



Tasmanian Catholic Schools Parents and Friends Federation

CONSTITUTION OF THE TASMANIAN CATHOLIC SCHOOLS PARENTS AND FRIENDS FEDERATION

1. NAME

The name of the organisation will be 'Tasmanian Catholic Schools Parents and Friends Federation'.

2. OBJECTIVES

The objective of the Federation will be:

- a) Supporting our parents to be empowered in taking an active role as the primary educators of their children in the Catholic School community.
 - i) the furtherance of Catholic education;
 - ii) the advancement of the common interest of Catholic schools; and
 - iii) In consultation with affiliated organisations co-ordinate the activities to achieve this objective.

3. LIMITATIONS

- a) The Federation shall have no control over nor shall it interfere in the conduct of any school;
- b) The Federation shall not affiliate with any political party; and
- c) The assets and income of the Federation shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services or expenses incurred on behalf of the organisation.

4. MEMBERSHIP

The Federation shall consist of affiliated associations.

- a) An affiliated association is any association which has been granted affiliation with the Federation. An association eligible for membership of the Federation is any organisation, however named, which has among its objects the promotion of the furtherance of the interests of a Catholic school, and shall include both parochial organisations and organisations attached to particular schools. Any such association shall be granted affiliation, providing its objects are not in conflict with the objects of the Federation, and upon:
 - i) the State Council (herein after called Council) of the federation being satisfied that the association is eligible for membership;
 - ii) an approved application form having being completed; and
 - iii) the current affiliation fee having being paid.

An affiliated association may be disaffiliated by decision of the Council at a meeting called to consider disaffiliation.

- b) Individual Life Membership
As a special means of showing appreciation to individuals for long and faithful service to the Federation and its objects, individuals may be awarded life membership of the Federation by the method and with the rights and privileges set forth.
 - i) Life members shall be created only by written nomination of the Council ratified by a majority of those delegates present at the annual meeting of the federation at which such written nomination shall be presented.
 - ii) Life members shall pay no affiliation fees.
 - iii) Each life member shall enjoy and be entitled to all the rights and privileges of an observer at all meetings of the Federation.

5. COUNCIL

- a) The Federation shall be governed by a Council consisting of:
 - i) President, Secretary and Treasurer elected in accordance with clause 5 (b);
 - ii) the Immediate Past President;
 - iii) Two delegates nominated by the Archbishop of Hobart from a call of nominations;
 - iv) one Vice-President elected in accordance with clause 7(c) from each of three regions as hereinafter defined;
 - v) The Executive Officer shall be an ex-officio member; and
 - vi) up to three persons can be, appointed by Council, whose skills are considered to be needed by the federation, and who are not otherwise eligible for membership of the Council, provided that the term of any one appointment of any such person shall not:
 - i) be for more than twelve months and
 - ii) in any event extend beyond the date of the Annual Meeting of the Federation immediately after the date of such appointment.

- b)
 - i) The President, Secretary and Treasurer shall be elected at an Annual General Meeting of the Federation by all delegates present and entitled to vote, and shall take office on the first day of the month immediately following the month in which they have been elected, and shall hold office until the last day of the month in which the next Annual General Meeting shall be held;
 - ii) Nominations for the positions of President, Secretary and Treasurer must be received by the Executive Officer 60 (sixty) days prior to the Annual General Meeting;
 - iii) The Executive Officer must notify all affiliates of the nominations received for positions of President, Secretary and Treasurer 30 (thirty) days prior to the Annual General Meeting.
 - iv) In the event of no nominations being received for the positions of President, Secretary or Treasurer, then nominations shall be called for those positions at the Annual General Meeting.

- c) Any person who is a member of a financial affiliated organisation shall be eligible for election to the Council, provided that he has consented in writing to be elected.

- d) The Executive shall consist of the President, the Past President, Vice-Presidents, the Secretary, Treasurer and Executive Officer (as ex-officio), who between meetings of the Council shall have the power as delegated by the Council to take action for the good conduct of the affairs of the Federation.

- e) Any member of the Council who has been absent without leave from two consecutive meetings of the Council may have his position declared vacant by the Council.

- f) Any casual vacancy occurring in the membership of the Council shall be filled by the Council.

- g) Any regional vacancy occurring in the membership of the Council shall be filled by the respective regional committee.

- h) The Council shall meet at least once in each school term at such times and places as are determined by the Council, provided that a meeting may be convened by the President, or on receipt of a requisition in writing from at least four members of the Council, the President shall convene a meeting within 21 days. Notice in respect of such meeting shall be 14 days.

6. MEETINGS OF THE FEDERATION

- a) The Annual Meeting of the Federation will be held in each calendar year on a date determined by the Council or at the Annual Meeting.
- b) The business of the Annual Meeting shall include:
 - i) the Annual Report of the Federation;
 - ii) the Annual Financial Statement, together with an Auditor's Report;
 - iv) the election of the President, Secretary and Treasurer;
 - iv) the appointment of auditors; and
 - v) any other matter duly brought before the meeting.
- c) General meetings of the Federation shall be held as determined by:
 - i) the Annual Meeting;
 - ii) the Council; and
 - iii) a requisition of five or more affiliated associations.
- d) Subject to clauses (e) and (f) of this section, meetings of the Federation shall have power to give directions to the Council.
- e) Notice of any motion to be discussed at a meeting of the Federation shall be given to the Executive Officer at least 35 days before such meeting and copies of motions on notice and the agenda shall be forwarded to affiliated organisations and members of the Council at least 30 days before the meeting.
- f) Clause 6 (e) shall not be considered as preventing the Federation from considering any matter put before it. In order for such matters to be considered by the meeting, it will be necessary to obtain the approval of the majority of those delegates present. Decisions reached in this manner shall be binding upon Council.

