

ISOLATED CHILDREN'S PARENTS' ASSOCIATION QUEENSLAND INC

BY-LAWS



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BY-LAW 1 - BRANCH ANNUAL GENERAL MEETINGS AND GENERAL MEETINGS

Updated April 2026

1. The Branch Annual General Meeting must be held within 6 months of the close of ICPA Qld's financial year (1st April – 1st October).

2. The business to be transacted at every Annual General Meeting will be:

   a) The receiving of the Branch's financial report and the balance sheet and statement of accounts for the preceding financial year.

   b) The determination of the annual Branch membership fee.

   c) The election of the Branch executive.

3. The Branch Secretary must call a General Meeting of the Branch at least every 4 calendar months, and if the Secretary is unable or unwilling to call a Meeting, the President must call the Meeting.

4. At least 14 days' notice must be given for a face-to-face meeting and at least 7 days' notice for meetings other than face to face.

5. The President or any one of the Vice Presidents must act as Chair, and in their absence, the members present must elect one of their number to be Chair of the meeting.

6. The quorum for an Annual General Meeting or a General Meeting is at least 5 or 50% of the Branch members (including the Executive), whichever is less.

7. No business will be conducted at an Annual General Meeting or a General Meeting unless there is a quorum when the meeting proceeds to business.

8. If there is no quorum within 30 minutes after the time fixed for a meeting, the meeting is adjourned for 7 days. If there is no quorum present at the later time the meeting shall lapse.

9. The Branch Secretary must keep clearly dated minutes of every Annual General and General meetings of the Branch in either a separate Minutes book or in digital format with a separate back-up created. A copy of such minutes must be circulated to Branch Members for adoption of same at the next scheduled meeting of that type.

10. All relevant incoming and outgoing correspondence must be recorded and tabled at Branch meetings.

11. A copy of the AGM Branch Minutes, (including the President and Treasurer's Report) must be sent to the Queensland Assistant Secretary as soon as possible after the meeting has been held.



12. A copy of the AGM Branch audited financials must be sent to the Queensland Treasurer as soon as possible after the meeting has been held.

13. The Branch Executive contact details form must be sent to the Queensland Assistant Secretary as soon as possible after elections.

14. Following the AGM, the incoming Branch Executive assumes responsibility for their roles immediately, unless otherwise determined by the Branch. The outgoing executive must ensure an orderly handover, including transfer of all relevant records, documents, financial information and access to digital platforms within 21 days of the AGM as stipulated by the Office of Fair Trading.

15. The Branch must act in accordance with the Association's Policy, Objectives and By-Laws.



BY-LAW 2 - BRANCH FINANCIAL MANAGEMENT AND INSURANCE

Updated July 2024

1. The Branch Treasurer will operate such bank accounts as directed by the Branch.

2. The account/s will be called Isolated Children's Parents' Association "Branch Name" or "Branch Name" Isolated Children's Parents' Association. Isolated Children's Parents' Association can be abbreviated to ICPA ie Alpha ICPA or ICPA Alpha.

3. Funds received by membership fees, grants, donations, or other sources must be directed or invested as approved by the Branch.

4. Payment of accounts must be made by electronic banking. Payments must be authorised by any 2 Executive members of the Branch as appointed at the AGM of the Branch.

5. Accounts for payment must be presented and passed at a meeting of the Branch. Payments which have been made must be presented for ratification by the Branch.

6. All Branch members submitting accounts for reimbursement must present the relevant Tax Invoices to the Branch Treasurer prior to any payment.

7. ICPA Qld Inc. holds Public Liability Insurance to the sum of $20M, that branches are covered for events.

8. Branches must submit a Risk Management Form to the Qld State Treasurer two weeks prior to a fundraising function.

9. Branches must have their books examined by a suitable independent person eg. accountant, local bank manager, Shire Council Executive Officer. If an accountant is not undertaking the audit, an Income/Expenditure statement must be provided by the Branch Treasurer for verification and signing by the individual examining the books. A copy of the audited statement must be presented at the AGM.



