

Constitution

Catholic School Parents Queensland

Adopted 2018



Strong Voice for Families in Catholic Schools

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Catholic School Parents, Queensland

1. Name and Status

- 1.1 The name of the incorporated association shall be Catholic School Parents Queensland (CSPQ).
- 1.2 CSPQ has status under Canon Law as a private association with Juridic personality [*Can. 322 §1*] and has been erected and recognised as a private Juridic person in each Diocese within the Province of Brisbane by decree of the Bishops of Queensland given in writing on 25 August 1998.
- 1.3 This amended Constitution has been reviewed by the competent ecclesiastical authority for the objectives set out herein [*Can. 299§3; Can. 322 §2*] and has been approved in writing by the Bishops of Queensland.
- 1.4 CSPQ is subject to the supervision of the Bishops of Queensland [*Can. 305 §1; Can. 323 §1*].
- 1.5 CSPQ may call itself "*Catholic*" as part of its name while the consent for such use of a competent ecclesiastical authority (the Bishops of Queensland) subsists [*Can. 300*].
- 1.6 The Federation was on 9 May 2000, and remains, incorporated under the *Roman Catholic Church (Incorporation of Church Entities) Act 1994 (Act)* [Incorporation Number 3].

2. Definitions and Interpretations

- 2.1 In this document:

Annual Levy is the annual charge applied by CSPQ to the Parents/Carers of each child attending a Catholic School in Queensland.

Bishops of Queensland means the persons holding appointment as a Diocesan Bishop under the Code of Canon Law.

Canon Law refers to the Code of Canon Law of the Catholic Church 1983.

Chief Officer means the senior staff member of the CSPQ appointed from time to time by the State Council under written contract to undertake the day to day management, control and operation of CSPQ in accordance with the said contract provisions and by the job title and role description set out therein and otherwise performing the functions as directed by State Council. The Chief Officer also assists the Chairperson in carrying out his/her functions as set out in clause 7.4(f) hereof.

Co-opted Members are up to 3 persons who are appointed by the State Council to membership of the State Council because she or he is considered to be necessary or important to the operation of CSPQ. Co-opted Members will have full voting rights.

Delegate is a person chosen by the member bodies to represent that Council to the State Council and/or to Biennial and special General Meetings of CSPQ.

Diocesan Council means the body representing the interests of all the Recognised Parent Organisations in a Diocese in the Roman Catholic Province of Brisbane.

Ex-officio Members are members of the State Council by virtue of the office they hold. They do not have voting rights.

Financial Year means the calendar year commencing on and including the first day of January and ending on and including the thirty-first day of December in that year.

Meeting can be by physical convocation of the members of the group or by use of appropriate communication technology, including electronic and signed written resolution or otherwise as determined by the Chairperson.

Member Body means those bodies empowered to provide delegates to the State Council.

Parent/Carer means the natural parents, legal custodians or people who are in loco parentis.

Recognised Parent Organisation means the Parent or community organisation in a Catholic School which is recognised by the School as the main forum for Parents and Carers to have a voice and work in partnership to support learning in that School and has as its objectives the promotion and furtherance of the interests of the Catholic School and its supporting community.

Representative is a person appointed to represent the CSPQ.

School means any institution which conducts a pre-school, primary or secondary education programme conducted in accordance with Canon 803 in the Code of Canon Law of the Catholic Church.

Secretariat is the state office of CSPQ through which the affairs of the State Council and CSPQ are conducted and through which its policy is implemented and promoted. The Secretariat provides support to the State Council.

State Council means the governing body of CSPQ.

3. Objects, Guiding Principles and Limitations

3.1 The Objects of CSPQ are to:

- (a) promote and support the Church's mission in Catholic Schools;
- (b) promote the interests of Parents and Carers in respect of the education of their children in Catholic Schools;
- (c) provide leadership and support to School and Diocesan Parent bodies, Catholic Education Authorities, and government and non-government organisations around engaging Parents, families and communities in education;

- (d) provide a voice for Catholic school parents with Catholic and other agencies including government instrumentalities to help shape policy as it relates to Catholic Schools, students and their families and communities;
- (e) support and further quality education as a right in all Schools;
- (f) ensure the rights of Parents to choose Catholic Schools and promote and protect the interests of children in Catholic Schools;
- (g) ensure all children receive an equitable share of public money to support a high quality education;
- (h) collaborate closely with the Bishops and Catholic Education Authorities to promote the principles of Catholic education; and
- (i) be a resource and provide a forum for Parent bodies.

