

**ISOLATED CHILDREN'S
PARENTS' ASSOCIATION
OF
AUSTRALIA
(Inc)**



BY-LAWS

Updated 22 July 2024



Contents

ADMINISTRATION

BY-LAW 1 – ADMINISTRATION ROLES AND RESPONSIBILITIES	2
BY-LAW 3 - WORKPLACE HEALTH AND SAFETY	4
BY-LAW 4 - USE OF ICPA LOGO.....	5
BY-LAW 5 - BRANCH DISSOLUTION, RECESS, MERGER AND CLOSURE.....	6

MEMBERSHIP

BY-LAW 6 - PAYMENT OF SUBSCRIPTIONS FOR BRANCH AND STATE LIFE MEMBERS	9
BY-LAW 7 - ICPA CORPORATE MEMBERSHIP	11
BY-LAW 8 – ICPA SCHOOL CORPORATE MEMBERSHIP.....	12
BY-LAW 9 - ONLINE MEMBERSHIP PAYMENTS.....	13

SOCIAL MEDIA

BY-LAW 10 - SOCIAL MEDIA.....	14
-------------------------------	----

FEDERAL AWARDS

BY-LAW 11 - FEDERAL LIFE MEMBERSHIP.....	15
BY-LAW 12 - FEDERAL CERTIFICATE OF APPRECIATION	17
BY-LAW 13 - FEDERAL AWARD OF MERIT	19

OFF COUNCIL POSITIONS

BY-LAW 14 - FEDERAL MEMBERSHIP OFFICER.....	21
BY-LAW 15 - PEDALS EDITOR.....	22
BY-LAW 16 - PEDALS PUBLISHER	23
BY-LAW 17 - FEDERAL WEBMASTER	24
BY-LAW 18 – FEDERAL ARCHIVIST.....	25

FEDERAL CONFERENCE

BY-LAW 19 - FEDERAL CONFERENCE.....	26
BY-LAW 20 - CONFERENCE MOTIONS.....	27
BY-LAW 21 - ELECTION OF CANDIDATES TO FEDERAL COUNCIL	28

OTHER

BY-LAW 22 – AMENDMENTS TO THE ICPA (AUST) BY-LAWS.....	29
BY-LAW 23 – ICPA TECH TEAM.....	30



BY-LAW 1 – ADMINISTRATION ROLES AND RESPONSIBILITIES

Adopted 23 May 2018

1. Federal matters are the responsibility of Federal Council.
2. If a State Council or Branch wishes to take up a matter covered by Federal policy, any letter or submission must be sent to the Federal Secretary seeking endorsement by Federal Council. If it is not at variance with Federal Policy, it will be endorsed.
3. A Federal matter, which is taken up by a State Council but is considered by the Federal Secretary after consultation with the President and Vice President, to be at variance with Federal Policy, would come before the next meeting of the Federal Council. If it is considered within the intent of Federal Policy, it will be endorsed.
4. Matters which Federal Council considers are not covered by existing Federal Policy may be dealt with in the following manner:
 - (a) Federal Council may endorse the letter of submission and then seek to have the new policy ratified at the next Federal Conference; or
 - (b) Federal Council may refer the matter to the next Federal Conference in either the name of the State or conjointly in the names of both the State and Federal Councils; or
 - (c) Federal Council may reject the request for endorsement from the State Council and inform that Council which could then submit the matter to the next Federal Conference.
5. All State issues may be dealt with directly by the State Council. If it so wishes a State Council may seek support from the Federal Council.
6. Federal Council may appoint a financial member to undertake a specific task, which the Association considers necessary and desirable.