7. REGIONS AND REGIONAL COMMITTEES

- a) The Regions shall consist of
 - i) Southern Region, comprising that part of the state of Tasmania south of an east-west line through the town of Oatlands, but including Oatlands
 - ii) Northern region, comprising all that part of the state of Tasmania north of the east-west line through Oatlands, and east of a north - south line through Deloraine, but including Deloraine
 - iii) North-West Region, comprising all that part of the state of Tasmania north of the east-west line through Oatlands, and west of a north-south line through Deloraine, but excluding Deloraine.
- b) Regions are activated through the establishment of a Regional Committee (refer clause c) or deactivated through no elected members appointed to the Regional Committee.
- c) In each Region there shall be a Regional Committee consisting of members resident in the Region with three delegates from each affiliated organisation.
- d) Each Regional Committee shall elect from its members the following officers: Regional Chairman, Regional Secretary and Vice-President. Such officers shall be elected at the respective Regional Annual Meeting by all delegates present and entitled to vote, and shall take office on the first day of the month immediately following the month in which they have been elected, and shall hold office until the last day of the month in which the next Regional Annual Meeting is held.

The Regional Chairmen and the Regional Secretary shall be eligible for nomination as Vice-President of the Council.

- e) Subject to the approval of the Council, the Regional Committee may elect such other members as it desires to act with the Chairman and the Secretary as an Executive.

- f) Except as directed by meetings of the Federation, the Council shall have power to give effect to the objects of the Federation including:
 - i) affiliation or association with any other organisation whether within the state of Tasmania or outside, except as limited by Section 3 of this Constitution;
 - ii) the establishment within the Federation of regional or other group organisations;
 - iii) the setting up of any committee or sub-committee and the appointment thereon of any person; and
 - iv) the collection and disbursement of the funds of the Federation.

8. AFFILIATION FEES AND LEVIES

- a) The financial period of the Federation shall commence on the 1st January and shall end on the 31st December each year.
- b) Affiliation fees will be payable in advance of each respect of each financial period.
- c) An affiliated organisation shall be unfinancial if such affiliation fee, or any levy which has been previously imposed in accordance with Clause (e) of this Section remains unpaid.
- d) The affiliation fee shall be determined by the Council.
- e) Levies may be imposed upon affiliated organisations by a resolution of a meeting of the Federation, provided that due notice has been given to affiliated organisations.

9. VOTING

- a) At meetings of the Federation each person present and entitled to vote shall be entitled to one vote only.

Those entitled to vote at meetings of the Federation shall be:

- i) three delegates appointed by each affiliated financial organisation;
 - ii) members of the Council not otherwise acting as a delegate of an affiliated organisation;
 - iii) The Executive Officer not otherwise acting as a delegate of an affiliated organisation; and
 - iv) The Chairman shall have a casting vote only.
- b) Except where otherwise provided herein, all matters will be decided on a majority of votes, and in the event of the vote being equal, the Chairman may give a casting vote.

10. QUORUM

No business shall be transacted at any meeting unless a quorum is present and such quorum shall be:

- i) for meetings of the Federation, twenty per cent of the number entitled to vote,
- ii) for meetings of the Council and of the Executive, fifty per cent of the number entitled to vote.

11. STANDING ORDERS

- a) The Council may formulate Standing Orders for the regulation of meetings.
- b) In the absence of any regulation or in any matter of dispute concerning meeting procedure, the ruling of the President (or in his absence, the Chairman for the time being) shall be final and binding unless a motion of dissent from the ruling is carried by the meeting.

12. PROPERTY AND FUNDS

- a) The property of the Federation shall be vested in the members of the Council for the time being.

- b) All funds shall be banked and payments shall be made by cheque, or electronic funds transfer which shall be signed by any two of the following - President, Secretary, Treasurer, Executive Officer, or any one other person appointed if necessary by Council.
- c) The auditors shall examine all books, accounts, or other documents and report thereon to the Annual Meeting.

13. NOTICES

Further, notice shall be deemed to have been duly given if notices are sent electronically by fax, e-mail or similar services, provided the destination is one that has or would be one of the normal destinations for electronic communications.

If any party should not receive a notice due to accidental error or omission this shall not cause this clause to be deemed as not having been complied with in full.

14. ALTERATION TO THE CONSTITUTION

- a) Notice of any proposed amendments to this Constitution shall be given in writing to the Executive Officer by:
 - i) a member of the Council; or
 - ii) an affiliated organisation.
- b) Within one month the Executive Officer will give notice in writing of such proposal to all affiliated organisations and to members of the Council.
- c) After the expiration of two calendar months from the date of the Executive Officer's notice, any general meeting of the Federation may determine the matter, Any alteration may be effected only if at least two-thirds of those present and entitled to vote are in favour of such alteration.

15. WINDING UP

in the event of the winding up of this Federation, the assets of the Federation shall not be disbursed among any individual members of the Federation, but shall be disbursed to nonprofit Catholic organisations having objects similar in whole or in part to those of the Federation or to the Archbishop of Hobart for the time being.

16. DATE OF CONSTITUTION

This Constitution is in effect from the 18th day of May in the year 2009 and remains so unless altered as per Item 14 of said Constitution.