



Parents and Friends Association - Constitution

Casino Christian School

Parents and Friends Association Constitution

Last Updated and Reviewed - September 2023

Future Review - 2026

PREAMBLE

Casino Christian School is an active Christian school that seeks to honour Christ, build community and grow in grace and knowledge. As such, the school values the role of the Parents and Friends Committee in seeking to support the school community through initiatives, community events and fundraising for identified purposes. The Committee seeks to promote the school and its values of Compassion, Integrity, Respect and Responsibility.

The P & F Committee provides a forum from which parents can support the school in the progressive development of the school and its facilities. The school's P & F should not be seen just as a fundraising organisation, even though this is an important role and function. The Committee is also a peak body that contributes to the building of community at Casino Christian School and supporting the school in creating, facilitating and supporting such events.

ADDITIONAL AUTHORITIES

Presbyterian Church NSW Low Fee Schools Board maintains all operation control which is delegated to the Principal and their delegate/s.

Staff Code of Conduct

Complaints Handling - Parents and Volunteers

Parent Code of Conduct

1 DEFINITIONS

1.1 ASSOCIATION

the *Casino Christian School Parents and Friends Association*.

1.2 AIMS, OBJECTIVES AND INTERESTS

The Aims, Objectives and Interests of the School are as set out in the School's current Strategic Plan and any other Aims, Objectives and Interests of the School as communicated to the Association by the Principal.

1.3 SCHOOL

Casino Christian School

1.4 SCHOOL BOARD

the Board of School

1.5 EXECUTIVE COMMITTEE

the committee constituted under clause 2 of Part 4.

1.6 OFFICE BEARERS

the President, the Vice President, the Secretary and the Treasurer

1.7 PRINCIPAL

the Principal or, where the office exists, the Executive Principal of the School

1.8 TRUSTEES

The Property Trust incorporated under the Presbyterian Church (New South Wales) Property Trust Act 1936

2 OBJECTS AND LIMITATIONS

2.1 OBJECTS

The objects of the Association are to:

- Support the School to achieve its Aims, Objectives, and Interests;
- Promote the educational interests of Parents and Friends so that they may support the learning and development of the Students;
- Promote friendly relations and good fellowship among all connected with the School
- Encourage and help maintain a School spirit amongst the Students; and
- Cooperate with the School Board, Principal, Staff and, Ex-Students Organisation in all matters of common interest.

To achieve the objects, the Association may:

- Raise money by:
 - subscription, donations, carnivals, fetes, dances, picnics;
 - such other means as may be approved by the Executive Committee;
- Provide funds for the purchase of property, goods and services as approved or requested by the Principal
- Provide prizes to Students or contribute to prizes the School gives to Students;
- Grant honoraria;
- Make gifts or donations; and
- Establish and maintain a fund for the endowment of bursaries and to provide assistance by way of payment of fees or as the Executive Committee may otherwise decide for the assistance of any pupil as may be recommended by the Principal or School Board.

2.2 LIMITATIONS

2.2.1 Neither the Association nor the Executive Committee shall have any powers or responsibilities in relation to the policy, control or government of the School or in relation to any function or duty of the School Board, the Principal or any teacher, officer or employee of the School.

2.2.2 The Association and the Executive Committee will duly observe any prohibition or restriction laid down from time to time by the Trustees in regard to the manner in which funds or monies be raised from schools established and controlled by the Trustees.

2.2.3 Before the Association approves or proceeds with any public function at which it is proposed to raise monies for or on behalf of the Association or the School, it shall obtain the approval of the Principal for such function, its nature and date. The forwarding of minutes by which the Executive Committee has adopted a proposal for a function to the Principal shall be deemed to be sufficient notice to the Principal pursuant to this clause. If no objection is received by the Executive Committee, the Principal's approval will be deemed to have been given,

2.2.4 The Association shall not donate or raise monies for any specific School purpose unless such purpose is approved by the Principal.

