
1. Name

The name of the organization shall be the Council of Parents and Friends' Associations of Catholic Schools in the Diocese of Townsville.

2. Commencement

- 2.1 This Constitution shall be operative from the date upon which approval thereto is given in writing by the Bishop of the Diocese of Townsville.
- 2.2 The following rules shall provide for the establishment, government and management of a Diocesan Council of Parents and Friends Associations of Catholic Schools in the Townsville Diocese.
- 2.3 Each association of Parents and Friends in Catholic Schools in the Townsville Diocese that is financially affiliated with the Federation of Parents and Friends Associations of Queensland on the day immediately prior to the date of commencement of this Constitution shall be members of the Townsville Diocesan Council at the commencement of this constitution. Each of the said affiliated associations shall be deemed to be an "Affiliated Association" within the meaning of this Constitution.

3. Interpretations

- 3.1 In this Constitution unless the context otherwise requires:-
 - a) "A Parents and Friends Association" means a school-based parent/carer organization which draws its members from a Catholic school community and has as its objectives the promotion and furtherance of the interests of the Catholic School and its supporting community.
 - b) "Affiliated Association" - means an Association granted affiliation by payment of the Federation membership fee or levy. Unless otherwise stated "Association" means "Affiliated Association".
 - c) "School" means any institution of sub-primary, primary or secondary education conducted in accordance with canon 803 in the Code of Canon Law.
 - d) "Financial Year" means the calendar year commencing on and including the first day of January in any year and ending on and including the thirty-first day of December in that year.

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- e) "The Council" means the Council of the Parents and Friends Associations of Catholic Schools representing parents of the Diocese through the Parents and Friends Associations in the Diocese of Townsville.
 - f) "Diocesan Management Committee / Executive" means the Executive Committee of the Townsville Diocesan Council of Parents and Friends' Associations.
 - g) "Diocese" means the Diocese of Townsville.
 - h) "Federation" is the collective body representing all Parents and Friends Associations in Catholic schools in Queensland through their respective Diocesan Council.
 - i) "State Committee" means the representative body of the Federation of Parents and Friends Associations Queensland. Delegates to this committee are drawn from Arch/Diocesan Councils in a manner which is agreed by the Federation from time to time.
 - j) "The Bishop" means the Bishop of the Townsville Diocese or competent ecclesiastical authority according to canon 414.
 - k) "Canon" refers to the Code of Canon Law 1983.
 - l) A "Meeting" can be consultation by assembly or by other forms of telecommunication.
 - m) "Delegate" is the delegate appointed by the respective Diocesan Council to the State Committee.
 - n) "Representative" is the appointed representative of the Archdiocesan/Diocesan Council to other related bodies other than the State Committee, the appointment and tenure as deemed as appropriate by the nominating body.
 - o) "Conference" is a meeting of the Diocesan Council and nominated delegates, from each Catholic School P&F Association, both primary and secondary, held on a biennial basis and includes the Annual General Meeting of that year.
 - p) "Annual General Meeting" is described as the annual reporting meeting.
 - q) "Zone" or "Cluster" is a grouping of school Parents and Friends Associations from a designated geographical region and/or having a common interest as decided by the Diocesan Council from time to time.

3.2 Any reference in this Constitution to a Clause or sub-Clause shall be a reference to a Clause or sub-Clause, as the case may be, of this Constitution.

4. Objectives

- 4.1 The objectives of the Diocesan Council are those which accord with the content of such documents as, "*The Catholic School*", (Sacred Congregation for Catholic Education. Rome 1977), the "*Code Of Canon Law*" 1983, the "*Catholic School on the Threshold of the Third Millennium*", Congregation for Catholic Education, Rome 1998, "*Lay Catholics in Schools – Witness to Faith*" 1982, and "*Religious Dimension of Education in Catholic Schools*" 1988.

In particular, the Council will participate in the optimum spiritual, intellectual, social, physical, moral and emotional development of pupils in Catholic Schools:-

- (a) to promote the interests of parents in respect of the education of their children in the Catholic Schools in the Diocese of Townsville;
 - (b) to foster and promote the quality of education for children in the Catholic Schools of the Townsville Diocese;
 - (c) to safeguard the right of parents and to facilitate, where possible, this right;
 - (d) to promote and represent the interest of children in Catholic Schools; and
 - (e) to promote the role and advance the interest of Catholic schools in the community:-
 - I. fostering a distinctive Christian environment in those schools;
 - II. developing maximum co-operation between parents and school staffs;
 - III. utilizing those structures which are established to promote the principles of Christian education;
 - IV. providing a medium for the information and participation of parents.
- 4.2 The Council will promote the interests of schools by establishing and maintaining links with Catholic Education Authorities, parent organizations and other bodies at Archdiocesan/Diocesan, State, and National as deemed appropriate from time to time by Diocesan Council.
- 4.3 Notwithstanding the generality of the above objectives, the Council shall not:-
- (a) have any control, nor shall it purport to exercise any control over any school, school administration or school Parents and Friends Association;
 - (b) affiliate with any political body or party.

