



**MacKillop
Catholic College
Parents & Friends
Association**

CONSTITUTION

VISION STATEMENT

As a faith community with Christ as our focus we, like Mary MacKillop, follow Him and inspire:

- Strong, clear minds which value learning;
- Compassionate hearts; and,
- Courageous spirits to serve others with confidence.

"If we love one another, Christ lives in us" (1 John 4:12)

MISSION STATEMENT

At MacKillop Catholic College, we aspire to become what God intended us to be. Members of our College Community will:

- ~ Give daily witness and be open to the presence of Christ amongst us;
- ~ Engage in quality teaching and learning enabling individuals to reach their full potential;
- ~ Exhibit a strong sense of compassion and justice, and respect the dignity and worth of each person within a caring and supportive environment;
- ~ Be optimistic in the face of challenges;
- ~ Seek the truth fearlessly;
- ~ Develop an open and inclusive community that values and sustains all positive relationships between its members including the home and the parishes; and,
- ~ Builds partnerships with the wider Palmerston and rural communities.

Lead with Courage

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FOREWORD

The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies.

(Article 5, U N Charter of the Rights of the Family)

The Catholic school participates in the evangelising mission of the Church. It centres its vision on the life and teachings of Christ with the Gospels as the reference points of its philosophy. It is concerned with building a Christian community where parents, staff, community members and students work together.

The Parents and Friends (P & F) Association is the formal structure, recognised by the Church and Catholic education authorities, which represents all the parents/carers in the school and acts in their interests and on their behalf.

The P & F Association exists to support the school community and is involved in the total life of the school. Parents/carers, as first educators of their children, have a vital collaborative role to play in the development and implementation of the educational philosophy and policy of the school.

The local P & F Association plays a significant role in the development of a collaborative and cooperative school community where parents/carers are recognised as authentic partners, with teachers and the administration, in the education of their children.

Parents and Friends Association Constitution

The Parents and Friends Federation has, over the years, provided a model constitution for use by the local school's Parents and Friends Associations.

The Constitution is the document which gives guidance to the local association for its efficient and effective operation. Hence the document:

- Sets common aims and objectives;
- Establishes rules for membership, elections, voting etc;
- Arranges for proper management of the finances;
- Allows for amendments and changes to be discussed, debated and resolved;
- Sets standards for appropriate community involvement; and
- Establishes other rules for the organisation's operation.

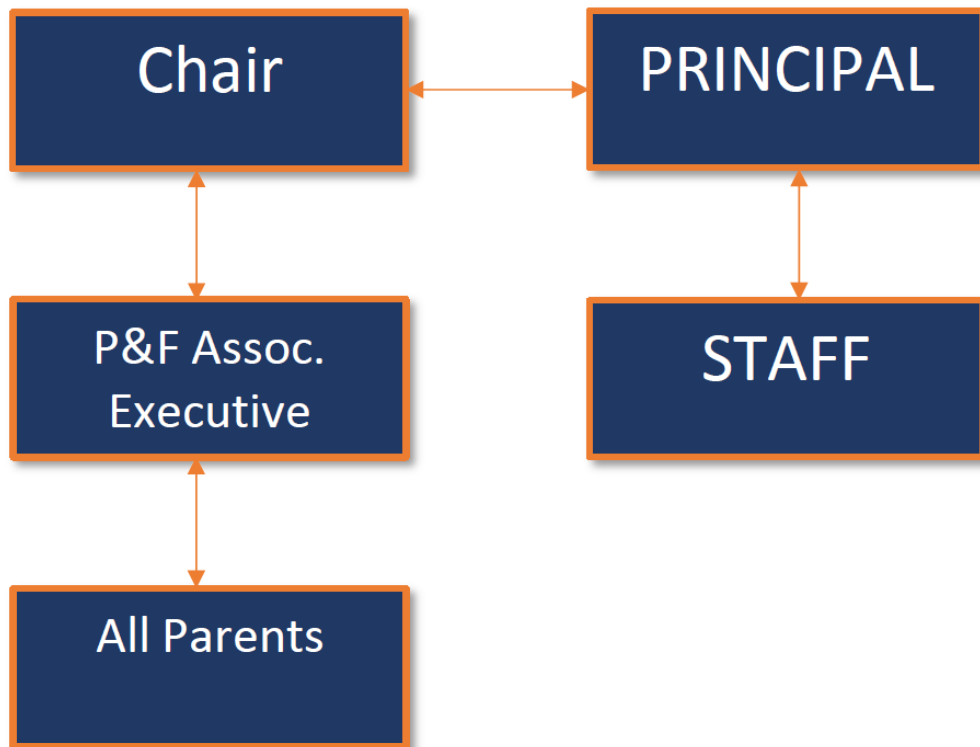
The following Constitution of the MacKillop Catholic College Parents and Friends' Association in the Northern Territory, supersedes all other constitutions, has been drafted with the assistance and endorsement of church authorities, parents and the Queensland federation's state committee. This has been done in the absence of a Northern Territory Committee. It is a refinement and an updating of the Constitution that has been used by Parents and Friends Associations for some years.

