



Parent Engagement Network

Constitution



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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 Constitution of the Rights of the Family)

The Catholic school participates in the evangelizing 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 and students work together.

The St Ursula's College Parent Engagement Network (PEN) is the structure, recognised by the Church and Catholic education authorities, which represents Parents/Carers in the school and acts in their interests and on their behalf.

The St Ursula's College Parent Engagement Network 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 PEN Committee 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.

Parent Engagement Network Constitution

St Ursula's College is committed to promoting and nurturing active partnerships with families and the wider community so that all are given authentic opportunities to participate in the life of the school. The student's learning journey is enriched through positive and reciprocal relationships.

The Parent Engagement Network Constitution is the document which gives guidance to the local community for its efficient and effective operation. Hence the document:

- Sets common aims and objectives;
- Establishes rules for membership and where required 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 committee's operation.

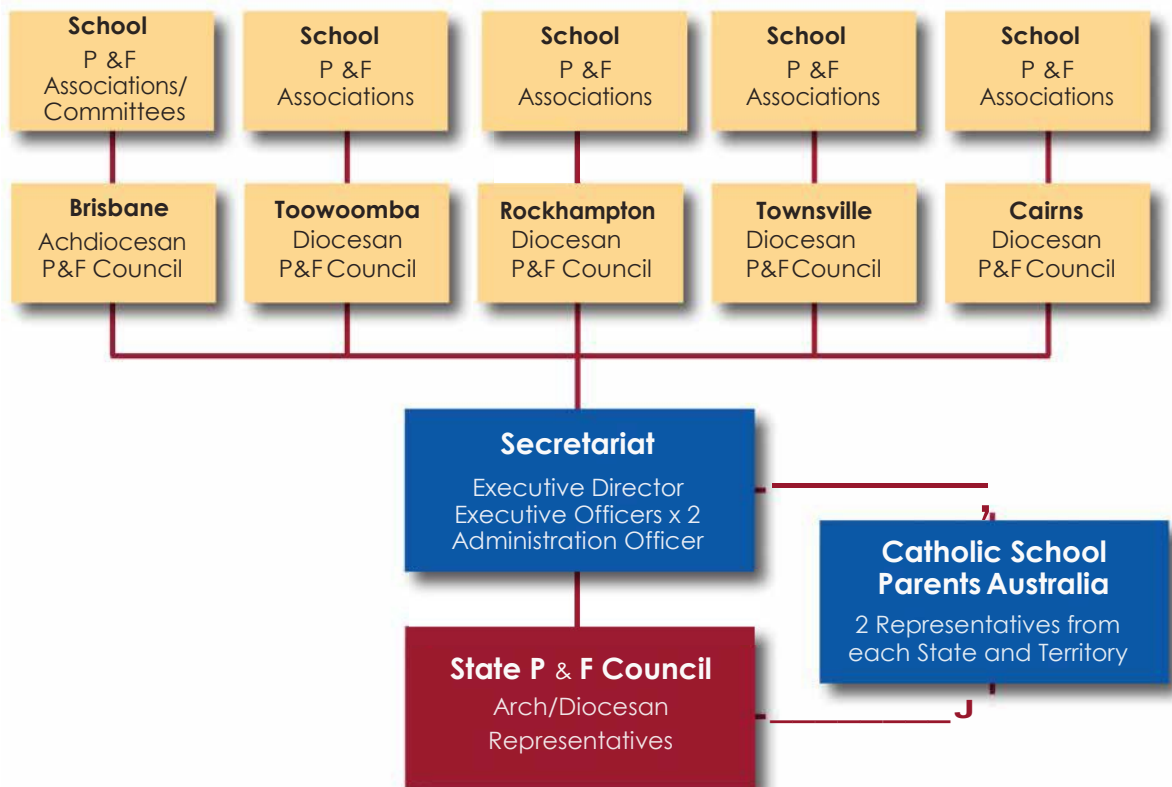
The PEN recognizes that parent communities exist for the benefit of the school and its students. Where organised, members of the community are welcome to attend the PEN meetings, which are

a forum by which Parents, Carers and community members can connect with the Principal, teachers, other Parents, and community members to:

- Develop a community spirit;
- Support and work in partnership with the Principal and teachers;
- Participate in decision making;
- Promote interaction between home and school, Parents and teachers;
- Encourage Parent participation in teaching and learning activities and school life;
- Promote the school in the wider community;
- Create a forum for discussion; and
- Assist in providing resources to the College where necessary.