BY-LAW 3 - BRANCH FUNDRAISING

Adopted Feb 2019

1. Branches may raise funds by lawful means to assist ICPA in the promotion of the Objects of the Association, which are:

   a) To promote awareness and understanding of the problems and needs of Isolated Students and Isolated Schools.

   b) To seek assistance for Isolated Students to gain access to appropriate schooling or specialist services so that the individual educational needs of students are met.

   c) To advance educational and associated services that are or should be provided for Isolated Students in and from isolated areas.

   d) To seek assistance for the continuance of recognised residential facilities that provide boarding places for Isolated Students.

   e) To seek living away from home allowances for those children who must live away from home in order to receive a continuing education.

   f) To lobby appropriate authorities to expand existing specialist services, or establish new ones that will improve the educational, social, or cultural life of Isolated Students.

   g) To do all such things, as may in the opinion of the Association, promote cordial relations between the Association and kindred associations or persons interested in any aspect of education.

   h) To become a member of, support, co-operate or amalgamate with any kindred association whose objects are altogether or in part similar to those of the Association.

   i) To do all such lawful things as the Association may think incidental or conducive to the attainment of the objects of the Association in whole or in part.

   j) To solely apply the property and income of the Association towards the promotion of the objects of the Association, and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members except in good faith in the promotion of these objects.

2. Branches must submit a Risk Management Form to the Queensland Council Treasurer two weeks prior to a fundraising function.



BY-LAW 4 - LONE MEMBERS BRANCH

Updated Oct 2024

1. The Lone Members Branch comprises Lone and Associate Lone Members. Lone Members are persons or families without access to a Branch while Associate Lone Members are individuals representing organisations, institutions, and associations.

2. The Branch must have a minimum of 5 members.

3. A Lone Members Officer must be appointed annually by Queensland Council to manage the Branch's administrative business.

4. Lone Members and Associate Lone Members are entitled to the same application and appeal procedures as Ordinary Members, but the Queensland Council must take the place of the Branch in those application procedures.

5. At every Annual General Meeting, General Meeting and Annual Conference, pursuant to Rule 6 and 7 below, the Lone Members Branch is entitled to:

   a) Two delegates and any number of observers from the Branch, duly nominated and registered. Such delegates must be current financial Lone Members of the Branch.

   b) Either delegate may be replaced by a duly nominated and registered delegate who is a current financial Lone Member of the Branch.

   c) When only one delegate from the Branch attends, that delegate may exercise two votes for the Branch.

6. At both State and Federal Conferences, when the Lone Members Officer is a Councillor, the delegates may both be duly nominated and registered financial Lone Members of the Branch. When the Lone Members Officer is an ex-officio appointment of Queensland Council, the Lone Members Officer must be the first nominated delegate.

7. Lone Members wishing to attend conference as delegates or observers must self-nominate to the Lone Members Officer at least one month before Conference. They must also be prepared to self-fund as the Branch is unable to undertake regular fundraising activities.

8. Lone Members may put motions to State and Federal Conference. These motions must be sent to the Lone Members Officer for circulation to Lone Members for affirmation. Motions must then be presented to Queensland Council, who acts in the role of an Ordinary Branch to move, second and debate the motion/s. Motions that are passed are placed on the Conference agenda.

9. Date for the receipt of motions by the Lone Members Officer will be 2 weeks ahead of the closing date set by State and Federal Councils.



BY-LAW 5 - BRANCH CERTIFICATE OF APPRECIATION

Updated Sep 2018

1. The nominee may be any person other than a sitting Member of Parliament or a senior Public Servant.

2. The Branch Certificate of Appreciation Award is conferred on an individual or member in recognition of meritorious service to ICPA.

   The nominee must be proposed and seconded in writing by any 2 financial members of the Branch and the proposal, with signatures attached, must be presented to the Branch Secretary. The nomination must be accompanied by a written case history and an explanation of why the individual is being recommended for a Branch Certificate of Appreciation Award.

3. Voting must be by secret ballot, which may be in person or by electronic or postal ballot, whichever is convenient. The ballot must be conducted prior to a date commonly agreed upon by the Branch Executive.

4. A simple majority of the vote from the financial members of the Branch is necessary for the nominee to receive a Branch Certificate of Appreciation.

5. If successful, the nomination accompanied by a written case history of the nominee must be forwarded by the Branch Secretary to the Queensland Council Secretary. The Branch Secretary must notify the Queensland Council Secretary of the ballot results.

6. An unsuccessful nomination may be resubmitted at any time.

7. An official ICPA Qld Inc Branch Certificate of Appreciation must be awarded.

8. The award will be the responsibility of the Branch.

9. The recipient of a Branch Certificate of Appreciation is still required to pay Branch membership fees.

10. Persons holding Branch Certificate of Appreciation will be eligible for nomination for Queensland or Federal Council awards.

11. A Register must be kept by the branch and by the Queensland Council of the Branch Certificates of Appreciation recipients.



