

Daramalan College P&F Constitution Update 2025

Daramalan College P&F Constitution

This Constitution applies to Daramalan College (hereafter referred to as "the College")

1. NAME

The organisation shall be known as the "Daramalan College Parents² and Friends² Association" (P&F). Annually, the P&F will appoint members of the P&F 'Committee'.

2. OBJECTIVES

The objectives of the ~~P&F~~Association shall be:

- a. To support the aims and objectives of the College.
- b. To raise funds for the provision of Daramalan College facility improvements, facility additions, grants, engagement events and transporties as agreed to by the Committee and the ~~P&F~~Association.
- c. To foster a spirit of co-operation and friendship among parents of the ~~Ce~~college through social, cultural and other activities.
- d. To provide a forum for the open discussion among parents and staff on education policy, school aims and proposed cultural and educational developments.
- e. To initiate projects or co-operate with other organisations in projects which will be of benefit to the College or its students.
- f. To determine how income generated from the Uniform Shop, Canteen, and the P&F levy is allocated in order to support initiatives that benefit the College community.~~To operate a canteen service and a uniform shop for the benefit of the College.~~

3. MEMBERSHIP

- a. The parents/guardians of every pupil enrolled in the College shall be deemed to be members of the ~~P&F~~Association. Other persons interested in promoting the aims of the ~~P&F~~Association are eligible for membership by registration with the ~~Association~~Committee.
- b. The Principal and Chief Operating Officer shall be ~~an~~ ex-officio members (non-voting) of the ~~P&F Association and its Committees, and Sub-Committies.~~
- c. The ~~P&F~~Association may confer life membership and maintain recognition of life membership already conferred.

4. THE COMMITTEE

From the membership the following positions will be filled annually, which will form the ~~P&F~~Association Committee:

- a. ~~The~~President
- b. ~~The~~Vice-President
- c. ~~The~~Secretary
- d. ~~The~~Treasurer
- e. ~~The~~APFACTs representative (Association of Parents and Friends of ACT)

5. ELECTIONS

- a. The ~~P&F~~Association shall elect the members of the Committee at the Annual General Meeting.
- b. Usually no two appointments within the Committee may be filled by members of the same household.
- c. A member of the Committee may hold two elected positions concurrently.

6. RESPONSIBILITY

The Committee shall be responsible to the P&F Association for the efficient and effective execution of the objectives of the P&F Association's business. Particular responsibilities of the Committee are as follows:

- a. To account for all moneys received and expended in the name of the Association. To be informed on a quarterly basis of all monies received and expended in the name of the P&F, for the purpose of oversight and transparency, without assuming operational responsibility for the financial management
- b. To form whatever sub-committees it deems necessary ~~in order~~ to execute the roles of the P&F Association.
- c. To execute decisions made by the P&F Association either at a general or Committee meeting.
- d. To refer any items it deems necessary to a general meeting of the P&F Association for decision
- e. To engage with ~~make regular~~ reports (including financial) to general meetings on the operation of the P&F Committee.
- f. Committee members are expected to uphold the standards of behaviour and professionalism required of staff at the College, ensuring that their actions reflect the values and expectations of the College community.

7. POWERS

The Committee shall not have any special decision-making function or responsibility, except for any powers specifically delegated by the P&F Association.

8. SUB-COMMITTEES

- a. Sub-committees for specific purposes or functions may be appointed at any meeting. The Chairperson of any sub-committee shall always be a member of the Committee.
- b. Sub-committees must operate within the framework of this Constitution and any other rules as determined from time to time by the P&F Association. The composition and operating procedures of the sub-committees are to be approved by the Committee. Members of sub-committees may be appointed by the Chairperson from members of the P&F Association as required. All sub-committees shall be responsible to the Committee. Ex-officio members of the Committee may attend and participate in sub-committees at their discretion. Their involvement is encouraged where appropriate but is not mandatory unless otherwise determined by the Committee.

9. TENURE

- a. All elected members of the Committee shall have a tenure of office from one general meeting to the following Annual General Meeting.
- b. No member of the Committee shall hold the same Executive office on the Committee for more than a period of three consecutive years. All members shall be eligible for re-election to the Committee each year.

10. VACANCIES

Vacancies in the Committee shall be filled at any of the general meetings of the P&F Association.

11. CO-OPTION

The Committee may co-opt the assistance of any person with a particular expertise for advice on any subject for a period of time as stated by the Committee. A co-opted person has no voting power.

