to three students entering the school's most senior year at St Peter's Primary School. The scholarship shall constitute to the value of one year's school's tuition fee;
  - i) The three scholarships awarded under 25 (a) shall be known as the "Noela Smith Scholarship", the "Bill Sheridan Scholarship" and the "Sonia McCambridge Scholarship";
- b) To any child who shows talent or promise in the area of the arts. This arts scholarship shall constitute to the value of one year's school tuition fee.
  - i) This scholarship shall be known as the "Bev Ravenscroft Arts Scholarship";
- c) To any child who shows talent or promise in the area of sport. This sports scholarship shall constitute to the value of one year's school tuition fee.
  - i) This scholarship shall be known as the "Bernadette Preston Sports Scholarship";
- d) To any child who shows talent or promise in displaying the St Peter's Primary School TRUE Values. This TRUE Values scholarship shall constitute to the value of one year's school tuition fee.
  - i) This scholarship shall be known as the "Joe Tavelli TRUE Values Scholarship";
- e) Recipients of the "Noela Smith, Bill Sheridan and Sonia McCambridge Scholarships" are selected by the Principal and teaching staff of St Peter's Primary School on conscientious effort, self-discipline, acceptance of responsibility and readiness to be helpful and obliging to all members of the school community; this is not limited to one child per class as it is based on merit across the year group.
- f) The recipient of the "Bev Ravenscroft Arts Scholarship" shall be nominated by the parents and or the teaching staff of St Peter's Primary School in consultation with the Music, Dance and Art teachers concerned. Final selection shall be made by a sub-committee comprising the School Principal, a teacher responsible for Music, Dance or Art, and the President or an Executive member of the Association;
- g) The recipient of the "Bernadette Preston Sports Scholarship" shall be nominated by the parents and or the teaching staff of St Peter's Primary School in consultation with the Sport Teacher. Final selection shall be made by a sub-committee comprising the School Principal, a teacher responsible for Sport, and the President or an Executive member of the Association;
- h) The recipient of the "Joe Tavelli TRUE Values Scholarship" shall be nominated by the parents and or teaching staff of St Peter's Primary School. Final selection shall be made by a sub-committee comprising the School Principal, teaching staff, and the President or an Executive member of the Association;
- i) The scholarship recipients shall be announced by the President or representative of the Executive Committee at the appropriate occasion that the scholarships are being presented; and
- j) The Scholarships shall be presented by a member of the family, or a nominee of their family, in whose name the Scholarship has been awarded. In the absence of



a family member or the family's nominated representative; the School Leadership team in consultation with the P&F President will nominate an appropriate person.

## **26. AMENDMENTS**

This constitution may be amended or altered at any General Meeting or Annual General Meeting of the Association if notice of any proposed amendment, alteration or addition shall have been given in writing at a previous meeting of the Association.

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.

## **27. INTERPRETATION OF RULES**

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.

In these Rules, where the context so admits, the masculine shall include the feminine and the singular shall include the plural and vice versa.

The Association may at any time with the consent of more than half of the members, present at a General Meeting to nominate that the Association be dissolved.

If upon dissolution of the Association, after all debts and liabilities have been satisfied; there remains property or assets of any kind; they shall be given or transferred to the St Peter's Primary School Board.

## **28. ST PETER'S PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION CONSTITUTION AMENDMENTS**

- The foregoing Constitution was adopted at the Meeting of the Association held on the 16th day of June 1987 and amended at a meeting of the Association held on the 28th day of July 1987.
- The second amendment took place at the General Meeting of the Association held on the 6th day of December 1993.
- The third amendment took place at an Association Meeting on the 5th day of February 1996.
- The fourth amendment took place at a General Meeting of the Association on the 6th day of April 1998.
- The fifth amendment was adopted at the 1998 Annual General Meeting held on the 23rd day of November 1998 and amended at a General Meeting of the association on the 14th day of June 1999.



- The sixth amendment was adopted at the 2005 Annual General Meeting held on 15th day of November 2005.
- The seventh amendment took place at a General Meeting of the Association on the 1st day of December 2008.
- The eighth amendment took place at a General Meeting of the Association on the 8th day of June 2009.
- The ninth amendment took place at a General Meeting of the Association on the 4th day of July 2011.
- The tenth amendment took place at a General Meeting of the Association on the 2nd day of September 2013.
- The eleventh amendment took place at an Annual General Meeting of the Association on the 27th day of November 2018.

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Emma Butler  
President  
Date:

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Richard Boyd  
Vice President  
Date:

The foregoing Constitution is hereby approved:

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Pina Hutcheson  
Principal

Date: