

Howayek Providence Limited trading as

MARONITE COLLEGE OF THE HOLY FAMILY



Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

PARENT ASSOCIATION CONSTITUTION

This Constitution supersedes all previous documentation relating to matters contained herein

PARENT ASSOCIATION CONSTITUTION

Mission: *“Inspired by the Maronite Sisters of the Holy Family, we accompany our students in the realisation of their potential.”*

Vision: *“We challenge our community to grow in faith, strive for excellence and transform the future.”*

Motto:

Know Love Serve

Ethos: *“The College strives to instil in students the teachings of Jesus. Emphasis is firstly given to providing a Maronite Catholic foundation through regular prayer, celebration of the Sacraments, commitment to the Word of God, and openness to grace.*

Secondly, all are encouraged to see the best in themselves and in one another, as Paul writes, ‘Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise,

think about these things’ (Phil 4:8).

Emphasises is on treating all with dignity, service, forgiveness, justice, and love.

Thirdly, the College is a community which promotes a sense of family among the Sisters, Board Members, staff, students, parents, and friends”.

1. NAME

- 1.1 This body shall be known as the Maronite College of the Holy Family Parents Association.

2. AIMS

- 2.1 The Association shall:
- a) Support the objectives of the College and the College Board
 - b) Actively promote Maronite College of the Holy Family in particular and Maronite Catholic Education.
 - c) Provide a forum and initiatives for discussion on education and wellbeing matters.
 - d) Promote activities to raise funds which assist and support the College to acquire teaching resources and keep buildings and grounds in good order.
 - e) Provide opportunities for the College, parents, staff and other parishioners to come together to celebrate and socialise so as to build a strong and harmonious community spirit.
 - f) Assist in maintenance and improvement of amenities, resources and facilities of the College.

3. MEMBERSHIP

- 3.1 Parents, guardians of registered pupils of the College are deemed to be members of the Association. Other persons interested in promoting the aims of the Association are eligible for membership by registration with Association Committee.
- 3.2 The Secretary of the Association shall ensure that a register of membership of the Association is maintained.
- 3.3 Each registered member shall have the right to vote.
- 3.4 The College Executive Principal or delegate shall be ex-officio members of the Association.

4. THE PARENT ASSOCIATION COMMITTEE

- 4.1 The Parent Association Committee shall consist of the following positions:
 - a) Chairperson,
 - b) Deputy Chairperson
 - c) Secretary
 - d) Treasurer
- 4.2 The Association shall elect the members of the Committee at the Annual General Meeting.
- 4.3 Terms of office for all office-bearers shall be held for a one (1) year period in the one position.
- 4.4 Usually no two appointments within the Committee may be filled by members of the same household.
- 4.5 A member of the Committee may not hold two elected positions concurrently.
- 4.6 If an office bearer is absent from three (3) consecutive General Meetings without reasonable cause, the position may be declared vacant and an election held to fill the vacancy.
- 4.7 An elected officer of the Committee of the Association may be removed from a position at the discretion of the Executive Principal
- 4.8 In the event of a casual vacancy occurring in the membership of the Parent Association Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to this constitution, until the conclusion of the Annual General Meeting next following the date of appointment
- 4.9 Subject to this Constitution and any resolution passed by the Association at a General Meeting, the Parent Association Committee:
 - shall control and manage the affairs of the Association;
 - may exercise all such functions as may be exercised by the Association other than those functions that are required by this Constitution to be exercised by a General Meeting; and
 - has power to perform all such acts and do all such things necessary or desirable for the proper management of the affairs of the Committee.

5. RESPONSIBILITIES OF THE PARENT ASSOCIATION COMMITTEE

- 5.1 The Parent Association Committee shall be responsible for the efficient and effective execution of the business of the Association including but not limited to the following:
- 5.1.1 To account for all monies received and expended in the name of the Association;
 - 5.1.2 To form and hold authority over whatever sub-committees it deems necessary in order to execute the work on behalf of the Committee provided that it is within the scope of the authority of the Committee as set out in this Constitution;
 - 5.1.3 To execute decisions made by the Association.
- 5.2 The Committee shall not have any special decision-making powers or responsibility except for the powers specifically delegated by the Association or set out in this Constitution.

6. DUTIES OF OFFICE BEARERS OF THE COMMITTEE

- 6.1 The Chairperson shall:
- Preside at all meetings and events.
 - Prepare the agenda for General Meetings/Annual General Meetings in collaboration with the Committee and Executive Principal.
 - Be the nominated contact person for all PA members.
 - Represent the Association at College events.
- 6.2 The Deputy Chairperson shall:
- Deputise for the Chairperson as required and approved by the Chairperson.
- 6.3 The Secretary shall:
- Take minutes of all business conducted in meetings.
 - Ensure minutes are signed by the Chairperson at the next meeting.
 - Receive and co-ordinate the administration of correspondence.
 - Maintain documentation and records related to the business of the Association including the minutes of meetings of the Association.
 - Ensure that Give notice of the agenda to all members for upcoming meetings with at least 3 days' notice.
 - Maintain an updated register of members
- 6.4 The Treasurer shall:
- Assume responsibility for the general financial administration of the Association.
 - Collaborate with the College Business Services Department for all financial records and transactions.
 - Present at General Meetings a statement of accounts of the Association.

7. MEETINGS

7.1 General Meetings

- 7.1.1 There is to be no less than two General Meetings of the Association per year.
- 7.1.2 Adequate notice must be given for meetings with the agenda being issued at least seven (7) days prior to the meeting.

7.2 Annual General Meeting

- 7.2.1 An Annual General Meeting shall be held once each calendar year in Term 4, when the reports and balance sheet shall be presented. At least fourteen (14) days' notice of the date of the Annual General Meeting shall be given.
- 7.2.2 At each Annual General Meeting all positions shall be declared vacant. The members of the Association shall elect a Parent Association Committee as required by 5.1. The Chairperson shall conduct each election and declare the result.
- 7.2.3 Any candidate for the Parent Association Committee shall be nominated and seconded by members of the Association and if there is more than one candidate for each position, the election shall be decided by ballot. No absent member can be accepted as a candidate.
- 7.2.4 All members, other than ex officio members, are entitled to vote in the election of office bearers.

7.3 Special General Meetings

- 7.3.1 A special Meeting of the Association shall be called at any time on the signed request to the Chairperson or by the Parent Association Committee. Members must be given fourteen (14) days' notice of a Special General Meeting, stating clearly the purpose for which the Special General Meeting has been convened.
- 7.3.2 A quorum for a Special General Meeting shall be the same as for an Annual General Meeting.

7.4 Meetings of the Parent Association Committee

- 7.4.1 There is to be no less than one Parent Association Committee Meeting per school term.
- 7.4.2 Meetings of the Parent Association Committee are convened by the Chairperson. Fourteen (14) days' notice of such meeting must be given to all elected and ex officio members of the Executive.

7.5 Quorum

- 7.5.1 A quorum shall be:
 - a. Committee Meeting – two persons plus the Executive Principal or delegate
 - b. General Meeting – seven persons plus the Executive Principal or delegate
 - c. Annual General Meeting – seven persons plus the Executive Principal or delegate

8. VOTING

- 8.1 Resolutions at any meeting shall be passed by the consent of the simple majority of the members present. Proxy votes will not be considered.
- 8.2 At all meetings of the Association, each member entitled to be present and vote may record one vote on each motion submitted.

9. FINANCES

- 9.1 The funds of the Association shall be submitted to the College under the name of the Parent Association.
- 9.2 The financial year for the Association shall be from January until December.
- 9.3 The Executive Principal in consultation with the Parent Association Committee shall make recommendations for the disbursement of funds raised by the Parent Association.
- 9.4 A proposed budget for the Association will be prepared by the Executive Principal and the Parent Association Committee and approved at the next General Meeting.
- 9.5 No expenditure commitment shall be made or funds withdrawn from the College unless:
 - This has been authorised at a General Meeting or in an exceptional case by the Parent Association Committee and the Executive Principal.
 - The expenditure is for an item which has been approved in the Budget at the previous Annual General Meeting, including expenditure anticipated in support of approved fundraising activities.
- 9.6 Payments and withdrawals for the Parent Association must be approved by the Executive Principal or delegate and made by a member of the Main Administration Staff.
- 9.7 Petty cash advances for minor cash payments may be approved by the Parent Association Committee with the approval of the Executive Principal or delegate.
- 9.8 Cheques of the Parent Association must be signed jointly and by any two of the following members of the Committee:
 - a. Chairperson
 - b. Deputy Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Executive Principal
- 9.9 The Treasurer shall include all account and petty cash transactions and balances in the statement presented to the General Meeting.
- 9.10 All funds of the Parent Association shall be paid into a bank account approved by the Executive Principal.

10. MINUTES

- 10.1 There shall be minutes recording the decisions of all meetings of the Association.
- 10.2 The minutes of the meetings of the Association are to be retained for a period of 7 years.

11. AMENDMENTS TO THE CONSTITUTION

- 11.1 Amendments to the Constitution may only be made by the College Executive Principal or delegate in consultation with the Association. New amendments will be accepted at the General Meeting.
- 11.2 Any amendment to the constitution will only take effect when approved by the Executive Principal.

12. DISSOLUTION OF THE COMMITTEE

- 12.1 The proposal to dissolve the Association must be notified at least fourteen (14) days before the meeting by the Executive Principal.
- 12.2 In the event that the Association fails to achieve a quorum for an Annual General Meeting within a full calendar year, the Association may be dissolved under the direction of the Executive Principal.
- 12.3 Any finances held by the Association at the time of dissolution shall, after payment of all outstanding accounts, be transferred to the College as directed by the Executive Principal.

13. INDEMNITY

- 13.1 Howayek Providence Ltd ABN 89 623 472177 trading as Maronite College of the Holy Family shall indemnify and keep indemnified any person who is, or at any time has been, a member of the Association against every action or suit that shall be brought and maintained for anything done or omitted pursuant to the duties imposed upon that person as a member of the Association provided that such indemnity shall not apply in respect of any fraudulent or criminal act or omission.

MCHF RELATED DOCUMENTS

Parental Code of Conduct Policy

Privacy Policy, Plan and Procedure

Complaints Handling Policy and Procedure for All Stakeholders

Student Welfare Policy and Procedures

Student Behaviour Management Policy and Procedures

POLICY DATES

Implemented	29/1/2020	Reviewed	16/02/2022: 13/09/2023
Next Review Due	December 2026		

POLICY AUTHORISATION

EXECUTIVE PRINCIPAL: Sr Margaret Ghosn	SIGNATURE: 	DATE: 12.10.2023
--	--	----------------------------

POLICY DETAILS

Policy Number: 0071

Policy Version: 0002; 0003

Reference: Paul Davis

Tracked Changes:

0003 Principal's title. Inclusion of College mission, vision, motto and ethos. Inclusion of MCHF related documentation. Updated College emblem