BY-LAW 6 - BRANCH LIFE MEMBERSHIP AWARD

Updated April 2026

1. The nominee may be any person other than a sitting Member of Parliament or a senior Public Servant.

2. The Branch Life Membership award is conferred on an Individual Member in recognition of exceptional service to ICPA.

3. The nominee must at any time be proposed and seconded in writing by any 2 financial Members of the Branch and the proposal, with signature attached, shall be presented to the Branch Secretary.

4. The nomination must be accompanied by a written case history and an explanation of why the individual is being recommended for a Branch Life Membership Award.

5. The Branch Secretary must forward the nomination to the Queensland Council Secretary, who must acknowledge the receipt of the nomination, whereupon the Branch Secretary must circulate voting instructions accompanied by the case history to all financial Branch members.

6. Voting must be by secret ballot, which may be in person or by electronic ballot, whichever is convenient. The ballot must be conducted prior to a date commonly agreed upon by the Branch Executive.

7. Branch members will need to respond to voting by the date specified by the Branch Executive. A non-response from members will denote an affirmative vote.

8. It will be deemed necessary for 66% of the vote from financial Members of the nominee's Branch to bestow a Branch Life Membership.

9. An unsuccessful nomination may be resubmitted at any time.

10. An official ICPA Qld Inc Branch Life Membership Certificate and Badge will be awarded.

11. The award will be the responsibility of the Branch, and the Branch Secretary must notify the Queensland Council Secretary of the ballot results.

12. A register of the Branch Life Members of ICPA Qld Inc must be kept by Queensland Council.

13. Affiliation/Membership fees of Branch Life Members to Queensland and Federal Council will become the responsibility of the Branch. As of the 1st January 2026, Membership fees for any new Branch Life Member will be a one-off payment of $150 to ICPA Qld and $150 to ICPA Australia for membership fees. There will be no other fees to pay for current Branch Life Members.



14. Persons holding a Branch Life Membership will be eligible to be nominated for Queensland or Federal Council awards.

15. Branch Life Membership is conferred individually. Where one person of a family has been awarded

16. Branch Life Membership, the remaining family members will be deemed to be financial members.

17. A Branch Life Member may, at any time, by writing to the Branch, relinquish Life Membership privileges for receipt of Queensland and Federal ICPA publications. Branch Life Membership continues.

18. When a Branch ceases to operate according to the Constitution and By-Laws of the Association:

    a) Branch Life Members will be deemed Lone Members of the Association.

    b) Branch Life Members of a closed Branch may relinquish their membership at any time by writing to the Queensland Council Secretary.

19. In the event of Branches merging the following rules apply:

    a) At the final Branch meeting, Branch Life Members are noted as being transferred to the newly formed/merged Branch.



BY-LAW 7 – BRANCH SOCIAL MEDIA

Updated Oct 2024

1. ICPA Qld Branch Facebook pages are permitted for the purpose of constructive discussion of ICPA issues and the promotion and organisation of Branch fundraising events, and to foster connectivity and communication between Branch members.

2. A Branch administrator or administrators must be appointed by the Branch at a Branch meeting.

3. The administrator/s must be a financial member of the Branch eg. Publicity Officer.

4. The administrator/s must keep a regular check on any comments being posted.

    a) Administrator/s reserve the right to remove any post and/or block/ban any user at their discretion. Posts/comments containing one or more of the following shall be removed: offensive language.

    b) defamatory, slanderous, or aggressive attacks on ICPA as well as other individuals, organisations, projects or public figures.

    c) controversial claims that are not easy for ICPA Qld to verify.

    d) breach of copyrighted material not within reasonable use, in the public domain, or available under Creative Commons license.

    e) breach of data protection or privacy laws.

    f) inappropriate advertisements.

    g) spamming; and

    h) topics which fall outside the realms of interest to members and stakeholders which do not appear to be within the context of a legitimate discussion or enquiry.

5. Likewise, Queensland Council reserves the right to direct the Branch administrator/s to remove any post and block/ban any user which contains content in accordance with 6 above.

6. The following disclaimer is to be used on Branch Pages:

    'Opinions posted by users on this page do not necessarily reflect the policies of ICPA Qld Inc.

7. A link to https://icpa.com.au/qld and www.facebook.com.au/ICPAQLDINC should be included to source current information.



BY-LAW 8 - BRANCH DISSOLUTION

Updated April 2026

1. The Branch may be dissolved when the financial membership is reduced to fewer than five (5) members.

2. The Branch may be dissolved by resolution of the Members at a special General Meeting confirmed by a resolution at a further special General Meeting called at an interval of not less than 14 days and not more than 30 days thereafter. The 2 meetings may be convened by 1 notice delivered or posted to every member, 14 clear days before the date of the first special General Meeting. The resolution proposed in connection with the voluntary dissolution must not be deemed to have been carried unless passed by at least a three fourths (3/4) majority of those members present and entitled to vote at each of the special General Meetings.