2.2.5 The P & F Committee may recommend projects or ideas to the School Representatives, but as general practice does not provide commentary or advice regarding operational matters and all grievances must be dealt with according to the *Parent Code of Conduct* and the *Complaints Handling - Parents and Volunteers Policy*

3 MEMBERSHIP

3.1 ELIGIBILITY

Any person is eligible to be a member of the Association if they:

- indicate a desire for membership
- are over the age of eighteen (18) years
- endorse the objectives of the Association
- are supportive of the ethos of the School
- agree to be bound by the terms of this Constitution
- are approved by the Parent and Friends Committee
- pay the annual membership fee; and
- have not been expelled from the Association.

3.2 LIFE MEMBERSHIP

3.2.1 The Executive Committee may confer an honorary life membership on any current or former member of the Association in recognition of distinguished and sustained service to the Association for at least 5 continuous years.

3.2.2 The Executive Committee will consider recommendations from the Principal and members of the Association or broader School community on potential suitable recipients for Life Membership which may be awarded at any time during the School year.

3.2.3 No annual fee will be required from persons awarded Life Membership,

3.3 CESSATION OF MEMBERSHIP

A person ceases to be a member of the Association if the person:

- dies
- resigns membership;
- is expelled from the Association; or
- fails to pay the annual membership fee within 3 months after the fee is due.

3.4 MEMBERSHIP FEE

3.4.1 The annual membership fee shall be such a sum as shall be recommended from time to time by the Executive Committee and approved by a general meeting.

3.4.2 The annual membership shall be paid in advance on or before the 31st March each and every year.

3.5 REGISTER OF MEMBERS

The Secretary is to maintain a register of members of the Association containing names, addresses, and such other particulars as the Executive Committee thinks appropriate to facilitate swift and convenient communications with members, provided that the personal particulars of such register are not to be used for any purpose other than the furtherance of the objects of the Association and in conformity with any consents given by the members the subject of such particulars and any applicable privacy legislation, The Association may engage the School to compile and maintain this register.

3.6 COMPLAINTS ABOUT MEMBERS

3.6.1 A complaint in writing may be made to the Executive Committee by any person that a member of the Association:

- has refused or neglected to comply with a provision(s) of this Constitution; or
- has wilfully acted in a manner prejudicial to the interests of the Association.

3.6.2 The Executive Committee will, in consultation with the complainant, member concerned, and the Principal, determine the most appropriate way to deal with the matter, having regard to all the circumstances and principles of natural justice.

3.6.3 If the complaint is heard and determined other than by way of a general meeting of the Association, the complainant or the member concerned may appeal the decision to a general meeting of the Association.

3.6.4 No action at law or in equity shall lie against the School Board or any member of the Association or the Executive Committee in relation to the winding up of the Association, or the cancellation of any person's membership of the association, or for any other bona fide act or omission.

4 EXECUTIVE COMMITTEE

4.1 POWERS OF THE EXECUTIVE COMMITTEE

4.1.1 The Executive Committee controls and manages the affairs of the Association and subject to this Constitution, has the power to perform all such acts and do all such things as appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the Association.

4.1.2 The Executive Committee may propose and approve the formation of sub committees for any function or activity that the Executive Committee considers would be in the best interests of the Association.

4.2 COMPOSITION OF THE EXECUTIVE COMMITTEE

4.2.1 The Executive Committee consists of the Office Bearers together with up to two additional members of the Association elected at an Annual General Meeting.

4.2.2 The School Principal and Chairman of the Board, shall be ex-officio members of the Executive Committee.

4.3 THE DUTIES OF THE PRESIDENT

The duties of the President and, in the President's absence or inability, the Vice President, include:

1. Chairing and convening all meetings of the Association and the Executive Committee, noting that the Principal may choose to co-chair the meetings with the President.
2. Approving the Minutes of each meeting, as prepared by the Secretary, prior to their issuing.
3. Act as the point of contact between the Association and the Principal, Staff, Students and members of the Association.
4. Attend on behalf of the Association as a guest at all School events.
5. Liaise with the Principal or their delegate on any matters that involve the Association and provide feedback to the School on issues and comments received from parents that may further the school and its aims.
6. Promote the Association, its aims and activities to parents new to the School and identify ways to increase parent participation.
7. Provide written reports and articles for School information booklets and annual publications.
8. Provide an annual written report to the Association at the Annual General Meeting.

