

THE CONSTITUTION  
OF THE  
CATHOLIC PRIMARY PRINCIPALS'  
ASSOCIATION  
OF  
WESTERN AUSTRALIA

ORIGINAL:

Updated: September 2005

Reviewed and Adopted: June 2009

## **Name of Association**

- 1.1 The name of the Association is “Catholic Primary Principals’ Association of Western Australia”.
- 1.2 All members of the Association shall be bound by this Constitution.

## **1. Definitions**

1.1. In these clauses, unless the contrary intention appears;

- (a) ‘Executive meeting’ means meeting referred to in Clause 13.1.
- (b) ‘Executive member’ or ‘Executive’ means person/s referred to in paragraph (a), (b), (c), (d) or (e) of Clause 11.1.
- (c) ‘Financial year’ means a period not exceeding fifteen (15) months fixed by the Executive.
- (d) ‘General meeting’ means meeting convened under Clauses 14 & 15.
- (e) ‘Member’ means member of the Association.
- (f) ‘Ordinary resolution’ means resolution other than special resolution.
- (g) ‘Special resolution’ means a resolution passed by a majority of not less than three-fourths of the members entitled to vote and present or by proxy vote.
- (h) ‘The Chairperson’ means either;
  - (i) in relation to the proceedings at an Executive meeting or general meeting, the person presiding at the Executive meeting or general meeting in accordance with Clauses 14 & 15, or
  - (ii) otherwise than in relation to the proceedings referred to in Clause 2.1(h ii), the person referred to in the By-laws or, if that person is unable to perform his or her functions, the Vice President.
- (i) ‘The Association’ means the Association referred to in Clause 1.
- (j) ‘The Executive’ means the Executive of the Association referred to in the accompanying By-laws.
- (k) ‘The President’ means the President referred to in the accompanying By-laws.
- (l) ‘The Secretary’ means the Secretary referred to in the accompanying By-laws.
- (m) ‘The Treasurer’ means the Treasurer referred to in the accompanying By-laws.
- (n) ‘The Vice-President’ means the Vice-President referred to in the accompanying By-laws.
- (o) ‘Executive Assistant’ means the Executive Assistant referred to in the accompanying By-laws.
- (p) By-laws (an appendix to this Constitution, referred to as; By-laws Appendix A of The Catholic Primary Principals’ Association of Western Australia) a set of procedures and protocols to guide the day to day operation of the Association.

## **2. Objects**

3.1 The objects of the Association are to;

- (a) support the educational mission of the Catholic Church inspired by the Gospel and in co-operation with the Catholic Education Commission of Western Australia.
- (b) support and promote, within the context of the ethos of the Catholic Church, Primary School Principals.
- (c) negotiate and strive to improve the conditions of employment of Catholic Primary Principals within the context of the ethos of Catholic education.
- (d) provide a forum for the exchange of ideas related to Catholic education.
- (e) promote a spirit of collaboration within the Catholic Education System.

- (f) facilitate pastoral support and a spirit of fellowship by providing opportunities including educational and social gatherings.
- (g) provide opportunities for all members to be included in the activities of the Association by responding to the members' views and seeking their counsel/support.
- (h) organise and conduct regular meetings, conferences, forums and seminars for the advancement of education and professional development of members.
- (i) initiate, promote and encourage educational research and investigation and to give publicity where appropriate.
- (j) recognise in appropriate ways, outstanding contributions to primary education and primary educational administration.

### **3. Powers**

- 4.1 Subject to these clauses, the Association may do all things necessary or convenient for carrying out the objects and purposes, and in particular may;
- (a) acquire, hold and deal with and dispose of any real or personal property.
  - (b) open and operate bank accounts.
  - (c) invest money in term deposit/s.
  - (d) borrow money upon such terms and conditions as the Association deems fit.
  - (e) give such security for the discharge of liabilities incurred by the Association as the Association deems fit.
  - (f) appoint agents to transact any business of the Association on its behalf.
  - (g) enter into any other contract considered necessary or desirable.