This document recognises that Parents and Friends' Association exist for the benefit of the school and its students. Each local association must be properly constituted and approved by Church and school authorities to ensure that it is eligible for insurance cover provided by the school, parish or diocese.

Officer bearers of the local association and the college principal should ensure that copies of the constitution are readily available for perusal. Copies of the general constitution are also available on the Federation's website at www.pandf.org.au.



PARENTS AND FRIENDS ASSOCIATION ORGANISATIONAL STRUCTURE



1. NAME

The name of the Association shall be: **MacKillop Catholic College P & F Association.**

2. INTERPRETATION

In this Constitution, unless the context otherwise requires:

- a. **"Parent/Carer"** means the natural parents, legal custodians or people who are 'in loco parentis' i.e. someone who is legally acting in place of a parent on behalf of a minor of a student currently enrolled at the College. This also includes teachers who are parents at the College. If a vote is to take place that the Principal or President deems could result in a conflict of interest, in their role as a staff member, the staff member will, by the Principal be asked not to vote in this instance, if they don't exclude themselves from voting.
- b. **"College"** means MacKillop Catholic College, Palmerston Northern Territory conducted in accordance with Canon 803 of the Code of Canon Law.
- c. **"College Board"** means MacKillop Catholic College Board
- d. **"Ordinary Member"** is a Parent/Carer of a child enrolled at the College.
- e. **"The Executive"** means those "Ordinary Members" elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer, Delegates to the Diocesan Council, College Board and College Principal or others as elected to be "Executive Members". The voted executive can only be parents/carers (ordinary members).
- f. **"Ex-officio Members"** are Members of the Executive of the Association by virtue of the office they hold. They shall have full voting rights.
- g. **"Sub-Committees"** means those "Ordinary Members" elected or appointed to particular committees (e.g. tuckshop, music, uniform and social) to fulfil specific roles and/or tasks that are agreed as required.
- h. **"Delegate"** means an "Ordinary member" appointed to "The Executive" to act as a representative on the Diocesan Council or College Board.
- i. **"Diocesan Council"** means the body representing the interests of all Parents and Friends Associations in a Diocese (including the Archdiocese) in the Roman Catholic province of Darwin i.e. State of Northern Territory.
- j. **"Federation"** is the Federation of Parents and Friends Associations of Catholic Schools in the Northern Territory, and is the body representing all Parents and Friends Associations in Catholic Schools in Northern Territory.
- k. **"Annual Levy"** is the fee applied by the Federation to the parents/carers of each child attending a Catholic School in Northern Territory. This levy shall be paid through each P&F Association annually.
- l. **"Friends"** are College staff and other members of the Parish / Wider College Community who are not parents interested in pursuing the objectives of the P&F Association by their regular attendance at meetings. The names of "Friends" are to be agreed at an AGM or a regular meeting of the P&F Association.