4.4 THE DUTIES OF THE SECRETARY

The duties of the Secretary include:

1. The keeping of minutes of meetings of the Association and of the Executive Committee.
2. The correspondence and notices of the Association.
3. The preparation of the Roll of Members and the contact details of members.
4. The presentation to the Principal of a copy of the President's report and of the Financial Statement and Balance Sheet adopted by the Annual General Meeting and the names of Office Bearers and of the other members of the Executive Committee elected at such Annual General Meeting.

5. The presentation to the Principal of notices, agendas and minutes of all meetings of the Executive Committee and of the Association within 7 days of any meetings.
6. Will perform the duties of the President should the President and the Vice President be unable to attend a meeting or event

4.5 THE DUTIES OF THE TREASURER

The duties of the Treasurer include:

1. The safe custody and stewardship of the funds of the Association.
2. The receiving of subscriptions and donations.
3. The presentation to the Executive Committee of such Financial Statements or a Financial Report are tabled at each meeting.
4. The keeping of proper accounts and the preparation of the Financial Statement and Balance Sheet made up to the 31st day of December in each year.

4.6 TERM

4.6.1 Each member of the Executive Committee is, subject to this constitution, to hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election provided they have not held the role for more than four continuous years in the preceding six years.

4.6.2 No member of the Executive Committee may hold the same position for more than four continuous years unless a special resolution approving a higher limit in respect of the incumbent is passed at an Annual General Meeting.

5 MEETINGS

5.1 ANNUAL GENERAL MEETING

1. A general meeting of the Association shall be held annually in November or as determined by
2. the Executive Committee.
3. The business of the Annual General Meeting shall be:-
 - To receive the Report of the President presented on behalf of the outgoing Executive Committee.
 - To receive and adopt the Annual Financial Statement and Balance Sheet.
 - To elect a President, Vice President, Secretary, Treasurer and up to two additional members of the Executive Committee to hold office for the following year.
 - To present the Annual Financial Statement and Balance Sheet for the previous calendar year to the Business Manager to be included in the annual audit by 15th January.
 - To consider such other matter or matters properly brought forward and in respect of which notice has been given (unless the meeting waives the need for such notice on the grounds of urgency).
4. Five members shall form a quorum at the Annual General Meeting.

5. Any matter to be decided at the Annual General Meeting shall be decided by a simple majority of votes cast by members of the Association.

5.2 GENERAL MEETINGS OF THE ASSOCIATION

5.2.1 The President and/or the President and Principal as co-chairs, is to convene a General Meeting of the Association to consider any matter the Executive Committee thinks should be determined by the members.

5.2.2 Four members shall form a quorum at a General Meeting.

5.2.3 Any matter to be decided at a General Meeting shall be decided by a simple majority of votes cast by members of the Association.

5.2.4 Proxy votes will not be accepted.

5.2.5 Where possible, items for discussion should be provided for the agenda 7 days prior to the meeting date.

5.3 EXECUTIVE COMMITTEE MEETINGS

5.3.1 The Executive Committee shall meet at least once each School term.

5.3.2 Members of the Association who are not members of the Executive Committee may attend Executive Committee meetings, ask questions, provide comment and raise matters for discussion but may not vote on any motion put at the meeting.

5.3.3 At all meetings of the Executive Committee the quorum is three (3) Office Bearers.

5.3.4 Any matters to be decided at a meeting of the Executive Committee shall be decided by a simple majority of votes cast by those members of the Executive Committee that are present at the meeting in person or, with the President's approval, by means of suitable communications technology.

5.4 EXTRAORDINARY EXECUTIVE COMMITTEE MEETINGS

5.4.1 The President, Vice President or Secretary may request an extraordinary Executive Committee meeting to deliberate on Association business that cannot reasonably be held over until the next scheduled Executive Committee meeting.

5.4.2 At all Extraordinary Executive Committee meetings the quorum is four, three of whom must be Office Bearers.

5.4.3 The minutes of an Extraordinary Executive Committee meeting are to be made available for review and discussion at the next scheduled ordinary Executive Committee meeting unless the President or the

Principal determines that all or any part of those minutes are to be redacted to preserve confidentiality of any matter.

5.5 CIRCULATING RESOLUTION

The Executive Committee may pass a resolution without a general or an extraordinary Executive Committee meeting being held if all the Executive Committee sign a document containing a statement that they are in favour of the resolution set out in the document. Such circular resolution may be affected by electronic mail between members of the Executive Committee or by using any other suitable form of technology.

