The Federation of Catholic School Parent Communities (SA) Incorporated.

Constitution
INDEX

1. Name
2. Definitions
3. Objectives of the Federation
4. Powers of the Federation
5. Limitations
6. Affiliation
7. Affiliation Fees
8. Register of Affiliates
9. Council
10. Council Membership
11. Council Proceedings
12. Disqualification of Council Members
13. General Meetings
14. Special General Meetings
15. Minutes
16. Financial Reporting
17. The Seal
18. Not Profit Organisation
19. Winding Up
20. Application of Surplus Assets
21. Amendment to the Constitution
The Federation of Catholic School Parent Communities (SA) Incorporated

Constitution

1. Name
The name of the incorporated association is The Federation of Catholic School Parent Communities (SA) Incorporated referred to herein as 'the Federation'.

2. Definitions
“Council” means the Council of the Federation formed in accordance with the rules of this Constitution to govern the Federation.

“Member” means any elected or duly appointed member of the Council.

“Affiliate” means a Parents and Friends Association or other parent organisation in any South Australian Catholic school that has paid the current year’s affiliation fee or has otherwise been admitted to full affiliation with the Federation by the Council.

“Delegate” means a voting member of an affiliate.


3. Objectives of the Federation
3.1 To promote and encourage interest and active involvement in Catholic education in general and in South Australia in particular;
3.2 To support and serve the needs of students enrolled in South Australian Catholic schools;
3.3 To support the parent organisations established in South Australian Catholic schools;
3.4 To support parental/ family choice in schooling and parental engagement in education issues.

4. Powers of the Federation
The Federation shall have all the powers conferred by section 25 of the Act.

5. Limitations
5.1 The Federation will not seek to control or interfere in the conduct or management of any Catholic school.
5.2 The Federation will not affiliate with any political party.
6. **Affiliation**

6.1 One parent organisation from each South Australian Catholic school is eligible for affiliation to the Federation.

6.2 The Council of the Federation will admit a parent organisation to affiliation provided that:

   6.2.1 Its objectives are congruent with the stated objectives of the Federation;
   6.2.2 It has paid the current affiliation fee or been granted exemption from this requirement by the Council.

7. **Affiliation Fees**

Affiliation fees will be set by Council and reviewed annually.

8. **Register of Affiliates**

The Federation office will maintain a register of all Affiliates containing:

- The Affiliate’s name and address
- The name of each Affiliate’s school Principal
- The date of receipt of annual affiliation fees or the Council resolution otherwise admitting membership
- Contact details for the relevant parent leaders of each Affiliate

9. **Council**

9.1 The governance of the Federation and the management of its property and assets is vested in the Council.

9.2 The Council will have the authority to interpret the meaning of these rules and any other matter relating to the affairs of the Federation on which these rules are silent.

9.3 The Council will appoint a Public Officer as required by the Act.

10. **Council Membership**

10.1 The Council will be comprised of no less than 8 and no more than 14 members elected by Affiliates in Annual General Meeting;

10.2 At least one position on Council will be reserved for a representative from an Affiliate from the Pt Pirie diocese;

10.3 Nominations for Council will be from among the delegates present at the Annual General Meeting or from Affiliates who have submitted a nomination in writing prior to the Annual General Meeting but are unable to attend.

10.4 Council appointments will be for a period of three years with retiring Council members eligible to stand for re-election.

10.5 The Council may appoint a person to fill a casual vacancy, and such Council member shall hold office until the next Annual General Meeting and shall be eligible for election to the Council without nomination.
10.6 Any Member who fails to attend three consecutive meetings of the Council without an adequate explanation of absence will be stood down and his/her position will be declared vacant.

10.7 The Council will elect a President, two Vice Presidents, and a Treasurer at its first meeting following the Annual General Meeting. These office bearers will hold office until the Council meeting immediately proceeding the next Annual General Meeting. Any person elected to the position of President will be eligible to stand for this position for a maximum of 3 consecutive terms.

10.8 These officers, with the Executive Director as ex officio member, constitute the Council Executive;

10.9 No elected Member of Parliament may hold a position on the Executive of the Federation;

10.10 Any Executive member of the Federation (including ex-officio members) who gains pre-selection as a political candidate must resign forthwith;

10.11 Any person who has rendered special service to the Federation may, at an Annual General Meeting, be elected to Life Membership of the Federation with the entitlement of all privileges of membership. Life members may attend any general meeting of the Federation with the power to exercise a vote; and meetings of the Council or its Executive by invitation. Life Membership will be conferred for exceptional service and commitment to the objectives of the Federation.

11. Council Proceedings
11.1 The Council will hold a minimum of nine meetings each year.

11.2 Questions arising at any meeting of the Council shall be decided by a majority of votes, and in the event of equality of votes the President shall have a casting vote in addition to a deliberative vote.

11.3 A quorum for a meeting shall be five (5) Members including at least one elected Executive Member.

11.4 A member of the Council having a direct or indirect pecuniary interest in a contract or proposed contract with the Federation must disclose the nature and extent of that interest to the Council as required by the Act, and shall not vote with respect to that contract or proposed contract.