3. OBJECTIVES

- 3.1** The Objectives of the Association shall be those that accord with the content of the documents 'The Catholic School' (Sacred Congregation for Catholic Education, Rome 1977), the Code of 'Canon Law (1983)', and "The Catholic School on the Threshold of the Third Millennium" - Congregation for Catholic Education (For Seminaries and Educational Institutions).
- 3.2** In particular, the Association will participate in the optimum spiritual, intellectual, social and physical development of students in the College by:
- Providing a medium of support, information and involvement of parents/carers in their children's education and the College community;
 - Developing collaboration between parents/carers and College staff.
 - Promoting the principles of Catholic Education;
 - Raising funds to provide resources and opportunities for enriching the learning environment of the College (Fundraising is agreed upon in consultation with the College);
 - Fostering a distinctive Christian environment in the College; and,
 - Providing a medium for parents/carers to participate at Diocesan, Territory and National levels.
- 3.3 The Association shall:**
- Affiliate with the Federation of Parents and Friends Associations of Catholic Schools, Northern Territory by payment of the Annual Levy (when established);
 - Work in partnership with the Leadership Team of the College in supporting all aspects of its operation;
 - Realise that the P&F Association has no authority in the day-to-day operation or management of the College; and,
 - Voice concerns and suggestions regarding College Policy through the P & F Representative to the College Board.

The Association shall not:

- Affiliate with any political body or party
- Affiliate with any association whose objectives are inconsistent with the objectives stated in clause 3.1

4. ASSOCIATION MEMBERSHIP

4.1 The membership of the Association shall consist of:

- The parent/s and or carer/s of each child enrolled at the College who shall be called Ordinary Members;
- The Principal or their nominees who shall be called Ex-Officio Members; and,
- The Friends of the College.

4.2 Register of Members:

- In the case of those qualifying for Ordinary Membership as parents and/or carers of children currently on the College roll, the College roll shall be considered as the register of Members.
- The Executive shall cause a register to be kept in which shall be entered the names of all persons admitted to membership of the Association as "Friends". The minutes of a meeting may be used as the register.
- To maintain currency of membership "**Friends**" and "**Office Bearers**" need to miss no more than three consecutive meetings without reasonable explanation to the President.

5. EXECUTIVE MEMBERSHIP

- The president:**
- (a) Provides leadership and direction for the P&F by working co-operatively and collaboratively with the principal.
 - (b) Promotes the aim of the P&F in dealings with its members.
 - (c) Supports the executive committee members.
 - (d) Presides at all meetings. In the absence of the president and vice president, the executive committee will elect a person to preside at the meeting.
 - (e) Ensures the efficient running of meetings.
 - (f) Prepares the agenda in consultation with the executive committee.
 - (g) Ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place.
 - (h) Prepares and presents the annual president's report of the P&F.

- Vice president:**
- (a) The Vice President will stand in for the President when he or she is unable to attend a meeting. The duties for the meeting are then as they are for the President.
 - (b) The Vice President is a member of the Executive Committee.
 - (c) The position can be seen as a supportive role for the President.

- Secretary:**
- (a) Manages the day-to-day communications and records of the P&F;
 - (b) Organises meetings, records accurate draft minutes and gets them formalised at the subsequent meeting;
 - (c) Maintains copies of minutes and such correspondence as is appropriate.
 - (d) Receives agenda items;
 - (e) Includes an accurate list of incoming and outgoing correspondence in the minutes; and,
 - (f) Passes on records, in good order, to the incoming secretary.

(To help the flow of information from the P&F Assoc. to the broader college community, the minutes of each meeting could be attached to the school newsletter/displayed on the school website/Facebook page.)

- Minutes Secretary:**
- (a) Take accurate and concise minutes of P&F meetings;
 - (b) Prepare and circulate draft of minutes to President and Principal shortly after the meeting then ensure Draft Minutes are available to the executive committee. (Minutes are not official until they have been formally accepted at the next meeting as an accurate record.); and,
 - (c) Where agreed, provide a summary/copy of Minutes for the school web site.

- Treasurer:**
- (a) Is responsible for ensuring that all the financial dealings of the P&F are carried out in accordance with relevant documentation and requirements.
 - (b) Receives all monies and keeps appropriate financial records.
 - (c) Presents, at each general meeting, a statement of accounts showing current receipts and expenditure and a bank reconciliation since the last meeting, together with the outstanding balance, and shall present a bank statement for notation by the president and secretary.
 - (d) Organises the annual audit of accounts and presents the annual financial report of the P&F.
 - (e) Passes on records, in good order, to the incoming treasurer.
 - (f) The treasurer shall:
 - (i) receive all monies and keep accurate records of all such monies received;

- (ii) obtain and keep receipts for all monies paid from the P&F; and
- (iii) without delay bank all monies received intact. No money shall be withdrawn from the said account unless authorised by the P&F.
- (g) Prepares each cheque, signs it, attaches relevant invoice or other documentation and presents it to a co-signatory for endorsement.
- (h) All books, receipts, vouchers and monthly statements of account shall be made available to the auditors prior to the first general meeting.