6 LIAISON WITH THE SCHOOL

To foster and maintain friendly relations between the Association and the School the following provisions shall apply:

1. The Secretary will give the Principal notice of the date and agenda and minutes of all Meetings of the Association and the Executive Committee.
2. The Principal is entitled to attend and/or co-chair all meetings of the Association and the Executive Committee and take part in discussions and deliberations but shall not be entitled to vote.
3. Unless there are unusual circumstances the date of meetings of the Association and the Executive Committee will not conflict with the date of the Meetings of the School Board.

7 AMENDMENTS TO CONSTITUTION

1. Amendments to the Constitution must be approved by the Executive Committee or at a Meeting of the Association; and
2. After obtaining the approval of the Executive Committee or the members of the Association for amendments to the Constitution, the proposed amendments must be forwarded to the Principal for approval, following which they will take effect.

8 FUNDS OF THE ASSOCIATION

8.1 The fund of the Association comprises all invested monies and the income from all subscriptions, donations, moneys paid to the Association and moneys raised by the Association or any group, sub-group or sub-committee of the Association.

8.2 If the Executive Committee determines that funds of the Association are to be invested, they are to be invested in the name of the School.

8.3 Funds not invested in accordance with paragraph 2 are to be deposited in a bank account or interest bearing deposit nominated by the School, in the name of the Association and all cheques, withdrawal forms and electronic banking authorisations must be signed or otherwise approved by any two of the Treasurer, the President, the Principal and two School persons authorized in writing by the Principal from time to time for that purpose.

9 WINDING UP

9.1 If at any time the Principal (with prior written permission from the board) at a special meeting called for the express purpose of considering the matter approves a resolution by the Executive Committee that the association be wound up or if the Principal (with prior written permission from the board) of its own motion at such meeting resolves that the continuance of the Association is not in the opinion of the Principal in the best interest of the School, then in either case the Association shall forthwith cease to use its name or any name which associates it with the School and shall take such steps as are necessary to disband and wind up its affairs.

9.2 In the event of the winding up of the Association occurring, the property thereof shall vest in the School.

9.3 If funds were received through a grant, then funds must be dispersed in accordance with the grant funding conditions.

9.4 No action at law or in equity shall lie against the School Board, Principal, or any Office Bearer of the Association or the Executive Committee on the part of any person in relation to the winding up of the Association.

10 INSURANCE

In carrying out any fundraising or related activities within its powers this Constitution, the Association must comply with any standards generally applicable to the School. The use of the School's name is subject at all times to the approval of the School Board or the Principal, and the Committee must obtain the prior approval of the School Board or the Principal to any fundraising method or new activity not of a kind previously approved by the School Board or the Principal.

To facilitate the extension to them of the Trustees' insurance cover the Committee must ensure that the Association is managed in compliance with the reasonable expectations of the relevant insurer for the Trustees or the School and in accordance with any risk compliance or operational directive given from time to time by the Trustees.

CCS P&F Cash Handling Guidelines Background/Scope

To provide a framework and processes for money handling and cash security to ensure CCS P&F, fundraising fulfils its financial obligations and service delivery as defined by *Australian Charities and Not For Profits Commission*.

This policy applies to all P&F members, P&F employees and volunteers involved with the handling of cash at designated locations and events authorised to manage cash sales.

The purpose of this policy is to:

- ensure all amounts due and receipted to CCS P&F are collected and deposited to CCS P&F bank account on a timely basis
- ensure consistency in procedures and standards in money handling across all CCS P&F events
- establish and maintain accountability for the management of cash for each event
- ensure correct and proper use of prepaid cards and float
- provide a framework for money handling and security of cash

Definitions

Cash: currency including notes and coins.

Money: currency including notes and coins, electronic (eftpos/DD), cheque and credit card transactions.

Money handling: prepaid purchase card, manual and electronic means of cashier (cash, cheque, eftpos and credit card), floats (community events), banking preparation and reconciliation.

Float: the amount of cash at the start of a fundraising event. It typically consists of a nominal amount of money, such as \$150, broken up across several denominations and change.

Banking: cash preparation and reconciliation for depositing cash and cheques.

