



**Our Lady of Mercy College Heidelberg
Parents' Association
(OLMC PA)**

Constitution

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Name

1. Our Lady of Mercy College (OLMC) Heidelberg Parents' Association, to be known as 'OLMC PA'.

Membership

2. The OLMC PA is a group of parents, staff members and friends of OLMC. Membership of the Association is open to:
 - a) Any parent or guardian of a student (present or past) at OLMC
 - b) Any staff member of OLMC
 - c) Any friend or past student of OLMC.

Membership confers the right to attend general meetings of the Parents Association and join the General Committees. Only parents/guardians of current students are eligible for election to the Executive of the Association.

Mission

3. The mission of the Parents' Association is to facilitate in the development of the OLMC community through:
 - a) Providing support to new families and those in need
 - b) Initiating social activities and providing hospitality at OLMC events
 - c) Initiating fundraising to support projects aimed at enhancing the learning experiences of students
 - d) Facilitating opportunities for consultation with parents on College policies and initiatives.

Executive

4. The coordinating body of the OLMC PA is known as the Executive. Membership of the Executive is only open to parents/guardians of present students.

The OLMC PA Executive will comprise:

- a) President
 - b) Vice President
 - c) Treasurer
 - d) Secretary
 - e) Publicity Officer
 - f) Social and Hospitality Officer
 - g) Fundraising Officer
 - h) Community Care Officer
 - i) OLMC Principal or his/her Representative.
5. The Social and Hospitality, Fundraising and Community Care Officers each represent their committees on the Executive.
 6. The function of the Executive is to coordinate the work of the General Committees, to organise general meetings and to ensure the work of the Association is in keeping with the Mission of the OLMC PA.
 7. The Executive will meet monthly and their meeting will usually be combined with a general meeting.
 8. As the OLMC PA is part of the OLMC community, the Executive is accountable, through the Principal, to Mercy Education Limited. Such accountability ensures that all its activities are consistent with the policies of the Sisters of Mercy and the charism of Catherine McAuley.

Election of Executive Members

9. Nominations for vacant positions will be called for at least one month before the Annual General Meeting (AGM) and will close 48 hours before the AGM (see nominations form, Appendix 1). The PA Secretary is responsible for ensuring that nominees have provided the appropriate documentation.
10. In the event of there being insufficient nominations for the vacant positions, further nominations will be taken at the Annual General Meeting.
11. Elections for positions will be conducted at the AGM by the Principal's Representative.
12. The usual term of office will be two years. No one person is to occupy the same office for more than four consecutive years.

Roles of Executive Members

PRESIDENT

13.
 - a) Coordinate the activities of the OLMC PA.
 - b) Support the Treasurer in managing the financial activities of the OLMC PA.
 - c) Report to members at each General meetings and the AGM.
 - d) Chair and coordinate (Executive meeting), General meeting and AGM.
 - e) Facilitate communication with new parents concerning the work of the OLMC PA, liaising in this with the College Registrar.
 - f) Liaise with the Principal and her/his representative regarding activities of the Association and progress on the projects funded by the Association.
 - g) Represent the Association at College and wider community events, including attending a meeting each year with the College Council.

VICE PRESIDENT

14.
 - a) In the absence of the President, preside at Executive meetings, General meetings and AGMs.
 - b) Assist the President in the general operations of the OLMC PA and in communications with College staff and the wider community.
 - c) Participate in a Committee if required.

TREASURER

15.
 - a) Manage the financial activities of the OLMC PA.
 - b) Present a Financial Report, including an updated Balance Sheet and Profit and Loss Statement, at each Executive meeting and provide an Annual Financial Report at the AGM.
 - c) Update annually the four signatories on the OLMC PA Bank Account; these being the President, Treasurer, Principal and the Principal's Representative on the PA.