3. If the Branch is wound up in accordance with the provisions of the Constitution and By- Laws of the Queensland Council, and there remains, after its satisfaction of all its debts and liabilities, any property whatsoever, the same must not be paid to or distributed among the members of the branch but must be transferred to Queensland Council.

4. Such property must be held in trust by Queensland Council for a period of up to 3 years from the Branch's last General Meeting to allow for the possible Branch reformation. The property must then be deemed to be Queensland Council property.

5. When a Branch ceases to operate according to the Constitution and By-Laws of the Association:

    a) Branch Life Members will be deemed Lone Members of the Association.

    b) Branch Life Members of a closed Branch may relinquish their membership at any time by writing to the Queensland Council Secretary.



BY-LAW 9 - QUEENSLAND COUNCIL FINANCIAL MANAGEMENT

Updated July 2024

1. The Queensland Council Treasurer must operate such bank accounts as directed by the Queensland Council.

2. The account/s to be called "Isolated Children's Parents' Association Queensland Inc."

3. Funds received by membership subscriptions, grants, donations, or other sources are to be directed or invested as approved by Queensland Council.

4. Payments of accounts will be paid by electronic banking unless circumstances necessitate other means.

5. All payments must be authorised by any 2 Executive members of Queensland Council so appointed at a meeting of the Queensland Council.

6. The Queensland Council Treasurer will be authorised to operate any electronic banking jointly with any Executive member appointed as per (5) to transfer debits and credits for any amount to any financial institution until further notice.

7. The Queensland Council Treasurer will be the administrator on all accounts as appointed at the post conference meeting of the Queensland Council.

8. Accounts for payment must be presented and passed at a meeting of the Queensland Council. Payments which have been processed must be presented for ratification by Queensland Council.

9. All Queensland Councillors submitting accounts for reimbursement must present the prescribed ICPA Qld Inc. Claim Form with relevant Tax Invoices to the Queensland Council Treasurer prior to any payment.

10. The Queensland Council President, Treasurer and Secretary will hold an electronic transaction card. Only claimable expenses can be charged to this account which is repaid by the Treasurer from the General Account monthly. Tax invoices for all transactions must be provided to the treasurer.

11. If a member has not paid the annual membership fee within the period of three (3) months after the due date, the member will cease to be a member and be removed from the Queensland Council publications mailing list.

12. The annual membership will be payable in advance and will be for a twelve (12) month period. Memberships paid online will be due twelve (12) months from the previous payment. Memberships paid manually to an ICPA branch will be due on the 1st January each year.



BY-LAW 10 - QUEENSLAND CERTIFICATE OF APPRECIATION

Updated May 2021

1. The nominee may be any person other than a current member of Queensland or Federal Council of ICPA, a sitting Member of Parliament or a senior Public Servant.

2. The nominee must at any time be proposed and seconded in writing by any 2 financial members of ICPA Qld Inc. The proposal, with signatures attached, must be presented to the Queensland Council Secretary prior to the commencement of a Queensland Conference.

3. The Queensland Certificate of Appreciation award is conferred on an individual in recognition of outstanding service to ICPA at a State and/or Federal level. The Award is not limited to members of the Association.

4. The nomination must be accompanied by a written case history of the nominee and must recommend the awarding of a Queensland Certificate of Appreciation.

5. The Queensland Council Secretary must acknowledge the receipt of the nomination and circulate the case history and ballot papers to all Queensland Council members prior to a Queensland Conference.

6. Voting must be by secret ballot and/or by postal ballot where necessary for the convenience of members. The ballot must be conducted prior to a date commonly agreed upon by Queensland Council members.

7. The Queensland Certificate of Appreciation must be conferred upon the nominee receiving a simple majority of the Queensland Council membership vote.

8. Any ballot paper tendered incorrectly or not returned must be deemed a vote in the negative.

9. An unsuccessful nomination may be resubmitted at any time.

10. A register of the ICPA Qld Inc Certificate of Appreciation shall be kept by Queensland Council.



BY-LAW 11 - QUEENSLAND LIFE MEMBERSHIP AWARD

Updated April 2026

1. The nominee must be a recipient of a Queensland Certificate of Appreciation. Such a person may not be a current member of Queensland or Federal Council of ICPA, a sitting member of Parliament or a senior Public Servant.