BY-LAW 2 - FINANCIAL MANAGEMENT

Adopted 12 March 2024

1. The Treasurer shall operate an account in a financial institution designated by Federal Council, enabled with any two signatories, they being the Treasurer, President and Secretary. The President, Secretary and Treasurer, with approval of Federal Council, are authorised to open or close any such accounts with any such chosen financial institution.
2. These accounts shall be held in the name of "Isolated Children's Parents' Association - Federal Council".
3. Payment of accounts shall be made by electronic banking. All transactions must be authorised by any two account signatories.
4. All accounts for payment must be authorised by Federal Council then ratified at the next meeting of Federal Council.
5. All Federal Council members submitting accounts for reimbursement must present itemised tax invoices and statements to the Treasurer prior to any payment. Reimbursement claims must be on a Federal Council claim form.
6. The President, Secretary and Treasurer shall have an electronic transaction card to be operated in a financial institution designated by Federal Council. Such accounts to be paid by the Treasurer monthly and ratified by Federal Council at a Federal Council meeting on presentation of all itemised tax invoices and statements.
7. Other electronic transaction cards accounts for Federal Council members are to be opened if deemed necessary by Federal Council.



BY-LAW 3 - WORKPLACE HEALTH AND SAFETY

Adopted 23 May 2018

The Isolated Children's Parents' Association of Australia, ICPA (Aust), is a not-for-profit organisation run completely by volunteers. ICPA (Aust) welcomes volunteers from all walks of life regardless of race, age or ability who seek equitable access to educational opportunities for students living in rural and remote Australia.

1. Federal Council endeavours to achieve workspaces that are conducive to preserving the health, safety and well-being of our volunteers.
2. State Councils must review such things as insurance and any duties they have to the health and safety of volunteers on a regular basis.
3. State Councils must ensure they are taking the necessary steps to comply with their own state legislation, to provide a safe environment to work in during fundraising events.
4. Prior to holding any event in the name of ICPA, Branch members are required to contact their State Council for authorisation to hold that event and ensure appropriate insurance cover is held by that State Council.
5. ICPA members should ensure reasonable, practicable measures have been taken to mitigate risks against possible injuries arising from attendance at ICPA meetings, conferences and fundraising events.
6. All volunteers participating at events in the name of ICPA are required to take reasonable steps that support a healthy, safe environment for not only themselves but also for those around them. Volunteers (members or non-members) must:
 - (a) take reasonable care for their own health and safety
 - (b) take reasonable care to ensure they do not affect the health and safety of others
 - (c) carry out tasks in a safe manner
 - (d) follow reasonable work health and safety instructions given to them by the organisation; and
 - (e) co-operate with the reasonable policies and procedures of the organisation that relate to work health and safety.
7. Federal Council meeting procedures are set out in the Federal Council Guidelines booklet. All Councillors should be familiar with and adhere to the information therein.



BY-LAW 4 - USE OF ICPA LOGO

Adopted 22 May 2019

1. The logo designed for Isolated Children's Parents' Association of Australia is available for use by ICPA State Councils and Branches in order to promote the work of ICPA on permitted and/or official documentation.
2. The use of the logo on material, social media and websites other than those used by Federal Council should not be presented in a way which may imply that ICPA endorses that material or its content unless permission has been granted by Federal Council.
3. The logo of the Isolated Children's Parents' Association of Australia should not be used by any person or entity outside of the ICPA organisation without approval. Written permission from Federal Council must be sought and received prior to logo use.
4. Permission may be withdrawn at any time at the discretion of the Federal Council.
5. For those who permission has been granted, the logo should only be used between the dates set out in the agreement.
6. By downloading the logo, the user agrees 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 may be used when colour printing is unavailable.
8. The colours in the logo should not be altered in any way.



BY-LAW 5 - BRANCH DISSOLUTION, RECESS, MERGER AND CLOSURE

Adopted 10 May 2021

BRANCH DISSOLUTION

In the event that a Branch votes in favour of dissolving their branch and no rule exists in that State pertaining to dissolution, the following rules apply:

- (a) A Branch member body may dissolve at any time by giving notice in writing to the Association's Secretary, such dissolution only taking effect at the time when such notice is received by the Association's Secretary, unless a later date is specified in the notice, then it shall take effect on that later date. A copy of the minutes from a properly constituted meeting showing the decision of the Branch dissolution by Branch members should accompany this notice.
- (b) The Branch Secretary or the person so nominated must notify all financial members in writing of the dissolution and members of the dissolving Branch will be assisted to join either Lone Members or a Branch of their choice. Branch affiliation fees should also be transferred to the nominated Branch accordingly.
- (c) Any financial member of a dissolved Branch may become a Lone Member, a member of another Branch or form a new Branch.
- (d) Any Branch Life Member from a dissolved Branch may be adopted by another Branch as set out in By-Law 6.3 & 6.4 (c)
- (e) All bank accounts must be closed, and any surplus funds dispersed as set out in the ICPA of Australia's Constitution.

BRANCH RECESS

In the event that a Branch votes in favour of placing their Branch into recess and if no rule exists in that State, the following rules apply:

- (a) At that same meeting, a plan must be adopted outlining how surplus funds will be distributed in accordance with the ICPA of Australia's Constitution, in the event that the Branch has not reformed after three years and closes.
- (b) Notice must be given in writing to the Association's Secretary, such recess to only take effect at the time when such notice is received by the Association's Secretary, unless a later date is specified in the notice, then it will take effect on the later date. A copy of the minutes from a properly constituted meeting showing the decision of the Branch recess by Branch members should accompany this notice.



- (c) The Branch Secretary or the person so nominated must notify all financial members in writing of the recess and be assisted to join either Lone Members or a Branch of their choice. Branch affiliation fees should also be transferred proportionally to the nominated Branch.
- (d) Once all accounts have been finalised, bank accounts are to be closed and the funds are to be kept in trust for three years. Funds will be held in trust by the State Council. If no State Council exists, the funds will be held by Federal Council.
- (e) After a three-year period, unless the Branch has reformed, the Branch will be closed.
- (f) Any financial member of a Branch in recess may become a Lone Member, a member of another Branch or form a new Branch as set out in 11.1 of the Constitution.
- (g) In the event of Branch recess - total payments associated with Branch Life Membership, are made by the body entrusted with the funds e.g. Lone Members Branch or the relevant Council; State Council or Federal Council.
- (h) Any Branch Life Member from a Branch in recess may be adopted by another Branch as set out in By-Law 6.3 and 6.4 (c).

BRANCH MERGER

In the event that two or more Branches vote in favour of merging and if no rule exists in that State, the following rules apply:

- (a) Branch member bodies may merge at any time by giving notice in writing to the Association's Secretary, such merger only takes effect at the time when such notice is received by the Association's Secretary, unless a later date is specified in the notice, then it shall take effect on that later date. A copy of the minutes from a properly constituted meeting of each Branch showing the decision of the merger by branch members should accompany this notice.
- (b) Any financial member of the merging Branches may have their current membership transferred to the new Branch, another Branch or become a Lone Member.
- (c) Any Branch Life Member from any one of the merged Branches will be adopted by the merged Branch as set out in By-Law 6.5 (a) and (b).
- (d) All bank accounts of merging Branches must be closed, and any surplus funds deposited into the bank account of the new merged Branch.



BRANCH CLOSURES

A branch closure takes effect when:

- (a) A Branch has been in recess for three years and no rules exist in that State that says otherwise.
- (b) A Branch has less than the minimum number of members to be considered constitutional (five).
- (c) In the opinion of the Federal Council, such Branch member body has acted contrary to or in disregard of the Constitution of the Association or its By-Laws.
- (d) In the opinion of the Federal Council, such Branch member body has acted in any manner prejudicial to the interests of the Association.



BY-LAW 6 - PAYMENT OF SUBSCRIPTIONS FOR BRANCH AND STATE LIFE MEMBERS

Adopted 10 May 2021

1. Branch Life Membership requires the Branch to which the Life Member belongs, to continue to make subscription payments for that member, to State and Federal Councils.
2. If a Branch ceases to be financial, any Branch Life Member also ceases to be financial.
3. If a Branch dissolves, unless funds are kept in trust according to the rules of individual State and Territory Councils, Branch Life Members cease to be financial members of the organisation except where they become an ordinary member of another Branch or be adopted by another Branch; and be recognised as a Branch Life Member of the dissolved Branch.
4. In the event of a Branch dissolving or a branch going into recess, if no rule exists pertaining to the disbursement of Branch funds, the following rules apply:
 - (a) The funds are to be kept in trust for three years and therefore total payments associated with Branch Life Membership, are made by the body entrusted with the funds e.g. the relevant Council; State Council or Federal Council.
 - (b) After the three-year period, unless the Branch has reformed, the Branch Life Member ceases to be recognised as a financial member of the organisation unless they join another Branch as an ordinary member.
 - (c) Any Branch Life Member may be adopted by another Branch. The adopting Branch must agree to pay the Branch, State and Federal membership fee for the lifetime of the member and this member is recognised as a Branch Life Member of the dissolved Branch.
5. 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.
 - (b) The newly amalgamated Branch records, at their first meeting following the merger, the incoming Branch Life Members who will continue to have their Branch, State and Federal membership paid by the newly amalgamated Branch.



6. In the event of Branch closure - any Branch Life Member ceases to be recognised as a financial member of the organisation unless they join another Branch as an ordinary member.

Any Branch Life Member may be adopted by another Branch. The adopting Branch must agree to pay the Branch, State and Federal membership fee for the lifetime of the member and this member is recognised as a Branch Life Member of the closed Branch.

7. Where a person is awarded State Life Membership, payment for Federal subscription is still required.
8. Federal subscription payment for State Life Members is made according to the relevant State or Territory Constitution/By-Laws.
9. If State rules do not exist in relation to payment of Federal subscriptions for State Life Members, the following rules apply:
 - (a) Payment is made by the State Life Member's branch.
 - (b) The relevant State or Territory Council reimburses the State Life Member's Branch for the cost of both the State Life Member's State subscription and Federal subscription.
 - (c) The Branch to which a State Life Member belongs continues to record the membership of that person on the Branch registration form that is forwarded to the Federal Treasurer each year.



BY-LAW 7 - ICPA CORPORATE MEMBERSHIP

Adopted 12 March 2024

1. Membership shall be open to any national body corporate who wishes to further the interests of the Association.
2. ICPA Corporate Membership must be approved by Federal Council at a general meeting.
3. Applications for ICPA Corporate Membership will be considered at the next meeting of the Federal Council after the application is received. The applicant will be notified of the outcome within fourteen (14) days of the meeting.
4. ICPA Corporate Membership annual fee will be determined at the Annual General Meeting of ICPA (Aust).
5. ICPA Corporate Membership annual fee will be paid to the Federal Treasurer.
6. Annual membership period is from 1 January to 31 December.
7. ICPA Corporate Members will receive state and federal publications.
8. ICPA Corporate Members will be included in state and federal conference invitation lists.
9. ICPA Corporate Members are not a member of a branch and are not entitled to voting rights.



BY-LAW 8 – ICPA SCHOOL CORPORATE MEMBERSHIP

Adopted 9 April 2024

1. Membership shall be open to a school or educational institution who wishes to further the interests of the Association.
2. ICPA School Corporate Membership fee will be determined at the Annual General Meeting.
3. ICPA School Corporate Membership fee will be paid to the Federal Treasurer.
4. Annual membership period is from 1 January to 31 December.
5. ICPA School Corporate Members will receive all state and federal publications.
6. ICPA School Corporate Members will be included in State and Federal conference invitation lists.
7. ICPA School Corporate Members will be members of the State Lone Branch of the State in which they are located unless otherwise requested.
8. If no rule exists in the state in which the ICPA School Corporate Member resides, their rights will be the same as an ordinary member of a branch.
9. A school may be an ordinary member of a Branch or Lone Branch and is not required to be an ICPA School Corporate Member.



BY-LAW 9 - ONLINE MEMBERSHIP PAYMENTS

Adopted 13 April 2023

1. State and Federal Councils shall be bound by the annual Agreement.
2. The Agreement shall identify which Council (State 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. Affiliation fees collected on behalf of a Branch or Federal Council shall be transferred to them in accordance with the annual Online Membership Payment Agreement.
5. The Federal Membership Officer will export a membership list of financial members and send to each State Council Treasurer and Membership Officer, if one exists, for reconciling of both online and non-online payments.
6. Federal 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 10 - SOCIAL MEDIA

Adopted 13 May 2024

Isolated Children's Parents' Association of Australia, ICPA (Aust), works hard to maintain a safe and friendly environment for all our members and stakeholders, whether online or in person. Federal Council manages a number of social media platforms. This By-Law applies to all accounts owned and operated by ICPA (Aust) across a range of social media including but not limited to: Facebook, X (formerly Twitter), Instagram, LinkedIn and event apps.

1. Federal Council encourages ICPA members, friends, followers and members of the public to share thoughts and opinions via our social media channels; it is envisaged that this will be done in a respectful manner.
2. Federal Council neither agrees nor endorses the comments made on its social media-pages. The aim is to share news, views and information in order to inform and collaborate with people.
3. Federal Council's policy is to accept the majority of comments made to the profile and, where appropriate, respond via comment in turn. Freedom of speech is to be encouraged, however if posts/comments contain one or more of the following then the administrators have the right to and will act to remove:
 - offensive language
 - defamatory, slanderous or aggressive attacks on ICPA as well as other individuals, organisations, projects or public figures
 - controversial claims that are not easy for ICPA to verify
 - breach of copyrighted material not within reasonable use, in the public domain, or available under Creative Commons licence
 - breach of data protection or privacy laws
 - inappropriate advertisements
 - spamming and
 - 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. Federal Council reserves the right to remove any post and block/ban any user at their discretion.
5. Federal Council will endeavour to moderate social media pages. Federal Council may be alerted, by telephone, email or social media channels, to anything that may contravene the social media By-Laws.
6. All promotion of Federal Council events are to be administered by the ICPA Federal Publicity Officer and/or authorised person/s.



BY-LAW 11 - FEDERAL LIFE MEMBERSHIP

Adopted 10 May 2021

ELIGIBILITY

- (a) Life Membership shall only be awarded to an individual who is an ordinary member of the Association.
- (b) No current member of the Federal Council or current Member of Parliament shall be eligible.

NOMINATIONS

- (a) Nominations may be made by Federal Council, State Councils or Branches. Nominations from Branches do not require State or Federal Council endorsement nor do nominations from State Councils require Federal Council endorsement.
- (b) Each nomination shall be supported by a written case history.
- (c) The nomination together with substantiating information shall be in the hands of the Association's Secretary at least ninety (90) days prior to the Annual General or General Meeting of the Association at which the award would be presented.
- (d) All members of Federal Council shall be notified and have ballot papers at least sixty (60) days prior to the Annual General or General Meeting of the Association at which the award would be presented.
- (e) There shall be no limit to the number of times a member may be nominated for a Life Membership.

VOTING

- (a) Voting shall be by secret ballot, which may be a postal or an electronic ballot, of the Federal Council.
- (b) Any ballot paper incorrectly tendered shall be deemed a vote in the negative.
- (c) A Life Membership shall be decided by the unanimous vote of the current serving members of Federal Council.

THE AWARD

- (a) A Life Membership award shall be presented at any Annual General or General Meeting of the Association, subject to Clause 2(c) and (d).
- (b) There shall be an Association Life Membership badge struck by the Federal Council for presentation to successful candidate.



REGISTER OF FEDERAL LIFE MEMBERS

The Federal Council shall keep a Register of all Federal Life Members.

MEMBERSHIP FEES OF FEDERAL LIFE MEMBERS

Membership fees of Federal Life Members shall be paid by ICPA (Aust) for any membership tier (State/Branch) not covered by other life memberships of the organisation.



