



Diocese of Broken Bay

**DIOCESAN PARENT COUNCIL CONSTITUTION**

DPC Constitution	Explanatory Guidance Notes
<p><b>1. Name</b></p>	
<p>This body shall be known as the Broken Bay Diocesan Parent Council (DPC). The DPC is a consultative body and is subject in all respects to diocesan policy and directives.</p>	<ul style="list-style-type: none"> <li>• The Broken Bay Diocesan Parent Council was previously known formally as the Diocesan Parent Council.</li> <li>• All activities of the DPC will be conducted in the light of Diocesan Schools System and specific school policies.</li> <li>• The purpose of the Constitution is to:               <ul style="list-style-type: none"> <li>○ Give direction to the DPC.</li> <li>○ Provide a framework within which the DPC operates.</li> <li>○ Ensure there is clarity about the process for approving expenditure and the purposes for which DPC funds can be expended.</li> </ul> </li> </ul>
<p><b>2. Aim</b></p>	
<p><b>2.1 What is the mission of the DPC?</b></p> <p>The Broken Bay Diocesan Parent Council aims to strengthen and help develop a respectful and trusting partnership between home, school and parish. Recognising parents as their child's primary educator we endeavour to provide support networks for engaging parents and to be an advocate for parent's perspectives in the Broken Bay Diocese.</p>	<p>Catholic schools are pastoral instruments of the Church and the DPC evolves from the experiences of parents who value Catholic schools and see their own engagement in schools as an engagement in church.</p> <p>Children are the focus of parents' interest and the reason they are involved. Parents have a responsibility to educate their children and are entitled to be involved in the process in a meaningful way. Church documents emphasise the importance of parents' responsibility and recognise that many parents require assistance and encouragement.</p>



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<p><b>2.2 What are the purposes of the DPC?</b></p> <p>The purposes of the DPC are to:</p> <ul style="list-style-type: none"> <li>a) Support the mission of the Catholic Church.</li> <li>b) Strengthen the partnerships between family, school, parish and the wider community, for the benefit of children’s education, faith development and well-being.</li> <li>c) Represent the opinion of Broken Bay systemic parents to other stakeholders such as the Catholic Schools Office (CSO), Catholic Education Commission NSW (CEC) and Council of Catholic School Parents (NSW) (CCSP) and provide opportunities for parents to interact with system leaders.</li> <li>d) Provide opportunities for parents to learn ways to support their child’s learning.</li> <li>e) Promote Catholic education in Catholic schools in partnership and through collaboration with the Bishop and the CSO.</li> <li>f) Provide a diocesan level forum for participation, in all aspects of Catholic education, of parents of students in Diocesan systemic schools.</li> </ul> <p><b>2.3 How will the DPC do this?</b></p> <p>The DPC will work towards these purposes by:</p> <ul style="list-style-type: none"> <li>a) Practising and promoting partnership principles that foster a culture of engagement between schools and families.</li> <li>b) Advocating for Catholic education in the local and political arenas, in collaboration with the CSO and the CEC, including with regards to the funding of Catholic schools.</li> <li>c) Assisting schools to develop an informed and engaged P&amp;F.</li> <li>d) Being a resource and referral point for individual P&amp;Fs.</li> </ul>	<p>The DPC needs to offer assistance to parents at a variety of levels. Many parents do not want, or are not able, to become involved in school activities. As a parent organisation, the DPC needs to make a special effort to reach out beyond the relatively small number of parents who usually get involved and to actively seek ways of including as many parents as possible.</p> <p>Church documents state that schools have a duty to establish an empowering partnership with parents.</p> <p>Every school should initiate meetings and other programmes which will make the parents more conscious of their role, and help to establish a partnership; it is impossible to do too much along these lines – <i>The Religious Dimension in a Catholic school, Rome, 1988</i></p> <p>There are strong educational arguments for parent engagement in all facets of their children’s education. Extensive research on what constitutes effective schools consistently has shown that schools which best achieve their educational outcomes are those which have a strong parental partnership. It is well recognised that parental interest in a child’s education is one of the most important single influences on his/her intellectual development and learning at school.</p> <p>The DPC has strong collaborative links with the CSO. Through cluster groups and P&amp;Fs it is linked to schools and parishes.</p> <p>A key purpose of the DPC is to provide a diocesan level forum where strong and informed parent leadership will develop to assist parents in their responsibility as educators and to help parents recognise their role as partners in Catholic education. The development of a communication network which will facilitate and encourage the flow of information between schools, parents, parish and the DPC is an important responsibility of the DPC.</p>