Queensland Parents and Friends Organisational Structure

ORGANISATIONAL STRUCTURE



St Ursula's College	Name of School
Yeppoon	Location

Parent Engagement Network

Constitution

Adopted at Special General Meeting _____ [insert date of the Meeting]

Amended _____ [insert date of meeting when amended]

1. NAME

The name of the Committee shall be St Ursula's College Parent Engagement Network

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.
- b. "School" means any institution of primary or secondary education conducted in accordance with Canon 803 of the Code of Canon Law.
- c. "Ordinary Member" is a Parent/Carer of a child enrolled at the College.
- d. "The Executive Members" means those "Ordinary Members" elected or appointed to fill the positions of President, Vice-President, Secretary, Treasurer, Diocesan delegate, Boarding parent representative, and College Principal and Parish Priest or others as elected to be "Executive Members".
- e. "Ex-officio Members" are Members of the Executive of the Community by virtue of the office they hold.
- f. "Sub-Committees" means those "Ordinary Members" elected or appointed to particular committees (e.g. events) to fulfil specific roles and/or tasks that are agreed as required.
- g. "Delegate" means an "Ordinary member" appointed to "The Executive" to act as a representative on the Archdiocesan Council.
- h. "Archdiocesan Council" means the body representing the interests of all Parents and Friends Associations/Committees in the Archdiocese in the Roman Catholic province of Brisbane i.e. State of Queensland.
- i. "CSPQ" is Catholic Schools Parents Queensland, the body representing all Parents and Friends Associations/Committees in Catholic Schools in Queensland.
- j. "Annual Levy" is the fee applied by CSPQ to the Parents/Carers of each child attending a Catholic School in Queensland. This levy shall be recommended for payment by the PEN Committee annually.

- k. "Friends" are School teachers, staff, and other Members of the Parish / College community interested in pursuing the objectives of the Parent Engagement Network by their regular attendance at meetings. The names of "Friends" are to be agreed at an AGM or a regular meeting of the PEN Committee.

3. OBJECTIVES

3.1 The Objectives of the Committee 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 Committee will participate in the optimum spiritual, intellectual, social and physical development of pupils in the College by:

- a. Assisting with developing a community spirit;
- b. Support and work in partnership with the Principal and teachers;
- c. Participate in decision making;
- d. Promote interaction between home and school, Parents and teachers;
- e. Encourage parent participation in teaching and learning activities and College life;
- f. Assist Parents to understand teaching and learning programs;
- g. Promote the College in the wider community;
- h. Create a forum for discussion; and
- i. Assist in providing resources to the College when necessary.

3.3 **The Committee shall:**

- a. Affiliate with CSPQ and thereby it's respective Archdiocesan P&F Council by payment of the Annual Levy.
- b. Work in partnership with the administration of the College in supporting all aspects of its operation.

The Committee shall not:

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

4. COMMITTEE MEMBERSHIP

4.1 **The membership of the Committee shall consist of:**

- a. The Principal or their nominee.
- b. Representatives of the parent/s and/or carer/s of each child enrolled at the College.
- c. The Parish Priest
- d. The Friends of the College.

5. EXECUTIVE MEMBERSHIP

5.1 Committees set up with an Executive Membership shall consist of:

- a. President, Vice-President, Secretary, Treasurer, Diocesan delegate (optional), Boarding parent representative (optional).
- b. The Parish Priest and College Principal or their nominees as Ex-Officio Members.
- c. Representatives made up of Ordinary Members as agreed by the Committee from time to time.

5.2 Register of Members for Committees with an Executive:

- a. 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.
- b. The Executive shall cause a register to be kept in which shall be entered the names of all persons admitted to membership of the Committee as "Friends". The minutes of a meeting may be used as the register. Membership of a 'friend' shall be reviewed each year.

5.3 Election of the Executive

- a. At the Annual General Meeting of the Committee, 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 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 **three** consecutive full terms in the one 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 5.3 c) and no nomination is forthcoming for that position, the Ordinary Members may re-appoint the incumbent to that position.

5.4 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 Committee 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 Committee. (See attached College Community Code of Conduct).
- c. The member concerned shall be given a full and fair opportunity of presenting his/her case, and if the Committee 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

5.5 Vacancies on Executive

- a. The Executive shall have power to appoint a member, 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 Committee.

5.6 Functions of the Executive

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

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

5.7 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 Parent Engagement Network Committee and must report back to the Committee.

5.8 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 this 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.