5. Membership

- 5.1 The membership of the Council shall consist of delegates drawn from affiliated schools within the Townsville Diocese. Each school may nominate two(2) delegates to the Annual Meeting.
- 5.2 A spiritual Director shall be appointed by the Bishop. The spiritual director will be an ex-officio member.

6. Life Membership

- 6.1 A person may be appointed to life membership of the Townsville Diocesan Council of the Parents and Friends Associations of Catholic Schools by a decision of two-thirds of delegates at the Annual Conference. Such a person must be recommended to Conference by the Diocesan Council. Members of a school Parents and Friends Association may make nominations to the Diocesan Council for consideration.
- 6.2 A person recommended for Life Membership of the Townsville Diocesan Council must normally have served at least three years on the school Parents and Friends Association and must be considered to have rendered extraordinary service to the Diocesan Council.

7. Funds and Accounts

- 7.1 The income and property of the Council shall be used in the promotion of its objectives.
- 7.2 The Townsville Diocesan Council shall have the power to raise additional funds as agreed from time to time by the members of the Diocesan Council. These funds are additional to the Federation fee rebated by the State Committee of the Federation.
- 7.3 All monies of the Council shall be banked in the name of the Townsville Diocesan Council of the Parents and Friends Associations in such bank or financial institution as the Executive may from time to time direct.
- 7.4 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Council and the particulars usually shown in books of a like nature.
- 7.5 All monies shall be banked as soon as practicable after receipt of them.
- 7.6 All amounts shall be paid by cheque signed by any two of the chairperson, secretary, treasurer or other person authorized from time to time by the Diocesan Management Committee.
- 7.7 Cheques shall be crossed "not negotiable" except those in payment of petty cash recoupments which may be open.
- 7.8 The Executive shall determine the amount of petty cash which shall be kept on the impress system.
- 7.9 All expenditure shall be approved or ratified at a Diocesan Management Committee meeting.

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- 7.10 An annual budget showing estimated receipts and disbursements shall be prepared by the Treasurer not later than two months before the start of each financial year and such budget shall be submitted to the Diocesan Management Committee for approval not later than one month before the start of each financial year.
- 7.11 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a balance sheet containing particulars of-
- a the income and expenditure for the financial year just ended; and
 - b the assets and liabilities of all mortgages, charges and securities affecting the property of the Council at the close of that year.
- 7.12 All such statements shall be examined by the auditor who shall present his/her report such audit to the Secretary prior to the holding of the annual meeting next following the financial year in respect of which such audit was made.

8. Annual General Meeting

- 8.1 The Annual General Meeting shall be held within three (3) months of the close of the financial year and notification to all Parents and Friends Associations to be made at least three (3) months prior to the meeting.
- 8.2 In a year where a conference is not held, an Annual General Meeting will be held for reporting purposes.
- 8.3 The business to be transacted at every Conference and Annual Meeting shall be -
- the receiving of the Diocesan Management Committee's report and the statement of income and expenditure, assets and liabilities affecting the property of the Association for the preceding financial year;
 - the receiving of the auditor's report upon the books and accounts for the preceding financial year and the appointment of an auditor for the following financial year.
 - Special topics which may be included:
 - Spiritual formation
 - Federation State and National issues
 - Diocesan policy development
 - Formation of leadership teams
 - Social interaction
- 8.4 Conference or Annual General Meeting shall be attended by the members of the Townsville Diocesan Council and delegates - the numbers to be decided from time to time by the Council from the school P & F Associations. Observers to the Conference may attend following written advice to the Council prior to the Conference.

