

QUEENSLAND CATHOLIC PRIMARY PRINCIPALS' ASSOCIATION

CONSTITUTION

(Amended November 2013)

1. NAME

The name of the Association shall be Queensland Catholic Primary Principals' Association, herein after referred to as Q.C.P.P.A.

2. PATRON

The Patron of the Association shall be the Archbishop Protem.

3. AIMS

The aims of the Q.C.P.P.A. shall be:

- a) To promote and develop the overall aims of Catholic Education in all Dioceses of Queensland, bearing in mind the principle of Collegiality.
- b) To promote Collegiality among Principals
- c) To promote the spiritual, personal and professional development of Principals in Catholic Primary Schools.
- d) To provide a forum for the exchange of ideas and the development of policies which promote the continuous improvement of education and welfare of principals.
- e) To promote an understanding of the role and significance of the Principal in Catholic Education:
 - ◆ Among Principals themselves; and
 - ◆ Among relevant ecclesiastical, educational, government, parent and other groups whose activities impinge upon the role of the Principal at a State level.
- f) To provide a forum whereby the conditions and standards of employment befitting our professional status are discussed and to represent the views of Principals in employment matters generally.
- g) To facilitate communication between the Directors Forum and QCEC Catholic Principals' Associations in the Dioceses of Queensland via various means including but not limited to, conferences, teleconferences and face to face meeting.
- h) To provide the means by which Principals, through their local Associations, may confer, consult, negotiate or liaise with all or any bodies or individuals which impinge upon the effective operations of Catholic Primary Schools throughout Queensland.
- i) To provide for ways and means of development, implementation and communication of Policies as determined at.
- j) To have membership of ACPPA and Affiliation of APPA and to nominate a representative on the National Executive Council of APPA.

4. MEMBERSHIP

Each Diocesan Catholic Primary Principal Association in Queensland is a member of QCPPA and in turn all principals who are financial members of their diocesan association are also members of QCPPA. Each Association shall remain autonomous within its Diocese.

- (a) In matters that affect all the Associations of Queensland, QCPPA may formulate a policy or position statement.
The QCPPA decisions shall become binding upon all member associations.

5. OFFICE BEARERS

- (a) Membership of the Committee shall be for one (1) year and consist of two (2) elected delegates from each Diocese, except for Brisbane who shall have five (5) delegates.

- (b) The office bearers shall be the President, Immediate Past President, Secretary and Treasurer, who, together, shall become the Executive of Q.C.P.P.A. The positions of the Executive shall rotate across the diocese of Queensland. See Appendix A.
- (c) The Executive shall appoint an Executive Officer who will become an Ex Officio non voting member of the Association. See Appendix B.
- (d) The Executive for the ensuing year shall be elected from the Diocesan delegates, by these delegates, at the Annual General Meeting of Q.C.P.P.A.
- (e) The affairs of Q.C.P.P.A. between Annual General Meetings shall be conducted by the Executive, who shall have power to delegate such matters deemed appropriate to individuals or Member Associations for action.

6. MEETINGS

The association holds the following types;

- (a) AGM: The Annual General Meeting of QCPPA be held in the Second Semester in the alternate year to the Conference when the Annual General Meeting is held at the Conference. At the Annual General Meeting delegates, or their nominee, only will have the right to vote. Notice of the Annual General Meeting is to be forwarded to Member Associations two (2) clear calendar months prior to meeting. The Agenda of the Annual General Meeting will follow a normal format. (see appendix D)
- (b) Notice of Diocesan Delegates Meeting: Notice of Delegates Meeting shall be forwarded to Member Associations two (2) clear calendar months prior to meeting. At least one (1) Committee Meeting is to be held each year. Date to be set at the Annual General Meeting.
- (c) Extraordinary Meeting: When a majority of Associations request a meeting, the President shall convene a meeting within two (2) calendar months.
- (d) Quorum: A Quorum shall consist of eight (8) delegates.
- (e) Venue: Venue for Meetings shall be decided by the Committee each year.

7. NOTICE OF MOTION

All Notices of motion duly signed and seconded, will be in the hands of the Secretary for two (2) clear calendar months prior to the meetings and will be forwarded to Member Associations one (1) month prior to meeting.

8. DELEGATES

- (a) The Brisbane Association shall be entitled to send a maximum of five (5) voting delegates and the other Associations two(2) voting delegates to the Annual General Meeting and Conference.
- (b) Names of delegates, or their nominees, should be lodged with the Committee at least one (1) clear calendar month prior to the commencement of the Annual General Meeting.
- (c) Casual vacancies shall be filled by the relevant Member Association

9. OBSERVERS

Each Member Association shall be entitled to send Observers who shall possess all rights except voting rights.

