

# **CHARTER OF SOUTH AUSTRALIAN CATHOLIC PRIMARY PRINCIPALS' ASSOCIATION**

Updated December 2012

## **VISION**

**We are a professional, collegial and proactive community of Catholic School Leaders.**

## **MISSION**

**To empower, nurture, challenge and sustain our leaders to influence and promote Catholic Ethos and Primary Education.**

# CORE VALUES

As an association and individually as members, the South Australian Catholic Primary Principals Association (SACPPA) identifies the following as its Core Values, in keeping with our mission as leaders in Catholic Education in South Australia.

## **Catholicity**

We value our role as leaders in the Catholic Church. This will be evidenced by:

- Expressing our faith tradition through liturgy and prayer
- Being guided by gospel values and church teaching when making decisions
- Discussing, debating and being active in current social justice, theological and environmental issues.

## **Collegiality/Pastoral Care**

We value the development of positive relationships in SACPPA. This will be evidenced by:

- Welcoming all members
- Acknowledging and inducting new members
- Mentoring each other
- Supporting each other, both professionally and personally
- Celebrating
- Recognising members' contributions and achievements.

## **Catholic Education**

We value the development and promotion of quality Catholic Primary Education. This will be evidenced by:

- Promoting excellence in teaching and learning
- Promoting programmes and structures that are inclusive of the needs of all students
- Contributing to and a critique of new educational initiatives
- Sharing best practise, expertise and knowledge
- Basing decisions on the common good
- Affirming the option for the poor
- Providing an appropriate educational environment to support best practice.

## **Learning/Professional Development**

We value our learning and development. This will be evidenced by:

- Sharing knowledge and expertise

- Providing professional development opportunities based on need
- Planning and conducting a yearly conference
- Sharing innovation in education
- Providing opportunities to participate in the consideration and discussion of local and national educational issues and agendas
- Providing opportunities to challenge and be challenged in a critical and reflective environment.

## **Professionalism**

We value our professional responsibilities as members of SACPPA. This will be evidenced by:

- Respecting individual member's personal and professional reputation
- Maintaining confidentiality and privacy of members and issues
- Regularly attending and actively contributing to discussions, decision making processes and actions
- Sharing roles and responsibilities
- Working in partnership with CEO and SACCS
- Preparing for meetings by reading and considering necessary information and materials
- Respecting the collective wisdom and the authoritative decision making process of the association
- Articulating and publicly expressing an agreed opinion on both state and national education issues.

## **Communication**

We value open and honest communication in SACPPA. This will be evidenced by:

- Encouraging and respecting a diverse range of views and opinions
- SACPPA representatives reporting to members on a regular and timely basis
- Providing opportunities for dialogue, information sharing and debate with CEO, Diocesan and other Education personnel
- Providing processes and structures that foster group discussion
- Providing necessary information as a basis for discussions and decision making.

## **NAME**

1.1 The name of the Association shall be:  
 "The South Australian Catholic Primary Principals' Association".

## **ADDRESS**

2.1 The registered address for correspondence of this Association shall be a local post office box, negotiated between the current President and the Executive Officer.

# OFFICERS OF ASSOCIATION

3.1 Officers of the Association shall comprise President, Past President, Portfolio Conveners, Executive Officer and Treasurer. They shall be known as the 'Executive' of the Association.

The Association APPA and ACPPA representatives may be included if they are not already a member of the Executive.

3.2 President - Responsible for guiding and managing the operations of the Association, including

- General chairing of meetings according to normal conventions
- Consultation with Director or nominee to discuss relevant issues and how they could be resolved
- General management of day-to-day affairs
- Represent the collective interests of the Association.

3.3 Past President - responsible to act in the President's stead when the President is unavailable and assist the President as requested.

3.4 Portfolio Nominees - the work of SACPPA is guided and directed by the portfolios:

- Association Structures, Communication and Relationships
- Training and Professional Development
- Faith, Culture and Leadership ○ (links to the work of the CESA '*Religious Identity*' and '*Leadership*' teams)
- Education and Student Wellbeing ○ (links to the work of the CESA '*Learning*' team)
- System Resourcing and Structures ○ (links to the work of the '*People and Culture*', '*Financial Services*' & '*Information, Administration and Planning*' teams)

Each Portfolio Nominee is responsible for liaison between the portfolio group and the Executive. Each portfolio has a Convener who is responsible, with the support of their portfolio members, for directing and managing the work of their portfolio. The Convener may or may not be the Portfolio Nominee on the Executive.

3.5 Executive Officer - responsible for the day-to-day administration and finances of the association, taking minutes at meetings, drawing up agendas in consultation with the other office bearers and the circulation of all such material to all members. Responsible for all official correspondence. The Executive Officer is an employee of the Association.

3.6 Treasurer - responsible for oversight of accurate bookkeeping of Association funds. The Executive Officer undertakes the daily responsibilities associated with the finances and handles all monetary transactions.