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- 8.5 Delegates of school Parents and Friends Associations shall be entitled to two votes at conference or Annual General Meeting. Associations will have the power to substitute or replace such delegates between Conferences or Annual General Meetings.
- 8.6 Votes may be cast by any delegate or delegates attending conference on behalf of the school Parents and Friends Associations.
- 8.7 In the event of an equality of votes the Chairman may exercise a casting vote as well as any deliberative vote to which he/she is entitled.
- 8.8 Each Conference delegate shall be elected by his or her school Parents and Friends Association in such manner as may be decided from time to time by it.
- 8.9 Subsequent to the Annual General Meeting of the Townsville Diocesan Council, the Executive shall elect persons from within its delegates to State Committee of the Federation in accordance with provisions of membership of the Federation State Committee.
- 8.10 The appointment of an Auditor shall form part of the business to be conducted at an Annual General Meeting as described in 3.1(p).
- 8.11 The Secretary shall within fourteen days after the date of a Annual General Meeting of the Council deliver or cause to be delivered to the Bishop a report in writing of the proceedings of that meeting.
- 8.12 Proxy votes shall not be permitted.

9. Meetings of the Townsville Diocesan Council

- 9.1 The frequency of such other meetings of the Council shall be determined by the Executive after the Conference or Annual General Meeting provided that no fewer than two other General Meetings be convened during the calendar year.
- 9.2 In each calendar year, an Annual General Meeting shall be held before the end of March
- 9.3 At meetings of the Diocesan Council, voting rights shall be held by no more than two School Delegates of each of the Affiliated Associations within the Archdiocese.
- Proxy votes shall not be permitted.
- 9.4 Observers from P & F Associations are invited to attend Council meetings.
- 9.5 With respect to each meeting of the Townsville Diocesan Council the Executive shall:-
- a. appoint such time and place for the meeting as appears to it to be convenient

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- b. give not less than fourteen days notice of the meeting to each member of the Townsville Council representatives of the Council and to the Association observers within the Archdiocese/Diocese.
 - c. state in such notice any special purpose for which the meeting is called.
- 9.6 Meetings of the Council shall be conducted in accordance with Standing Orders adopted by the Council.
- 9.7 At any Meeting of the Council, the number of delegates required to constitute a quorum shall be that decided upon by the Executive of the Council.
- 9.8 A special meeting of the Council shall be convened by the Secretary:
- a. when directed to do so by the Executive
 - b. on the requisition in writing of not less than 25% of Affiliated Associations which requisition shall clearly state the reason or reasons why the special meeting is being requested and the nature of the business to be transacted thereat.
 - a) the Townsville Diocesan Council shall arrange a special meeting within six weeks of such a request.

10. Membership of the Diocesan Management Committee and Clusters

- 10.1 The Annual General Meeting shall elect a Diocesan Management Committee which shall consist of Chairperson, Vice Chairperson, Secretary, Treasurer and members, all of whom shall be drawn from cluster meetings; the Spiritual Director nominated by the Bishop of Townsville, and a nominee in consultation with the Director of the Townsville Catholic Education Office.
- 10.2 One month after the Annual General Meeting, all the members of the Diocesan Management Committee shall retire from office, but shall be eligible upon nomination from the cluster meetings. No member shall hold an office for more than two (2) two-year terms.
- 10.3 Cluster elections shall take place within one (1) month of the completion of the Annual Meeting.
- 10.4 Members of the Diocesan Management Committee are elected by the cluster delegates. A maximum of three members can be elected from one cluster and a member can only represent one cluster at any given time.
- 10.5 Each affiliated school may nominate two delegates to attend cluster meetings. Only the nominated delegates will have voting rights and be eligible for election to the Diocesan Management Committee. Other interested parents and friends may attend and be part of Cluster meetings and the Annual Meeting, but voting will be restricted to the nominated delegates.

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- 10.6 Election to Diocesan Management Committee shall take place at the first meeting, immediately after the Annual Meeting to be held not later than one (1) month after cluster elections.
- 10.7 The first meeting will require that all committee members are present in a face-to-face format.

11. Meetings of the Diocesan Management Committee

- 11.1 The committee shall meet at least once per school term. Notice to members of meetings shall be at least fourteen (14) days prior to the meeting.
- 11.2 A special meeting of the Diocesan Management Committee shall be convened by the Secretary on the requisition of not less than one-third of the members of the committee, which requisition shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.
- 11.3 At every meeting of the Diocesan Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the committee as at the close of the last ordinary meeting of the members, shall constitute a quorum.
- 11.4 Subject as previously provided in this clause, the Diocesan Management Committee may meet together and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 11.5 The Chairperson shall chair every meeting of the Diocesan Management Committee, or if there is no Chairperson or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, an Acting Chair shall be appointed by the members present.
- 11.6 If within half an hour from the time appointed for the commencement of a Diocesan Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse. All members of the Committee are to be advised by the Secretary of the new meeting time.

