



**CATHOLIC SCHOOL PARENTS**  
**QUEENSLAND**

---

## **P&F Charter**

**A Constitution for Parents & Friends Advisory Group  
in Catholic Schools in Queensland**

---



# TABLE OF CONTENTS

1. NAME.....	1
2. INTERPRETATION .....	1
3. OBJECTIVES .....	2
4. ADVISORY GROUP MEMBERSHIP .....	2
5. EXECUTIVE MEMBERSHIP .....	3
6. VACANCIES ON EXECUTIVE .....	4
7. TERMINATION OF MEMBERSHIP OF EXECUTIVE .....	4
8. FUNCTIONS OF THE EXECUTIVE.....	4
9. FUNCTIONS OF THE PRINCIPAL AND THE SCHOOL .....	5
10. SUB-COMMITTEES .....	5
11. MEETINGS OF THE EXECUTIVE.....	5
12. ADVISORY GROUP MEETINGS .....	6
13. AGENDA OF ANNUAL GENERAL MEETING .....	6
14. QUORUM .....	6
15. CALLING OF MEETINGS .....	6
16. CONDUCT OF MEETINGS.....	6
17. ALTERATION OF CHARTER.....	7
18. FUNDS.....	8
19. NO AGENCY OF THE SCHOOL .....	8
20. COMPLIANCE WITH SCHOOL POLICIES AND PROCEDURES .....	8
21. DISSOLUTION .....	8

## **FOREWORD**

*The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies.*

(Article 5, U N Charter of the Rights of the Family)

The Catholic school participates in the evangelizing mission of the Church. It centers 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 Parents and Friends (P & F) Advisory Group is the formal structure, recognised by the Church and Catholic education authorities, which represents all the parents/carers in the school and acts in their interests and on their behalf.

The P & F Advisory Group 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 local P & F Advisory Group 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.

### **Parents and Friends Advisory Group Charter**

Catholic School Parents Queensland has, over the years, provided a model constitution for use by the local school's Parents and Friends Advisory Group. In a new era with additional legal and governance requirements and risks, this group now exists within the governance structure of each school. Its purpose, roles and responsibilities are set out in a Charter.

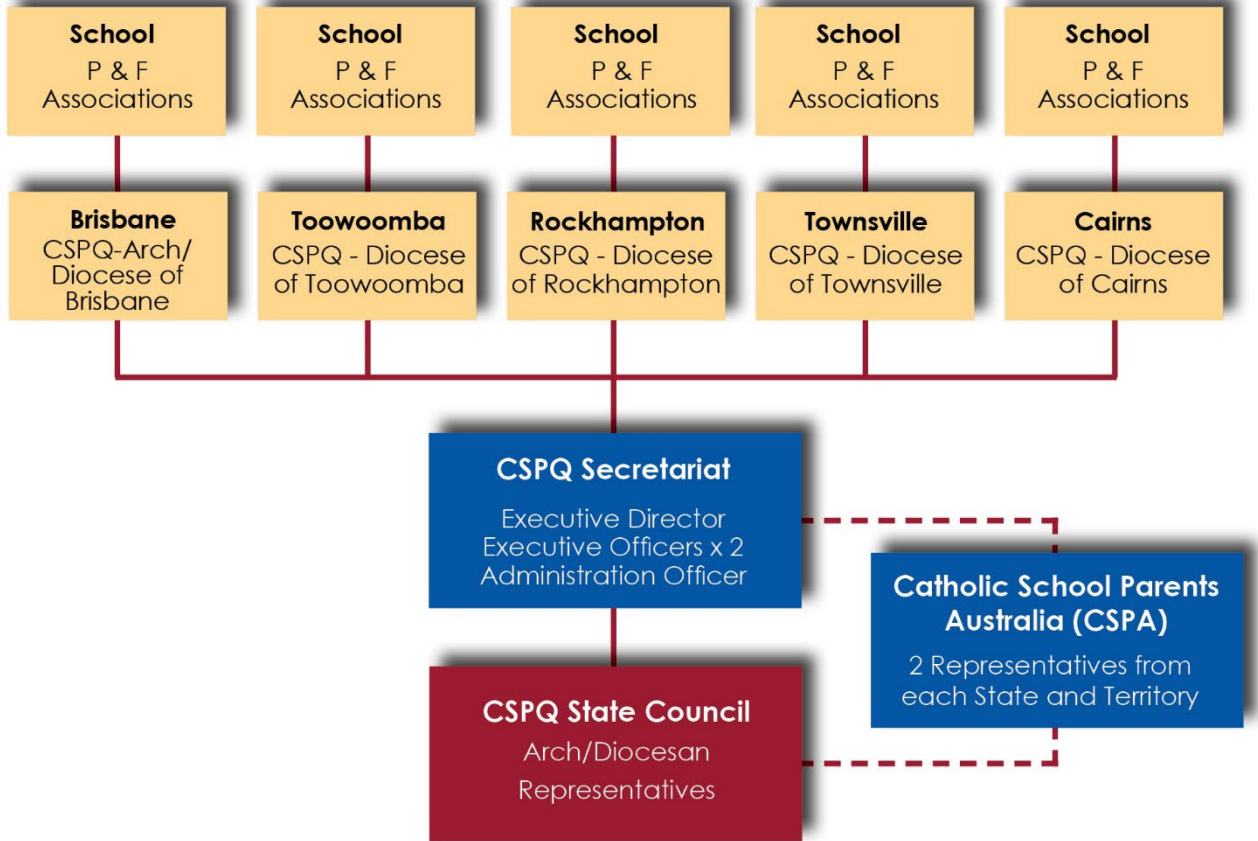
The Charter is the document which gives guidance to the local Advisory Group for its efficient and effective operation. Hence the document:

- sets common aims and objectives;
- establishes rules for membership, elections, voting etc.;
- arranges for proper management of the finances;
- allows for amendments and changes to be discussed, debated and resolved;
- sets standards for appropriate community involvement; and
- establishes other rules for the group's operation.

The following Charter of the Parents and Friends Advisory Groups of Catholic Schools in Queensland, which supersedes all other model constitutions, has been drafted with the assistance and endorsement of Church authorities, legal advisers, parents and CSPQ's State Council. It is a refinement of the Constitution that has been previously used by Parents and Friends Advisory Groups.

This document recognises that Parents and Friends Advisory Groups exist for the benefit of the school and its students. Each local Advisory Group must be properly established and approved by Church and school authorities to ensure that it is eligible for insurance cover provided by the school. Officer bearers of the local Advisory Group and the school Principal should ensure that copies of the charter are readily available for perusal. Copies of the charter are also available on CSPQ's website at [cspq.catholic.edu.au](http://cspq.catholic.edu.au).

# CATHOLIC SCHOOL PARENTS QUEENSLAND (CSPQ) ORGANISATIONAL STRUCTURE



Adopted at General Meeting \_\_\_\_\_ 19/03/2025 \_\_\_\_\_ [insert date of the Meeting]

Amended \_\_\_\_\_ 19/03//2025 \_\_\_\_\_ [insert date of meeting when amended]



1. **NAME**  
The name of the Advisory Group shall be Parent Engagement Committee  
[insert full name of Advisory Group].

2. **INTERPRETATION**

In this Charter unless the context otherwise requires:-

- a. “**Annual Levy**” means the fee or levy applied by CSPQ to the parents/carers of each child attending a Catholic School in Queensland, which shall be paid through the Brisbane Catholic Education Office and invoiced to each school;
- b. “**Advisory Group**” means the P&F Advisory Group described in clause 1;
- c. “**BCE Executive Director**” means the person who from time to time holds that role, or similar role, within Brisbane Catholic Education;
- d. “**Catholic School Parents Queensland**” or “**CSPQ**” is the body representing the interests of all parents and friends in Catholic Schools in Queensland;
- e. “**Delegate**” means an “**Ordinary Member**” appointed to “**The Executive**” to act as a representative on the CPSQ Archdiocese of Brisbane Council;
- f. “**CSPQ Archdiocese of Brisbane**” means the body representing the interests of all parents and friends in the Roman Catholic Archdiocese of Brisbane;
- g. “**Executive**” means the members of the Executive of the Advisory Group, as determined from time to time in accordance with this Charter;
- h. “**Ex-officio Members**” are members of the Executive of the Advisory Group by virtue of the office they hold, who shall have full voting rights;
- i. “**Friends**” are School teachers, staff, and other members of the parish/School community interested in pursuing the objectives of the Advisory Group by their regular attendance at meetings, the names of whom are to be agreed at an annual general meeting or a regular meeting of the Advisory Group;
- j. “**Ordinary Member**” is a parent/carer of a child enrolled at the School;
- k. “**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;
- l. “**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;
- m. “**Sub-Committees**” means those “**Ordinary Members**” elected or appointed to particular committees to fulfil specific roles and/or tasks that are agreed as required; and
- n. “**The Executive**” means those “**Ordinary Members**” elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer, Delegates to the Archdiocese of Brisbane Council and School Principal and Parish Priest or others as elected to be “**Executive Members**”.