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<ul style="list-style-type: none"> <li>e) Providing a parental perspective to assist the CSO and the Diocesan Schools Board in decision making.</li> <li>f) Supporting parents and carers in their parental responsibilities and engagement in their child's learning at home and school.</li> <li>g) Encouraging parent participation beyond their child's school.</li> <li>h) Providing opportunities including forums for parents and carers to gain insights into the life of the school, current developments in education and Catholic education in particular.</li> <li>i) Providing a means for parents and carers in Broken Bay Catholic schools to have a voice at diocesan level and with the CCSP at state level.</li> <li>j) Providing a diocesan-wide network to disseminate and exchange information among parents.</li> <li>k) Communicating with parents by means of newsletters, websites and leaflets.</li> </ul>	
<p><b>3. Limitation</b></p>	
<p><b>3.1 Are there any restrictions on the DPC?</b></p> <ul style="list-style-type: none"> <li>a) The DPC is an unincorporated association and has no legal identity separate from its members.</li> <li>b) The DPC has no authority in the day-to-day operation or management of the DSS or any individual diocesan systemic school.</li> <li>c) The DPC will not provide advocacy services for individuals or small groups in complaint matters. All complaints must be handled in accordance with the DSS's Complaints Handling Policy.</li> <li>d) The DPC will not affiliate with any political party.</li> </ul>	<p>Diocesan systemic schools are not legal entities in their own right. Therefore parent bodies which are part of a systemic school cannot take on a legal identity of their own. P&amp;Fs must not be separately incorporated. Similarly the DPC as the diocesan body representing all the P&amp;Fs in the diocese has no separate legal identity from the Diocese.</p> <p>The DPC, whilst supporting and encouraging the development of P&amp;Fs, has no mandate to become involved in the day-to-day issues or administration of any systemic Catholic school.</p>



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<p>e) The DPC indemnifies each past and present member of the DPC executive for the time being to the full extent permitted by law against all liability arising as a result of that person acting as a member of the DPC executive of the DPC unless one of the following applies:</p> <ul style="list-style-type: none"> <li>i) the liability arises out of conduct involving a lack of good faith on the part of the DPC executive member; or</li> <li>ii) the liability arises out of conduct of the DPC executive member known to the DPC executive member to be wrongful.</li> </ul>	
<p><b>4. Membership</b></p>	
<p><b>Eligibility</b></p> <p>All Broken Bay systemic school P&amp;Fs are members of the DPC. No fees or levies are payable to the DPC by P&amp;Fs.</p> <p>The administrative co-ordinator will maintain a database of all P&amp;Fs and the names and contacts of their representatives for the purpose of dissemination of information.</p>	<p>The DPC is a parent body with the special responsibility to listen to and represent the views of all parents, guardians and care-givers of students in Catholic schools in Broken Bay. The members of the DPC, the P&amp;Fs, must therefore be able to demonstrate that they effectively represent the parents, guardians and care-givers of the children in Catholic systemic schools in the Diocese and must also ensure that their representatives on the DPC understand the nature of their role.</p>
<p><b>5. Management</b></p>	
<p><b>5.1 What is the DPC executive?</b></p> <ul style="list-style-type: none"> <li>a) The DPC executive is the group responsible for the management of the DPC.</li> <li>b) The DPC executive is comprised of four representatives from each cluster, a total of 12 persons together with the three cluster co-ordinators and the executive officer. At least one person from each cluster must represent a secondary school. The cluster co-ordinators and the executive officer are members ex officio.</li> </ul>	<p><i>Ex-officio</i> means these individuals are members by right of the position they hold. The ex-officio members and the administrative co-ordinator do not have voting rights.</p> <p>At the time of their election each cluster representative must have a child enrolled in a Broken Bay systemic Catholic school.</p>