12. Disqualification of Council Members
The office of a Council Member will become vacant if a Council Member is
- Disqualified from being a Member by the Act;
- Expelled as a Member under these rules;
- Permanently incapacitated by mental ill health;
- Absent without adequate explanation from more than three consecutive meetings.
13. **General Meetings**  

13.1 **Annual General Meetings**  

13.1.1 The Annual General Meeting of the Federation will be held every year on or before the 31st day of May, and will be convened by the President or Executive Director by at least 60 clear days prior written notice to all Affiliates.

13.1.2 Each Affiliate will be entitled to appoint two voting delegates to attend the Annual General Meeting and any special general meeting of the Federation.

13.1.3 The quorum for Annual and other general meetings of the Federation shall be ten (10) Affiliates.

13.1.4 A question for decision at a general meeting must be determined by a majority of delegates who vote in person or by proxy at that meeting.

13.1.5 Unless a poll is demanded by at least five Affiliates, a question for decision at an Annual General Meeting will be determined by a show of hands.

13.1.6 If a poll is demanded by at least five Affiliates it must be conducted in a manner specified by the President and the result of that poll is the resolution of the meeting on that matter.

13.1.7 A poll demanded for the election of a person presiding or on the question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

13.1.8 Each delegate is entitled to one vote.

13.1.9 Any delegate may appoint a proxy to vote on his or her behalf in writing. The proxy appointment must be held by a delegate nominated by the Affiliate or by the Chair of the meeting.

13.1.10 All matters shall be determined by a majority of votes. The President shall be entitled to a deliberative vote as well as a casting vote.

13.2 The business at the meeting shall be:

- Confirmation of the minutes of the previous Annual General Meeting and of any special general meeting held since that meeting;
- Consideration of the audited accounts and other reports of the Council
- The appointment an auditor;
- The election of Council members;
- Any other business advised to the President or Executive Director no later than 30 days before or accepted by on the day at the discretion of the Chair of the meeting.
14. **Special General Meetings**

14.1 The Council may call a special general meeting of the Federation with due notice being no less than 30 days.

14.2 Upon a requisition in writing from no less than five (5) Affiliates the Council shall within one month of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition.

14.3 Every requisition for a special general meeting shall be signed by the relevant Affiliate’s President or designated parent leader and will state the purpose for which the meeting is to be called.

15. **Minutes**

15.1 Proper minutes of all proceedings of general meetings and of the Council shall be placed on file in the Federation office.

15.2 Council minutes kept pursuant to rule 16.1 must be confirmed by Council at a subsequent meeting and signed by the President or Chair. Minutes of the Annual General and special general meetings of the Federation must be confirmed at the next Annual General Meeting and signed by the President or Chair.

15.3 Where minutes are entered and signed they shall, unless the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at that meeting shall be deemed to have been duly held, and that all appointments made at the meeting shall be deemed to be valid.

16. **Financial reporting**

16.1 The financial year of the Federation will be from 1 January to 31 December.

16.2 The Federation shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Federation in accordance with the Act.

16.3 The auditor will examine all books and accounts or other documents and report in writing to the Annual General Meeting.

17. **The Seal**

17.1 The Federation shall have a common seal upon which *The Federation of Catholic School Parent Communities (SA) Inc.* shall appear in legible characters.

17.2 The seal shall not be used without the express authorisation of the Council, and every use of the seal shall be recorded in the Minutes of the Council. The affixing of the seal shall be witnessed by the Executive Director and one Member of Council.
18. **Non Profit Organisation**
   The income and capital of the Federation shall be applied exclusively to the promotion of its objectives and no portion shall be paid or distributed directly or indirectly to Council Members, Affiliates or their associates except as bona fide remuneration for services rendered or expenses incurred on behalf of the Federation.

19. **Winding up**
   The Federation may be wound up in the manner provided for in the Act.

20. **Application of Surplus Assets**
   20.1 If after the winding up of the Federation there remains “surplus assets” as defined in the Act, such assets shall be distributed to any organisation which has similar objectives and rules which prohibit the distribution of its assets and income to its members.
   20.2 Such organisation or organisations shall be identified and determined by a resolution of Affiliates in general meeting.

21. **Amendment to the Constitution**
   21.1 Notice of any proposed amendment to the Constitution will be given to the President or Executive Director in writing and may be given by any member of the Council or Affiliate of the Federation.

   21.2 Within 30 days of receipt of any proposed amendment the Council will give notice of the terms of the amendment in writing to each Affiliate.

   21.3 After the expiration of 30 clear days from the giving of the notice a Special or Annual general meeting of the Federation may determine the matter by a two-thirds majority of votes.

   21.4 Any alteration shall be registered with the Office of Consumer and Business Affairs, Corporate Affairs and Compliance Branch, as required by the Act.

Revised Constitution adopted: 23 May 2011