6. MEETINGS

6.1 Meetings of the Committee shall be either:

- a. Annual General Meeting. This shall be held in the month of March each year.
- b. General Meetings. The committee shall meet at least three times per year exclusive of the Annual General Meeting
- c. Engagement meetings. The committee will endeavour to hold three engagement meetings in the College year with the focus of parent engagement, which may involve a guest speaker(s). Attendance and Guest speaker will be recorded however minutes will not be taken.
- d. Special General Meeting may be called and held for a specific purpose.

6.2 Agenda of Annual General Meeting

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

- a. The presentation 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 PEN Committee for the preceding financial year.
- f. The election of Members of the Executive.
- g. Review and distribution of the College Community Code of Conduct
- h. The notification to CSPQ, in writing within 30 days of the AGM, of the details of the office bearers for the Committee.

6.3 Quorum

At the Annual General Meeting six Members shall constitute a quorum and at a General Meeting five Members shall constitute a quorum.

6.4 Calling of Meetings

- a. The President or in his/her absence, the Secretary shall convene the meeting.. No less than fourteen days' notice of such meetings shall be given. The manner by which such notice is given, shall be determined by the executive.

- b. Special Meetings of the Committee shall be convened by the President or in his/her absence the Secretary 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 eight Ordinary Members and clearly stating the purpose for which the Meeting has been requested.

6.5 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 Members present at the meeting.
- b. The Chair shall conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings. (Refer to College Community Code of Conduct).
- c. Every question, resolution or decision shall be decided by consensus but should a deadlock occur the a vote of all members present will be taken and a majority decision shall apply.
- d. 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 Committee 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 Committee called for that purpose.
- 7.2 Notice of any proposed amendment shall be given in writing to the Secretary. The notice should be signed by **Eight** 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 PEN committee shall be used and applied solely in promotion of its objectives and in the exercise of its powers and no portion shall be

distributed directly or indirectly to the members of the committee except as genuine compensation for services rendered or for expenses incurred on behalf of the committee in promotion of its objectives.

- 8.2 The financial year of the PEN committee shall be from 1st January to 31st December.
- 8.3 The funds of the Committee shall be banked in the name of St Ursula's College Parent Engagement Network at a bank or financial institution as the Annual General Meeting or a General Meeting may from time to time direct.
- 8.4 Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the Committee, 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.
- 8.5 All moneys shall be banked as soon as practicable after receipt of them.
- 8.6 All accounts shall be signed by any two of a group of four Members of the Executive. Should the Committee decide to use an electronic payment system; the following controls must be established and maintained for EFT payments of supplier accounts:
 - a. All EFT transactions are to be authorised by two account signatories by entering:
 - i. a user name and password, or
 - ii. a user name and the randomly generated pin if using a security token (highly recommended if the financial institution offers this level of security);
 - b. the two account signatories are to sight, check and approve all documentation before an EFT transfer is authorised;
 - c. a confirmation email or screen receipt which is generated by the financial institution following the entry of an EFT transaction must be printed and filed for audit purposes;
 - d. a printed record of any transaction deleted or edited must be made and filed for audit purposes;
 - e. a receipt/record of all electronic fund transfers for each payment must be printed and attached to the relevant document (invoice) and filed for audit purposes.
- 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 Committee 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 Committee 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 Committee will hand to the successor in office all records and accounts of the Committee, as soon as the successor has been appointed.
- 8.13 If a Treasurer of the Committee resigns during the term of office, the Committee should arrange for an audit of the records and accounts of the Committee to be carried out before handing these to the new Treasurer.
- 8.14 The Committee shall maintain a minimum balance of \$5000.00 in their operating accounts at all times or at the direction of not less than three [3] executive members the amount may be reduced.

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 Committee 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. St Ursula's College;
 - b. An Association within the Catholic Church having similar objectives.

CERTIFICATION

We certify that this is a true and correct copy of the Constitution of

St Ursula's College, Yeppoon

(NAME OF ORGANISATION)

(PRESIDENT)

VICE-PRESIDENT

DATE: _____

Annexure A - St Ursula's College Community Code of Conduct

BYLAWS

Attach your Parent Engagement Committee's bylaws on this page.

1. *Meeting of St Ursula's College Parent Engagement Network must not be longer than 1½ hours without a motion from the meeting being passed to allow for special circumstances. [25 May 2020].*
2. *An annual Parent Engagement Network levy will be applied to every family at St Ursula's College at the rate agreed by the PEN at each AGM. This levy will be collected on the College fees and then passed to the Parent Engagement Network in Term 1.*
3. *For the purposes of payment of levies, PEN will be known as P&F.*