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<p>c) The DPC executive is supported by the administrative co-ordinator.</p> <p>d) The officers of the DPC executive are the president, vice president, and treasurer.</p> <p>e) The administrative co-ordinator and the cluster co-ordinators are not eligible to be cluster representatives.</p> <p>f) The DPC executive has the power to make decisions at executive meetings on behalf of the Council; when appropriate and within the limits of clause 13.3 (allocation of funds).</p> <p><b>5.2 What are the responsibilities of the DPC executive?</b></p> <p>The DPC executive is responsible for:</p> <p>a) Planning and implementing the business of the DPC.</p> <p>b) Supporting the Bishop and the DSS in its mission and ministry to school communities.</p> <p>c) Providing a coordinating network between P&amp;Fs and the DPC.</p> <p>d) Providing comment on draft policy and papers referred by the Director of Schools.</p> <p>e) Providing a public face for systemic Catholic school parents.</p> <p>f) Working in collaboration with the Director of Schools in the public domain to achieve the aims of the DPC and Catholic education.</p> <p>g) Organising an appropriate induction process for executive members.</p> <p>h) Ensuring the DPC's ongoing financial accountability.</p> <p><b>5.3 How does the DPC executive work?</b></p> <p>a) The DPC executive is to meet at least four times in any one school year at such times and places as it may determine.</p>	<p>The DPC executive plans the activities of the DPC, plans the agenda for cluster meetings and considers the most suitable way of dealing with issues raised.</p> <p>In developing guidelines or projects the DPC is to ensure that principals are fully informed about their role in the process and understand the role of their school's P&amp;F.</p> <p>Any documents distributed at executive or cluster meetings for comment, must indicate the document's status and to which parties it is open for comment.</p>





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<b>6. Duties of office</b>	
<p><b>6.1 What is the role of the president?</b></p> <p>The president:</p> <ul style="list-style-type: none"><li>• Provides leadership and direction for the DPC.</li><li>• Promotes the aims of the DPC in dealings with its members.</li><li>• Supports the DPC executive members.</li><li>• Presides at all meetings at which he or she is present.</li><li>• Ensures the efficient running of meetings.</li><li>• Prepares the agenda for meetings of the DPC executive.</li><li>• Ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place.</li><li>• Prepares and presents the annual president's report of the DPC.</li></ul> <p><b>6.2 What is the role of the treasurer?</b></p> <p>The treasurer:</p> <ul style="list-style-type: none"><li>• Is responsible for ensuring that all the financial dealings of the DPC are carried out in accordance with clauses 6.3 and 13.</li><li>• Presents, at each DPC executive meeting, a statement of accounts showing current receipts and expenditure and a bank reconciliation since the last meeting, together with the outstanding balance, and a bank statement for notation by the president and vice president.</li><li>• Organises the annual audit of accounts in accordance with 13.4 and presents the annual financial report of the Council.</li><li>• Passes on records, in good order, to the incoming treasurer.</li></ul>	<p>The president communicates with the executive officer prior to each DPC executive meeting to discuss the agenda to ensure clarity of issues to be raised.</p>