(The Treasurer should have the appropriate skills/qualification /experience to perform this role. However, this should not be used as a reason for a person to spend more than 2 years in the Treasurer's position. If a suitable candidate cannot be found then training can be organised for that person or the position of Vice Treasurer can be created for the period of time needed for the effective training and mentoring of the new Treasurer. It would be envisioned that the VT role would be filled by the outgoing Treasurer)

Year Level Liaison Representatives:

- (a) Attend P&F general meetings;
- (b) Provide support to the President and other Executive Committee members as appropriate;
- (c) Garner support from year level parents for P&F functions and events;
- (d) Support Year Level Parents with their volunteer duties throughout the year;
- (e) Ensure new families to the school, are contacted and welcomed; and,
- (f) Manage communications through the email distribution system on P&F matters.

Communication Officer:

- (a) Attend P&F general meetings;
- (b) Provide support to the President and other Executive Committee members as appropriate;
- (c) Ensure that information on P&F functions and events is notified to the College community via the College newsletter and web site; and,
- (d) Post the official minutes of P&F meetings on the College web site.

5.1 Membership of Executive Committee shall consist of:

- (a) President
Vice President
Secretary
Minutes Secretary
Treasurer
Communications Officer
- (a) The College Principal or their nominees as Ex-Officio Members.
- (b) Representatives made up of Ordinary Members and Friends as agreed by the Association from time to time.
- (c) Following the election as per 5.1a, if the two sectors of the College have not been represented by the new Executive, nominations for a delegate/representatives would be immediately called to represent that sector. The sectors are:
(1) Middle Years (2) Senior Years
Representatives from the sub-committees are nominated to give feedback to the general meetings regarding the activities of the sub-committees.
If a delegate is not nominated at the AGM, the position will remain vacant and nominations can be submitted later for consideration at a Special General Meeting.

5.2 Election of the Executive

- (a) At the Annual General Meeting of the Association, all the elected Members of the Executive shall retire from office, but shall be eligible for re-election or re-appointment subject to the terms of this Constitution.
- (b) The Executive shall be elected from the Association membership by the Ordinary Members.
- (c) Term of office of the elected Executive Members shall be one year with the right to serve a maximum of **3** consecutive full terms in the one position. A person can then be reappointed after a year's absence to any position.
- (d) Having served the maximum term in one position the member may stand for election for another position on the Executive.
- (e) If an Executive member has served their maximum term (as per 5.2 c) and no nomination is forthcoming for that position, the Ordinary Members may re-appoint the incumbent to that position.

5.3 Termination of Membership of Executive

- (a) Any member of the Executive may resign at any time from membership of the Executive by giving notice in writing to the Secretary. Such resignation shall take effect at the time when such notice is received by the Secretary unless some later date is specified in the notice when it shall take effect on that later date;
- (b) Any member of the Executive may be removed from office at a specially convened meeting of the Association for that purpose if the member:-
 - i. Fails to comply with any of the provisions of this Constitution; or
 - ii. Conducts him/herself in a manner considered to be injurious and prejudicial to the character or interests of the Association. (See attached Parental Code of Conduct).
- (c) The member concerned shall be given a full and fair opportunity of presenting his/her case, and if the Association resolves to terminate his/her membership it shall advise the member in writing within seven days accordingly.
- (d) At any such specially convened meeting the member shall be given the opportunity to fully present a case. The question of removal shall be determined by the majority vote of the members present at that meeting.
- (e) In the case of resignation or removal of the Treasurer, the books and accounts shall be audited before handover to the newly appointed Treasurer.

5.4 Vacancies on Executive (Office Bearers)

- (a) The Executive shall have power to appoint an Ordinary Member or Friend, who may or may not already be a member of the Executive, to fill any casual vacancy caused by the resignation or removal of an office bearer, on the Executive until the next Annual General Meeting.
- (b) Such an appointment shall be ratified at the next scheduled General Meeting of the Association.