3.2 The Guiding Principles of CSPQ are:

- (a) Christ is central to its work;
- (b) strong Catholic identity;
- (c) faithfulness to the mission of the Church;
- (d) recognition of Parents as having the primary and natural responsibility for their children's education;
- (e) collaboration with Church and families is needed to fulfil the Church's mission in the education of each child;
- (f) inclusiveness; and
- (g) embracing the poor and marginalised.

3.3 Limitations

- (a) CSPQ shall not seek to have any control, nor shall it purport to exercise any control over the management and administration of any School.
- (b) CSPQ shall not affiliate with any political party.

4. Membership of Catholic School Parents Queensland

4.1 CSPQ membership shall consist of the following:

- (a) the Recognised Parent Organisations in Catholic Schools in the Brisbane Archdiocese represented by the Brisbane Archdiocesan recognised parent body;

- (b) the Recognised Parent Organisations in Catholic Schools in the Toowoomba Diocese represented by the Toowoomba Diocesan recognised parent body;
- (c) the Recognised Parent Organisations in Catholic Schools in the Rockhampton Diocese represented by the Rockhampton Diocesan recognised parent body;
- (d) the Recognised Parent Organisations in Catholic Schools in the Townsville Diocese represented by the Townsville Diocesan recognised parent body;
- (e) the Recognised Parent Organisations in Catholic Schools in the Cairns Diocese represented by the Cairns Diocesan recognised parent body; and
- (f) such other Catholic entity or group as the State Council may agree to admit as a member (provided that membership under this category shall automatically be cancelled if the Bishops of Queensland so resolve at any time).

5. Powers of CSPQ

5.1 In performing its objectives and/or functions as an incorporated Church entity, CSPQ has all the powers and legal capacity of an individual. In particular, CSPQ may:

- (a) enter into contracts;
- (b) acquire, hold, deal with and dispose of property;
- (c) borrow moneys; and
- (d) do other things necessary or convenient to be done in carrying out its affairs.

6. Empowerment and Accountability

6.1 CSPQ is empowered by the Recognised Parent Organisations in Catholic Schools through the respective Diocesan Council.

6.2 The State Council acknowledges the authority of the Bishops of Queensland which grants CSPQ its charter as an organisation and approves the Constitution of CSPQ [*Can. 299 §3*].

7. State Council of Catholic School Parents Queensland

7.1 Functions of the State Council

Except as otherwise provided by this Constitution and subject to resolutions of the members of the State Council carried at any General Meeting, the State Council shall:

- (a) have the general control and management of the administration of the affairs, property and funds of CSPQ;
- (b) have authority to interpret the meaning of this Constitution and any matter relating to CSPQ on which this Constitution is silent; and

- (c) formulate advice for consideration by CSPQ on any issue involving new policy or a significant deviation from existing policy.

7.2 Establishment of Committees

The State Council may delegate any of its powers to a committee consisting of such persons as the State Council thinks fit. Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations and parameters that may be imposed on it.

7.3 Membership of the State Council

- (a) The membership of the State Council will consist of:
 - (i) an Independent Chairperson (independent of the Diocesan Councils);
 - (ii) a nominee of the Bishops of Queensland;
 - (iii) two delegates from each member body;
 - (iv) up to three Co-opted Members appointed from time to time; and
 - (v) the Chief Officer as an Ex-officio non-voting Member.
- (b) State Council has the power to co-opt a maximum of three Co-opted Members. These members will have full voting rights.

7.4 Chairperson of State Council

- (a) The Independent Chairperson of the State Council will be elected at the biennial General Meeting which may occur in conjunction with an educational and development conference organised by CSPQ. The Chairperson will be independent of Diocesan Councils which means that the Chairperson cannot be a member of a Diocesan Council.
- (b) The State Council will elect a Deputy Chairperson from the membership of State Council at the first State Council meeting following each biennial General Meeting.
- (c) Whenever an absence or casual vacancy occurs in the office of Chairperson, the Deputy Chairperson shall fill the vacancy
- (d) When the Deputy Chairperson is a Diocesan delegate and is required to take the Chair, his/her Diocesan Council may provide a proxy to another person who is a member of their Diocesan Council to fulfil the role as their delegate to State Council at the meeting the Deputy Chairperson is presiding over. Such Proxy may be for the period of time, or whenever their delegate is acting as Chairperson.
- (e) The Deputy Chairperson, when acting as Chairperson, shall have:
 - (i) the same powers and authority as the Chairperson; and

- (ii) the same voting rights as the Independent Chairperson would otherwise have if present and voting at any meeting (clause 7.6).
- (f) Functions of the Chairperson include:
 - (i) represent the CSPQ and act as spokesperson in conjunction with the Chief Officer;
 - (ii) convene and chair the meetings of State Council and educational and development conferences;
 - (iii) control State Council meetings, General Meetings and conferences so that they are at all times functional and effective;
 - (iv) expel anyone in attendance at any meeting he/she is chairing if the person is, in the opinion of the Chairperson, disruptive to the proper functioning of the meeting;
 - (v) ensure the State Council undertakes appropriate planning to implement CSPQ's objects;
 - (vi) ensure, with the State Council, the effective management of CSPQ's resources; and
 - (vii) oversee and support the work of the Chief Officer on behalf of the State Council.

7.5 Tenure of State Council

- (a) Tenure of membership of the State Council, excluding that of the nominee of the Bishops of Queensland and the Chief Officer, shall be for two years from the date when the person was first appointed to State Council. The date of appointment will be either, the date of the Biennial General Meeting at which the delegate was first appointed to the State Council, or, if appointed between Biennial General Meetings, the date of the first State Council meeting attended.
- (b) A State Council member may serve a maximum of three consecutive two year terms (namely, up to six years in total).
- (c) State Council members who have completed three consecutive two year terms are eligible to seek a further appointment after a break of two years.
- (d) Co-opted Members will be appointed to State Council for a period determined by State Council. State Council has the power to terminate this appointment at any time.
- (e) State Council will review any current Co-opted Member appointments at times the State Council decides and then make any reappointments as appropriate.

7.6 Decision Making by State Council

- (a) Decision making shall be by consensus but should an impasse occur, a vote of all members of the State Council present will be taken and a majority decision shall apply.
- (b) In the event of an equal vote, the Chairperson shall have a casting vote, in addition to the Chairperson's deliberative vote.
- (c) Decisions must be clearly stated and recorded in the minutes. They are binding on the members of the State Council and on the membership of CSPQ.

7.7 Meetings of the State Council

- (a) The State Council shall meet at least twice in each year additional to the annual reporting meeting (clause 8.1).
- (b) The Chairperson shall convene a meeting of the State Council by giving at least 14 days written notice to the members of the State Council.
- (c) Notices of meetings and other communications may be served electronically or otherwise as determined by the Chairperson.
- (d) The notice of a meeting shall clearly state the agenda for the meeting and the nature of the business to be discussed.
- (e) A quorum for any meeting of the State Council shall be 75 percent of voting members of the State Council.
- (f) If within half an hour from the time appointed for the meeting a quorum is not present, the Chairperson may begin the meeting as a non-binding general discussion only. If a quorum is reached after the beginning of the meeting, the meeting may proceed in the usual way.
- (g) Each State Council member will be entitled to one vote at a meeting of State Council.
- (h) If a diocesan delegate is unable to attend a meeting the Diocesan Council may nominate a proxy to attend. This must be advised in writing to the Chairperson in a timely manner.

7.8 Special Meetings of the State Council

- (a) The Chairperson shall convene a special meeting:
 - (i) if he/she determines a special meeting is necessary to deal with an important matter;
 - (ii) when directed to do so by the State Council; or
 - (iii) on the request in writing signed by not less than three State Council members.

- (b) Such a request or notice of special meeting shall clearly state the reason the special meeting is being convened and the nature of the business to be transacted.
- (c) The same rules that apply for meetings of State Council shall apply to special meetings.

7.9 Vacancies on State Council

The State Council shall have the power at any time to seek a member from a Diocesan Council to fill any casual vacancy.

7.10 Discipline

- (a) If any State Council member or their nominating body, or other person associated with CSPQ refuses or neglects to comply with the provisions of this Constitution or, in the opinion of the State Council or the Independent Chairperson, acts in a way which is considered to be unbecoming or prejudicial to the interests of CSPQ, the State Council has the power by resolution to censure the nominating body or censure or suspend or permanently remove the State Council member from the State Council or prohibit the person's attendance at any CSPQ meetings or functions for such period as is stated in the resolution.
- (b) Any action taken in accordance with clause 7.10(a) is effective only if:
 - (i) the member and the member's nominating body have first been given not less than 14 days written notice of the intention of State Council to consider and, if thought fit, pass a resolution to censure, suspend or remove the member or person; and
 - (ii) the member or person who is the subject of the proposed resolution is given the opportunity to be heard at the meeting at which the resolution is being proposed.
- (c) Upon the person being given the opportunity to be heard, the person must then leave the meeting and the State Council may then proceed to consider the matter and make its decision. The person affected shall not have a right to make further submissions to the State Council as to the appropriate outcome of State Council's decision.
- (d) Any action that has censured, suspended or removed a member from State Council must be reported to the Bishops of Queensland within 14 days of the passing of the resolution.
- (e) The Bishops of Queensland may by resolution censure, suspend or remove any member body or State Council member by notice in writing issued to the State Council without limitation. Such censure, suspension or removal shall take effect from the date stated in the notice and there shall be no appeal from any decision made by the Bishops of Queensland.

8. Annual Reporting

- 8.1 The annual reporting Meeting shall be held within six months of the close of the Financial Year when an audited financial report shall be presented to the State Council.
- 8.2 A copy of the audited annual financial report shall be provided to the Bishops of Queensland.

9. General Meetings of Catholic School Parents Queensland

- 9.1 General Meetings of CSPQ shall be held at least every second year (biennially) and may be held in conjunction with an educational and development conference.
- 9.2 Biennial General Meetings will be held within six months of the close of the Financial Year.
- 9.3 Educational and development conferences of CSPQ shall be held at such times and places as may be determined by the State Council, provided that a conference and General Meeting of CSPQ is held every two years.
- 9.4 The members of State Council, conference delegates, and observers from each member body shall attend conferences. Other people with a common interest may also attend at the discretion of the State Council.
- 9.5 Non-members of CSPQ may be excluded from educational and development conferences at any time by the State Council or the Chairperson of the State Council.
- 9.6 Where a General Meeting of CSPQ is being held in conjunction with an educational and development conference, the State Council Chairperson shall have the right to remove any person from the General Meeting component who is not entitled to be present and vote.
- 9.7 Each Diocesan Council will be entitled to six voting delegates to the Biennial General Meetings and special General Meetings of CSPQ.
- 9.8 Decision making will be by consensus but where an election is required or an impasse occurs, a vote of all voting delegates present will be taken and a decision carried by the majority shall apply.
- 9.9 A quorum for a General Meeting of CSPQ shall consist of at least 75 percent of the delegates.
- 9.10 Unless the General Meeting shall decide otherwise, the order of business at the biennial General Meeting shall include:
- (a) presentation of Chairperson's report;
 - (b) presentation of the Chief Officer's report;
 - (c) receipt of the audited accounts;
 - (d) election of the Chairperson of the State Council; and
 - (e) motions on notice.

9.11 An auditor shall be appointed by the General Meeting or by the State Council on the direction of the General Meeting.

10. Secretariat

10.1 The State Council shall have the power to administer the Secretariat and to employ a Chief Officer in accordance with relevant laws and the funds available.

10.2 The terms and conditions of employment of the Chief Officer shall be determined and administered by the State Council through the Chairperson, provided that such terms and conditions shall not contravene the minimum provisions of the relevant laws.

10.3 The employment of Secretariat staff shall be the responsibility of the Chief Officer in conjunction with State Council policy.