### **5. Membership**

- 5.1 There are two classes of Membership of the Association;
- (a) ordinary member.
  - (b) restricted ordinary member.
- 5.2 Ordinary Membership is open to;
- (a) the Principal of a Western Australian Catholic school with primary students.
  - (b) the formally appointed Acting Principal of a Western Australian Catholic school.
  - (c) the person in charge of the primary section of a composite school, upon the delegated authority of the Principal of a composite school.
- 5.3 Restricted Ordinary Membership is open to:
- (a) executive officers of government and non-government Western Australian Primary Principals' Associations.
  - (b) executive officers of other national and international Primary Principals' Associations.
  - (c) former ordinary members.

### **6. Admission of Members**

- 6.1 A person who wishes to become a member shall apply for membership to the Executive in writing signed by that person in such form as the Executive from time to time directs.
- 6.2 The Executive shall consider each application made under clause 6.1 at an executive meeting and shall at the executive meeting or a subsequent executive meeting, accept or reject that application.
- 6.3 Membership shall cease;
- (a) if the member ceases to be a Principal of a Catholic school with primary students including a Principal, Acting Principal or delegated member of a

composite school, who ceases to be actively involved in this capacity for whatever reason.

- (b) on receipt by the Executive of a written resignation, or
- (c) if the member is expelled in accordance with clause 9.

6.4 A member who delivers notice in writing of his or her resignation from the Association, to the Executive Assistant or another executive member, ceases on that delivery to be a member.

## **7. Register of Members**

7.1 The Executive Assistant shall, on behalf of the Association, keep and maintain the register of members and that register shall be so kept and maintained at his or her place of employment.

7.2 The Secretary shall cause the name of a person who dies or who ceases to be a member under clause 6.4, 8.3 or 9.1 to be deleted from the register of members' referred to in clause 7.1.

## **8. Subscriptions**

8.1 The members shall from time to time at a general meeting determine the amount of levy to be paid by each member's school.

8.2 Each member shall pay to the Treasurer, annually on or before 1 July or such other date as the Executive from time to time determines, the amount of the levy determined under clause 8.1.

8.3 Subject to clause 8.4 a member whose levy is not paid within three (3) months after the relevant date fixed by or under clause 8.2 ceases on the expiry of that period to be a member of the Association unless the Executive decides otherwise.

8.4 A member is a financial member for the purposes of these clauses if his or her levy is paid on or before the relevant date fixed by or under clause 8.2 or within three (3) months thereafter.

8.5 There is no levy for restricted ordinary membership.

## **9. Expulsion of Members**

9.1 If the Executive considers that a member should be expelled from membership of the Association because his or her conduct is detrimental to the interests of the Association, the Executive shall communicate, in writing, to the member:

- (a) notice of the proposed expulsion and of the time, date and place of the Executive meeting at which the question of that expulsion will be decided, and
- (b) particulars of the conduct, not less than thirty (30) days before the date of the Executive meeting referred to in clause 9.1(a).

9.2 At the Executive meeting referred to in a notice communicated under clause 9.1 the Executive may, having afforded the member concerned a reasonable opportunity to be heard by or to make representations in writing to the Executive, expel or decline to expel that member from membership of the Association and shall forthwith, after deciding whether or not so as to expel that member, communicate that decision in writing to that member.

9.3 Subject to clause 9.5 a member who is expelled under clause 9.2 from membership of the Association ceases to be a member fourteen (14) days after the day in which the decision so to expel him or her under clause 9.2.

9.4 A member who is expelled under clause 9.2 from membership of the Association shall, if he or she wishes to appeal against that expulsion, give notice to the Secretary of his or her intention to do so within the period of fourteen (14) days referred to in clause 9.3.

9.5 When notice is given under clause 9.4;

- (a) the Association, in a general meeting, may, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to the Association in the general meeting, confirm or set aside the decision of the Executive to expel that member, and
- (b) the member who gave that notice does not cease to be a member unless and until the decision of the Executive to expel him or her is confirmed under this clause.