SECRETARY

16.
 - a) Maintain a register of Executive members, members of the General Committees and attendees at General meetings for communications.
 - b) Develop the agenda for the Executive meeting, in consultation with the President, after seeking agenda items from Executive members. This work to be undertaken at least a week prior to each meeting.

- c) Develop the agenda/program for General meetings in consultation with the Executive.
- d) Manage the Minute-taking at each Executive meeting, General meeting and AGM.
- e) Facilitate the distribution of Minutes to those present at the meetings and those registering as an apology.
- f) Coordinate the record-keeping for the Executive.
- g) Coordinate the terms of office and nominations' procedures for Executive members and General Committee members prior to each AGM (see Rule 9).
- h) Participate in a Committee if required.

PUBLICITY OFFICER

- 17. a) Advertise each forthcoming meeting and OLMC PA news in the fortnightly OLMC Newsletter
- b) Circulate invitations to the AGM in liaison with the Secretary and President
- c) Update the OLMC PA information on the OLMC Website and contribute to *CapeStreet* articles as required.
- d) Participate in a Committee if required.

SOCIAL AND HOSPITALITY OFFICER

- 18. a) Coordinate the activities of the Social and Hospitality Committee and provide a Report at each General meeting and at the AGM.

FUNDRAISING OFFICER

- 19. a) Coordinate the activities of the Fundraising Committee and provide a Report at each General meeting and at the AGM.

COMMUNITY CARE OFFICER

- 20. (a) Coordinate the activities of the Community Care Committee and provide a Report at each General meeting and at the AGM.

General Committees

Participation in General Committees

- 21. Any member of the Association is eligible to join a committee. Expressions of interest are called at the beginning of each year by the Secretary of the PA and committee membership is finalised at the AGM in March of each school year.
- 22. Each General Committee has a representative on the Executive to coordinate and represent the interests of its group.
- 23. At particular times, a Committee may need to conduct meetings beyond the monthly OLMC PA General Meeting. Reports of these meeting would be presented at the following OLMC PA General Meeting.

Roles/Objectives of General Committees

FUNDRAISING COMMITTEE

24. a) The Committee is coordinated by the Fundraising Officer who reports at each OLMC PA General meeting.
- b) The Committee organises and conducts social functions throughout the year to raise money for OLMC PA Sponsored Projects and Community Care Projects.
- c) The Committee, through the Fundraising Officer, liaises with the Principal's Representative regarding the timing and nature of fundraising activities.

SOCIAL AND HOSPITALITY COMMITTEE

25. a) The Committee is coordinated by the Social and Hospitality Officer who reports at each OLMC PA general meeting and liaises with the OLMC Community Coordinator.
- b) The Committee, through the Social and Hospitality Officer, is responsible for liaising with the Principal's representative or appropriate staff regarding the hospitality needs for College events and coordinates the participation of parents in the hospitality for these events.
- c) The Committee works with the Fundraising and Community Care Committees to support their initiatives.

COMMUNITY CARE COMMITTEE

26. a) The Committee is coordinated by the Community Care Coordinator who reports at each OLMC PA General meeting.
- b) The Committee fosters cooperation and community spirit between OLMC families.
- c) The Committee organises the 'Welcome to Year 7 Night' at the commencement of the school year.
This event is funded by the OLMC PA.
- d) The Committee coordinates Mothers and Fathers' Day activities in liaison with the Principal's Representative and the OLMC Community Coordinator.
- f) The Committee provides support for families in need through Community Care Hampers, for the College to distribute as needed. These Hampers are funded by donations at community events organised by the OLMC PA.

Fundraising

27. Money raised is to be remitted to the OLMC PA Account and accounted for separately by the Treasurer of the OLMC PA. Money raised is to be expended on approved OLMC PA initiatives and Community Care projects.
28. Any other organisation associated with the College (e.g. OLMC Staff Association, OLMC Students' Council, etc.) requesting assistance of the OLMC PA for an activity is required to:
 - a) Gain the Principal's approval for the activity before approaching the OLMC PA; and
 - b) Negotiate with the OLMC PA regarding the allocation of profits and costs if the activity involved fundraising.
29. The OLMC PA cannot, on its own behalf, borrow money from any outside organisation.
30. The OLMC PA is required to inform the Principal or her/his Representative before approaching external bodies for donations/sponsorships.

