



Catholic Principals Association of Tasmania (CPAT)

CONSTITUTION

1. TITLE

- 1.1. The Association shall be known as the Catholic Principals' Association of Tasmania, hereinafter referred to as CPAT or the Association. The Office of the Association shall be such place as the Executive Committee from time to time determines.

2. PATRON

- 2.1. The patron of the Association shall be His Grace, the Archbishop of Hobart.
- 2.2. The business of the Association shall be conducted through:
 - 2.2.1. The meetings of all member Principals, referred to as Ordinary Meetings; and
 - 2.2.2. The meetings of the Executive Committee.

3. PURPOSE OF THE ASSOCIATION

- 3.1. The Association is the voice of Tasmanian Catholic Principals on matters of common interest to all members.
- 3.2. There are four (4) pillars of the Association:
 - 3.2.1. **Curriculum;**
To contribute to the development of curriculum in Tasmanian schools through:
 - a. active consultation with the Tasmanian Catholic Education Office (TCEO);

- b. representation on Tasmanian Catholic Education Office Working Parties;
- c. representation on and consultation with other State and National Catholic Education bodies; and
- d. representation on the Tasmanian Catholic Education Commission.

3.2.2. Principal Wellbeing;

To exercise a practical pastoral role in relation to the wellbeing of members by:

- a. facilitating communication, consultation and co-operation among members;
- b. assisting, where possible, with terms and conditions of employment;
- c. providing special support in their first years of appointment;
- d. implementing measures to assist members in times of need; and
- e. providing opportunities for social interaction.

3.2.3. Professional Learning;

To promote the professional development of members by:

- a. continuing to explore the concept of the essential Catholicity of schools by providing the opportunity for members to strengthen their commitment to that ideal;
- b. providing an opportunity for members to retreat, pray and reflect together;
- c. disseminating appropriate information;
- d. providing the opportunity for members to develop rationales, knowledge, skills and strategies relating to educational leadership, administration and management.

3.2.4. Association

To promote relationships, discussions and consultation with:

- a. state based educational associations operating throughout the various states of Australia, including Catholic, Independent and Government associations; and
 - b. national based educational associations operating throughout Australia, including Catholic, Independent and Government Associations;
- on behalf of both Primary and Secondary Schools.

These pillars identified at Clauses **3.2.1 – 3.2.4** form the basis for all Executive Committee and Ordinary Meeting Agendas and help the Association and its members to direct their thoughts and efforts on matters and issues of common interest.

4. MEMBERSHIP

- 4.1. Any Principal or formally appointed short or long term Acting Principal of a Tasmanian Catholic School is a personal member of the Association by virtue of employment in such a capacity.
- 4.2. Where the Principals' role in a Catholic school has been legally designated as a shared position, including co-Principals, each of the co-Principals will be eligible for membership of the Association; however, only one (1) member from that school at any time will be able to cast a vote for any motions put to Association meetings.
- 4.3. The annual subscription fee for personal membership of the Association is to be paid by the member's school to enable the Principal or Acting Principal to benefit from sector wide professional collaboration. The annual subscription fee is to be determined at the Annual General Meeting.
- 4.4. In the case of co-Principals, pursuant to Clause 4.2 above, only one membership subscription shall be paid.
- 4.5. Membership shall cease:
 - 4.5.1. If the member ceases to be a Principal of a Tasmanian Catholic School, including a Principal or Acting Principal who ceases to be actively involved in this capacity for whatever reason; or
 - 4.5.2. On receipt by the Executive Committee of a written resignation.
- 4.6. The Executive Officer shall keep and maintain a register of members.
- 4.7. A member may at any reasonable time inspect without charge the books, documents and records of the Association.

5. RESIGNATION

- 5.1 A member may resign from the Association by submitting a resignation in writing to the Executive Officer of the Association. Upon any person ceasing to be a member for any reason whatsoever, that person shall not be entitled to a refund of membership subscription or any other fee.

