

Appendix B

Constitution of LPFA

Name

1. To be known as the Loyola Parents and Friends' Association (LPFA).

Membership

2. A member for the purpose of this Constitution is defined as follows:
 - a) Any parent of a student at Loyola College
 - b) Any student of Loyola College
 - c) Any staff member of Loyola College
 - d) Any friend of Loyola College

General

3. The LPFA is a group of parents, students, staff members and friends of Loyola College, combining to assist in the community development of the College. The governing body of the LPFA is known as the LPFA Committee. The Committee consists of representatives from each of the different assistance groups within the College. The function of the LPFA Committee is to coordinate the assistance groups approved to operate within the College to ensure economy of effort and to provide a unified approach to the community development.

Committee

4. The LPFA Committee will consist of:
 - a) President;
 - b) Vice President;
 - c) Secretary;
 - d) Assistant Secretary;
 - e) Treasurer;
 - f) Assistant Treasurer;
 - g) Representative of Property and Maintenance Committee;
 - h) Representative of Uniform Committee;
 - i) Representative of Social Committee;
 - j) Representative of Fine Art and Craft Committee;
 - k) Representative of Debutante Ball Committee;
 - l) College Principal or his representative;
 - m) Representative of the Loyola Staff Association; and
 - n) Representative of the Loyola Students' Council..
5. The occupants of the positions listed (a) to (f) above shall constitute the Executive of the LPFA Committee.

Role

6. To coordinate the activities of the assistance groups within the College.

Assistance Groups

7. The assistance groups approved by the Principal are:
 - a) The Property and Maintenance Committee;
 - b) The Uniform Committee;
 - c) The Social Committee;
 - d) The Fine Art and Craft Committee;
 - e) The Debutante Ball Committee.

Organisation of Assistance Groups

8. Approved assistance groups are to establish independent committees of sufficient size to carry out their role and responsibilities. If necessary, members of the LPFA may be co-opted to a particular assistance group committee to assist with a special project.
9. Each assistance group is to provide a representative on the LPFA Committee to represent the interests of its group.

Roles/Responsibilities of Assistance Groups

10. Property and Maintenance Committee

The Property and Maintenance Committee is required, in conjunction with the College Business Manager, to:

- a) Submit as required to LPFA meetings plans for the general area maintenance and ground development for the College;
- b) Coordinate the workforce available on allocated workdays ("working bees").

11. Uniform Committee

The Uniform Committee is required to:

- a) Advise the Principal and College Board of any matters connected with the supply of the College uniform;
- b) Coordinate, and disseminate to all parents, information regarding the design, standard, colour and availability of the College uniform;
- c) Coordinate the sale of previously-owned uniforms;
- d) Conduct a facility for the purchase and resale of new uniforms;
- e) Operate all transactions on a small profit margin, any profit being remitted to the LPFA General Account.

12. Social Committee

The Social Committee is required to organise and conduct social functions throughout the year to:

- a) Encourage a closer community spirit within the College;
- b) Raise money for LPFA-sponsored projects

13. Fine Art and Craft Committee

The Fine Art and Craft Committee is required, in conjunction with the College Community Liaison, to:

- a) Organise the Annual Art and Fine Craft Sale, to foster community spirit in this area; Tasks include setting the date, catering, music, judging, entry forms, finance, invitations, advertising, insurance, publicity as well as co-ordinating volunteer assistance;
- b) Operate all transactions on a small profit margin, any profit being remitted to the L.P.F.A;

14. Debutante Ball Committee

The Debutante Ball Committee is required, with assistance of the College Community Liaison, to:

- a) Organise the Annual Debutante Ball(s) for the girls of Year 11 at Loyola College: Tasks include

- drawing up Debutante and Partner contracts, setting the date and venue, as well as co-ordinating the
- b) dance instruction, rehearsals, dress requirements, costs involved, photography, video, music and tickets;
- c) Operate all transactions on a small profit margin, any profit being remitted to the L.P.F.A.;

Money Raising

15. Where assistance groups undertake fund raising, money raised is to be remitted to the LPFA General Account and accounted for separately by the Association Treasurer of the LPFA. Money raised is only to be expended on LPFA-approved projects.
16. Any other organisation associated with the College - e.g. Loyola Staff Association, Loyola Students' Council, etc - requesting the assistance of the LPFA with the conduct of an activity is required to:
 - a) Gain the Principal's approval for the activity before approaching the LPFA;
 - b) Agree to the division of profit or loss resulting from the activity calculated on a percentage basis proportional to the involvement of the two bodies.
17. The LPFA cannot, on its own behalf, borrow money from any outside organisation. It can, however, borrow money from the College through the Principal with the view to undertaking any major development within the College.

LPFA Projects

18. The LPFA Committee will periodically produce a plan of the major projects to be supported by fund raising activities. Approval of the Principal and the College Board is necessary before grounds development is undertaken to ensure the LPFA- sponsored projects are consistent with long term development plans for the College. Major projects are to be costed and a budget established to ensure the LPFA is capable of funding planned expenditure.
19. Minor projects may be identified for LPFA sponsorship. Before minor projects are adopted as approved LPFA projects, they must be:
 - a) Approved by the Principal.
 - b) Supported by a two-thirds majority of the LPFA Committee members present at the meeting at which the decision is to be taken.
and
 - c) Capable of being funded within the budget.

Election of the Executive

20. Elections for positions listed as Clauses 4a, b, c, d, e and f will be conducted at the Annual General Meeting and will be by secret ballot. The various Committees will elect their own Representatives.
21. Nominations for positions listed as Clauses 4a, b, c, d, e and f 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.

22. Term of office is to be one year. No one person will occupy the same office for more than four consecutive years.

Committee Procedures

23. The Committee will meet at such times as the Committee from time to time determines, but at least once in every two months, or at any time requested by the Principal and/or the Committee President, or two-thirds of Committee members.
24. Committee members may, with the approval of the Committee, be reimbursed for any expenses incurred while on approved Committee business.

Annual General Meeting

25. An Annual General Meeting open to all LPFA members will be held during the fourth school term of each year to:
 - a) Receive the Annual General Report from the Committee President, which must be made available in an approved place seven days prior to the Annual General Meeting.
 - b) Determine any matter of which not less than seven days notice has been given to members.
 - d) Receive the Annual Financial Statement for the previous financial year, finishing on the 31 January, and which must be published and made available seven days prior to the Annual General Meeting.
26. LPFA members wishing to have any matter considered at the Annual General Meeting will be required to submit such matter in writing to the Secretary of the LPFA not less than seven days before the Annual General Meeting. All correspondence dealing with the Annual General Meeting shall be addressed to the Secretary, Loyola Parents and Friends' Association, C/- Loyola College.
27. Advance notice of not less than three weeks for the Annual General Meeting will be given in the weekly news bulletin.

Special General Meetings

28. Special general meetings may be called on seven days' notice by the Committee or the Principal. Should members consider it essential to discuss some specific matter at a special meeting it will be necessary to give written notification of the nature and reason for the request. The notification must contain the signatures of ten members and be lodged with the Secretary not less than fourteen days prior to the next LPFA Meeting at which it must be discussed.

Quorum

29. A quorum for the Annual General Meeting or a Special General Meeting shall not be less than 25 members.

Alteration of the Constitution

30. The Constitution of the LPFA can only be changed at an Annual or Special Meeting, provided conditions contained in Clauses 25, 26, 27 and 28 are observed, and at least two-thirds of members present agree to such a change.