### **3. OBJECTIVES**

- 3.1. The Objectives of the Advisory Group 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 Advisory Group will participate in the optimum spiritual, intellectual, social and physical development of pupils in the School 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; and
  - (e) providing a medium for parents/carers to participate at Diocesan, State and National levels.
- 3.3. The Advisory Group will:
- (a) affiliate with Catholic School Parents Queensland, and thereby the CSPQ Archdiocese of Brisbane by payment of the Annual Levy;
  - (b) do all things necessary to cooperate with the administration of the School in supporting all aspects of the School's operation;
  - (c) not affiliate with any political body or party;
  - (d) not affiliate with any association whose objectives are inconsistent with the objectives stated in clause 3.1;
  - (e) not be considered as a separate legal entity, and as such, shall not:
    - (i) have the capacity to sue or be sued in its own name;
    - (ii) have the capacity to hold property in its own name; and
  - (f) be established and operate as an advisory committee to the School.

### **4. ADVISORY GROUP MEMBERSHIP**

- 4.1. The membership of the Advisory Group shall consist of:
- (a) the parents and carers of all children enrolled at the School who shall be called Ordinary Members;
  - (b) the Parish Priest, and Principal or their nominees who shall be called Ex-Officio Members;
  - (c) the Friends of the School.



4.2. **Register of Members**

- (a) In the case of those qualifying for Ordinary Membership as parents or carers of children currently on the School roll, the School roll shall be considered as the register of Members.
- (b) The Executive shall cause a register to be kept in which shall include the names of all persons admitted to membership of the Advisory Group as “Friends”. The minutes of a meeting may be used as the register. Membership of a ‘friend’ shall be reviewed each year.

5. **EXECUTIVE MEMBERSHIP**

5.1. Membership of the Executive shall consist of:

- (a) a President, a Vice-President, a Secretary, and Delegates;
- (b) the Parish Priest and School Principal or their nominees as Ex-Officio Members; and
- (c) other representatives made up of Ordinary Members, as agreed by the Advisory Group from time to time.

5.2. **Election of the Executive**

- (a) At each annual general meeting of the Advisory Group, all Ordinary Members of the Executive shall retire from office, but shall be eligible for re-election or re-appointment subject to the terms of this Charter.
- (b) The Executive, but excluding the appointment of any Ex-Officio Members, shall be elected by the Ordinary Members from the membership of the Advisory Group (as described in clause 5.1), by consensus at each annual general meeting of the Advisory Group.
- (c) The term of office for any elected members to the Executive, but excluding Ex-Officio Members, shall be limited to one year with the right to serve a maximum of Five **[specify number of terms]** consecutive full terms in the one position.
- (d) Subject to clause 6.2(a), a person may only hold one position on the Executive.
- (e) The Executive must:
  - (i) consist of at least 3 Ordinary Members, and not more than 20;
  - (ii) excluding any Ex-Officio Members, not comprise an even number of Ordinary Members.
- (f) If a member has served their maximum term in one position on the Executive pursuant to clause 5.2(c):
  - (i) they may be elected for another position on the Executive in accordance with clause 5.2(b); or

- (ii) if no other eligible person nominates to be appointed to their previous position, they may be re-appointed to that position in accordance with clause 5.2(b).

## **6. VACANCIES ON EXECUTIVE**

- 6.1. Any member of the Executive may resign at any time from membership of the Executive by giving notice in writing to the Secretary. Such resignation shall take effect at the time when it is received by the Secretary unless some later date is specified in the notice, in which case, the resignation shall take effect on that later date.
- 6.2. If a member of the Executive resigns in accordance with clause 6.1, or is removed in accordance with clause 7.1, the Executive may:
  - (a) subject to the requirements under clause 5.2(e), appoint a member, who may or may not already be a member of the Executive, to fill the vacancy caused by the resignation or removal of an office bearer, on the Executive until the next Annual General Meeting; or
  - (b) call a general meeting to fill the vacancy.
- 6.3. Where a member is appointed under clause 6.2(a), such appointment shall be ratified at the next scheduled general meeting of the Advisory Group.