6. POWERS OF THE ASSOCIATION

- 6.1. Subject to the approval of members, the Executive Committee may:
 - 6.1.1. invest any monies of the Association not immediately required in any security and generally manage, invest and expend all monies and property belonging to the Association;
 - 6.1.2. employ such officers and servants as the Executive Committee may deem necessary and to pay such sums to such officers and servants whether by way of remuneration or bonus, which the Executive Committee may deem reasonable and proper; and

- 6.1.3. do all such things as are necessary, incidental or conducive to the attainment of the aims and purposes of the Association.

7. GOVERNANCE OF THE ASSOCIATION

- 7.1. The Executive Committee shall perform such functions as authorised by the Constitution; or instructed by resolution of any Ordinary Meeting, Special Ordinary Meeting or Annual General Meeting;
- 7.2. The Executive Committee of the Association shall consist of a minimum of six (6) members.
- 7.3. The office bearers on the Executive Committee of the Association shall be:
 - 7.3.1. President;
 - 7.3.2. Vice President;
 - 7.3.3. Secretary; and
 - 7.3.4. Treasurer.
- 7.4. The Executive Committee should include representation of Principals from:
 - 7.4.1. Southern Tasmania;
 - 7.4.2. Northern Tasmania;
 - 7.4.3. North West Tasmania;
 - 7.4.4. Catholic sector Primary Schools / Colleges in the Archdiocese of Hobart; and
 - 7.4.5. Association Catholic Colleges in the Archdiocese of Hobart.
- 7.5. The Executive Committee for the ensuing two (2) year term shall be elected at an Annual General Meeting of the Association and hold office until the conclusion of the AGM at the end of the two (2) year term.
- 7.6. An office bearer on the Executive Committee, may be re-elected for a further two (2) year term but may not hold their position for more than four (4) consecutive years. A person can then be re-elected after a break of two (2) years.
- 7.7. The immediate Past President of the Association in any given year, shall be an ex-officio member of the Executive Committee for a term of one (1) year immediately following their term of office, providing that he / she continues to be a voting member of the Association.
- 7.8. The executive may establish such sub-committees as are deemed necessary for the efficient functioning of the Association and the furthering of the aims and purposes of the Association.
- 7.9. The Executive Committee shall appoint an Executive Officer. Such person shall not be a voting member of the Association. The Executive

Officer shall perform such functions as designated by the Constitution, the Executive Committee, or instructed by resolution of an Ordinary Meeting, Special Ordinary Meeting or Annual General Meeting.

- 7.10. A representative from the Executive Committee shall be the Tasmanian representative on the following National Associations:
7.10.1. Australian Catholic Primary Principals Association (ACPPA);
7.10.2. Australian Primary Principals Association (APPA); and
7.10.3. Catholic Secondary Principals Association (CaSPA).
- 7.11. The Executive Officer, together with at least one (1) representative from the Executive Committee, shall be a member of the Principals' Wellbeing Committee (PWC) (or equivalent).

8. EXECUTIVE COMMITTEE MEETINGS

- 8.1. The Executive Committee shall meet, at least once a term, or as agreed from time to time.
- 8.2. The Executive Committee shall meet with the TCEO Director, at least once a term or as agreed from time to time.
- 8.3. All Executive Committee Meetings shall be chaired by the President or nominee.
- 8.4. A quorum of the Executive Committee shall be two thirds of members appointed to the Executive Committee in any given year and in attendance at an Executive Committee Meeting in person or by proxy.
- 8.5. While every attempt shall be made to achieve consensus where necessary motions shall be decided by a simple majority of members of the Executive Committee in attendance in person or by proxy. The Chairperson shall have a deliberate vote, and where necessary, the casting vote.
- 8.6. Minutes shall be kept and are to include proper entries of all business of the Executive.
- 8.7. The office of a member of the Executive Committee shall become vacant upon the death of an Executive member, a resignation (notwithstanding Clause 7.7), mental or physical ill-health, absence from two (2) consecutive committee meetings without apology, or ceasing to be a member of the Association.
- 8.8. Appointments to the Executive Committee shall be made in the following manner:
8.8.1. In the event that a vacancy occurs on the Executive a temporary appointment shall be made by the Executive itself and an election held at the AGM to fill the vacancy.