Sponsored Projects

31. The OLMC PA will initiate activities to raise funds to support projects that the College is undertaking.
32. At the February General e meeting, the Principal or her/his Representative will present possible projects.
33. The Executive will decide which project(s) the OLMC PA will sponsor. The decision will be made by voting, with a majority of members of the Executive to vote in favour. One of the criteria for supporting a project is whether the costs of the project can be met by the OLMC PA.
34. Once the funding of a Minor or Major Project have been approved, progressive payments can be made by the Treasurer upon receipt of invoices from the College.

Bank Account

35.
 - a) There are four signatures for the OLMC PA account. These are the President, Treasurer, Principal and Principal's Representative, with two signatures required to authorise each cheque or withdrawal from accounts.
 - b) The afore mentioned signatures described in Clause 35a) may either be a physical signature on a cheque or an electronic signature/authorization via internet banking. Irrespective of the method of withdrawal two signatures either physical or electronic are required for each transaction.

Meeting Schedule and Protocols

36. The Executive will convene a General meeting once a month (excluding January) or at such dates the Executive allocates due to College events or school holidays.
37. The last meeting for the Executive is in February to finalise the previous year's fundraising and prepare reports and forecasts for the Annual General Meeting in March. A General Meeting follows the Annual General Meeting (see Appendices 3a and b).
38. The Executive sets the dates for the following year in November, in liaison with the Principal's Representative, and these dates will be publicised in the College community.
39. **Proxies.** If a member of the Executive is unable to attend a meeting they may appoint a proxy for the purpose of voting. A proxy may only be given to another member of the Executive. It shall be in writing and shall be lodged with the Secretary at least 24 hours before the meeting.

Constitutional Review

40. The Executive will be responsible for reviewing the Constitution annually in light of the actual operation of the OLMC PA.
41. A special resolution to change the Constitution cannot be passed at a General meeting, or by a resolution, without observance of the following practices:
 - a) The changes must previously have been approved by the College Council.
 - b) At least 14 days' notice of the meeting must be given to all Executive members;
 - c) To enable this to occur the notice should include the proposed change to the Constitution

- d) The adoption of the resolution requires at least 75% of those who vote on the resolution voting in favour. Those voting on the resolution include members who are not actually present themselves but whose 'proxies' cast votes on their behalf (see Rule 39). It excludes those members who abstain from voting.
 - e) The voting is only open to members of the Executive.
43. The Executive Committee shall circulate the OLMC PA Constitution to all new members. The Constitution must be available for access by all parents on the College website and the link for this should be included in the Year 7 Orientation handbook.
-

OLMC PARENTS' ASSOCIATION
NOMINATION FORM ELECTION
OF EXECUTIVE

DATE/TIME: _____

VENUE: _____

EXECUTIVE

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Publicity Officer
- f. Social & Hospitality Officer
- g. Fundraising Officer
- h. Community Care Officer

(strike through Executive Members continuing their two-year term. See Rule 12)

I/We: _____

Nominate: _____

for the position of: _____

Signature of Proposer: _____ Date: _____

Signature of Nominee: _____ Date: _____

Election of Executive Members – Rules from Constitution

- 9 Nominations for positions (see Appendix 1) must be presented to the Secretary at the General Meeting in February in preparation for the Annual General Meeting in March.
- 10 Nominations for positions listed as Clauses 5a, b, c, d, e, f, g and h will be accepted and published prior to the Annual General Meeting. In the event of there being insufficient nominations for the vacant positions, further nominations will be taken at the Annual General Meeting.
- 11 Elections for positions listed as Clauses 5a, b, c, d, e, f, g and h will be conducted at the Annual General Meeting by the Staff Representative.
- 12 Term of Office is to be two years for the Executive members unless advised by an Executive Member and therefore nominations for that position are open. No one person will occupy the same office for more than four consecutive years.