2. The Queensland Life Membership award is conferred on an individual member in recognition of exceptional service to ICPA.

3. The nominee must at any time be proposed and seconded in writing by any 2 financial members of ICPA Qld Inc. The proposal, with signatures attached, must be presented to the Queensland Council Secretary at least 90 days prior to the commencement of a Queensland Conference.

4. The nomination must be accompanied by a written case history of the nominee and must recommend the awarding of a Queensland Life Membership.

5. The Queensland Council Secretary must acknowledge the receipt of the nomination and circulate the case history and ballot papers to all Queensland Council Members at least 60 days prior to a Queensland Conference.

6. Voting must be by secret ballot which may be in person or by electronic ballot, whichever is convenient. The ballot must be conducted prior to a date commonly agreed upon by Queensland Council members.

7. The Queensland Life Membership must be conferred upon the nominee receiving 80% or greater of the Queensland Council membership votes.

8. Any ballot paper tendered incorrectly or not returned must be deemed a vote in the negative.

9. An unsuccessful nomination may be resubmitted at any time.

10. A Queensland Life Membership Award shall be presented at any Queensland Conference or General Meetings of the Association.

11. An official ICPA Qld Inc Life Membership Certificate and Badge will be awarded.

12. A register of the Queensland Life Members must be kept by the Queensland Council.



13. A Queensland Life Member will not be required to pay the annual Queensland membership fee or any branch subscription if levied by their branch. As of the 1st January 2026, Queensland Council will be responsible for paying a one off Life Members affiliation of $150 to the branch and $150 to The Isolated Children's Parents' Association of Australia from the funds of ICPA Qld Inc.

14. A Queensland Life Member will be entitled to registration free of charge, at any Annual Conference.

15. Queensland Life Membership is conferred individually. Where one person of a family has been awarded Life Membership, the remaining family members will be deemed to be financial members.

16. A Queensland Life Member may, at any time, by writing to the Queensland Council Secretary relinquish the privileges associated with Queensland Life Membership.



BY-LAW 12 - ONLINE MEMBERSHIP

Updated May 2023

1. Queensland and Federal Council shall be bound by the annual Memorandum of Understanding Agreement.

2. The Agreement shall identify which Council (Queensland or Federal) will be responsible for accepting online membership funds and the distribution of those funds.

3. Federal Council will review and may decide to terminate the agreement if it is not being honoured or the contract has expired.

4. On the 1st and 15th of each month (unless alternative arrangements are made), the agent nominated for receiving the online payments (Queensland or Federal Treasurer) will transfer the relevant affiliation fee received on behalf of either Federal Council, Queensland Council, or the Branch to the nominated financial account for reconciliation, together with membership details (as outlined in the Constitution).

5. The Federal Membership Officer will export a membership list of financial members and send to the Queensland Council Treasurer for reconciling of both online and non-online payments.

6. The processes outlined in 4 and 5 will need to be completed on a weekly basis in the lead up to State and Federal Conferences unless alternate arrangements are made.

7. Queensland Council may establish the use of a merchant gateway, including an electronic payment gateway (such as PayPal) to receive online membership fees into a nominated bank account.



BY-LAW 13 - FRIENDS OF ICPA QLD SUBSCRIPTION

Updated Oct 2024

1. A subscription only category shall be open to organisations called ‘Friends of ICPA Qld”.

2. The present subscription cost is $100.00 per year (inc GST) and shall be determined annually at the Annual General Meeting.

3. ‘Friends of ICPA Qld’ subscribers shall receive the publications of ICPA Qld and the ICPA Australia magazine, along with an invitation to the annual Queensland Conference.

4. ‘Friends of ICPA Qld’ subscribers are not entitled to voting rights.



BY-LAW 14 - ICPA QUEENSLAND LOGO

Updated Oct 2024

1. The logo designed for Isolated Children's Parents' Association Queensland Inc. is available for use by ICPA Branches in order to promote the work of ICPA Qld on permitted and/or official documentation.

2. The use of the logo on material, social media and websites other than those used by Queensland Council should not be presented in a way, which may imply, that Queensland Council endorses that material or its content unless permission has been granted by Queensland Council.

3. ICPA Qld Inc. logo should not be used by those outside the organisation without first receiving written permission from Queensland Council.

4. Permission may be withdrawn at any time at the discretion of Queensland Council.

5. For those who permission has been granted, the logo should only be used between the dates agreed upon at the time by Queensland Council and the user.