- 8.8.2. The Executive Committee may co-opt members for specified periods of time as necessary. Such members shall not be voting members of the Executive.

9. ORDINARY MEETINGS

- 9.1. There will be a minimum of three (3) Ordinary Meetings of members per year.
- 9.2. These meetings of members will be held in each of the regions of Tasmania that are represented by the Association, that is one (1) meeting will be held in each of the following regions:
- 9.2.1. North West Tasmania;
 - 9.2.2. Northern Tasmania; and
 - 9.2.3. Southern Tasmania.
- 9.3. The Executive may call a Special Ordinary Meeting of members, as it deems necessary.
- 9.4. The Ordinary meetings shall be chaired by the President or nominee.
- 9.5. A quorum of the Association for Ordinary Meetings shall be two-thirds of its membership, in attendance in person or by proxy.
- 9.6. A motion shall be passed on a simple majority of members in attendance in person or by proxy.
- 9.7. If a member is not able to be present at an Ordinary Meeting, they may vote via proxy, in accordance with Clause **13**.
- 9.8. Anyone representing the Association will report regularly to all members.
- 9.9. All meetings shall be minuted.

10. ANNUAL GENERAL MEETING

- 10.1. The Annual General Meeting (AGM) will be held during the final meeting of the year.
- 10.2. The Agenda for the AGM shall include:
- 10.2.1. Prayer/Reflection;
 - 10.2.2. Acceptance of Minutes of previous AGM meeting;
 - 10.2.3. President's Report;
 - 10.2.4. Treasurer's Report that may include a proposal for the next year's subscription and a proposed budget for approval;
 - 10.2.5. Audited statement of accounts from the previous year;
 - 10.2.6. Executive Officer's Report;
 - 10.2.7. Australian Primary Principals' Association (APPA) Report;

- 10.2.8. Australian Catholic Primary Principals' Association (ACPPA) Report;
- 10.2.9. Catholic Secondary Principals' Association (CaSPA) Report;
- 10.2.10. Principals' Wellbeing Committee (PWC) Report;
- 10.2.11. Notices of motion/s of which three (3) weeks notice has been given to all members; and
- 10.2.12. Election of new office bearers.

11. SPECIAL ORDINARY MEETING

- 11.1. A Special Ordinary Meeting of members of the Association shall be held upon the direction of a motion of the Executive Committee or within fourteen (14) days of receipt by the Executive Officer of a petition signed by not less than five (5) members of the Association, calling for such a Special Ordinary Meeting.
- 11.2. Written notice of a Special Ordinary Meeting shall be distributed to all members, no less than seven (7) days prior to the meeting.
- 11.3. At all Special Ordinary Meetings, no business shall be transacted other than that prescribed in the notice convening such meetings.
- 11.4. A quorum shall be two thirds of members, in attendance in person or by proxy. If at any Special General Meeting there is no quorum present after thirty (30) minutes of the specified starting time, then those members present may adjourn the meeting to another time and place within a period not exceeding twenty-eight (28) days. Notice requirement for any meeting so called shall be in accordance with this clause.
- 11.5. The Special Ordinary Meeting shall be minuted.

12. VOTING

- 12.1. Voting at any Annual General, Ordinary or Special Ordinary Meeting shall be by a show of hands or taken by secret ballot or by proxy.
- 12.2. Resolutions at the Annual General, Ordinary or Special Ordinary Meetings shall be carried by a simple majority of members present in person or by proxy and where such a meeting is deadlocked the Chairperson shall have the casting vote, but not a deliberate vote.

13. PROXY VOTING

- 13.1. A member may act as proxy for one other member at any Annual General Meeting, Ordinary Meeting or Special Ordinary Meeting.
- 13.2. A proxy is not valid unless:
 - 13.2.1. it is in the form determined by the Executive Committee (please see **Appendix 1**);
 - 13.2.2. it is signed by the requesting member; and

- 13.2.3. it is delivered or posted to the Executive Officer at the Association's registered office by the time specified for the lodgement of proxies in the notice convening the meeting to which the proxy relates.

