Constitution

JETs Association

St Joseph’s Tobruk Memorial School
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The Federation of Parents and Friends Associations of Catholic Schools in Queensland Inc.

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FOREWORD

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 and students work together.

The JETs 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 JETs 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.

JETs 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 Association. In October 2014, the St Joseph’s Tobruk Memorial School Community suspended the traditional P&F Constitution to introduce the JETs Constitution DRAFT during 2015. This draft was adopted at a Special General Meeting on Monday 24 November, 2014.

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;
- Arranges for proper management of the finances;
- Allows for amendments and changes to be discussed, debated and resolved;
- Sets standards for appropriate involvement; and
- Establishes other rules for the organisation's operation.

This document recognises that the JETs Association exists 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.
STRAategic PRIORITIES

Faith
- Outreach
- Religious Education
- Celebrations

Learning
- Extra-Curricula Help
- Parent Support
- Classroom Help

Partnerships
- Social Events
- Fundraising
- Community Relationships

Resourcing
- Environment
- Special Grants and Projects
- Buildings and Facilities

Joey's Engagement Teams – JETs
St. Joseph's Tobruk Memorial School Engagement Teams
1. NAME

The name of the Association shall be: 
Joeys' Engagement Teams (JETs), herein after to be known as JETs.

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 pre-school, preparatory year, primary or secondary education conducted in accordance with Canon 803 of the Code of Canon Law.

c. "Strategic Coordinators" means those people nominated and voted in to oversee the tasks undertaken in their Strategic Area.

d. "Team" are volunteers who would like to assist in a Strategic Area.

e. "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 Brisbane, i.e. State of Queensland.

f. "Federation" is the Federation of Parents and Friends Associations of Catholic Schools in Queensland, and is the body representing all Parents and Friends Associations in Catholic Schools in Queensland.

g. "Annual Levy" is the fee applied by the Federation to the parents/carers of each child attending a Catholic School in Queensland. This levy shall be paid through each P&F Association, annually.

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 pupils as formed in the school’s Annual Plan by:

a. Providing a medium of support, information and involvement of parents/carers in their children’s education and the school community;

b. Developing collaboration between parents/carers and school staff;

c. Promoting the principles of Catholic education;

d. Fostering a distinctive Christian environment in the school;

e. Providing a medium for parents/carers to participate at diocesan, state and national levels.
3.3 The Association shall:

a. Affiliate with the Federation of Parents and Friends Associations of Catholic Schools, Queensland, and thereby its respective Diocesan P&F Council by payment of the Annual Levy;
b. Work in partnership with the administration of the school in supporting all aspects of its operation.

The Association 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 ASSOCIATION MEMBERSHIP

4.1 The membership of the Association shall consist of:

a. The parent/s and or carer/s of each child enrolled at the school;
b. The Parish Priest, and Principal;
c. Staff of the school;
d. Friends associated with the school.

5 STRATEGIC COORDINATORS AND ACTION TEAMS

5.1 An annual nomination and voting process occurs to appoint Strategic Coordinators to each of the 4 Strategic Areas.

a. Parent representatives to coordinate Strategic Areas.

5.2 Process for Strategic Coordinators appointment and Action Team membership is as follows:

a. A person may nominate themselves or another to be appointed to a Strategic Priority Area as a Strategic Coordinator, according to their skills and/or interest level;
b. Voting to occur at Annual General Meeting;
c. Term of office for appointed Strategic Coordinators to be for 1 year, with a maximum of 2 consecutive years;
d. Action Teams can consist of any number of people to help with the objectives or tasks.

5.3 Termination of Strategic Coordinators
a. Any Strategic Coordinator may resign at any time by giving notice in writing to the Principal. Such resignation shall take effect at the time when such notice is received by the Principal, unless some later date is specified in the notice;
b. Any Strategic Coordinator may be removed from that role 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/her self in a manner considered to be injurious and prejudicial to the character or interests of the Association;
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 appointment it shall advise the member in writing 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 Association present at that meeting;
e. In the case of resignation or removal of the Administration-Finance Officer, the books and accounts shall be audited before handover to the newly appointed officer.

5.4 Functions of Strategic Coordinators

Except as otherwise provided by this Constitution and subject to resolutions of the members of the Association carried at any Annual General Meeting or General Meeting, the Strategic Coordinators 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.

5.5 Meetings of Strategic Coordinators and Actions Teams

a. All Strategic Coordinators shall meet at least once a term to present and discuss the activities and plans for the Strategic Priorities;
   b. The Administration-Finance Officer shall present an update on any income and expenditure at the Strategic Coordinator meetings;
   c. Action Teams meet as deemed necessary for the activity or task undertaken.

6. ASSOCIATION MEETINGS

6.1 Meetings of the Association shall be:

   a. General Meetings- held at least once a term
   b. Special General Meetings – held as necessary
   c. Annual General Meeting. This shall be held in the month of November in each year.

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 Strategic Coordinators’ Reports;
d. The receiving of the Principal’s Report;
e. The receiving of the Administration-Finance Officer’s Report, that shall include the appointment of an auditor for that year;
f. The appointment of Delegates to the Diocesan P&F Council, to be advised.