6. By downloading the logo, users agree to be bound by this By-Law. This By-Law may be changed or updated at any time.

7. The logo has been designed to primarily appear in full colour. However, black and white, when colour printing is unavailable, may be utilised.

8. The colours in the logo should not be altered in any way.



BY-LAW 15 – ICPA QUEENSLAND SOCIAL MEDIA

Adopted Oct 2024

Queensland Council encourages ICPA members, friends, followers and members of the public to share thoughts and opinions via our social media channels, including, but not limited to Facebook, Twitter and Instagram. It is envisaged that this will be done in a respectful manner.

1. The ICPA Queensland Facebook page is a Public page requiring users to 'Like' in order to comment.

2. The following disclaimer is to be used on State Pages:

   'Opinions posted by users on this page do not necessarily reflect the policies of the ICPA Qld Inc. More information on ICPA Qld Inc. can be found at www.qld.icpa.com.au*'*

3. Queensland Council reserves the right to remove and post and/or block/ban any user at its discretion. Posts/comments containing one or more of the following will be removed:

   a) offensive language.

   b) defamatory, slanderous, or aggressive attacks on ICPA as well as other individuals, organisations, projects or public figures.

   c) controversial claims that are not easy for ICPA Qld to verify.

   d) breach of copyrighted material not within reasonable use, in the public domain, or available under Creative Commons license.

   e) breach of data protection or privacy laws.

   f) inappropriate advertisements.

   g) spamming; and

   h) topics which fall outside the realms of interest to members and stakeholders which do not appear to be within the context of a legitimate discussion or enquiry.

4. All promotion of ICPA Qld events is to be administered by the Queensland Publicity Officer and/or other authorised persons.



BY-LAW 16 – CHANGES TO THE QUEENSLAND BY-LAWS

Adopted Oct 2024

1. These By-Laws may be amended from time to time by a 75% majority at least of the Queensland Council membership.

2. Queensland Branches may recommend changes to the By-laws from time to time by a motion carried at the Queensland Conference.



BY-LAW 17 – QUEENSLAND FUNDRAISING OFFICER

Updated Oct 2024

1. Financial members of the Association wishing to be considered for the position of Fundraising Officer should liaise with the Queensland Council and notify the Queensland Secretary in writing prior to the Post-Conference Queensland Council meeting detailing their qualifications. These expressions of interest will be treated confidentially. The Fundraising Officer need not be a member of Queensland Council.

2. The Fundraising Officer shall be appointed at the Queensland Council Post-Conference meeting on an annual basis or until the next Queensland Conference.

3. Queensland Council may terminate the appointment of a Fundraising Officer by a simple majority vote of those present at a Qld State Council meeting.

4. The Fundraising Officer must receive the Queensland Council Executive's consent before undertaking any project and thereafter liaise with the Queensland State President and Treasurer.

5. A Fundraising bank account named "Isolated Children's Parents' Association – Queensland Inc. Fundraising Account" must operate solely for fund raising purposes. Signatories to be the same as signatories for the Qld State Council of ICPA accounts.

6. An amount of $1000.00 provided by Queensland Council to open the account must remain in the account at the end of each project when profit/loss, together with a detailed income and expenditure account, is presented to Queensland Council. In the event of a project returning a loss, Queensland Council must maintain the $1000.00 in the account.

7. The ICPA Qld Inc. Fundraising Account must be audited annually with the Queensland Council Bank Accounts.

8. The Fundraising Officer must record and report all incoming and outgoing correspondence via the monthly report to Queensland State Council.

9. The Fundraising Officer must send all accounts, receipts and monies to the Queensland Council Treasurer.

10. The Fundraising Officer must check the legal aspects of a fundraising project prior to commencement of same.

11. The Fundraising Officer may seek sponsorship from outside ICPA for projects.

12. The Fundraising Officer may seek support for projects from Branches and Members via News & Views and Branch mailings.



13.The Fundraising Officer:

a) must be familiar with and work within ICPA policy and By-laws when representing ICPA.

b) must submit a written Fundraising Officer Report at each State Council meeting

c) must submit an annual written Fundraising Officer Report for Conference by the required date

d) is encouraged to attend Queensland Conference.

e) expenses will be met under the same guidelines as Queensland Council members.



BY-LAW 18 – QUEENSLAND 'NEWS AND VIEWS' EDITOR

Adopted Oct 2024

1. Financial members of the Association wishing to be considered for the position of 'News and Views' Editor should liaise with the Queensland Council and notify the Queensland Council Secretary in writing prior to the Post-Conference Queensland Council meeting detailing their qualifications. These expressions of interest will be treated confidentially. The 'News and Views' Editor need not be a member of Queensland Council.

