1. **NAME and STATUS**

1.1 The name of the body shall be the "Victorian Catholic Schools Parent Body".

1.2 The VCSPB has status under Canon Law as a private association within the Church (CIC canons 299:1, 2).

1.3 The Constitution of the VCSPB has been reviewed by the competent ecclesiastical authority (the Diocesan Bishops of Victoria) (CIC canon 299:3).

1.4 The VCSPB is subject to the supervision and authority of the above mentioned ecclesiastical authority (CIC canons 305:1, 323:1) and has been given consent to use "Catholic" as part of its name by said authority (CIC canon 300).

2. **STATEMENT OF PURPOSE**

The purposes of the VCSPB are to:

2.1 provide a forum to represent parents of students in Victorian Catholic schools,

2.2 promote parents as partners in education with the school, Church and the community,

2.3 promote the principles of Catholic education in collaboration with the Diocesan Bishops,

2.4 promote Catholic schools as schools of first choice for Catholic families.

3. **RELATIONSHIP with the CECV**

The VCSPB acknowledges that the Catholic Education Commission of Victoria Limited (CECV):

3.1 acts on behalf of the Diocesan Bishops of Victoria in relation to the review of this Constitution and any subsequent amendments,

3.2 provides a nominee on Council and determines their length of tenure,

3.3 provides funding to the VCSPB for its purposes,

3.4 ratifies financial arrangements as determined by Council from time to time, including the setting of any annual membership fees,

3.5 in the case of the VCSPB being dissolved, enters into consultation with Council on any decisions about its goods, rights and liabilities.

4. **DEFINITIONS**

Where used in this Constitution the following expressions shall have the meanings assigned to them as follows:

(a) "Catholic education" means the process of education that aims at the formation of the whole person in accordance with the beliefs, teachings, traditions and practices of the Catholic Church;

(b) "Catholic Education Commission of Victoria Limited" (CECV) is the company which is registered under the Commonwealth Corporations Act (2001) and operates to act as the recipient and agent for the distribution of grants to Catholic schools and to facilitate and support compliance with the conditions imposed on Catholic schools with respect to the award of those grants, and to undertake specific industrial relations matters as specified in the CECV Constitution;

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(c) "Chair" means the Chair of "Council";
(d) "CIC" means the Code of Canon Law promulgated by Pope John Paul II on January 25, 1983 as amended from time to time;
(e) "Contact person" means the person nominated pursuant to Clause 5 or by default the principal of the school associated with the member;
(f) "Council" means Council of the Victorian Catholic Schools Parent Body;
(g) "Council delegate" means the person who is authorised to act as the representative of a member in accordance with Clause 6;
(h) "Financial year" means the year commencing on the first day of January in each year and terminating on the last day of December in the same year;
(i) "Member" is a member school body;
(j) "Member school body" means a school-based parent organisation such as a school board, which has as its membership parents of the school community and as its objective promotion of the interests of the school, and which is acknowledged as such by the school principal;
(k) "Parents" mean natural, adoptive or foster parents, guardians and caregivers of students attending Catholic schools in Victoria;
(l) "School" means any institution of primary and/or secondary Catholic education in Victoria, conducted in accordance with CIC canon 803 and which is acknowledged as Catholic by the proper ecclesiastical authority;
(m) "School board" means a school-based organisation which plays a role in the school’s governance and is acknowledged as such by the school;
(n) "Schools Register" means the list of schools represented by a VCSPB member;
(o) "VCSPB" means the association that is made up of the member school bodies of the Victorian Catholic Schools Parent Body.

5. MEMBER SCHOOL BODY OF THE VCSPB

Member school body

5.1 A member school body as defined in clause 4 of a Catholic school in the State of Victoria is a member of the VCSPB.

5.2 Each member is of equal standing and right in the VCSPB.

5.3 Each member is to be represented by a Council delegate by virtue of its status as a member school body.

5.4 Council shall allocate each member to a Council delegate.

5.5 Each member may be represented by only one Council delegate who is authorised to exercise all the powers on behalf of the member represented.

5.6 Each member, in a manner determined by Council, shall authorise a parent to act as its contact person.
Member Register

5.7 Council shall keep a Schools Register in which shall be recorded the name and contact details of all members.

5.8 A member may at any time seek to withdraw its registration on the Members Register by notice in writing to that effect from the member, and forwarded to Council and such member will no longer be represented by the VCSPB.

5.9 Council shall prescribe a registration form to be used by a member across the Archdiocese of Melbourne and in the dioceses of Ballarat, Sandhurst and Sale, to request in writing from member, to have noted a contact person for the school. The role of the contact person is to facilitate communication between the Council and the member.

6. COUNCIL DELEGATE

6.1 Council delegates are drawn from the four dioceses of Victoria and constitute:

- up to 4 from the Archdiocese of Melbourne;
- up to 2 from the Diocese of Ballarat;
- up to 2 from the Diocese of Sale;
- up to 2 from the Diocese of Sandhurst

6.2 The Council shall include one nominee of the CECV.

6.3 The Council may by a simple majority vote to co-opt one other person for a period of time to serve a particular need of the Council.