11. Funding and Finance

11.1 CSPQ shall be financed by such means as are determined from time to time by the State Council.

11.2 The State Council shall determine the Annual Levy.

11.3 State Council shall ensure that there are kept proper records of the transactions and affairs of CSPQ and any decisions on expenditure shall be approved or ratified at State Council meetings.

11.4 The State Council must cause financial records capable of being audited to be kept that:

- (a) correctly record and explain its transactions, financial position and performance; and
- (b) enable true and fair financial statements to be prepared and audited, and must allow all members of the State Council and the auditor to inspect those records at all reasonable times.

11.5 All payments above a threshold amount nominated by State Council from time to time shall be authorised in writing by two persons preferably with segregated duties, as are approved in writing by State Council from time to time.

11.6 The State Council is accountable for all expenditure of CSPQ and shall ensure that the Federation is able to pay its debts and obligations as and when they fall due.

11.7 An annual budget showing estimated receipts and disbursements shall be prepared, upon consideration of the Diocesan budgets, not later than two months before the start of each Financial Year and such budget shall be submitted to the State Council for approval.

11.8 The State Council must cause the Secretariat to prepare CSPQ's financial accounts for each Financial Year, to have those accounts audited and obtain an auditor's report.

11.9 The income and property of CSPQ shall be used and applied solely in promotion of its objectives and in the exercise of its powers and no portion shall be distributed directly or

indirectly to the members of CSPQ except as genuine compensation for services rendered or expenses incurred on behalf of CSPQ.

- 11.10** All Diocesan Councils that receive funding from CSPQ must prepare an annual report of their activities, have their accounts audited and obtain an auditor's report and provide these to CSPQ secretariat by 31 March each year.

12. Life Membership

- 12.1** A person may be appointed a Life Member of CSPQ by a decision of the State Council.
- 12.2** A person recommended for Life Membership of CSPQ must have rendered extraordinary service to CSPQ and will also normally have:
- (a) served at least three years on the State Council of CSPQ; or
 - (b) served at least three years as a representative of CSPQ.
- 12.3** Life Membership entitles the holder, without payment of fees, to attend all conferences and General Meetings of CSPQ with observer status, and to receive information and material from CSPQ.
- 12.4** A Register of Life Members is to be kept by the Secretariat.

13. By Laws and Code of Conduct

- 13.1** State Council may from time to time make, amend or repeal by-laws not inconsistent with this Constitution.
- 13.2** State Council may adopt, amend and repeal a Code of Conduct for CSPQ and all members and State Council members, and persons associated with CSPQ, shall comply with the Code of Conduct at all times.

14. Amendment to the Constitution

- 14.1** This Constitution may be amended, rescinded or added to from time to time by a special resolution (carried by 75 percent of those present and entitled to vote) at a General Meeting of CSPQ.
- 14.2** Any such amendment will only become valid and effective upon approval in writing by the Bishops of Queensland.
- 14.3** Notice of any proposed amendment must be given to the State Council at least three months before the General Meeting at which the amendments are being proposed.
- 14.4** Within one month of the receipt of any such notice, the State Council shall circularise the terms of the amendment to each Diocesan Council and to each individual member of State Council.

15. Documents and Records

- 15.1** The State Council shall provide for the safe custody of records, books, documents, instruments of title and securities of CSPQ.
- 15.2** The State Council may maintain such records electronically if appropriate.
- 15.3** Such documents and records shall be kept in a safe and central location and with appropriate backups and procedures adopted as approved by State Council from time to time to prevent accidental loss or corruption.

16. Execution of Agreements

- 16.1** Any agreement binding on CSPQ shall be executed, following a decision through agreed processes, by the Independent Chairperson and the Chief Officer or, alternatively, by any two members of the State Council pursuant to a resolution authorising such execution on behalf of CSPQ.
- 16.2** Agreements executed by the Independent Chairperson and Chief Officer may be executed without a formal resolution authorising execution in cases of urgency, but the said signatories shall seek ratification of their actions by State Council as soon as possible thereafter.
- 16.3** The Secretariat shall keep a record (and a copy) of all agreements executed on behalf of CSPQ and any member of State Council shall be at liberty to inspect such record and agreement upon request.
- 16.4** Copies of agreements may be kept electronically in a safe and central location and with appropriate backups and procedures to prevent accidental loss or corruption.