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<ul style="list-style-type: none"> <li>• The treasurer shall:               <ul style="list-style-type: none"> <li>○ receive all monies and keep accurate records of all such monies received;</li> <li>○ issue a receipt for all monies received;</li> <li>○ obtain and keep receipts for all monies paid from the Council; and</li> <li>○ without delay bank all monies received intact. No money shall be withdrawn from the said account unless authorised by the Council.</li> <li>○ prepares each payment attaches relevant invoice with their approval for payment and presents it to a co-signatory for endorsement.</li> </ul> </li> <li>• All books, receipts, vouchers and monthly statements of account shall be made available to the auditors prior to the annual general meeting.</li> </ul> <p><b>6.3 What is the role of the vice president?</b></p> <p>The vice president:</p> <ul style="list-style-type: none"> <li>• Chairs DPC executive meetings in the absence of the president.</li> <li>• Assists the president to provide leadership and direction for the DPC.</li> </ul> <p><b>6.4 What is the role of the CCSP representative?</b></p> <p>The CCSP representative:</p> <ul style="list-style-type: none"> <li>• Informs the Diocesan Parent Council about parent issues raised by the CCSP.</li> <li>• Attends CCSP meetings.</li> </ul>	<p>The treasurer should have the appropriate skills, qualification and experience to perform this role.</p> <p>Appropriately externally audited accounts are to be produced.</p> <p>The financial year runs from 1 January to 31 December.</p> <p>To help the flow of information from the DPC to individual school communities, the minutes of each meeting will be displayed on the DPC website.</p>



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<p><b>6.5 What is the role of the administrative co-ordinator?</b></p> <ul style="list-style-type: none"> <li>• Provides for the safe custody of records of the council.</li> <li>• Arranges for cluster meetings.</li> <li>• Oversees co-ordination of parent forums in clusters.</li> <li>• Organises meetings and receives agenda items, records accurate draft minutes and gets them formalised at the subsequent meeting.</li> <li>• Receives and deals with correspondence in a manner agreed upon by the DPC executive.</li> </ul> <p><b>6.6 What is the role of a cluster co-ordinator?</b></p> <ul style="list-style-type: none"> <li>• Each cluster co-ordinator has a customised role description setting out the content, responsibilities and limits of their roles.</li> </ul>	<p>The executive officer and the administrative co-ordinator are employees of the CSO. The roles of the executive officer and the administrative co-ordinator are set out in more detail in their individual role descriptions.</p>
<p><b>7. Election of officers and DPC executive</b></p>	
<p>No member of the DPC executive may participate beyond a maximum of six consecutive years.</p> <p>Terms of appointment are for two years. Members of the Executive may renominate for up to two further terms.</p> <p>The president, vice president, treasurer, and two CCSP representatives will be elected by the DPC executive at its first meeting after the AGM from amongst members of the executive. Appointments as an office bearer are for two years. Office bearers may renominate for one further two year term so long as this would not result in them participating as a member of the executive beyond the maximum of six consecutive years.</p> <p>To be eligible to be president a person must have served at least one year on the DPC executive.</p>	<ul style="list-style-type: none"> <li>• Electing officers at the last general meeting of the year has the advantage of providing a sense of continuity for the DPC and allows for the efficient handing over of all records as well as necessary forward planning.</li> <li>• As the president plays a key role, it is advantageous for the incoming president to be willing to serve two years in office and for there to be a mixture of new and experienced officers on the DPC executive.</li> <li>• Where practicable the DPC executive should include equitable representation across the three geographic clusters and from primary and secondary schools.</li> <li>• It is advantageous if candidates for president have previous service on the DPC executive.</li> <li>• To make sure that the DPC executive continues to have fresh people, the elected officers may only serve for four years and executive members may only serve for six consecutive years.</li> </ul>



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<b>8. Re-election</b>	
<p>In calling for nominations the DPC executive must, no later than three weeks prior to the annual general meeting, advise the three clusters of any officers currently in their sixth consecutive year of office who therefore will not be eligible for re-election. In the circumstance that no one else nominates for such a position, the retiring officer may continue in the role for a period not exceeding 12 months. No further extension is permissible.</p>	
<b>9. Termination of office</b>	
<p><b>Can positions be terminated?</b></p> <p>The position of a member of the DPC executive will become vacant if he or she:</p> <ul style="list-style-type: none"><li>• Resigns or dies.</li><li>• No longer has a child enrolled in a Broken Bay systemic Catholic school (although that member may elect to complete their current term).</li><li>• Fails to attend three consecutive DPC executive meetings without reasonable cause.</li></ul> <p>To fill a casual vacancy, the DPC executive will return to the cluster from which the retiring member was appointed, to seek a replacement. In the event of the vacancy being an officer of the executive, an existing member of the DPC executive is to be appointed to assume that role, concurrent with their existing role, and the incoming member may sit without portfolio until the regular annual allocation of roles occurs.</p>	