## **10. Control of Association**

- 10.1 Overall control of the affairs and operation of the Association shall rest with the members at annual and/or special general meetings.
- 10.2 Management and control of the affairs and operations of the Association between the dates of the annual general meetings shall rest with the Executive, subject to review by the members at the annual or special general meetings.

## **11. Executive**

- 11.1 The affairs of the Association shall be managed exclusively by an Executive committee consisting of;
  - (a) President.
  - (b) Two Vice-Presidents.
  - (c) Secretary.
  - (d) Treasurer, and
  - (e) not less than four (4) or more than seven (7) persons, all of whom shall be members of the Association elected to membership of the Executive at the Annual General Meeting for a period of three (3) years or appointed under clause 11.5.
- 11.2 A member of the Executive completing a three (3) year term is eligible for re-election for a further term not exceeding a total of six (6) consecutive years.
- 11.3 At the first executive meeting held after the Annual General Meeting the members elected to comprise the Executive shall appoint from those elected Executive members the President, Vice Presidents, Secretary and Treasurer.
- 11.4 The immediate past President, if their term has been completed, shall be an ex-officio member for a term of one (1) year immediately following his or her term of office.
- 11.5 A person is eligible for election to membership of the Executive when another member has nominated that member for election by delivering notice in writing of that nomination, signed by;
  - (a) the nominator, and
  - (b) the nominee to signify his or her willingness to stand for election to the Secretary and/or Executive Assistant not less than (14) days before the day on which the Annual General Meeting concerned is to be held.
- 11.6 Clause 11.7 and 11.8 do not apply to or in relation to a person who is eligible for re-election under clause 11.2.
- 11.7 The Executive Assistant shall ensure that notice of all persons seeking election to membership of the Executive is given to all members when notice is given to those members of the calling of the Annual General Meeting at which that election is to be held.
- 11.8 If the number of persons nominated for election to membership of the Executive does not exceed the number of vacancies in that membership to be filled;
  - (a) the Secretary shall report accordingly to, and
  - (b) the President shall declare those nominees to be duly elected as members of the Executive at the Annual General Meeting concerned.

- 11.9 When a casual vacancy, within the meaning of clause 12 occurs in the membership of the Executive, the Executive may appoint a member to fill that vacancy. This member appointed under said clause shall hold office until the commencement of the next Annual General Meeting.

## **12. Casual Vacancies in Executive Membership**

- 12.1 A casual vacancy occurs in the office of an Executive member and that office becomes vacant if the Executive member;
- (a) dies.
  - (b) resigns by notice in writing delivered to the President or, if the Executive member is the President to a Vice-President.
  - (c) is permanently incapacitated by mental or physical ill-health.
  - (d) is absent from more than three (3) consecutive Executive meetings of which he or she has received notice, without tendering an apology to the person presiding at each of those Executive meetings, or
  - (e) ceases to be a member of the Association.
- 12.2 A casual vacancy exists if insufficient nominations for the Executive are received prior to the Annual General Meeting.

## **13. Proceedings of the Executive**

- 13.1 The Executive shall meet together for the dispatch of business not less than twice (2) in each school term and the President may at any time convene a meeting of the Executive.
- 13.2 Each Executive member has a deliberative vote.
- 13.3 A question arising at an Executive meeting shall be decided by a majority of votes, but if there is an equality of votes the person presiding at the Executive meeting shall have a casting vote in addition to his or her deliberative vote.
- 13.4 At an Executive meeting, seven (7) Executive members constitute a quorum. In the event of a quorum not being present within fifteen (15) minutes of the notified starting time the meeting shall be adjourned for a period of one week. Notice of the adjournment shall be given as soon as practicable to all members of the Executive. At the adjourned meeting those Executive members present will constitute a quorum.
- 13.5 Subject to these clauses, the procedure and order of business to be followed at an Executive meeting shall be determined by the Executive members present at the Executive meeting.
- 13.6 An Executive member having any direct or indirect pecuniary interest in a contract or proposed contract shall not take part in any deliberations or decision of the Executive with respect to that contract.
- 13.7 Minutes for the Executive meetings shall be drawn by the Secretary or by such other officer appointed by the Executive and shall be circulated within fourteen (14) days of the meeting.
- 13.8 The Executive shall have the power to form such sub-committees for particular purposes as it shall see fit and for this purpose shall have the power to co-opt members of other outside parties to serve on such sub-committees. Such sub-committees shall have no power to commit the Association in any way and will be limited to reporting to the Executive or, where appropriate, to the members in the annual or special general meeting.
- 13.9 The Executive shall have the power to create pillars representing specific interest areas of the Association and to appoint, from the Executive members, Chairpersons to manage these pillars.

