



Association of Catholic School Principals
in NSW Incorporated

CONSTITUTION OF THE ASSOCIATION OF CATHOLIC SCHOOL PRINCIPALS in NSW Inc.

1. NAME

The name of the Association shall be the Association of Catholic School Principals in NSW Incorporated, here in after referred to as ACSP.

2. AIMS

The objectives of the ACSP shall be to:

1. Promote the overall aims of Catholic education in all Dioceses of NSW.
2. Advocate and work actively for, the continuous improvement of Catholic Education K-12.
3. Advocate for Principals of Catholic Schools in Relevant Forums.

Health and well-being

4. Promote the personal health **and wellbeing** and professional development of Principals in Catholic Schools.
5. Promote an understanding of the role and significance of Principals in Catholic Education:
 - A. amongst Principals themselves; and
 - B. amongst relevant ecclesiastical, educational, governmental, parent and other groups, whose activities impinge on the role of the Principal.
6. Provide a forum for the exchange of ideas which promote the Catholic education and welfare of our students.

7. Facilitate communication between Principals' Associations across the 11 Dioceses in NSW.
8. Provide the means by which Principals, through their local Associations may confer, consult, negotiate or liaise with all or any bodies or individuals which impinge upon the effective operations of Catholic Schools throughout Australia.
9. To provide a forum for the implementation of policies as determined at any ACSP Annual General Meeting.

3. MEMBERSHIP

1. All Catholic School Principals and Heads of Schools in NSW are considered to have membership
2. Only those members who are currently financial have the right to vote, **receive member correspondence or attend the conference at member rates.**

4. OFFICE BEARERS

1. The Secretariat of ACSP will consist of:
 - A. President (**primary or secondary**)
 - B. Vice President (**primary or secondary**)
 - C. Treasurer
 - D. Executive Officer
2. The work of the President and Secretariat will be supported by an Executive Officer, who is appointed by the President following due employment procedures.
3. The Secretariat shall meet four times per year to plan the Executive meeting of the ACSP and deal with governance issues when and if they arise.
4. Between Annual General Meetings the Executive shall conduct the affairs of ACSP.
5. The Executive shall be composed of members as follows:
 - I. Five Primary members, two of whom shall be Principals of schools in Archdioceses and Dioceses of NSW, other than Sydney, Parramatta and Broken

Bay ("Country Schools"), one **of the two** Principals shall be from a Country Diocese of 40 schools or fewer(**Canberra/Goulburn, Wilcannia/ Forbes, Wollongong, Bathurst, Armidale, Lismore**) one Principal from a Country Diocese with more than forty schools(**Wagga, Newcastle/Maitland**), and three shall be Principals of schools **between** the Archdiocese and Dioceses of Sydney, Parramatta and Broken Bay, ("Metropolitan Schools").

- II. Five (5) Secondary members, of whom at least one Principal shall be from a "Non-systemic" school, one from a Systemic school, one from a Country Diocese of 10 schools or fewer (**Canberra/Goulburn, Wilcannia/ Forbes, Bathurst, Armidale, Lismore**), one from a Country Diocese of more than 10 schools (**Wagga, Newcastle/Maitland, Wollongong**) and **one from between each of** the Metropolitan Dioceses.
- III. Dioceses are invited to nominate for each of these positions as they become vacant. If there is more than one nomination then a vote from each dioceses eligible for the position will be held by ballot.
- IV. When casual vacancies occur the Diocesan Chair from that diocese will be invited to step up until the next election.
- V. **All Diocesan Chairs will be invited to meetings of the ACSP Executive as non-voting members**

6. The Executive shall elect members from the Executive, to represent ACSP on the National Committees of the Australian Catholic Primary Principals Association (ACPPA), the Australian Primary Principals Association (APPA) and Catholic Secondary Principals Association (CaSPA).

7. The Executive shall nominate members to represent ACSP on the Catholic Schools' Debating Association, the NSW Branch of the Principals' Australia Institute and the Catholic School Sports' Services. These members shall submit a report to the AGM.

8. ACSP from time to time will be invited to nominate members to the NSW Catholic Education Commission (CEC) **and other governing bodies such as NSW Education Standards Authority (NESA).**

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9. Members elected to National Associations shall have a minimum two years experience on ACSP before moving to National Associations.