## **7. TERMINATION OF MEMBERSHIP OF EXECUTIVE**

- 7.1. Any member of the Executive may be removed from office by Ordinary Resolution at a general meeting of the Advisory Group called for that purpose if the member:
  - (a) fails to comply with any of the provisions of this Charter; or
  - (b) conducts themselves in a manner considered to be injurious and prejudicial to the character or interests of the Advisory Group or the School.
- 7.2. In respect to any proposed motion to remove the member under clause 7.1:
  - (a) the Executive shall give the member at least 14 days' notice to respond to the proposed motion before calling any meeting;
  - (b) the member concerned shall otherwise be afforded procedural fairness in respect to any proposed decision.
- 7.3. If the Advisory Group decides to remove the member from the Executive under this clause 7, the Advisory Group must give the member notice of the decision within 7 days of the date the decision is made.

## **8. FUNCTIONS OF THE EXECUTIVE**

- 8.1. The Executive shall be responsible for working with the Principal to build community and family engagement with the School and support initiatives in respect to student learning and wellbeing.
- 8.2. The Executive shall only have the power to make recommendations concerning how funds collected by the School for the purposes of the Advisory Group are to be administered by the School in accordance with this Charter.

## **9. FUNCTIONS OF THE PRINCIPAL AND THE SCHOOL**

- 9.1. The School shall be responsible for the general management and administration of the affairs of the Advisory Group.
- 9.2. Any expenditure of funds collected by the School for the purposes of the Advisory Group in accordance with this Charter, is subject to the recommendations made by the Advisory Group and must have the approval of the Principal.

## **10. SUB-COMMITTEES**

- 10.1. The Executive shall have the authority to appoint Sub-Committees to undertake such tasks as it may determine from time to time. All Sub-Committees acting in accordance with the charter objectives shall be deemed to be a part of the Advisory Group and must report back to the Advisory Group.
- 10.2. Each Sub-Committee shall choose from its membership a chairperson and secretary.

## **11. MEETINGS OF THE EXECUTIVE**

- 11.1. The Executive may meet separately as required during its term of office to exercise its functions. Decisions made at meetings of the Executive shall be tabled at the Advisory Group's next general meeting for ratification or reporting purposes.
- 11.2. Without limiting clause 11.1, a meeting of the Executive must be convened by the President or in their absence, the Secretary, upon the request of a simple majority of members of the Executive, or by written request of the Principal. Such request shall clearly state the reason why such meeting is being convened and the nature of the business and motions to be considered at the meeting.
- 11.3. The President shall be Chairperson or in their absence, the Vice President and in the absence of both, a Chairperson shall be elected by majority vote of the members present at the meeting.
- 11.4. At every Executive meeting, a quorum is at least half of the number of voting members of the Executive.
- 11.5. The Executive may meet together, subject to this Charter, and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Executive shall be decided by consensus. Should a deadlock occur, a vote of all members present will be taken and a majority decision shall apply.
- 11.6. Every member of the Executive shall be entitled to one vote in respect to any motion submitted under this Charter. Where a vote is tied, the motion will not pass. Nothing in this clause prevents any failed motion from being submitted at a future meeting.
- 11.7. Voting shall be counted by a show of hands, or such other reasonable method nominated by the Chairperson.
- 11.8. If, in respect to a motion, there has been a tie of votes or any deadlock on more than one consecutive occasion, the motion may be referred to the BCE

Executive Director for determination. Any decision made by the BCE Executive Director under this clause 11.8 shall be a decision of the Executive.

## **12. ADVISORY GROUP MEETINGS**

12.1. Meetings of the Advisory Group consist of:

- (a) annual general meetings, which shall be held in the month of          **November** in each year; and
- (b) general meetings, which shall be held at least four times per year exclusive of the annual general meeting, at such times that are determined by the Executive.

## **13. AGENDA OF ANNUAL GENERAL MEETING**

13.1. 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 President's report;
- (d) the election of members of the Executive;
- (e) the appointment of Delegates;
- (f) the appointment of Sub-Committees;
- (g) review and distribution of applicable School policies and procedures, so far as they apply to the Advisory Group;
- (h) the notification to CSPQ, in writing (email/contact form) within 30 days of the annual general meeting of the details of the office bearers for the Advisory Group.

## **14. QUORUM**

14.1. At an annual general meeting          **3**  
members shall constitute a quorum and at a general meeting          **3**  
members shall constitute a quorum.