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<p><b>10. Cluster meetings</b></p> <p>There are three clusters, the Central Coast, the North Shore and the Peninsula. Each cluster group is a permanent sub-committee of the DPC. Each cluster is made up of the P&amp;Fs of the systemic schools, primary and secondary, geographically located in the cluster. Each P&amp;F is entitled to appoint one or a maximum of two representatives to attend cluster meetings. It is desirable that the representative/s is/are a member of the P&amp;F executive. If a particular school does not have an operating P&amp;F, the principal may endorse an appropriate parent who has the capacity to participate at that level and a solid standing with other members of the school parent community to represent the school at cluster meetings.</p> <p><u><a href="#">The role of the representatives is to:</a></u></p> <p>a) <u><a href="#">Keep parents informed about Diocesan Parent Council issues.</a></u></p> <p>b) <u><a href="#">Provide written and oral reports to the parents at parent meetings, and arranges for the distribution of newsletters and other communications to parents.</a></u></p> <p>c) <u><a href="#">Inform the Diocesan Parent Council about parent concerns and issues.</a></u></p> <p>d) <u><a href="#">Attend Diocesan Parent Council meetings</a></u></p> <p>Members of the P&amp;F executive committee from the school hosting the cluster meeting are welcome to attend. For particular meetings, the DPC executive may choose to issue a general invitation for any parents in the cluster to attend.</p> <p>Each cluster has a cluster co-ordinator. The three cluster co-ordinators are employed on a casual basis by the CSO.</p>	<p>It is advantageous for the dates of meetings for the year to be published as early as possible in the new school year.</p> <p>Only elected school P&amp;F representatives or a person substituting for them if they are unavailable are able to attend cluster meetings. Some P&amp;Fs elect two representatives. Both are able to attend meetings. Because these meetings are intended as the official mechanism for individual schools and the DPC to interact, they are not usually open for other parents to attend.</p> <p>In the absence of a functioning P&amp;F the principal needs to consider the mechanism by which the endorsed representative will consult with other parents and provide feedback about cluster meetings.</p> <p>A pre-organised and publicised agenda is required. People appreciate meetings being planned and structured so they can achieve their purposes. Some prepared input and some discussion time around an already identified topic can improve peoples' understanding of a subject and help them feel included.</p> <p>Guiding principles for discussions and decision making at meetings include:</p> <ul style="list-style-type: none"> <li>• Establish a warm, welcoming atmosphere.</li> <li>• Start on time. Tardy commencements generate poor attendance.</li> <li>• Use processes which encourage everyone to participate in reflecting about and making decisions.</li> </ul>



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<p>Each cluster co-ordinator will organise a meeting in their cluster at least once every school term. The cluster co-ordinator prepares agendas in consultation with the administrative co-ordinator, keeps appropriate records of meetings, notifies school communities of meetings, is responsible for setting up and securing venues for both cluster meetings and cluster based parent forums, prepares a prayer for each meeting, records participation in meetings, follows up unrepresented schools and sends information and minutes to unrepresented schools. The Cluster Co-ordinators attend each DPC executive meeting in order to report on cluster meeting outcomes.</p> <p>No meeting is to continue beyond two hours unless a two-thirds majority of those present agree to an extension.</p> <p>The order of business is as follows, unless the majority of those present agree to change it:</p> <ul style="list-style-type: none"><li>• Prayer and welcome.</li><li>• Record of attendance and apologies.</li><li>• Confirmation and acceptance of the minutes of the previous meeting.</li><li>• Business arising from those minutes.</li><li>• Reports.</li><li>• Matters arising from executive meeting (includes motions proposed).</li><li>• Guest speaker and / or discussion session on nominated topic.</li><li>• Matters for future consideration.</li><li>• Confirmation of next meeting date.</li><li>• Conclusion.</li></ul>	<p>Matters for future consideration replaces 'General Business' in an attempt to deal more productively with matters of concern raised at the last minute. People should not expect that issues, without notice, can be dealt with at the meeting at which they were raised. As always the cluster convenor decides if and how the matter might best be addressed.</p>