10. In the case of Primary representation, the ACSP representative to ACPPA will represent for a period of two years followed by a two year period on APPA.
11. Membership on the ACSP Executive shall be for a minimum of two years and a maximum of six years.
12. The Executive elects the Secretariat of ACSP at the Executive Meeting held following the AGM of the Association. The Secretariat will consist of the President, Primary or Secondary Chair, Treasurer and Executive Officer, for a term of two years and maximum term of two terms.
13. The role of President and Vice President in ACSP alternates between Primary and Secondary.
14. The President of the ACSP maintain regular communication with the Executive by using available technology **through the Executive Officer**. Costs of communication shall be the responsibility of ACSP.
15. The Executive may establish Standing Committees, Ad Hoc Committees or Working Parties to address matters currently affecting Catholic Principals in NSW.
16. The Executive of ACSP shall oversee the convening of the Biennial ACSP Conference. The Executive Member (or Chair) of the Diocese in which the Conference is to be held will convene the conference.

7. ANNUAL GENERAL MEETING

1. The Annual General Meeting of ACSP shall be held at the Term Two Meeting each year.
2. At the Annual General Meeting, all financial members of the Association have the right to vote.
3. Quorum: At the Annual General Meeting a quorum shall consist of half the number of Executive members.
4. Topics for discussion at the Annual General Meeting should reflect the major issues currently confronting Catholic Principals in NSW.
5. Each Annual General Meeting may nominate topics for discussion at the following Annual General Meeting.

6. All subjects must be in the hands of Member Associations at least twenty one days prior to the Annual General Meeting at which they will be discussed.
7. Time shall be provided within the structure of each Annual General Meeting for discussion of topics not listed on the agenda.
8. The agenda of the Annual General Meeting shall, amongst other matters, include:
 - A. Opening Prayer/Reflection
 - B. President's Report
 - C. Treasurer's Report
 - D. An audited Statement of Accounts for the previous year
 - E. Election of members to fill vacancies on the Executive.
 - F. Matters raised in Notices of Motion including the filling of vacancies, of which due notice has been given to all members at least twenty one days prior to the Annual General Meeting.

8. VOTING

1. Voting in General Meetings shall be by a show of hands unless a secret ballot is demanded. The Chair shall accede to any such demand. Decisions shall be made by a simple majority of votes cast with the exception of alterations to the Constitution.
2. All votes must be given personally and cannot be given by proxy.
3. In the case of an equality of votes, the President or Acting President, shall have a second or casting vote.
4. All resolutions passed at properly called and constituted General Meetings of the Association shall be conclusive and binding on all members of the Association

9. FINANCE

1. The funds of the Association shall be derived from the fees of members, donations, sponsorship, grants and such other sources provided to the Association. The annual membership subscription shall be set by the Executive at the Term Four meeting each year.
2. The annual membership shall be invoiced as early in each school year as possible.
3. Nothing in the foregoing clauses shall prevent the Committee from establishing fees and charges on a cost recovery basis for additional extraordinary services or events such as conferences, colloquia or other professional development opportunities

established to advance the aims of the Association

4. An audit of the ACSP will take place each calendar year.

10. COMMUNICATION

1. The Executive, through the Executive Officer, will facilitate regular communication with its members, through regular Newsletters and occasional mailings.
2. Following each Annual General Meeting the Executive Officer shall place on the ACSP Website the Minutes of the Annual General Meeting, and the resolutions agreed to.
3. The Executive Officer is responsible for the distribution of documents to all members.
4. The appropriate recording and filing of all documents relevant to the Association shall be the responsibility of the Executive Officer.
5. Executive members are to meet at least 4 times per year.

10. ALTERATIONS TO THE CONSTITUTION

Alterations to this Constitution may be made only at the Annual General Meeting of ACSP. Motions for proposed alterations may come from Members of the Association only. Such motions are to be forwarded to the Executive Officer at least **twenty one days** **change to twenty eight days** prior to the Annual General Meeting. The Executive Officer is to forward copies of all such motions to Member Associations at least twenty one days prior to the Annual General Meeting. A two third's majority of those present and voting shall be necessary to carry an amendment to this Constitution. Amendments made to the Constitution shall be operative at the Annual General Meeting at which they are carried.

11. WINDING UP OF ASSOCIATION

1. If upon the winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among members, but, shall be given or transferred to either another association or for charitable purposes, which incorporated association or purposes, as the case requires, shall be determined by the resolution of the members when authorizing and directing the Executive to prepare a distribution plan of the surplus property of the Association.
2. In the event of the winding up or dissolution of the Association, the Commissioner of Taxation shall be advised of the date of dissolution within thirty (30) days of dissolution.