Roles of Executive members – See Constitution Rules 13–20

OLMC PARENTS' ASSOCIATION

AGENDA

GENERAL MEETING

Date: _____

Time: 7.30pm

Venue: _____

1. Opening Prayer
2. Welcome/Introductions
3. Apologies
4. Minutes from last meeting – Business Arising
5. Correspondence
6. Treasurer's Report
7. Finance Committee Update
8. Fundraising Committee Update
9. Social and Hospitality Committee Update
10. Community Care Committee Update
11. Publicity Update
12. Staff Representative Update
13. Other Business
14. Close / Next Meeting

**OLMC PARENTS' ASSOCIATION
AGENDA
ANNUAL GENERAL MEETING**

Date: _____

Time: 7.30pm

Venue: _____

1. Opening prayer
2. Welcome/Introductions
3. Apologies
4. Minutes from 20__Annual General Meeting
5. President's Report
6. Treasurer's Report
7. Fundraising Committee Report
8. Social/Hospitality Committee Report
9. Community Care Committee Report
10. College Principal's report
11. Other Business

OLMC Staff Representative concludes the following:

- | | |
|---------------------------------------|---|
| 11. Election of Executive | President
Vice President
Treasurer
Secretary
Publicity Officer
Social & Hospitality Officer
Fundraising Officer
Community Care Officer |
| 12. General Committee Members | Fundraising Committee
Social & Hospitality Committee
Community Care Committee |
| 13. Annual General Meeting Conclusion | |

Followed by:

GENERAL MEETING

15. Minutes from last meeting – Business Arising
16. Correspondence
17. Treasurer's Report
18. Finance Committee Introduction
19. Fundraising Committee Introduction
20. Social and Hospitality Committee Introduction
21. Community Care Committee Introduction
22. Staff Representative Update
23. Publicity Update
24. Other Business
25. Close / Next Meeting – _____

**OLMC PARENTS' ASSOCIATION MEMBER
INVITATION FOR PARTICIPATION GENERAL
COMMITTEES**

DATE/TIME: _____

VENUE: _____

GENERAL COMMITTEES

1. Social and Hospitality Committee
2. Fundraising Committee
3. Community Care Committee

I: _____

Would like to participate in the following group:

Signature: _____

Date: _____

Participation in the General Committees

- 21 Any member of the Association is eligible to join a committee. Expressions of interest are called at the beginning of each year by the Secretary of the PA and committee membership is finalised at the AGM in March of each school year.
- 22 Each General Committee has a representative on the Executive to coordinate and represent the interests of its group.
- 23 At particular times, a Committee may need to conduct meetings beyond the monthly OLMC PA General meeting. Reports of these meeting would be presented at the following OLMC PA General Meeting.

Roles of the General Committees – See Constitution: Rules 24–26

**OLMC PARENTS' ASSOCIATION
PROXY FORM**

Pursuant to Rule 39 of the OLMC PA Constitution,

I, the undersigned,

_____ Being an Executive member of the OLMC PA
(Insert name)

hereby nominate

_____ Being a Member of the OLMC PA
(Insert name)

TO BE MY PROXY.

At the _____ meeting on _____
(Nominate type of meeting) (date of meeting)

Signature of PROXY DONOR _____ Dated ____/____/20____

----- <> -----

I, the undersigned PROXY DONEE _____ accept the PROXY.
(Insert name)

Signature of Nominee _____ Dated ____/____/20____

Constitution, Rule 39

If a member of the Executive is unable to attend a meeting of the Executive, that member may appoint a proxy. A proxy may only be given to a member of the Executive. It shall be in writing and shall be lodged with the Secretary at least 24 hours before the meeting.