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<p><b>11. Annual general meeting</b></p>	
<p>There shall be an annual general meeting of the DPC when the annual reports and financial statements are presented.</p>	<p>The DPC executive should normally meet in the month following the AGM to handover between the committees.</p> <p>Committee co-ordinators should provide a written summary of key duties to incoming members.</p>
<p><b>12. Special general meetings</b></p>	
<p><b>12.1 What is a special general meeting?</b></p> <p>A special general meeting is a mechanism for supporting the continued operation of the DPC in unusual circumstances.</p> <p><b>12.1 What is involved in calling a special general meeting?</b></p> <p>a) A special general meeting can be called on the authority of the DPC executive or on written request to the DPC executive by members of not less than seven individual P&amp;Fs.</p> <p>b) A special general meeting must be held within 28 days of the request being appropriately registered or, if that 28 day period expires on a date which is not within a school term, within 14 days of the commencement of the next school term.</p> <p>c) At least fourteen days' notice of the special general meeting shall be given to member P&amp;Fs by the administrative co-ordinator. The object of the meeting is to be clearly stated and no other business shall be conducted other than that specified in the notice.</p> <p>d) A quorum for a special general meeting is 22 members and must include three members of the DPC executive.</p>	<p>A special general meeting could be called in circumstances such as:</p> <ul style="list-style-type: none"> <li>• If the DPC is not fulfilling its aim; or</li> <li>• If at the annual general meeting no one has accepted positions on the DPC executive and the DPC is unable to function.</li> </ul>



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<p><b>13. Funds</b></p>	
<p><b>13.1 How are funds obtained?</b></p> <p>Each family in a systemic school is levied each year to support the work of the DPC. It is collected by the CSO as a component of tuition fees on behalf of the DPC and will be paid to the DPC in an annual lump sum following the February census and before the end of the Easter holidays. The CSO will deduct the annual cost of the salaries of the administrative co-ordinator and the cluster co-ordinators from the lump sum before it is paid to the DPC. No compulsory fees or levies are payable by P&amp;Fs.</p> <p>The mechanism to change the rate of the DPC levy is through a submission to the Diocesan Schools Board via the Director of Schools and the Diocesan Schools Finance Committee. This submission must be presented no later than the end of the first week of September in the year prior to the school year to which the increase will apply.</p> <p>The DPC may accept voluntary donations from parents including from parents attending DPC parent forums.</p> <p><b>13.2 How are funds managed?</b></p> <p>a) Funds are managed using an annual operational budget which should be developed prior to the first executive meeting in any financial year.</p> <p>b) Funds are to be used solely for the aim of the DPC in its role of providing benefit for the parents of diocesan systemic schools:</p> <ul style="list-style-type: none"> <li>• All funds raised by or on behalf of the DPC must be banked promptly and fully intact into an account in the name of the DPC and all expenses paid by cheque or via online banking.</li> <li>• Funds of the DPC are to be deposited into an interest bearing account in a reputable financial institution in the name of the DPC.</li> </ul>	<p>This collection mechanism has been devised in order to provide the DPC with a known quantum of a guaranteed amount in order for them to plan a programme of activities for each school year.</p> <p>This submission must be mindful of parents' capacity to pay and must clearly articulate the reasons for the requested rate change and the value that will be derived from any rate change.</p> <p>Cash received should not be used to pay bills – there needs to be a paper trail of all incomings and outgoings.</p>