BY-LAW 12 - FEDERAL CERTIFICATE OF APPRECIATION

Adopted 1 November 2017

ELIGIBILITY

- (a) The Certificate of Appreciation may be awarded to a person or organisation in recognition of their support shown or work performed on behalf of Isolated Children's Parents' Association of Australia.
- (b) No current member of Federal Council or current Member of Parliament shall be eligible.
- (c) The Award is not limited to members of the Association.

NOMINATIONS

- (a) Nominations may be made by Federal Council, State Councils or Branches. Nominations from Branches do not require State or Federal Council endorsement nor do nominations from State Councils require Federal Council endorsement.
- (b) Each nomination shall be supported by a written case history.
- (c) The nomination together with substantiating information shall be in the hands of the Association's Secretary at least ninety (90) days prior to the Annual General or General Meeting of the Association at which the award would be presented.
- (d) All members of the Federal Council shall be notified and have ballot papers at least sixty (60) days prior to the Annual General or General Meeting of the Association at which the award would be presented.
- (e) There shall be no limit to the number of times a person may be nominated for a Certificate of Appreciation.

VOTING

- (a) Voting shall be by secret ballot, which may be a Postal ballot, of the Federal Council.
- (b) Any ballot paper incorrectly tendered shall be deemed a vote in the negative.
- (c) A Certificate of Appreciation shall be decided by a two-thirds (2/3) majority of the current serving members of Federal Council.



THE AWARD

- (a) A certificate for the Certificate of Appreciation shall be printed by the Federal Council for presentation to successful candidates.
- (b) The Certificate of Appreciation shall be presented at any Annual General or General Meeting of the Association, subject to Clause 2(c) and (d) above.

REGISTER OF FEDERAL CERTIFICATE OF APPRECIATION

The Federal Council shall keep a Register of all Federal Certificates of Appreciation.



BY-LAW 13 - FEDERAL AWARD OF MERIT

Adopted 1 November 2017

ELIGIBILITY

- (a) The Award of Merit may be awarded to a person or organisation in recognition of their excellent accomplishment, extra-ordinary support shown, or valued work performed on behalf of Isolated Children's Parents' Association of Australia.
- (b) No current member of Federal Council or current Member of Parliament shall be eligible.
- (c) The Award is not limited to members of the Association.

NOMINATIONS

- (a) Nominations may be made by Federal Council, State Councils or Branches. Nominations from Branches do not require State or Federal Council endorsement nor do nominations from State Councils require Federal Council endorsement.
- (b) Each nomination shall be supported by a written case history.
- (c) The nomination together with substantiating information shall be in the hands of the Association's Secretary at least ninety (90) days prior to the Annual General or General Meeting of the Association at which the award would be presented.
- (d) All members of the Federal Council shall be notified and have ballot papers at least sixty (60) days prior to the Annual General or General Meeting of the Association at which the award would be presented.
- (e) There shall be no limit to the number of times a person may be nominated for an Award of Merit.

VOTING

- (a) Voting shall be by secret ballot, which may be a Postal ballot, of the Federal Council.
- (b) Any ballot paper incorrectly tendered shall be deemed a vote in the negative.
- (c) An Award of Merit shall be decided by a two-thirds (2/3) majority of the current serving members of Federal Council.



THE AWARD

- (a) A certificate for the Award of Merit shall be printed by the Federal Council for presentation to successful candidates.
- (b) The Award of Merit shall be presented at any Annual General or General Meeting of the Association, subject to Clause 2(c) and (d) above.

REGISTER OF FEDERAL AWARDS OF MERIT

The Federal Council shall keep a Register of all Federal Awards of Merit.



