Brisbane Archdiocesan

CATHOLIC PRIMARY

PRINCIPALS’ ASSOCIATION

CONSTITUTION

Updated: 3 November, 2008
CONSTITUTION OF THE BRISBANE ARCHDIOCESAN
PRIMARY PRINCIPALS’ ASSOCIATION

1. The name of the Association is the Brisbane Archdiocesan Catholic Primary Principals’ Association.

2. The aim of the Association is –
   (i) to provide a professional body to promote
       (a) the development of Catholic Education
       (b) the continuing advancement of Catholic Primary Schools administrators
   (ii) to promote consultation and cooperation with Brisbane Catholic Education.
   (iii) to give Principals regular opportunities
       (a) to exchange insights
       (b) to discuss mutual problems with other administrators
       (c) to promote collegiality and fellowship .. and ..
       (d) to be active in the pastoral care of colleagues.

MEMBERSHIP

3. (i) Membership is open to Principals of Primary, P-12, P-10 schools, or designated leaders of Catholic Primary Schools, primary departments or primary campuses in the Archdiocese of Brisbane.
   (ii) Associate membership is open to former members of the Association who have retired from full time employment.

4. (i) Membership of the Association is gained by payment of the Membership fee, the amount being determined at the Annual General Meeting and paid annually. Only financial members may vote at any meeting.
   (ii) Associate membership is gained by payment of Associate membership fee, which is 20% of the Full Membership fee, or an amount determined at the A.G.M.
   (iii) Associate members are not entitled to vote.
(iv) Associate members are not entitled to hold office.

(v) The Management Committee may call on Associate members from time to time to assist the association in reaching its aims.

**OFFICE BEARERS**

5. The Office Bearers of the Association will be the President, Immediate Past President, Vice President, Secretary, Treasurer and Spiritual Coordinator. The Office Bearers and sixteen additional members will be elected to form the Management Committee.

6. The position of each Office Bearer of the Association and of each of the remaining members of the Management Committee shall become vacant at the Annual General Meeting each year.

7. The election of new Office Bearers of the Association, and of each of the remaining members of the Management Committee shall be determined by a simple majority of those persons present at the Annual General Meeting and entitled to vote.

8. Scrutineers elected from the floor of the meeting will count the ballot papers, and will destroy such ballot papers immediately after the ballot has been completed. The scrutineers shall not disclose to anyone else the number of votes polled by any candidate for election.

9. Any casual vacancy which occurs amongst the Office Bearers of the Association or the remaining members of the Management Committee shall be filled at the next General Meeting.

10. The President and Vice President shall not hold their respective offices for more than two consecutive completed years but shall be re-eligible to stand for such respective offices after a period of one year during which they did not hold their respective offices.

**BRANCHES**

11. (i) Branches of the Association may be formed with the prior permission of the Management Committee.

(ii) Branches themselves will not take any direct action in matters which have ramifications beyond local branch membership itself. Such matters should be referred always to the Management Committee for attention and possible wider reference throughout the Association.

(iii) Branch business requiring Association support and action must be forwarded to the secretary giving relevant supporting information.
ANNUAL GENERAL MEETINGS

12. (i) The Annual General Meeting of the Association will be held in October.

(ii) A Quorum for the A.G.M. will be fifteen (15).

(iii) Agenda of the Annual General Meeting:
   - President’s Report
   - Financial Statement
   - Reports
   - Election of Office Bearers
   - General Business
   - Notices of Motion
   - Setting of Annual Dates
   - Recommendations to the Incoming Committee
   - Appointment of Honorary Auditor
   - Other Business.

GENERAL MEETINGS

13. (i) A minimum of two meetings per year for all members to be held at a date and venue to be determined by the Management Committee. Quorum will be the same as for the Annual General Meeting.

(ii) The Management Committee will meet on at least two occasions in each semester. A quorum of nine (9) members is required for all Management Committee meetings.

SPECIAL GENERAL MEETINGS

14. (i) A Special General Meeting of the Association may be called at any time by the Management Committee for such purposes as it may determine.

(ii) On receipt of a requisition signed by not less than ten members stating the purpose for which the meeting is desired, a Special General Meeting shall be called within twenty-eight (28) days by the Secretary.

(iii) The time, date and place of a Special General Meeting in the case of one called by the Management Committee shall be fixed by it, and in the case of one called by the Secretary on a requisition as aforesaid, shall be fixed by the Secretary.

(iv) Not less than fourteen (14) days’ notice of every Annual and Special General Meeting shall be given to each member, and
such notice shall state the nature of the business to be transacted.

(v) The President or other person who is, for the time being, presiding at any meeting may, in the case of equality of voting, deliver a casting vote as well as the vote to which he/she is entitled.

FINANCE

15. (i) The funds of the Association will be administered by the Treasurer.

(ii) A society Account will be operated.

(iii) Cheques shall be operated on the signatures of any two (2) of the following – President, Vice President, Secretary, Treasurer

(iv) All expenditure from the Association will be authorised by the Management Committee. Branches of the Association will be responsible for the disposal of their own funds.

(v) The financial year of the Association and of each Branch will conclude on 30 September.

(vi) All payments will be made by Association cheque.

AUDIT

16. Each year the annual accounts of the Association shall be audited by such auditors as shall from time to time be appointed at the Annual General Meeting.

NOTICES OF MOTION

17. Notices of Motion, duly signed and seconded, will be in the hands of the Secretary twenty-eight (28) days prior to the Meeting and will be forwarded to members fourteen (14) days prior to the Meeting.

AMENDMENT OF CONSTITUTION

18. The constitution of the Association may be amended at the annual general meeting of the association provided that –

(i) The amendment, duly signed and seconded, is in the hands of the Secretary, twenty-eight (28) days prior to the meeting.

(ii) The amendment is forwarded to members fourteen (14) days prior to the meeting.
(iii) The amendment is approved by the vote of not less than 2/3 (two-thirds) of the persons present and entitled to vote.

**DISSOLUTION**

19. The Association may be dissolved by resolution of two-thirds of the members present at a Special General Meeting. If on the winding up or dissolution of the Association there shall remain, after satisfaction of all its debts and liabilities, any property of whatsoever nature, the same shall be paid or distributed to the Catholic Education Missions Office in Queensland, or to an Association with similar aims to B.A.C.P.P.A.

**PASTORAL CARE TEAM**

20. The Association shall appoint a Pastoral Care Team of two or more members as selected or nominated by the Association. The role of the Team could be –

(i) To act as the Spiritual Coordinator.

(ii) To attend Management meetings, General Meetings and the Annual Conference whenever possible

(iii) To be available to the Association to respond to requests both spiritually and pastorally, eg. Prayer/Retreat Days

The appointment would normally be for two (2) years from the date of the relevant Annual General Meeting.