10. VOTING

- (a) The Brisbane Association shall be entitled to a maximum of five (5) votes and other Associations two (2) votes on any matter put to the vote by the Chair.
- (b) An equality of voting shall defeat the Motion before the Chair.
- (c) The Chairperson shall have no vote other than his/her entitlement as a delegate.

11. FINANCE

- (a) The QCPPA shall be funded by the Member Associations in proportion to the number of members of their Association. The levy on Member Associations shall be determined only at the Annual General Meeting.

- (b) The Annual Budget of the Association shall be prepared by the treasurer and submitted for approval at the AGM.
- (c) The President shall ensure that the Treasurer provides an audited written Financial Report at the Annual General Meeting. This shall be circulated to members.
- (d) Travel and accommodation costs for the nominated delegate to ACPPA and APPA Meetings or Conferences will be equalised across all Diocesan Associations.
- (e) Each member Association shall be responsible for the travel, accommodation and sustenance of the Observers for that Association to the Annual General Meeting and Conference.
- (f) In the event of the winding up of the Association, all surplus funds, after the payment of outstanding creditors, shall be paid to the Member Associations in proportion to their membership.

12. ASSOCIATION CONFERENCE

- a) The Association shall hold biannual conferences to be hosted by rotation across the dioceses. (See Appendix C)
- b) Topics for discussion at the Conference should reflect the major issues currently affecting Catholic Primary School Principals in Queensland.
- c) Each conference may nominate topics for discussion at the following Conference.
- d) All conference topics must be in the hand of Member Associations at least one (1) calendar month prior to the Conference at which they will be discussed.
- e) Time shall be provided at each conference for discussion of topics not listed on the agenda.

13. COMMUNICATION

- a) Following each General Meeting and Conference, the Committee shall forward to Member Associations the Minutes of the Annual General Meeting, Topics of Keynote Addresses and the Resolutions agreed to at the Conference.
- b) The Executive Officer is responsible for the appropriate recording and filing of all documents relevant to the Association. Such documents must be passed onto the new Executive within one (1) calendar month.
- c) Member Associations should forward to the Executive Officer of the Association Minutes of all meetings so that the Association is acquainted with topics of interest.

14. ALTERATIONS TO THE CONSTITUTION

Alterations to this Constitution may be made only at the Annual General Meeting of the Q.C.P.P.A. Motions for proposed alterations may come from Member Associations only. Such Motions are to be forwarded to the Executive Officer at least three (3) calendar months prior to the Annual General Meeting. The Executive Officer is to forward copies of all such Motions to Member Associations at least two (2) calendar months prior to the Annual General Meeting. A two-thirds majority of delegates, or their nominees, present shall be necessary to carry on amendment to this Constitution. Amendments made to the Constitution shall be operative as from the end of the Annual General Meeting at which they are carried.

ADDENDA

- 1. Association of Associations / not individual Principals.
- 2. Protem or his nominee.
- 3. (a) Collegiality. We refer to the concept of collegiality used to describe forms of co-responsibility and participation of those involved. It stresses teamwork, equality, inter-dependence of skills and interest. (Refer p.146, No. 7 – Project Catholic Schools). Principals, therefore, should be given the opportunity to be involved in developing the overall aims of Catholic Education.
 - (b) The Association should ensure that all Principals are provided with opportunities for development, through their local Association.
 - (c) To maintain, among the Principals of our Schools, the values contained in the Gospel on faith and morality through this code of ethics. To achieve these ends, this Association would seek the co-operation and support of the employing Authorities.

- (d) This would include the minimum resources required at the local level to run the school efficiently.
 - (f) Principals have a right to be represented on any bodies which impinge upon the effective operation of Catholic Primary Schools.
 - (g) In every aspect, the Association would be responding to needs and initiatives expressed by its members. The Association exists to serve its member Associations.
 - (h) Relationship with the A.C.P.P.A. and A.P.P.A. to be determined at a later date.
5. Geographic factors would have to be considered.
 6. To minimise costs committee meetings can be held by telephone hook-up.
 7. Observers shall be financial members of a Diocesan Principals' Association.
 8. Every effort should be made to attain consensus.
 - 9 (a) Included in the determination of Levies, the Annual General Meeting shall also determine when these Levies are due.
 - (b) The Secretary will be provided with adequate Petty Cash.
 10. (a) The Association themselves shall be responsible for communicating the content of the Newsletters, Minutes of Meetings, copies of Addresses and the Resolutions agreed upon, to their members.
 - (b) This ensures open lines suitable for two-way communication and gives the Association insight into the needs of the Associations.