1. NAME
The name of the organisation will be St Brendan-Shaw College Parents & Friends Association (SBSC P&F) herein called the Association.

2. RATIONALE
a) “Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognised as the primary and principal educators.”

b) Canon Law #796 §1. “Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principal assistance to parents in fulfilling the function of education.”

c) Canon Law #796 §2. “Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.”

3. LIMITATIONS
a) The Association shall have no control over nor shall it interfere in the conduct of the College.

b) The Association shall not affiliate with any political party.

4. MEMBERSHIP
The membership of the Association will consist of:

a) General Members

   i. Parents, grandparents, carers, guardians, significant others who enrol and or support their child(ren) in St Brendan-Shaw College.
ii. Membership is automatic upon accepting enrolment conditions when enrolling their child(ren) in St Brendan-Shaw College.
iii. Others who wish to contribute to and support the Association and its members.

b) Associate Members
i. Current staff at St Brendan-Shaw College who are not current parents shall have speaking rights at Association meeting but shall not have voting rights.

c) Life Membership
i. An Annual General Meeting of the Association may by a two thirds majority of those voting elect a person who has made an exemplary contribution to the Council as a life member of the Council.
ii. A life member has all the rights and benefits of membership.
iii. Life members of previous Associations will automatically be confirmed as Life Members of the re-constituted Association under this Constitution.

5. EXECUTIVE
a) The Executive will consist of the Chair, Deputy Chair, Secretary, and the Association Tasmanian Catholic School Parents Council (TCSPC) nominee, if not one of the above, Principal or Principal’s nominee.

b) The Executive members will be elected at the Annual General Meeting.

c) The Executive shall manage the day to day affairs of the Association.

d) All elected positions will assume office immediately after the close of the Annual General Meeting.

e) Any member of the Executive who has been absent without leave from two (2) consecutive meetings of the Executive may have their position declared vacant by the Executive.

f) Any casual vacancy occurring in the membership of the Executive shall be filled through a call of nominations from the Association, with voting to be conducted at the next general meeting.
6. POSITION DUTIES

a) Chair
   i. The Chair shall be appointed for a period of 12 months and may be reappointed for a (maximum of four (4) years served consecutively) but may not be reappointed again until one (1) year after the completion of these 4 years, except in exceptional cases as determined by an Annual General Meeting.
   ii. The Chair will be nominated from the Association floor.
   iii. The Chair may resign their position, upon written notification to the Executive.
   iv. In the event of a casual vacancy for the position of Chair, the Deputy Chair will assume the role as Acting Chair, until a call of nominations from the Association as in 5(f) above.
   v. The Chair will chair all meetings.
   vi. The Chair shall have a casting vote at all Association meetings.
   vii. The Chair will usually be the public face of the Association.

b) Deputy Chair
   i. The Deputy Chair shall be appointed for a period of 12 months and may be reappointed for a (maximum of four (4) years served consecutively) but may not be reappointed again until one (1) year after the completion of these 4 years, except in exceptional cases as determined by an Annual General Meeting.
   ii. The Deputy Chair will, in the absence of the Chair, chair meetings of the Association or perform other such duties normally performed by the Chair.
   iii. In the event of a casual vacancy for the position of Deputy Chair, a replacement will be elected as in 5(f) above.

c) Secretary
   i. Agenda and Minutes
   ii. Provide notification of meetings.

d) TCSPC Nominee
   i. Act as the Association Representative on the TCSPC.
   ii. Report to the Association on matters flowing from the TCSPC.

e) Principal Nominee
   i. Provide support to the Executive
   ii. Act as Chair for the AGM
7. MEETINGS
   a) Association
      i. The Association will meet at least once per term, not including the Annual General Meeting.

   b) Annual General Meeting
      i. The Association will hold its Annual General Meeting during Term 3. (It may precede a General Meeting).
      ii. The business of the Annual General Meeting shall include:
          A The Annual Report of the Association by the Executive.
          B The election of the Chair.
          C The election of Deputy Chair and Secretary.
          D The election (Biannually) of the Association’s TCSPC nominee.

8. VOTING
   a) All voting members are entitled to one (1) vote.
   b) There will be no voting by proxy.
   c) All voting will be by a simple majority of those voting members present.
   d) In the event of a tied vote, the Chair shall have a casting vote.

9. QUORUM
   a) No business shall be transacted at any meeting unless a quorum is present and such quorum shall be a total of no less than 20 voting members.

10. NOTICES
    a) Notice shall be deemed to have been duly given if published in College newsletters or website or other electronic communication.

11. ALTERATIONS TO THE CONSTITUTION
    a) Notice of any proposed amendments to this Constitution shall be given in writing to the Executive who will communicate to the Association.

12. DATE OF CONSTITUTION
    a) This constitution is in effect from the 10th day of October in the year 2012 and remains so unless altered as per item (11) of said Constitution.