17. Special Provisions Required by Canon Law

- 17.1** CSPQ shall permit the Bishops of Queensland (or their nominated delegates) to visit upon CSPQ to inspect all and any records, books, accounts and proceedings of CSPQ or the State Council to ensure that integrity of faith and morals is maintained and that abuses in ecclesiastical discipline do not occur and otherwise to ensure proper financial administration is occurring within CSPQ and that the objectives of CSPQ are being met and nurtured to the satisfaction of the Bishops of Queensland in all respects. [*Can. 305; Can. 325*].
- 17.2** CSPQ shall permit the Bishops of Queensland (or nominated delegates) to take the records (or copies thereof) of CSPQ for further examination or independent audit or other review, as considered appropriate and necessary in the circumstances.
- 17.3** The State Council will arrange for the financial records of CSPQ to be audited annually and a copy shall be provided to the Bishops of Queensland.
- 17.4** CSPQ is solely responsible for its debts, obligations and other liabilities.

- 17.5 The Bishops of Queensland, employees and holders of offices thereunder, including the Bishops and the members of CSPQ, do not guarantee and are not personally liable for any debts, borrowings, obligations or other liabilities of CSPQ.
- 17.6 The liabilities and obligations of CSPQ shall be satisfied from the assets of CSPQ and the liability of CSPQ is limited accordingly.
- 17.7 CSPQ, the State Council (or any member thereof) and any other committee of CSPQ (or any member thereof) have no authority to legally or morally bind or represent the Bishops of Queensland, employees and holders of offices thereunder in any respect and for any purpose.
- 17.8 Any proposed amendments to the existing Constitution cannot be approved by the Bishops of Queensland prior to the amendment being placed before CSPQ [*Can 299 §3*].
- 17.9 No dividend shall be paid to and no income or property shall be distributed amongst any individuals or members of CSPQ.

18. Dissolution

- 18.1 State Council may dissolve CSPQ provided that a resolution has been passed by a 75 percent majority vote of delegates at a special General Meeting of CSPQ convened solely for this purpose, and provided that 60 days notice has been given of the proposed resolution and that prior notification of at least six months has been given to the Bishops of Queensland.
- 18.2 If CSPQ is dissolved, decisions concerning its goods, rights and liabilities are to be made by State Council provided that after the satisfaction of all its liabilities, any remaining funds are to be used for the promotion of education and/or the promotion of religion at the direction of the Bishops of Queensland.

Authorisation

We the undersigned certify that at the Biennial general Meeting conducted on 10 June 2018 that the voting delegates to the Biennial conference agreed to adopt this amended constitution.

.....
Carmel Nash
Executive Director

.....
Wayne Crase
Chair

APPROVAL OF THIS CONSTITUTION

We, the Bishops of Queensland, having been advised that on 10 June 2018, by special resolution at a validly called Conference of the Federation, the Constitution of April 2014 of the Federation of Parents and Friends Associations of Catholic Schools, Queensland was amended, HEREBY APPROVE the within Constitution of Catholic School Parents Queensland, with effect from the

.....
Most Reverend Mark Coleridge DD
Archbishop of Brisbane

.....
Most Reverend Michael McCarthy
Bishop of Rockhampton

.....
Most Reverend James Foley DD
Bishop of Cairns

.....
Most Reverend Robert McGuckin
Bishop of Toowoomba

.....
Most Reverend Timothy Harris
Bishop of Townsville

.....
Most Reverend Ken Howell
Auxiliary Bishop of Brisbane

.....

Schedule 1 - By-laws

By-law 1 – Creation, Amendment and Repeal of By-laws

1. The constitutional authority for the existence of By-laws is in clause 13.1.
2. Notice of a motion to create, amend or repeal a By-law must be given at least 2 weeks before a State Council meeting for discussion at that meeting. The Motion will be resolved at the next State Council meeting.
3. Every By-law will be reviewed at the first meeting of the State Council following the biennial General Meeting. A By-law which is not confirmed (including by amendment) at this meeting will lapse.