12. MEETINGS

- a. General Meetings – there is to be no less than four General Meetings per school year.
- b. Special General Meetings – may be called by the Committee for the purpose of discussing a particular issue; or by a written request to the President, signed by at least ten members of the **P&F Association** for the purpose of discussing items nominated in the request.

Note: Only the items nominated shall be discussed at the meeting in question. At least two weeks' written notice of a Special General Meeting shall be given. Such notice shall set out the items to be discussed. A Special General Meeting shall be convened within twenty-eight days of its being called or receipt of the written notice requesting the meeting.

- c. Committee Meetings may be called by the President or by a simple majority of Committee members by notification of the meeting to all Committee members through a **Ce** college newsletter or other formal means, no later than two weeks before the date of the meeting.

13. QUORUM

A quorum of persons entitled to be present and vote shall be:

- a. Committee Meeting – four
- b. General Meeting – seven
- c. Special General Meeting – ten
- d. Annual General Meeting – seven

14. VOTING

Resolutions at any meeting shall be passed by the consent of a simple majority of members present.

15. VOTING POWERS

- a. At all meetings of the **P&F Association**, each member entitled to be present and vote may record one vote on each motion submitted.
- b. The President shall always have an ordinary and also a discretionary casting vote.

16. MINUTES

The minutes of all General and Committee Meetings are to be maintained for seven (7) year. Minutes are to be available to members on request and submitted for confirmation at the next meeting.

17. SPECIFIC COMMITTEE DUTIES

- a. President: The President shall be responsible to:
 - i. Preside at all Committee, ~~and~~ General, **Annual General and Special General** Meetings at which they are present
 - ii. Coordinate the duties of members of the Committee
 - iii. Ensure that sufficient members of the Committee are available to conduct **P&F Association** affairs efficiently and that during the absence of the Secretary or Treasurer, their duties are allotted to another member of the Committee.
 - iv. Ensure that all administrative and accounting **reportsprocedures** are **available prior to meetingsproperly maintained**
 - v. Ensure that meetings are convened in accordance with this constitution

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b. Vice President: The Vice President shall:

- i. Deputise for the President during their absence
- ii. Normally fulfil the duties of the Treasurer during any periods of absence
- iii. Perform any other duties assigned to them by the Committee

c. Secretary: The Secretary shall be responsible for:

- i. Issuing of notices and agendas of all meetings
- ii. Recording and keeping the Minutes of all meetings
- iii. Preparing and coordinating all outward correspondence in consultation with the Principal's Executive Assistant, who will facilitate the distribution of such correspondence, unless otherwise directed by the President
~~Preparing and despatching all outwards correspondence, unless otherwise directed by the President~~
- iv. Receiving all inwards correspondence via the Principal's Executive Assistant
- v. Any other duties assigned by the Committee

d. Treasurer: The Treasurer shall be responsible for:

- i. General financial administration information of the P&F Association
- ii. ~~Proper keeping of all books of account and accounting documents in accordance with Committee policy~~
- iii. ~~Receipt, safe custody, banking and disbursement of all moneys relating to the Association~~
- iv. ~~Preparation~~ Reviewing and Speaking to of financial statements and ~~arranging~~ the annual auditing ~~results at the relevant meeting of those statements~~
- v. ~~Investment of Association funds in accordance with Committee approval~~
- vi. Any other duties assigned by the Committee

18. SUB-COMMITTEES

The duties of sub-committee convenors shall be detailed by the Committee

19. CANTEEN SERVICE AND UNIFORM SHOP

a. The school canteen service and uniform shop will be operated by the Association in College.

~~consultation with the college administration~~

b. While the College is responsible for the day-to-day operation and financial management of the canteen and uniform shop, the P&F Committee shall retain authority over the allocation of net income generated by these services, in alignment with the objectives of the P&F. ~~Signatories to the canteen and uniform shop cheque account must be appointed by the incoming P&F Committee at each Annual General Meeting. For administrative convenience, the Committee may appoint signatories from within the administration of the college.~~

20. ACCOUNTING AND ADMINISTRATION

a. P&F Account

- i. Accounting system. A single entry system of accounting is to be operated
- ii. Books of account. The following books of account, as a minimum, are to be maintained by the College and be available to the Treasure at their request ~~Treasurer~~:
 1. ~~Bank deposit and cheque books~~ Quarterly Financial Statements, including trading and expenditure

2. ~~File of bank statements~~

3. File of ~~Association~~ financial statements

b. The P&F levy is determined and collected by the College as part of its enrolment or fee structure. The funds raised through this levy are held by the College and made available for allocation by the P&F Committee in accordance with the objectives of the P&F.