12. Vacancies On Diocesan Management Committee

- 12.1 The Diocesan Management Committee shall have the power at any time to invite a cluster to nominate a member from a particular region where a representative resigns his or her membership or is terminated.
- 12.2 Any casual vacancy may be filled by the Executive by the appointment of any person who is a member of a school Parents and Friends Association of Catholic schools in the Townsville Diocesan Council.

13. Termination of Membership of Management Committee

- 13.1 Any member of the Diocesan Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary. The resignation shall take effect at the time such notice is received by the Secretary unless the date is specified in the notice when it shall take effect on that later date.
- 13.2 A member may be removed from office at an ordinary meeting of the Diocesan Management Committee if that member -
- a. fails to comply with any of the provisions of this constitution; or
 - b. conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the Council.
- 13.3 The member concerned shall be given a full and fair opportunity of presenting his/her case, and if the committee resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.
- 13.4 Nothing in this Clause shall affect the continuity of the appointment of the Spiritual Director to the Council.

14. Powers and Functions of the Diocesan Management Committee

- 14.1 The Executive shall be expected generally to give effect to the objectives of the Townsville Diocesan Council in accordance with this constitution including without derogation:-
- a. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Council in the shape of donations, annual subscriptions or otherwise.
 - b. To print and publish any newspapers, periodicals, books or leaflets that the Diocesan Management Committee may think desirable for the promotion of its objects.
 - c. To make donations for charitable or community purposes.
 - d. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Council.
- 14.2 Except as otherwise provided by this Constitution and subject to resolutions of the delegates of the Council carried at any general meeting the Diocesan Management Committee -
- a. shall have the general control and management of the administration of the affairs and funds of the Council and
 - b. shall have authority to interpret the meaning of this constitution and any matter relating to the Council on which this constitution is silent.
 - c. shall formulate advice for consideration by the Council on any issue involving new policy or a significant deviation from existing policy.

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- 14.3 The Diocesan Management Committee may exercise all the powers of the Council.
- a. to raise or secure the payment of money in such manner as the members of the Council may think fit and secure the same or the payment or performances of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Council in any way.
 - b. to invest in such manner as the members of the Council may from time to time determine.
- 14.4 A resolution in writing signed by all the members of the Diocesan Management Committee for the time being entitled to receive notice of a meeting of the committee shall be as valid and effectual as it if had been passed at a meeting of the committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more members of the committee.

15. By-Laws and Standing Orders

The Executive shall be responsible for establishing and maintaining adequate By-Laws for the Townsville Diocesan Council and Standing Orders for the conduct of business consistent with this Constitution, provided that these By- Laws and Standing Orders may be subject to review at any Annual General Meeting and any By-Law and Standing Order may be set aside by vote of a majority of those present and entitled to vote.

16. Amendments to the Constitution

- 16.1 Subject to the Provisions of the Incorporation of the Roman Catholic Trust of the Diocese of Townsville, this constitution may be amended, rescinded or added to from time to time by a special resolution carried at any Diocesan Management Committee meeting. Provided that no such amendment, decision or addition shall be valid unless the same shall have been previously submitted to and approved by the Bishop of Townsville.
- 16.2 Within one (1) month of the receipt of any such notice, the Diocesan Management Committee shall circularize the terms thereof to each Diocesan Parents and Friends' Association.
- 16.3 The Secretary of the Townsville Diocesan Council shall, within one (1) month after the passing of a motion to alter the Constitution, lodge notice of the motion with the Bishop of the Diocese of Townsville.
- 16.4 An amendment to the Constitution of the Diocesan Council shall not take effect until such alteration is approved by the Bishop of the Diocese of Townsville.
- 16.5 Notice of any proposed amendment shall have been given to the Diocesan Management Committee by an affiliated member at least three (3) months before such meeting.

17. Dissolution and Distribution of Surplus Assets

- 17.1 If the Council shall be wound up in accordance with the provisions of the Trustees of the Diocese of Townsville, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be paid to or distributed among the member organizations of the Council of Parents and Friends' Associations of Catholic Schools in the Diocese of Townsville having objectives similar to the objectives of the Council.
- 17.2 This Constitution in its present or any future form is operative by the authorization of the Catholic Bishop of the Diocese of Townsville.

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