BY-LAW 14 - FEDERAL MEMBERSHIP OFFICER

Adopted 13 May 2024

1. The Federal Council of the Isolated Children's Parents' Association of Australia, ICPA (Aust), shall be responsible for appointing a financial member of the Association as the Federal Membership Officer. The Federal Membership Officer need not be a member of Federal Council.
2. The Federal Membership Officer shall be appointed on an annual basis or until the next Federal Conference.
3. Financial members of the Association who wish to be considered for the position of Federal Membership Officer should liaise with Federal Council and notify the Association Secretary in writing prior to the Pre-Conference Federal Council meeting detailing their qualifications. These expressions of interest will be treated confidentially.
4. Selection of the Federal Membership Officer shall be finalised at the Post- Conference meeting of Federal Council.
5. The Federal Membership Officer shall be bound by the same limitations of eligibility for office under the constitution of ICPA (Aust) as applied to members of Federal Council except for the limitations on the term of office.
6. The Federal Membership Officer shall have the necessary level of access to the ICPA (Aust) website in order to update the membership database.
7. The Federal Membership Officer has viewing only access to Federal Council bank accounts.
8. The Federal Membership Officer will be responsible for issuing current membership renewal notices.
9. The Federal Membership Officer oversees the receiving, recording and receipting of membership fees.
10. The Federal Membership Officer shall facilitate the reconciliation of memberships with State Treasurers and Memberships Officers on a regular basis.
11. The Federal Membership Officer is responsible for sending a welcome letter to new members.
12. When the Federal Membership Officer is not a member of Federal Council, he/she shall attend at least one General Meeting of Federal Council per year.
13. The Federal Membership Officer must sign a Confidentiality Agreement.



BY-LAW 15 - PEDALS EDITOR

Adopted 13 May 2024

1. The Federal Council of the Isolated Children's Parents' Association of Australia, ICPA (Aust), shall be responsible for appointing a financial member of the Association as Editor of the Association's magazine 'Pedals'. The Pedals Editor need not be a member of Federal Council.
2. The Pedals Editor shall be appointed on an annual basis or until the end of the next Federal Conference.
3. Financial members of the Association, who wish to be considered for the position of Pedals Editor should liaise with the Pedals Convenor on Federal Council and notify the Association Secretary in writing prior to the Pre-Conference Federal Council meeting. These expressions of interest will be treated confidentially.
4. Appointment of the Pedals Editor shall be finalised at the Post-Conference meeting of Federal Council.
5. When the Pedals Editor is not a member of Federal Council, he/she shall attend at least one general meeting of Federal Council per year.
6. The Pedals Editor must sign a Confidentiality Agreement.
7. The Pedals Editor shall be bound by the same limitations of eligibility for office under the Constitution of ICPA (Aust) as apply to members of Federal Council except for the limitations on the term of office.



BY-LAW 16 - PEDALS PUBLISHER

Adopted 25 October 2022

1. The Federal Council shall call for an expression of interest for the publication of the Association's quarterly magazine 'Pedals' when the need arises.
2. Interested publishers shall contact the Pedals Convenor or the Association's Secretary.
3. Both parties shall be bound by the Pedals Publisher Agreement.
4. The Pedals Publisher must sign a Confidentiality Agreement.
5. Federal Council will review and may decide to terminate the agreement if it is not being honoured or the contract has expired.



BY-LAW 17 - FEDERAL WEBMASTER

Adopted 23 May 2024

1. The Federal Council of the Isolated Children's Parents' Association of Australia, ICPA (Aust), shall be responsible for appointing a financial member of the Association as the Federal Webmaster. The Federal Webmaster need not be a member of Federal Council.
2. The Federal Webmaster shall be appointed on an annual basis or until the next Federal Conference.
3. Financial members of the Association, who wish to be considered for the position of Federal Webmaster should liaise with Federal Council and notify the Association Secretary in writing prior to the Pre-Conference Federal Council meeting detailing their qualifications. These expressions of interest will be treated confidentially.
4. Selection of the Federal Webmaster shall be finalised at the Post-Conference meeting of Federal Council.
5. The Federal Webmaster must sign a Confidentiality Agreement.
6. The Federal Webmaster shall be bound by the same limitations of eligibility for office under the constitution of ICPA (Aust) as apply to members of Federal Council except for the limitations on the term of office.