## **15. CALLING OF MEETINGS**

15.1. The President or in their absence, the Secretary, shall convene all meetings under this Charter by giving not less than 14 days' notice of such meetings. The Executive shall determine the manner by which such notice is given.

## **16. CONDUCT OF MEETINGS**

16.1. Unless otherwise provided by this Charter, at every meeting convened under this Charter:

- (a) the President shall be Chairperson or in his/her absence, the Vice President, 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;
- (c) every question, resolution or decision shall be decided by consensus but should a deadlock occur, a vote of all members of the Advisory Group present will be taken and a majority decision shall apply;
- (d) should a vote be required, every member present shall be entitled to one vote, and where a vote is tied, the motion lapses so that the status quo is maintained.
- (e) voting shall be by show of hands or a division of members, unless a simple majority of members present move that a secret ballot be conducted, in which case, the Chairperson shall appoint two Members to conduct the secret ballot in such manner as he/she shall determine, and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- (f) the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every meeting of the Executive, any annual general meeting, general meeting and special meetings, to be entered in a book to be provided for that purpose. Such book is to be open for inspection at all reasonable times by any member of the Association who applies to the Secretary for that inspection.

## **17. ALTERATION OF CHARTER**

- 17.1. Notice of any proposed amendment to this Charter shall be given in writing to the Principal. Subject to clause 17.2, this Charter may not be amended by the Advisory Group without the Principal's prior written consent.
- 17.2. The following clauses of this Charter may not be amended by the Advisory Group:
  - (a) clause 8;
  - (b) clause 9;
  - (c) clause 17;
  - (d) clause 18;
  - (e) clause 19; and
  - (f) clause 20.
- 17.3. Upon receipt of the Principal's written consent in accordance with clause 17.1, notice of any proposed amendment shall be given in writing to the Secretary. Immediately following receipt of such notice, the Secretary shall notify the terms to all Ordinary Members of the amendment.

## **18. FUNDS**

- 18.1. The income collected and any property acquired in connection with this Charter shall:
- (a) be managed solely by the School;
  - (b) only be used and applied solely in promotion of the objectives under this Charter.
- 18.2. The financial year of the Advisory Group shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 18.3. The funds of the Advisory Group shall be banked by the School in an account or sub-account including the name of the Advisory Group, so far as is reasonably practicable.
- 18.4. The School shall provide such reports evidencing the transactions and balance relevant to the Advisory Group at such times as are reasonably required at the written request of the Executive.

## **19. NO AGENCY OF THE SCHOOL**

- 19.1. The Advisory Group will not hold itself out as agent of the School and has no authority to bind the School.
- 19.2. All legal dealings in connection to the Advisory Group and its operations shall be done in the School's name.

## **20. COMPLIANCE WITH SCHOOL POLICIES AND PROCEDURES**

- 20.1. The Advisory Group must comply with the School's reasonable directions, policies and procedures notified to the Advisory Group from time to time in relation to:
- (a) the safety, security and operational requirements for the School; and
  - (b) the conduct of the Advisory Group, including but not limited to the conduct of each individual member, in connection with this Charter.

## **21. DISSOLUTION**

- 21.1. The Advisory Group 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  $\frac{3}{4}$  majority of the members present at a meeting convened to consider the question.
- 21.2. In such event, the property and other assets of the Advisory Group remaining after the payment of all expenses and other liabilities shall, be handed over to the School.

CERTIFICATION

We certify that this is a true and correct copy  
of the Charter of

**St Columban's College**

---

(NAME OF ORGANISATION)

Jodie Buckle

---

(PRESIDENT)

Elizabeth Gordon

---

(SECRETARY)

DATE: 19/3/2025

## **BY-LAWS**

**Attach your P&F Advisory Group's by-laws on this page.**

*A by-law is a law made by your local Parents and Friends Advisory Group pertaining to a particular issue. They must relate to functions and powers of the P&F Advisory Group.*

*Examples:-*

- 1. Meeting of St Joseph's P&F Advisory Group must not be longer than 1½ hours without a motion from the meeting being passed to allow for special circumstances. [25 May 2003].*
- 2. A P&F fundraising levy will be levied on every family at St Joseph's School at the rate of \$50 per student annually (to a maximum of \$100 per family). This levy will be collected on the school fees at a rate of \$12.50 per term per student and then passed to the P&F Advisory Group by the school. [25 August 2003].*