By-law 2 – Creation, Amendment and Repeal of Code of Conduct

1. The constitutional authority for the existence of Code of Conduct is in clause 13.2.
2. Notice of a motion to create, amend or repeal a Code of Conduct must be given at least two weeks before a State Council meeting for discussion at that meeting. Motion will be resolved at the next State Council Meeting.

By-law 3 – Co-opted Members State Council

1. The constitutional authority for the existence of Co-opted Members to State Council is in clause 7.3 (b) and the term Co-opted Member is defined in clause 2.1. Clause 7.3(b) indicates that Co-opted Members have full voting rights and clause 7.5 and especially sub-clause (e) and (f) indicate the tenure of a Co-opted Member.
2. The State Council shall ensure that the following procedure is followed in considering and appointing a co-opted member:
 - a. The need is to be identified and the specific function the Co-opted Member is to undertake is to be recorded.
 - b. The period of time for which the Co-opted Member is to be a member of State Council shall be stated.
 - c. The specific characteristics or skills a potential Co-opted Member is to possess shall be identified and these may be designated either essential or desirable.
 - d. The means for searching, selecting and identifying the most suitable person is to be agreed.
 - e. A proposal and recommendation shall be submitted to State Council for decision. As a minimum the recommendation shall include –
 - i. The role,
 - ii. time period of appointment,
 - iii. details of the person including any referee reports on the recommended person's suitability for appointment.
 - f. The authority to appoint a Co-opted Member shall be by resolution of State Council.
 - g. The function, expectation and term of the appointment will be explained clearly and given in writing to the co-opted member at the time of appointment.

- h. Unless State Council resolves that this is a matter of urgency, the identification of the need for a Co-opted Member must be recorded at a State Council meeting prior to the resolution to appoint a Co-opted Member.

By-law 4 – Representatives

1. The constitution defines a Representative in clause 2.1. The function of a Representative is typically to represent the CSPQ on bodies external to the CSPQ.
2. State Council shall ensure that an effective process for identifying and appointing representatives is agreed and documented.
3. The secretariat shall ensure that a register of representatives is kept.

By-law 5 – Committees

1. The constitutional authority for Committees is in clause 7.2 and a specific limitation on Committees is identified in clause 17.7.
2. State Council shall identify and record the purpose of the committee and the specific functions it is to undertake. All committees will have a terms of reference agreed to by State Council. If State Council delegates specific powers to a Committee, these are to be clearly stated in the Terms of Reference.
3. Committee membership may be open to people who are not members of State Council.

By-law 6 – Payments not requiring written authorisation

1. This By-law specifies the threshold amount required in clause 11.5 of the constitution.
2. The threshold amount is \$100.

By-law 7 – Access to correspondence by State Council

1. Clauses 11.3, 11.4 and 15 require that records be kept.
2. The Secretariat shall keep a register of the inwards and outwards correspondence and shall provide a listing of this correspondence at each meeting of the State Council. A State Council Member may request further information about any correspondence in the list and the Secretariat will provide information within 5 working days.

By-law 8 – Election of Independent Chair

1. The constitution, in clauses 7.3 and 7.4 creates the Independent Chair.
2. The election of the Chair is a requirement of clause 9.10(d) and shall follow the process described below.
 - a. Nominations for Independent Chair will open two months prior to the Biennial General meeting (BGM).
 - b. Nominations close at 5pm on the day before the BGM.
 - c. Nominations received at least 14 days before the BGM will have their nomination papers included in the meeting papers for the BGM.
 - d. Nominations are to be sent to the Executive Director on the prescribed nomination form

- e. All nominations must be signed by the nominee, the nominator and one other person as seconder. The nominator and seconder will be asked to describe their link to Catholic education (Delegates, P&F member, Principal, Parish Priest etc.)
- f. Nominations will include a short "CV" of P & F involvement and a statement on why they would be a suitable Independent Chair.
- g. The nominations will be circulated to the delegates before the BGM.
- h. Nominees would be given a specified time to speak to the meeting before election (e.g. 3 minutes).
- i. Diocesan groups would then be given an opportunity to discuss.
- j. Election would then be held by secret ballot.