5.5 Functions of the Executive

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 shall:

- (a) Manage the administration of the affairs, including the property and funds of the Association;
- (b) Interpret and apply the Constitution with regard to any matter concerning the activities of the Association; and
- (c) Formulate bylaws for adoption, repeal or amendment by the General Meeting of the Association, designed to promote the good governance and management of the Association;

5.6 Sub-Committees

- (a) The Executive shall have the authority to appoint Sub-Committees to undertake such tasks as it may from time to time determine. All Sub-Committees acting in accordance with the constitutional objectives shall be deemed to be a part of the Parents and Friends Association and must report back to the Association.
- (b) Each Sub-Committee shall choose from its Membership a chairperson, secretary and, if needed, a treasurer.
- (c) Music, Uniform, Tuckshop, MacKillop Saints, MASH (MacKillop and Sacred Heart Netball Club) and Social Sub-committee and others as required.

5.7 Meetings of the Executive

- (a) The Executive may meet separately from the General meeting as required during its term of office to exercise its functions. Decisions taken at meetings of the Executive shall be tabled at the next General Meeting for ratification or reporting purposes.
- (b) A special meeting of the Executive shall be convened by the President or in his/her absence, the Secretary, upon the request of a simple majority of Members of the Executive. Such request shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.
- (c) At every Executive Meeting a simple majority of the Members of the Executive shall constitute a quorum. The Executive may meet together, subject to the constitution, and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Executive shall be decided by consensus or a majority of votes and in the case of an equality of votes on any question at any meeting of the Executive the motion lapses so that the status quo is maintained.

5.8 **Casual Vacancies:**

In the event of a casual vacancy occurring on the Executive Committee, the Committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office subject to the Constitution, until the conclusion of the AGM next following the date of appointment.

6. **MEETINGS**

6.1 **Meetings of the Association shall be either:**

- (a) Annual General Meeting. This shall be held in Term One of each year.
- (b) General Meeting. The Association shall meet at least six times per year exclusive of the Annual General Meeting
- (c) Special General Meeting. This shall be called and held for a specific purpose.
- (d) Executive Meeting. This will be called and held for a specific purpose.
- (e) Fundraising Meeting – to be part of the first meeting of each term
- (f) No meeting is to continue beyond 90 minutes unless a two-thirds majority of those present agree to an extension.

6.2 **Agenda of Annual General Meeting**

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

- (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.
- (j) The notification to the Diocesan Catholic Education Office, in writing within 30 days of the AGM, of the details of the office bearers for the Association.

6.3 **Agenda for General Meeting**

- (a) Prayer
- (b) Apologies
- (c) Attendees
- (d) Minutes of previous minutes
- (e) Correspondence
- (f) Actions carried over from previous minutes
- (g) Reports: President, Treasurer, Canteen, Social, MacKillop Saints, SRC, Uniform, Homework Club, Principal
- (h) General Business as per published agenda
- (i) Matters for future considerations

6.4 **Quorum**

- (a) At the Annual General Meeting, nine Members shall constitute a quorum and at a General Meeting, five Members shall constitute a quorum.

6.5 **Calling of Meetings**

- (a) The President or in his/her absence the Secretary shall convene all Annual and General Meetings of the organisation by giving not less than fourteen days' notice of such meetings. The Executive shall determine the manner by which such notice is given.
- (b) The President or in his/her absence the Secretary shall convene Special Meetings of the Association when:
 - i. Directed to do so by the Executive or,
 - ii. Upon being given a request in writing signed by not less than 1/3 of the Members of the Executive or not less than five Ordinary Members and clearly stating the purpose for which the Meeting has been requested.

6.6 Conduct of Meetings

Unless otherwise provided by this Constitution, at every Executive Meeting, Annual General Meeting, General Meeting and Special meeting:

- (a) The President shall be Chairperson or in his/her absence the Vice President and in the absence of both, a Chairperson shall be elected by resolution of a majority of the Members present at the meeting.
- (b) The Chairperson shall conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings.
- (c) Every question, resolution or decision shall be decided by consensus but should a deadlock occur a vote of all Members and Friends (see paragraph 2.1 on page 5) of the Association present will be taken and a majority decision shall apply.
- (d) Should a vote be required every member of the association present shall be entitled to one vote. Where a vote is tied, the motion lapses so that the status quo is maintained.
- (e) Voting shall be by show of hands or a division of Members and Friends, unless a simple majority of Members and Friends present move that a secret ballot be conducted. The Chairperson shall appoint two Members including Friends to conduct the secret ballot in such manner as he/she shall determine. The result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- (f) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every meeting of the Executive, the Annual General Meeting, the General Meeting and any Special Meetings, to be entered in a book to be provided for that purpose. Such book is to be open for inspection at all reasonable times by any member of the Association who applies to the Secretary for that inspection.