2. The 'News and Views' Editor shall be appointed at the Queensland Council Post Conference meeting on an annual basis or until the next Queensland Conference.

3. Queensland Council may terminate the appointment of the 'News and Views' by a simple majority vote at a Queensland State Council meeting.

4. The 'News and Views' Editor must receive the consent of the Queensland Council Executive before undertaking any project.

5. The 'News and Views' Editor must send copies of all receipts to the Queensland Council Treasurer.

6. The 'News and Views' Editor must ensure that all activity associated with the publication is conducted within the law and legal aspects of projects be checked prior to commencement of same.

7. The 'News and Views' Editor must ensure that content of the publication supports the Policies and Objectives of the Association, and no content shall be submitted which may bring the Association into disrepute.

8. The 'News and Views' Editor must ensure a 'News and Views' proof is provided to the Queensland Council Executive and any additional approved proofreaders before final approval of said proof.

9. The 'News and Views' Editor:

   a) must be familiar with, and work within ICPA Qld constitution, policy and by-laws.

   b) must provide a written 'News and Views' Report at each State Council meeting

   c) must provide an annual written 'News and Views' Report for Conference by the required date

   d) is encouraged to attend Queensland Conference

   e) expenses will be met under the same guidelines as Queensland Council members.



BY-LAW 19 - QUEENSLAND WEB MANAGER

Updated Oct 2024

1. Financial members of the Association wishing to be considered for the position of Web Manager should liaise with the Queensland Council and notify the Queensland Council Secretary in writing prior to the Post-Conference Queensland Council meeting detailing their qualifications. These expressions of interest will be treated confidentially. The Web Manager need not be a member of Queensland Council.

2. The Web Manager shall be appointed at the Queensland Council Post-Conference meeting on an annual basis or until the next Queensland Conference.

3. Queensland Council may terminate the appointment of the Web Manager by a simple majority vote at a Queensland Council meeting.

4. The Web Manager must receive the consent of the Queensland Council Executive before undertaking any project.

5. The Web Manager must send copies of all accounts and receipts to the Queensland Council Treasurer.

6. The Web Manager must ensure that all activity associated with the website is conducted within the law and legal aspects of projects be checked prior to commencement of same.

7. The Web Manager:

   a) must be familiar with, and work within ICPA Qld Constitution, Policy and By-laws.

   b) must provide a written Web Manager Report at each State Council meeting

   c) must provide an annual written Web Manager Report for Conference by the required date

   d) is encouraged to attend Queensland Conference.

   e) expenses will be met under the same guidelines as Queensland Council members.



BY-LAW 20 - THE SELECTION OF A PATRON

Updated Feb 2017

1. Nominations for a Patron must be submitted in writing with a written case history, to the Queensland Council Secretary following a decision to appoint a suitable Patron.

2. The nominee must have had a long association with ICPA in Queensland and demonstrated a commitment to the education of isolated children. Membership of ICPA is not necessarily a pre-requisite for nomination.

3. Nomination must be forwarded to Queensland Council members prior to subsequent meeting.

4. At this meeting of Queensland Council selection must take place in the following manner:

   a) A ballot must be held to determine if nominees are suitable applicants. Those passed with a simple majority must be eligible for final selection.



BY-LAW 21 – QUEENSLAND CONFERENCE

Updated July 2024

1. The Convening Committee organises and hosts Conference on behalf of ICPA Queensland Council.

2. The Convening Committee will provide regular reports to Queensland Council to be tabled at State Council General meetings when requested.

3. The Convening Committee will be paid a non-refundable advance from the funds of ICPA Qld Inc., this amount to be determined by Queensland Council.

4. The Convening Committee will consult with the Queensland State Publicity Officer regarding all promotional materials and social media regarding State Conference prior to publishing anything. State Conference promotion is the responsibility of the State Publicity Officer.

5. The Convening Committee will refer to the State Conference Convening Guide for information pertaining to conference organisation and other requirements.

6. The Convening Committee is entitled to keep a portion of any net profit, which will be divided between State Council (a minimum of 85%) and the Convening Committee (15%), not including branch fund-raising at conference e.g. raffle, auction and bars.

7. The Convening Committee are required to have the Conference books audited no later than 6 months after the completion of Conference.

8. The audited Conference Financial Statements will be presented by the Qld State Treasurer at the Annual General Meeting following the financial year in respect of which the audit was made.