14. FINANCE

- 14.1. The finances of the Association shall be administered by the Treasurer.
- 14.2. The Association shall be funded:
 - 14.2.1. By the annual subscription of members; and
 - 14.2.2. By sponsorship funds (if any) from third party suppliers working closely with Tasmanian Catholic Schools.
- 14.3. Annual subscriptions shall be determined at the AGM.
- 14.4. An accurate record of the funds shall be kept at all times.
- 14.5. A receipt shall be given for all money received.
- 14.6. Signatories at the bank shall be the Treasurer, President, one other member of the Executive Committee and the Executive Officer. All cheques and payments shall be signed or authorised by the Treasurer and one other of the signatories
- 14.7. The Treasurer shall submit reports to the Executive Committee and to members as directed and make a full financial statement to the Annual General Meeting.
- 14.8. Accounts must be audited once a year by an Auditor approved by the Annual General Meeting.
- 14.9. The financial year of the Association is the period from 1 July to 30 June.
- 14.10. The annual budget of the Association shall include:
 - 14.10.1. an allocation of funds to support the effective operation of the Executive Committee;
 - 14.10.2. an allocation of funds to assist with the organisational cost associated with the Annual State Conference or Retreat; and
 - 14.10.3. an allocation of funds for affiliation to other Principal Associations and organisations.
- 14.11. The income and property of the Association shall be applied solely toward the promotion of the purposes of the Association. Except for approved reimbursements of expenses to a member or the Executive Officer, no portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of the Association, provided that nothing shall prevent the payment in good faith of

remuneration to any officer or employee of the Association or to any person other than a member, in return for services to the Association.

15. EXECUTION OF DOCUMENTS

- 15.1. All Deeds, Instruments and other documents or writings required to be executed by the Association shall be signed by the President in the presence of a witness who is a member of the Executive Committee or the Executive Officer.

16. ALTERATIONS TO THE CONSTITUTION

- 16.1. Alterations to the Constitution may be made by special resolution at the AGM of the Association, or at a Special Ordinary Meeting of members, provided that no less than three (3) weeks notice of the proposed amendment has been given.
- 16.2. Motions for proposed alterations are to be forwarded to the Executive Officer at least four (4) weeks prior to the AGM.
- 16.3. The Executive Officer is to ensure that members receive a copy of all such motions three (3) weeks prior to the AGM.
- 16.4. A two-thirds majority of votes in favour of the motion to amend the Constitution is necessary. Votes can be in person or by proxy.
- 16.5. Amendments made to the Constitution shall be operative as from the end of the AGM at which they are carried.

17. DISSOLUTION OF THE ASSOCIATION

- 17.1. The Association shall be dissolved after two-thirds majority of members vote to do so at any Special Ordinary Meeting, Ordinary Meeting or Annual General Meeting. Such meeting having been called for such purpose, providing that no less than one month's notice in writing of the proposed meeting has been given and upon the special resolution of a two-thirds majority of members present and eligible to vote; including proxy votes.
- 17.2. If upon the winding up or dissolution, there remains, after the satisfaction of all its debts and liabilities any money whatsoever, the same shall not be paid to or distributed among members but shall be given or transferred to the Archbishop of Hobart to be used in any manner as he sees fit.

Appendix 1:

Proxy Voting Form

I, _____ (Name) of
_____ (School)

appoint _____ (Name) of
_____ (School)

or in his/her absence, the Chairperson, to be my proxy at the:

Please Tick:

<input type="checkbox"/>	Ordinary Meeting	<input type="checkbox"/>	Executive Meeting
<input type="checkbox"/>	Special Ordinary Meeting	<input type="checkbox"/>	Executive Meeting with TCEO Director
<input type="checkbox"/>	Annual General Meeting (AGM)	<input type="checkbox"/>	

to be convened on _____ (Day) _____ (Month) _____ (Year)

at _____ (Time) _____ (Place)

and to vote on my behalf in the following manner:

(a) Agenda Item Number:
(as taken from the relevant CPAT Agenda)

Agenda Item Description:
(as taken from the relevant CPAT Agenda)

Please tick

In favour of

Against

Use his / her discretion

Signed: _____ Date: _____