



THE CAIRNS DIOCESAN COUNCIL OF THE PARENTS AND FRIENDS ASSOCIATIONS

Our mission is to enrich the education and learning of our children through an active participation between families, students and teachers.

Adopting the new Constitution

How do you go about adopting this new Constitution?

The first step is to table the model constitution at a meeting and decide on your process for examining this document. One method is to form a small sub-committee who would look at the document and make some recommendations to the next meeting.

The decision of the meeting regarding a review of the constitution should also be advertised in your school newsletter, as it is the guiding rules under which you operate and all in the school community should be aware of this process.

At your next P & F meeting come to a decision about the changes and give notice to the school community of what those changes might be and the date of the meeting when the final discussion re changes and the adoption of the new constitution will take place. One way of doing this is to provide copies of the proposed new constitution at the school office and then parents could collect and review the document if they wish.

At the meeting to deal with the adoption, after allowing discussion, it will be necessary to formally adopt the new constitution in the usual form of a motion. If this motion is passed then the document must be signed and dated by the President and Secretary. Ensure that any current bylaws are included in the review.

Another important step is to make some copies of the document and file the original at the school where it will not be lost as office bearers move out of their positions.

You should also check to see if your Diocesan P & F has a collection point for local constitutions so that at least one copy is kept away from the school but still easily accessible. A copy of the new constitution should be sent to the Queensland Parents & Friends Federation via email: info@pandf.org.au

The Parental Code of Conduct may also be adopted at this time. This is a new addition to the constitution and gives all a guide to acceptable conduct whilst a member of your school community.

The constitution is available on our website in both Adobe Acrobat and Microsoft Word formats. <http://www.pandf.org.au/model-constitution-and-coc>

A constitution (sometimes called “rules” or “governing document”) can be adopted at a formal meeting of the executive committee and membership. The final version must be signed and dated by the committee members at the meeting, and a note of formal adoption of the constitution should be made in the minutes of the meeting.