6.4 Council delegates shall meet the following criteria when nominated:

(a) have children attending a Catholic school which is on the VCSPB Eligible Schools Register, and

(b) be a parent or a nominee of the relevant Catholic Education Office, who has demonstrated a strong commitment to their school community and Catholic education in general through membership on a school-based parent organisation such as a school board, parents and friends or other working group or committee, which has as its membership parents of the school community and as its objective promotion of the interests of the school, and which is acknowledged as such by the school principal.

6.5 The CECV nominee and any person co-opted onto the Council do not need to meet clause 6.4 criteria and have no voting rights.

6.6 A Council delegate may be nominated

(i) in the first instance by an eligible member
(ii) in the second instance if there is no resultant appointment from the nomination pursuant to (i) above, then a parent of a child in an eligible school member as nominated by the principal of the eligible member
(iii) in the third instance, if (i) or (ii) above result in no appointment, then by such means as determined by the Council.

6.7 A Council delegate shall be nominated pursuant to the processes and on the form (s) as prescribed by Council from time to time and as detailed in the VCSPB Handbook.
6.8 Council delegates shall have tenure
  6.8.1 if appointed under clauses 6.6(i) or 6.6(ii), for 2 years with the right to serve a maximum of 2 consecutive full terms. Council delegates who have completed 2 consecutive full terms on Council would be eligible to seek a further appointment after a period of 2 years.
  6.8.2 if appointed under clause 6.6(iii), for 1 year with no right to consecutive terms. Council delegates who have completed 1 term on Council would be eligible to seek appointment pursuant to clauses 6.6(i) or 6.3(ii).

6.9 The length of tenure of the CECV nominee is determined by the CECV.

7. **VCSPB COUNCIL**

7.1 **Structure of Council**

Council shall consist of not less than 9 and not more than 12 representatives of whom:
(a) one must be the CECV nominee;
(b) the remaining must be Council delegates.

7.2 **Executive of Council**

There shall be an Executive of Council which shall consist of:
(i) the Chair;
(ii) the CECV nominee;
(iii) 2 Council delegates to each hold the office of Deputy Chair.

7.3 **VCSPB Handbook**

Based on this Constitution the Council shall produce and follow a Handbook to guide the operation and protocols of the VCSPB and the Council.

8. **ESTABLISHMENT OF SUB-COMMITTEES**

8.1 Council may, as circumstances demand, appoint sub-committees from amongst its number or persons co-opted by it and may prescribe the functions of any sub-committees.

9. **ANNUAL GENERAL MEETING**

9.1 An annual general meeting of the VCSPB shall be held in each calendar year.

9.2 The annual general meeting shall be held at such time and place as Council determines.

9.3 The business that is transacted at an annual general meeting shall include:
   (i) annual report of the Chair;
   (ii) annual financial report;
   (iii) decisions concerning annual membership fees in keeping with Clause 10;
   (iv) election of Council delegates, Chair and Executive of Council;
   (v) amendments to the Constitution.
9.4 Council shall determine the number of representatives to be nominated by each VCSPB member to attend an annual general meeting.

9.5 An annual report on all VCSPB activities is to be provided to each member school body and the CECV.

10. **FINANCE**

10.1 The VCSPB may be further financed by such means as are determined from time to time by Council and ratified by the CECV.

10.2 If annual membership fees are approved as a component of Clause 10.1 above, the time and manner of their payment shall be determined by the annual general meeting but shall not be valid unless ratified by the CECV.

10.3 Council shall ensure that proper records are kept of the transactions and affairs of the VCSPB and any decisions on expenditure shall be approved or ratified at a Council meeting.

11. **AMENDMENTS TO THE CONSTITUTION**

11.1 The annual general meeting by a two-thirds majority vote of Council delegates present may determine such amendments to this Constitution as are deemed necessary, provided that at least 60 days notice has been given of any proposed amendment.

11.2 No amendment to the Constitution shall be valid unless it is ratified in writing by the Diocesan Bishops of Victoria (CIC canon 299: 3).

12. **DISSOLUTION**

12.1 Council may dissolve the VCSPB provided that a resolution has been passed by a two-thirds majority vote of Council delegates at a special meeting convened solely for this purpose, and provided that 60 days notice has been given of the proposed resolution.

12.2 If the VCSPB is dissolved, decisions concerning its goods, rights and liabilities are to be made by Council in consultation with the CECV, provided that after the satisfaction of all its liabilities any remaining funds are to be used for Catholic education in Victoria.

**MEETING OF THE DIOCESAN BISHOPS OF VICTORIA**

In accordance with CIC canon 299:3 the Diocesan Bishops of Victoria reviewed this Constitution of the "Victorian Catholic Schools Parent Body" and thereby the "Victorian Catholic Schools Parent Body" is recognised in the Church as a private association.

In accordance with CIC canon 300 the Diocesan Bishops of Victoria hereby give its consent to the "Victorian Catholic Schools Parent Body" to use the word "Catholic" in its title.

*Ratified August 2014*