7. ALTERATION OF CONSTITUTION

- 7.1 This Constitution may be amended at a Special General Meeting of the Association called for that purpose.
- 7.2 All amendments must be accepted by at least three quarters of those present and must be in accordance with the aims of the constitution
- 7.3 Notice of any proposed amendment shall be given in writing to the Secretary. The notice should be signed by six members who support the proposal. Immediately following receipt of such Notice, the secretary shall notify the terms thereof to the Ordinary Members, with the date, time and place of the Special General Meeting called for that purpose. The meeting shall take place within one calendar month of the notice of the meeting called for that purpose.

8. FUNDS

- 8.1 The income and any property of the Association shall be applied in promotion of its objectives.
- 8.2 The financial year of the Association shall be from 1st January to 31st December.

The funds of the Association shall be banked in the name of MacKillop P & F Association in the Darwin Catholic Church Development Fund as directed.
- 8.3 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 like nature. Such books are to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection. The treasurer should present an updated report to each General Meeting.
- 8.4 All monies shall be banked as soon as practicable after receipt of them.
- 8.5 All accounts other than petty cash transactions shall be paid by cheque signed by any two of a group of three members of the Executive. Cheques shall be crossed 'Not Negotiable' except those in payment of allowances or petty cash recipients, which may be open.
- 8.6 The Executive shall determine the amount of petty cash that shall be available. The Monthly meeting of the Association shall ratify this amount. The use of Petty Cash will be reported in the Treasurer's Report at each Monthly Meeting of the Association.
- 8.7 Accounts for payment, consistent with Clause 5.5, shall be presented and passed at an Executive Meeting and/or subsequently endorsed by the next General Meeting.
- 8.8 The Association shall not borrow money except:
 - a. In accordance with Clause 9 below,
 - b. For the furtherance of its objectives, and
 - c. Where a Special Meeting called for that purpose has granted approval.
- 8.9 The Association shall, where possible, manage all funds in accordance with an annual budget.
- 8.10 As soon as practicable after the end of each Financial Year, the Treasurer shall cause to be prepared a statement of receipts and payments, 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 to the Secretary prior to the holding of the next Annual General Meeting following the financial year in respect of which such audit was made.
- 8.11 If the Annual General Meeting is held prior to the end of the financial year a Financial Report will be presented to the meeting. The audited Financial Report shall be presented to the first General Meeting after the end of the financial year.
- 8.12 The Treasurer of the Association or of a Sub-Committee will hand to the successor in office all records and accounts of the Association or Sub-Committee, as soon as the successor has been appointed.
- 8.13 If a Treasurer of the Association or of a Sub-Committee resigns during the term of office, the Association should arrange for an audit of the records and accounts of the Association or Sub-Committee to be carried out before handing these to the new Treasurer.

9. NO AGENCY OF THE COLLEGE

- 9.1 The Association will not hold itself out as agent of the College and has no Authority to bind the College.
- 9.2 Any decisions in relation to contractual matters are to be reached by consensus and discussed with the College Principal and entered into by the proper authority.

10. DISSOLUTION

- 10.1 The Association shall be dissolved:
- a. If the Membership is less than three persons, or
 - b. If a resolution to that effect is carried by a vote of three-fourths majority of the Members present at a Special Meeting convened to consider the question.
- 10.2 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:
- a. The College
 - b. The Bishop of the Catholic Diocese of Darwin, or
 - c. An Association within the Catholic Church having similar objectives.