P&F locations/sites: locations involved in money handling, sales and service. These include but are not limited to:

- School grounds
- School canteen

Receipt: while the CCS P&F do not issue receipts for every sale or donation made at organised events (e.g. canteen), cash collected needs to be recorded as it is collected i.e. by means of a sales template.

Principles of Cash Handling

1. It is the responsibility of the CCS P&F officers and volunteers involved in the money handling process to understand the meaning and intent of this guideline.

2. At the end of each event, all cash received must be taken to the School Admin office for reconciliation and banking.
3. During an event where a cash float or cash tin is used, it should never be left unattended
4. Borrowing or taking cash from petty cash, float or till for personal benefit is prohibited
5. Where cash floats are given to or taken over by relieving officer/employee/volunteer, the person given the float or taking control of the cash need to count these floats along with the designated officer in charge of that cash
6. Where cash floats are given to or taken over by relieving officer/employee/volunteer, the person supplying the float should receive a record (receipt) of the handover;
7. Only P&F money may be stored in P&F's safe keeping devices (i.e. cash tin, register)
8. A cash sales total (Cash count sheet) must be issued and filled out for all cash received at the end of the event from the officer or person in charge.
9. All cash received must be counted and banked by CCS Admin Staff on the next scheduled banking day, unless prior arrangements are made.
10. Nominated Canteen Managers must maintain current documentation of all cash handling procedures and processes or be aware of the procedures and processes, including:
 - Security and safe measures for managing cash
 - Record and reconciliation of money taken and receipted
 - Purchase card reconciliation and claims

Organising a Float

Before each event which requires a float, contact the CCS Finance Staff to discuss and organise a float to adequately cater for the event.

Discrepancies / "Overs and Unders"

The P&F acknowledges that minor discrepancies in money takings occur from time to time when taking large volumes of cash. All discrepancies regardless whether that discrepancy is a surplus or shortage must be recorded on the cashier's worksheet.

Reporting Missing or Stolen Money

Regardless of the amount, missing or stolen money must be reported to CCS Finance Staff, Treasurer and the P&F Executive.

Should the missing money be the result of a robbery, immediately provide a written detailed account of the events to CCS Finance Staff, Treasurer and the P&F Exec

The report is to be done by way of a formal report, taking into account the measures undertaken internally to try and find any missing money. This is to apply to all missing money regardless of the amount.

The P&F Exec Team may direct a nominated auditor to investigate the event to ensure all procedures have been followed and take appropriate action. When all avenues and possibilities to find the missing money by way of miscounts and record keeping have been undertaken and exhausted before reporting the missing money. All money which cannot be accounted for and is still missing after a period of two months must be reported to the police as a possible theft. To be determined based on amount.

Money Collection

1. During P&F events which involve large amounts of money being collected e.g. School Fairs Money should be collected regularly by designated volunteers / staff throughout the event.
2. Money should be counted and checked by at least 2 unrelated people independently in a secure location on site straight after an event. If the amount is found to not match, then a third count by another person needs to be done.
3. Use a Cash Count Sheet while counting and have both people sign off on the completed form. The signed form and cash should be taken to the School Administration office.
4. Money should not be taken home except when the school office is closed, event is out of school hours or not on school grounds. This should be communicated with CCS Finance Staff to make alternative arrangements and to have the monies banked on the next banking day.
5. Reconciliation of each event is to be done by a P&F representative and a School Finance Staff representative.

Cash Handling Form

A standard cash count sheet is provided with this document and is recommended to be used at the start of each P&F event which requires collection of money or a float. (See appendix A)

The P&F Cash Count Sheet should be completed and given to a CCS Finance Staff member with all monies collected at the end of each event.

Expense Claims

Volunteers and the P&F exec/members expected to be out of pocket for organising events. Most items should be purchased through the Supplier account information provided by CCS Finance Staff.

If an approved expense/purchase has been made by an organiser or volunteer, they can be reimbursed after the event by filling in an Expense Reimburse Claim Form available from the School Administration Office.

Appendices 1

Cash Count Sheet

Cash Count Sheet

Date	Name:	
	QTY	TOTAL
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
.25		
.10		
.05		
.01		
TOTAL AMOUNT		