21. PREPARATION OF ACCOUNTS AND FINANCIAL STATEMENTS

a. Before each meeting the College accountant will provide the Treasurer with a financial statement of the operations of the canteen and uniform shop for the preceding period. These will be provided to the meeting.

b. The ~~College~~Treasurer is to ensure that an audit is undertaken annually for the previous calendar year in sufficient time for the accounts to be presented to the Annual General Meeting. Additional reports are to be prepared as ~~requested~~directed by the Committee.

22. AUDIT

An auditor is to be appointed annually by a General Meeting of the ~~P&F~~Association and is to conduct a minimum of an annual audit on all books of account at the close of the accounting period. The audit is to be concluded in time for presentation of accounts at the Annual General Meeting and is signed off by the Director of Finance, reporting to the Chief Operating Officer.

23. BANKING

All funds of the ~~P&F~~Association shall be paid into a ~~Ce~~college bank account approved by the Committee.

24. SIGNATORIES FOR CHEQUES – P&F GENERAL ACCOUNT

Cheques must be signed jointly by any two of the following members of the Committee:

- ~~a. The President~~
- ~~b. The Secretary~~
- ~~c. The Treasurer~~
- ~~d. The Principal~~

25. DIGITAL COMMUNICATIONS AND INFORMATION MANAGEMENT

a. The Principal's Executive Assistant (EA) shall be responsible for:

- i. Ensuring that the College website and Daranet are updated with current information regarding the P&F Committee, including names and roles of members.
- ii. Uploading accepted minutes of General and Committee Meetings to Daranet, which shall serve as the official repository for P&F meeting records.
- iii. Maintaining the P&F SharePoint site, including managing access for current Committee members.
- iv. Monitoring the P&F email account and facilitating communication between the Committee and the broader College community.

26. EXPENDITURE – P&F GENERAL ACCOUNT

a. The P&F Committee shall be responsible for determining how funds in the P&F General Account are allocated to support initiatives that benefit the College community. All proposed expenditure must align with the objectives of the P&F and be approved by a resolution of the Committee or General Meeting.

b. Expenditure decisions shall be recorded in the minutes and reported in the Treasurer's report at the next General Meeting. The Committee may approve expenditure outside of meetings via

email or other agreed communication methods, provided a quorum of Committee members supports the decision.

Subject to the next sub-paragraph, expenditure is to be authorised in advance by the Association. Following authorisation, details of expenditure incurred shall be reported to the next General Meeting of the Association in the Treasurer's report.

c. For urgent or time-sensitive matters, expenditure of up to \$200 (or another amount set annually at the AGM) may be approved verbally or electronically by any two Committee members, with the details to be tabled at the next General Meeting.
b. Prior approval by the Association of necessary expenditure of less than \$200, or other amount set each year by the Annual General Meeting, on any one item is not essential, although such should be obtained if possible. Where prior approval is not possible because of the urgent nature of the expenditure, such expenditure may be incurred with the verbal approval by any two members of the Committee and is to be reported to the first General Meeting after the expenditure is approved.

276. APPLICATION OF ASSETS AND INCOME

The assets and income of the ~~P&F Association~~ shall be applied solely in furtherance of the objectives described in ~~Clause 25 paragraph 2 above~~, and no portion shall be distributed directly or indirectly to the members of the ~~P&F Association~~ except as bona fide compensation for services rendered or expenses incurred on behalf of the ~~P&F Association~~.

28. REMOVAL OF COMMITTEE MEMBERS

A Committee member may be removed from their position if they:

- a. Fail to fulfil the duties of their role;
- b. Act in a manner inconsistent with the College's expectations of behaviour for staff;
- c. Behave in a way that undermines the values or reputation of the College or the P&F Association.

The decision to remove a member must be made by a resolution of the Committee, passed by a two-thirds majority of those present and voting at a Committee meeting. The member concerned must be given reasonable notice of the proposed resolution and an opportunity to respond before the vote is taken.

297. DISSOLUTION

In the event of the ~~P&F Association~~ being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid to ~~the Daramalan~~ College.

3028. ALTERATIONS TO THE CONSTITUTION

Amendments or changes to the Constitution may only be made on the vote of a simple majority at a General Meeting of the Association. Notice of proposed amendments must be given at the previous General Meeting and also in writing through a college newsletter at least one month prior to the General Meeting at which the proposed amendments are to be discussed.

The Constitution is to be reviewed every three years.

As amended ~~October 2025 30 October 2013~~.