## **ROLE OF THE EXECUTIVE**

Together the executive will:

- a) Generally manage the affairs of the Association within the terms of the Charter.
- b) Serve as contacts for members who require support professionally or personally.
- b) Fill any vacancy on the Executive that may occur.

## **MEMBERSHIP**

5.1 Membership of the Association shall be open to:

- Substantive Principals and Deputy Principals of Catholic Primary Schools in South Australia.
- Those in substantive positions in charge of primary sections of Catholic Schools in South Australia.
- Those listed above when on leave or seconded to other duties.
- Others whose membership is invited by the Executive or whose request for membership is considered and accepted by the Executive. Examples are those undertaking acting roles and those who work closely with our members. Participation may be accepted as a full member or as an associate member.

5.2 Members of SACPPA are encouraged to join one portfolio/sub-committee of the Association and support Association representation.

5.3 A register of members shall be kept by the Executive Officer. It shall state the name of each member and email address for service of notices and sharing of information.

5.4 SACPPA will maintain a register of member representation identifying the length of tenure and the role of the group. It will be the responsibility of the Executive Officer to review and update the register. Members are responsible for notifying the Executive Officer of any SACPPA representative role they undertake.

## **SACPPA REPRESENTATIVES**

Guidelines relating to SACPPA representation are outlined in Appendix 1 – SACPPA Representation Guidelines.

## **MEETINGS**

## 6.1 General SACPPA

- Receive and deal with correspondence
- Receive reports and determine appropriate action
- Receive Treasurer's report
- Receive reports from various Portfolios, sub-committees, working parties
- Professional Learning program
- General Business
- Determine SACPPA positions/policy issues
- Meetings are held twice per term in Weeks 4 and 8 of Terms 1, 2 and 3 and in Week 6 of Term 4.

General Meeting Agendas will be emailed to all members.

## 6.2 Regional meetings

The frequency shall be determined by the members of each region.

## 6.3 Portfolio meetings

The frequency shall be determined by the members of each portfolio, but will generally be twice a term.

## 6.4 Annual General Meeting

The Annual General Meeting of the Association shall be held at the first meeting of the year, in order:

### 6.4.1 To receive:

- a) A report from the President
- b) A financial statement from the Treasurer
- c) A report from each Portfolio.

### 6.4.2 To elect the Officers of the Association for the following periods:

- President: two year term (in odd years)
- Treasurer: two year term (in even years)  
(The Executive Officer of the Association may fill this position)
- Portfolio Nominees: two year term.
  - Association Structures, Communication and Relationships (in even years)
  - Training and Professional Development (in odd years) ○ Faith, Culture and Leadership (in even years) ○ Education and Student Wellbeing (in odd years) ○ System Resourcing and Structures (in even years)

### 6.4.3 Retiring officers may seek re-election, but generally not for more than two (2) consecutive terms in the same role.

### 6.4.4 To set the Annual Membership Fee.

### 6.4.5 To decide upon any proposal or matter, or any other business, which shall be duly submitted to the Executive or arise at the meeting.

6.4.6 To appoint an auditor of the association accounts for the following year.

6.4.7 Members of the Association shall be notified of the AGM at least seven (7) days before the date of holding same.

## **DECISION MAKING GUIDELINES**

Guidelines relating to SACPPA decision making are outlined in Appendix 2 – SACPPA Decision Making Guidelines

## **REGIONS**

7.1 Each region shall have an elected Chairperson and a Secretary.

7.2 Regions may refer matters to the Executive for presentation at the next General Meeting, but these must reach the Executive Officer 14 days prior to the General Meeting, and need to be in written form.

7.3 Each Regional Secretary is responsible for informing the members of regional meetings and circulating copies of agendas and the minutes of the previous meeting.

## **SUBSCRIPTIONS**

8.1 The Annual Membership Fee shall be fixed at the Annual General Meeting.

## **ASSOCIATION FUNDS**

9.1 The funds of the Association shall comprise all subscriptions and funds provided from other sources and shall be lodged in an approved financial institution. Signatories for the Association account shall be the Association Treasurer, Executive Officer and two other approved members of the Association Executive. The accounts may be operated by the signatures of any two of the signatories. The Executive shall approve all payments of accounts.

### **9.2 Audit of Accounts**

Association accounts will be audited annually by a certified practicing accountant and presented at the AGM.

## **CHARTER ALTERATIONS**

10.1 Articles of the Charter may be repealed or amended, or new articles added, by an absolute majority vote.



## Appendix 1

# ***SACPPA REPRESENTATION GUIDELINES***

### **PREAMBLE**

At the very core of the work we undertake as part of our mission within the Catholic Church, as leaders in Catholic Primary Schools in South Australia we strive for our schools to be providers of an education that is contemporary and/or future focused, is holistic in nature and is connected with the community. We are therefore called to respond as an association in a positive and proactive manner to the challenge of addressing current and new issues that impact on the delivery of education to children in our schools. Hence, as members of SACPPA, we have the responsibility of supporting these representational requirements.