6.3 Conduct of Meetings

At General Meetings throughout the year, Strategic Coordinators will rotate Chairpersonship.

At every Special General Meeting and Annual General Meeting:

a. The School Staff Leader shall be Chairperson or in his/her absence, a nominated Strategic Coordinator, 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.

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 Notice of any proposed amendment shall be given in writing to the Principal for:

a. discussion with the Strategic Coordinators;
b. presentation to a Special General Meeting.

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.

8.3 The funds of the Association shall be banked with the Commonwealth Bank in the account named: St Joseph’s Tobruk Memorial School Parents and Friends Fund.

8.4 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 Principal.

8.5 All money shall be banked as soon as practicable after receipt of them.

8.6 All accounts other than petty cash transactions shall be paid by cheque, signed by account signatories. Cheques shall be crossed 'Not Negotiable', except those in payment of allowances or petty cash recipients, which may be open.
8.7 Accounts for payment shall be presented and passed at Strategic Coordinator Meetings. Unexpected expenses can be presented at a “Flying” Meeting of the Strategic Coordinators for approval, or via email through majority Strategic Coordinator consensus.

8.8 As soon as practicable after the end of each Association financial year, the Administration-Finance Officer shall prepare 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 Administration-Finance Officer prior to the holding of the next Annual General Meeting following the financial year in respect of which such audit was made.

8.9 If the Annual General Meeting is held prior to the end of the financial year a Finance Report will be presented to the meeting. The audited Finance Report shall be presented at the first Strategic Coordinator Meeting after being received.

8.10 The Administration-Finance Officer of the Association will hand to the successor in office, all records and accounts of the Association, as soon as the successor has been appointed.

8.11 If the Administration-Finance Officer of the Association resigns during the term of office, the Association will arrange for an audit of the records and accounts of the Association to be carried out before handing these to the new Administration-Finance Officer.

9. **NO AGENCY OF THE SCHOOL**

9.1 The Association will not hold itself out as agent of the school and has no authority to bind the school.

9.2 Any decisions in relation to contractual matters are to be reached by consensus and discussed with the Principal and the Parish Priest 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 General 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 Special General Meeting by resolution may decide, be handed over to:
   a. The school;
   b. The Bishop of the Catholic Archdiocese of **Brisbane**, or
   c. An Association within the Catholic Church having similar objectives.
11. CERTIFICATION

We certify that this is a true and accurate copy of the Constitution of the Joeys’ Engagement Teams (JETs) Association of:

__________________________________________________________________________

St Joseph’s Tobruk Memorial School
(NAME OF ORGANISATION)

Stephen Johnson (Principal)
Peter Lovegrove (Assistant Principal)
David Fitzgerald (2015 Strategic Coordinator)
Michelle Jeffery (2015 Strategic Coordinator)
Angela Houghton (2015 Strategic Coordinator)
Tanya Unratny and Marion Fitzgerald (2015 Strategic Coordinators/Finance Officers)

DATE: 19 October 2015
12. JETs Code of Conduct

Introduction

St Joseph’s Tobruk Memorial School is a Catholic School within the Archdiocese of Brisbane.

This Code of Conduct is intended to provide school community members with guidelines for the effective conduct of meetings and the development of positive relationships within the school community.

General Conduct

Community members agree to:

a. Support the Principal and JETs in the development of a Christ-centred learning community based upon the principles of Catholic doctrine;

b. Support the school’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 of the school community with respect and courtesy; and

e. Acknowledge and affirm success in individual and school achievement.
Conduct at Meetings

All meetings are an opportunity for community members to contribute to discussion on issues and to take decisions that will have a positive impact on the school community. To ensure that this is carried out effectively, community members agree to;

a. Conduct activities in accordance with the Constitution of the Association;

b. Participate in 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 Association meetings are representative of the majority of the school community;

d. Adhere to the processes available to have issues addressed and decisions reviewed;

e. Support the Strategic Coordinators when they are required to make decisions on behalf of all parents in the school community; and

f. Use appropriate conduct when participating in meeting discussions and promote positive personal relationships among community members.

Conduct Unbecoming

If a community member is in breach of this code, the Principal will decide on appropriate action in consultation with the Strategic Coordinators. The Principal’s decision will be final and binding on community members.

ADOPTED AT - ON: Special General Meeting - Monday 24 November 2014

____________________  ______________________
Stephen Johnson  Angela Houghton
(PRINCIPAL)  (PRESIDENT P&F 2014)
13. EXISTING BY-LAWS as at October 2015

- St Joseph’s Tobruk Memorial School P&F Association Meetings must not be longer than one and a half hours without a motion from the meeting being passed to allow for special circumstances (19 August 2008).

- A P&F Fundraising Levy will be levied on each family at St Joseph’s School at the rate of $80 per family. This levy will be collected on the school fees at a rate of $8 per month per family, then passed onto the P&F Association (10 November 2009).

- Both parents and friends have voting rights at any General Meeting or Special General Meeting and at the Annual General Meeting (19 August 2008).

AMENDED AT AGM ON: Tuesday 10 November 2009

______________________________  ______________________________
Lesley Solar                  Janeen Leadbetter
(PRESIDENT)                  (SECRETARY)