BY-LAW 22 – BRANCH CONFERENCE ATTENDANCE

Adopted April 2026

1. Branch members attending State or Federal Conference as delegates or observers must be current financial members of their Branch.

2. Branches may determine, at a Branch meeting, the number of members (delegates / observers) they will financially support to attend State and/or Federal Conference.

3. Branches may determine, at a Branch meeting, the level of financial support provided to endorsed members attending Conference. Such support may include:
   a) Conference registration
   b) Accommodation associated with Conference attendance
   c) Travel to and from Conference, as determined by the Branch

4. Members may attend State or Federal Conference at their own expense as an observer.

5. Members attending Conference as a sponsor or representative of another organisation will not be considered as Branch delegates and will not be eligible for Branch financial support.

6. Members receiving financial support from the Branch must:
   a) attend and actively participate in Conference proceedings
   b) represent the Branch and ICPA Qld in a professional manner
   c) fulfil any responsibilities associated with their role as a delegate or observer

7. Where a member does not fulfil the responsibilities outlined in Clause 6, the Branch may require reimbursement of Conference expenses, unless exceptional circumstances are accepted by the Branch.

8. Members attending Conference with Branch endorsement must provide a report to the next Branch General Meeting following Conference, outlining key outcomes and relevant information for members.

9. Accommodation arrangements for Conference attendance must be approved by, or made in consultation with, the Branch Treasurer.

10. Where accommodation is shared, members choosing not to share may be required to cover any additional costs unless otherwise approved by the Branch.

11. Members are expected to utilise cost-effective travel arrangements, including shared transport where practical.



12. All expense claims must be submitted in accordance with Branch financial procedures and must include relevant documentation.

13. Where multiple delegates attend Conference, Branches should ensure responsibilities are shared where practical.

14. Branches must ensure members are aware of this By-Law prior to approving financial support for Conference attendance.



BY-LAW 23 – QUEENSLAND CONFERENCE MOTIONS

Adopted June 2026

1. In accordance with Rule 4(1) of the Constitution, Queensland Council reserves the right to exclude any motion submitted to the Conference Agenda which does not relate to education and other issues which have an influence on educational opportunities for isolated children.

2. A motion will be accepted for the Supplementary Agenda if it concerns a matter not already appearing on the main agenda and is in the hands of the Queensland Council Secretary in accordance with Supplementary Motion deadlines.

3. All Branch and State Council Motions must be carried by the Branch/State Council at a General Meeting before being submitted to the State Conference Main Agenda and Supplementary Agenda.

4. Branches will discuss the motions on the agenda with their selected delegates prior to attending State Conference, in order to determine how to vote on the motions presented.

5. As elected representatives attending State Conference, Branch Delegates may exercise discretion during Conference motion proceedings and discussion to make decisions on voting that they deem to be in the best interest of all Branch Members.

6. The Policy Statements shall be reviewed annually by Queensland State Council, with any proposed amendments distributed to members at least two (2) months prior to the Annual General Meeting.

7. Queensland State Council may amend the Policy Objectives in line with motions passed at State Conference.



BY-LAW 24 - ELECTION OF CANDIDATES TO QUEENSLAND COUNCIL

Adopted Sep 2018

1. Nominations shall be in writing on the prescribed Nomination form, signed by two financial members and endorsed with the written consent of the candidate.

2. Nomination forms shall be in the hands of the Queensland Council Secretary no later than the time stipulated by Queensland Council for the closure of nominations.

3. If the number of candidates nominated is equal to or less than the number of vacancies to be filled, the persons nominated shall be deemed to be elected and any vacant positions remaining shall be deemed to be casual vacancies.

4. If the number of candidates nominated for any position exceeds the number of vacancies to be filled, a secret ballot shall be conducted in accordance with Rules 6 to 13 below.

5. A candidate may nominate for any number of positions on Queensland Council, but on being elected to one position shall have his/her name withdrawn from all other positions for which he/she has nominated.

CONDUCTING A SECRET BALLOT

6. Two Returning Officers must be appointed by the Chair to conduct the ballot.

7. The Returning Officers distribute the ballot papers to each person who is entitled to vote in accordance with the Rules in the Queensland Constitution.

8. A count should be done of permissible voters before the tally is counted.

9. Voters must be instructed on how to vote i.e. By placing the name of the preferred candidate on the ballot paper.

10. The voting papers are then collected by the Returning Officers, who then count the votes and advise the Chair of the result.

11. If the votes are equal, the Chair has a casting vote as well as a primary vote.

12. The Chair announces then announces the successful candidate.

13. The ballot papers must then be destroyed.