### **FORMS OF REPRESENTATION**

There are a variety of groups who require or request representation from SACPPA members in the work they are undertaking. These include:

- **SACPPA Executive**
- **SACPPA Portfolio Group membership**
- **Standing Committees**
- **SACPPA Representatives** – feedback and consultation is expected from the representative. (e.g. Working Parties, Reviews, Development Groups, etc)
- **SACPPA Nominees** – representatives participate and make decisions on behalf of the Association (e.g. appointment panels, etc)
- **Other External Agencies/Organisations/Bodies** (e.g. Advisory Committees, ACPPA, APPA, APAPDC, etc).

This representation is firmly linked with the portfolio structure of SACPPA and structures of SACCS and the CEO.

### **Principles of Representation**

- Representation as a member should encourage, support and balance the utilization of specific skills and knowledge while supporting the development of greater understanding and/or the development of skills and knowledge. We should work to promote structures that support the pursuit of members' interests and passions.
- As representation is on behalf of SACPPA it is a responsibility of the delegate to promote two way communication. SACPPA portfolio meetings and general meetings provide an ideal forum for the sharing of information from the group and for gaining feedback to take to the group.
- The role, tasks and responsibilities of representation will be clearly known before representation is requested. This information will form part of the request of interest in undertaking a specific representational responsibility.

## **Appointment of Representatives**

The appointments of SACPPA Representatives will be undertaken in the following manner:

- **Request for Representation is Received**
  - Directed to the appropriate Portfolio convener or the SACPPA executive delegate.
- **Outline of the role, purpose, group structure, frequency and duration will be documented.**
- **Representational opportunities will be notified to members via email.**
  - Where possible all notifications will include details related to the role, purpose, group structure, frequency and duration of the representation.
  - In addition to email, if required, notification may also occur at general meetings.
  - A timeline relating to responses will be outlined in the notification.
- Discernment in relation to specific factors will occur before the selection of a representative is confirmed and members are notified. This discernment will include consideration of factors such as:
  - leadership experience
  - necessary expertise
  - level of knowledge
  - opportunity
  - shared responsibility
  - gender balance
  - country/city representation
  - school demographics and location
  - succession planning - length of representation - involvement demands.
- **The Executive Officer of SACPPA will be notified by the coordinator of the process of the new appointment.**
- **Upon completion of representation members are requested to notify the Executive Officer of SACPPA.**
- If the appointment is related to an Executive position all members must be notified of the opportunity, and if required a vote taken at the next General Meeting.

*# There is acknowledgement that at times representation may be requested within very constrained timelines. In this instance the President of SACPPA or Portfolio Nominee or Chair may be called upon to delegate someone to represent SACPPA*

*# Where a call for representation occurs and no interest is registered then the Executive will be charged with appointing a replacement.*

**Please Note:** If a request is made directly to a member they are asked to clarify if the position is as a representative of SACPPA. If it is they are requested to refer the matter to a member of the Executive or the appropriate Portfolio Nominee. If it is for representation in an alternate manner the member is requested to notify the Executive Officer of SACPPA for the purposes of maintaining a comprehensive list

of representation being undertaken by SACPPA members and providing a list of appropriate contacts for members.

## **Appendix 2**

# ***SACPPA DECISION MAKING GUIDELINES***

### **PREAMBLE**

There are a variety of ways of making decisions. Our preferred way is by consensus, but where there are obvious differences of opinion in the group, a more formal process may be required. A more formal process is also required for identified specific purposes.

### **VOTING GUIDELINES**

General Meetings are the main forum for SACPPA decision making. There is no quorum necessary for simple majority votes. A simple majority vote is normally considered appropriate.

All votes related to changes to the charter, system funding issues and acceptance of our Conditions of Employment must be undertaken using an absolute majority vote.

Other issues can be determined by an Absolute Majority vote where deemed necessary by the Executive, the President or where recommended 'from the floor', and agreed to, in a General Meeting.

### **VOTING METHODS**

#### ***Simple Majority***

□ *The result will be determined by 50% of members present plus 1. It will generally be undertaken by a show of hands.*

#### ***Absolute Majority***

- *Only members, who hold a substantive leadership position, as defined in our charter, are eligible to vote. This includes those who currently hold a substantive position but are undertaking an alternate acting position.*
- *Motions will be circulated via email to all voting members.*
- *A time line for the process will be included with the email.*
- *A returning officer will be nominated.*
- *Voting members will be invited to record a vote on the voting slip circulated and return it via fax or email to the returning officer.*
- *Failure to vote by the due date will result in the majority decision by those who have voted being accepted.*
- *50% plus 1 of votes returned will determine the outcome.*
- *All SACPPA Members will be notified via email of the result once voting has been finalised.*