BY-LAW 18 – FEDERAL ARCHIVIST

Adopted 13 May 2024

1. The Federal Council of the Isolated Children's Parents' Association of Australia, ICPA (Aust), shall be responsible for appointing a financial member of the Association as the Federal Archivist. The Federal Archivist need not be a member of Federal Council.
2. The Federal Archivist shall be appointed on an annual basis or until the next Federal Conference.
3. Financial members of the Association, who wish to be considered for the position of Federal Archivist should liaise with Federal Council and notify the Association Secretary in writing prior to the Pre-Conference Federal Council meeting detailing their qualifications. These expressions of interest will be treated confidentially.
4. Selection of the Federal Archivist shall be finalised at the Post-Conference meeting of Federal Council.
5. The Federal Archivist must sign a Confidentiality Agreement.
6. The Federal Archivist shall be bound by the same limitations of eligibility for office under the constitution of ICPA (Aust) as apply to members of Federal Council except for the limitations on the term of office.



BY-LAW 19 - FEDERAL CONFERENCE

Adopted 9 June 2010

1. The Convening Committee, on behalf of their relevant State Council, organises and hosts Federal Conference for Federal Council.
2. The Convening Committee will be paid a non-repayable advance. The Committee is entitled to keep a portion of any net profit as determined at any time by Federal Council, with the balance payable to Federal Council once the conference books have been audited.



BY-LAW 20 - CONFERENCE MOTIONS

Adopted 26 May 2020

1. Conference motions shall be related to rural and remote education and other issues that have an influence on educational opportunities for geographically isolated children in Australia.
2. Acceptance onto the Federal Conference Agenda of any motion that is outside the Policy of the Association is at the discretion of Federal Council.
3. 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 Association's Secretary one week prior to the Federal Conference.



BY-LAW 21 - ELECTION OF CANDIDATES TO FEDERAL COUNCIL

Adopted 13 May 2024

1. Nominations shall be in writing on the form provided by the Association's Secretary, signed by two financial members and endorsed with the written consent of the candidate.
2. Nomination forms shall be in the hands of the Association's Secretary no later than the time stipulated by Federal 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 ballot shall be conducted in accordance with the relevant Federal Council procedures.
5. A candidate may nominate for any number of positions on the Federal Council, but on being elected to one position shall have his/her name withdrawn from all other positions for which he/she has nominated.



BY-LAW 22 – AMENDMENTS TO THE ICPA (AUST) BY-LAWS

Adopted 13 May 2024

1. These By-Laws may be amended by a majority vote of those present at a Federal Council meeting.



BY-LAW 23 – ICPA TECH TEAM

Adopted 22 July 2024

The ICPA Tech Team subcommittee (hereinafter referred to as the 'ICPA Tech Team') is responsible for the overall management of the ICPA websites and the Database.

Members of the ICPA Tech Team shall be representative of all ICPA Councils.

1. Members of the ICPA Tech Team shall be financial members of the Association.
2. The ICPA Tech Team shall consist of a minimum of five members.
3. The ICPA Tech Team shall be appointed on an annual basis.
4. Those who wish to be considered for a position should liaise with the ICPA Tech Team who will notify the ICPA Councils in writing prior to the pre-Federal Conference joint Council meeting. These expressions of interest will be treated confidentially.
5. The ICPA Tech Team shall be finalised at the post-conference meeting of the Federal Council.
6. If a member of the ICPA Tech Team does not wish to renominate for the following year, they should give at least 8 weeks' notice in writing to the ICPA Tech Team.
7. If a position becomes vacant throughout the year, the ICPA Tech Team shall notify all ICPA Councils and take action to co-opt a member to fill the position.
8. The ICPA Tech Team members must uphold the website's Privacy Policy and Terms of Use and sign a Confidentiality Agreement.
9. The ICPA Tech Team shall be bound by the same limitations of eligibility for office under the constitution of ICPA (Aust) as apply to members of Federal Council.
10. The ICPA Tech Team shall report activity to all Councils on a regular basis.
11. The ICPA Tech Team shall seek authority from all Councils prior to committing funds other than general operating costs.