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<p>c) The president, vice president, and executive officer shall be authorisers to the account. In any particular instance any two authorisers can authorise payment. At the end of their term of office, the executive officers must be removed and replaced by the incoming authorisers.</p> <p>d) All accounts must be paid promptly after submission to a general meeting and if passed must be signed by the chair.</p> <p>e) Accounts must be audited as at 31 December.</p> <p><b>13.3 What are the annual audit requirements of the DPC?</b></p> <p>a) Financial records must be audited as at 31 December each year.</p> <p>b) The auditor must be a qualified, independent accountant.</p> <p>c) The annual audit must be completed in time to be accepted at the first general meeting.</p> <p>d) The auditor should provide a management letter on completion of the audit to the DPC president.</p> <p>e) A copy of the audited accounts must be provided to the Director of Schools by 31 March each year.</p>	<p>Auditing as at 31 December is a CSO requirement.</p> <p>The auditor must:</p> <p>a) Be a member of one of the following professional bodies: The Institute of Chartered Accountants, The Australian Society of CPAs or the National Institute of Accountants.</p> <p>b) Not be a member (or relative of a member) of the DPC executive.</p>
<p><b>14. Dissolution</b></p>	
<p><b>14.1 How might the DPC be dissolved?</b></p> <p>a) The DPC can be dissolved following a special general meeting. At least two thirds of the members present must vote in favour of the resolution to dissolve the DPC for the motion to be carried.</p> <p>b) In certain serious circumstances where it is judged that the functions of the DPC are at variance with the vision and mission of Catholic education, the Director of Schools may intervene and dissolve the DPC.</p>	



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<p><b>14.2 What happens to assets, records and funds on dissolution?</b></p> <p>After all expenses and liabilities are paid any assets and funds remaining will be distributed to the Director of Schools to be applied in such a manner as he or she thinks fit for the promotion of parent engagement in the Diocese of Broken Bay.</p>	
<p><b>15. Amendment of constitution</b></p>	
<p><b>How can changes be made to this constitution?</b></p> <p>This constitution may only be changed by resolution at a general meeting or a special general meeting and only after due notice, in writing, has been given at a previous general meeting. Any proposed change to the Constitution will not be effective unless consented to in writing by the Director of Schools.</p> <p>All amendments must be accepted by at least three quarters of those present and voting at the meeting and must be in accordance with the aims of the constitution.</p> <p>The Director of Schools may amend the constitution by notice in writing to the DPC in circumstances which he or she considers to be extraordinary.</p> <p>Copies of any amendment to the DPC's constitution must be provided to the CSO.</p>	



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<b>16. Definitions</b>	
<p><i>CEC NSW</i> means the Catholic Education Commission of New South Wales.</p> <p><i>Cluster</i> means the geographically defined area of Broken Bay to which in which each school is physically located.</p> <p><i>Cluster meeting</i> means those meetings of the DPC that occur at a cluster level.</p> <p><i>CSO</i> means the Catholic Schools Office of the Diocese of Broken Bay</p> <p><i>Council of Catholic School Parents (CCSP)</i> means the official parent organisation recognised by the Catholic Bishops to represent the parents of students in Catholic schools in the Dioceses of NSW and the ACT.</p> <p><i>Diocese</i> means the Catholic Diocese of Broken Bay</p> <p><i>Director of Schools</i> means the Director of the Broken Bay Diocesan Schools System</p> <p><i>DPC</i> means the Broken Bay Diocesan Parent Council</p> <p>The <i>DPC executive</i> means a leadership group, consisting of cluster representatives to co-ordinate the activities of the DPC</p> <p><i>Parents</i> means the natural, adoptive or foster parents, guardians and caregivers of students attending systemic Catholic schools</p> <p><i>P&amp;F</i> means the P&amp;F established in each school according to the model Broken Bay P&amp;F Constitution.</p>	



We the undersigned, hereby certify that these rules were adopted at a general meeting of the DPC held on:	
Names	Signatures
Chair of Meeting	
Elected President	
Elected Vice President	
Date	