CERTIFICATION

We certify that this is a true and correct copy of the Constitution of MacKillop Catholic College P & F Association

(PRESIDENT)

(SECRETARY)

(PRINCIPAL)

DATE: _____

Parental Code of Conduct

Introduction

MacKillop Catholic College is a Catholic College within the Diocese of Darwin. MacKillop is a Secondary Year 7 to 12 Diocesan College. We believe that it is essential for parents to be in partnership with the College. Our Vision Statement, that we are all responsible for implementing, states as follows:

VISION STATEMENT

As a faith community with Christ as our focus we, like Mary MacKillop, follow Him and inspire:

- Strong, clear minds which value learning;
- Compassionate hearts; and,
- Courageous spirits to serve others with confidence.

"If we love one another, Christ lives in us" (1 John 4:12)

This Code of Conduct is intended to provide the College Community Members and Friends with guidelines for the effective conduct of meetings and the development of positive relationships within the College Community.

General Conduct

Members and Friends 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 College's policies developed in consultation with all stakeholders.
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 and Friends of the College community with respect and courtesy;
- e. Acknowledge and affirm success in individual and College achievement; and,
- f. Acknowledge that the Principal's decision will be final and binding.

Conduct at Meetings

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

To ensure that this is carried out effectively, Members and Friends agree to;

- a. conduct activities in accordance with the Constitution of the P&F Association,
- b. participate in P&F 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 P&F Association meetings are representative of the majority of the College Community,
- d. adhere to the processes available to have issues addressed and decisions reviewed,
- e. support the President and Members including Friends when holding positions as representatives of the P&F Association Executive when they are required to make decisions on behalf of all parents in the College Community,
- f. use appropriate conduct when participating in meeting discussions and promote positive personal relationships among Members and Friends.
- g. This code of conduct applies to already existing sub-committees and all proposed sub-committees up to and including the time until the next AGM.
- h. At the AGM the constitution will be tabled and amendments accepted. (e.g. change of sub – committees etc.)

Conduct Unbecoming

If a Members and Friends is in breach of this code, the President of the P & F Association will meet with the Principal to decide appropriate action.

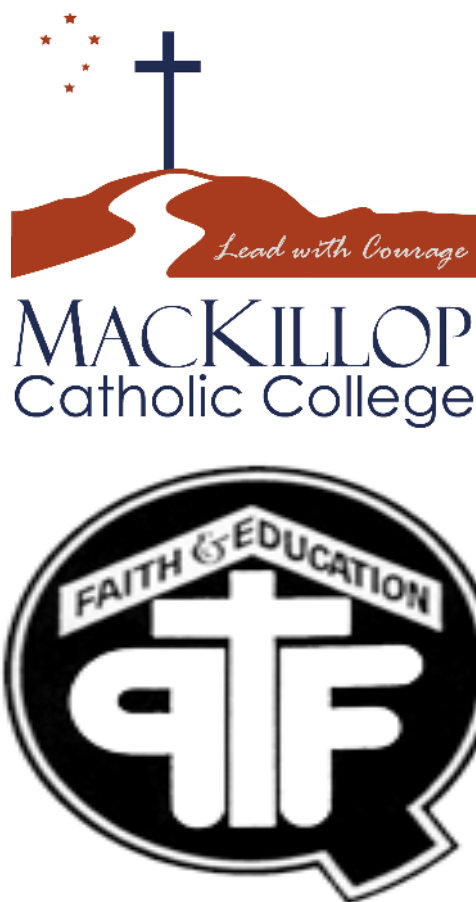
The Principal's decision will be final and binding on Ordinary Members and Friends and actions taken by the MacKillop Catholic College P & F Association.

ADOPTED ON: _____ [DATE] _____

(PRESIDENT)

(SECRETARY)

(PRINCIPAL)



Version Control

Developed By:	MacKillop Catholic College P & F Association Executive			
Content Owner:	MacKillop Catholic College			
Approved By:	MacKillop Catholic College P & F Association			
Approved Date:	28/04/15			
Replacing Constitution:	Constitution v1,			
Effective Date:	May 2015			
Dates Reviewed:	May 2015	April 2017		

RECORD OF AMENDMENTS

DATE	SECTION	AMENDMENT
24/04/2017	5.1.c	Add "and friends"
	6.1 f	General meeting maximum time amended to ninety minutes
	6.4 a	AGM quorum amended to nine members
	7.3	Constitutional amendments signatures required amended to six
	8.5	Bank signatory group amended to three.
	-	Formatting and Spelling corrections throughout the document