## **14. Annual General Meeting**

- 14.1 The Annual General Meeting of the Association shall be held in Term Four (4) of every calendar school year.
- 14.2 Notice of the date of the Annual General Meeting, together with an agenda, shall be circulated to all members no less than fourteen (14) days prior to the meeting.
- 14.3 The business of the Annual General Meeting shall be to;
- (a) receive and confirm, with or without modification, the minutes of the previous Annual General Meeting.
  - (b) receive and approve, with or without modification, the Annual Report and audited Balance Sheet and Financial Statements for the previous year.
  - (c) receive and confirm the declaration of the poll for the election of Executive members of the Association.
  - (d) consider and if appropriate, to adopt (with or without modification) any notice of motion (including a notice of motion proposing an amendment to this Constitution) of which due notice has been given under clause 14.4 of this Constitution.
  - (e) appoint the auditors for the following year, and
  - (f) conduct any other business requiring consideration by the Association in the Annual General Meeting.
- 14.4 A Member wishing to propose a motion at the Annual General Meeting must give notice in writing to the Secretary of the Association, which notice must;
- (a) be signed by the member concerned as proposer and by another member as seconder.
  - (b) set out the text of the motion which is proposed, together with a short explanation of the effect the motion will have if passed and the reason why the member thinks the motion should be passed, and
  - (c) be sent to the Association at least fourteen (14) days prior to the Annual General Meeting.
- 14.5 A quorum at the Annual General Meeting shall consist of 25% of the aggregate total of members of the Association. In the event of a quorum not being present within thirty (30) minutes of the notified starting time the meeting shall be adjourned to a time and place to be decided by the Executive. Notice of such an adjournment shall be given to members at least seven (7) days prior to the adjourned meeting being held. At the adjourned meeting, members present will constitute a quorum and business shall proceed in accordance with the original agenda.
- 14.6 The Executive shall determine, by way of By-law, the procedures to be followed at any Annual General Meeting.

## **15. Special General Meetings**

- 15.1 Special general meetings may be called by the Executive.
- 15.2 The Executive shall call a special general meeting within twenty one (21) days of receipt of a written petition signed by not less than 15% of the aggregate total of members in specifying in detail the particular matter or matters in respect of which the special general meeting is to be called.
- 15.3 Fourteen (14) days notice shall be given to all members stating the details of the matters for which the special general meeting has been called.
- 15.4 The quorum and procedures for dealing with adjournments, where a quorum is not present, shall be the same for special general meetings as they are for the Annual General Meeting.
- 15.5 All Members shall be entitled to attend special general meetings but only those classified as ordinary members under clause 5.2 shall be entitled to vote.
- 15.6 The meeting shall consider only the specific matter or matters for which the meeting has been called, as specified in the notice concerning the meeting.

- 15.7 The Executive will determine, by way of By-law, the procedures to be followed at any special general meeting.
- 15.8 Minutes of the meeting shall be confirmed at the next Annual General Meeting or special general meeting, whichever is the sooner.

**16. Voting**

- 16.1 Each ordinary member present in person, or by proxy at a general meeting is entitled to a deliberative vote.
- 16.2 A member entitled to attend and vote at the Annual General Meeting or any special general meeting may appoint a proxy to attend the meeting and vote on his or her behalf. The appointment of a proxy shall be in writing in the form prescribed by the Executive from time to time and must reach the Secretary of the Association at least one (1) business day prior to the date of the meeting.

**17. Serving of Notices**

- 17.1 All notices required to be given by the Association shall be sufficiently served if forwarded in writing by the most expeditious means at the time, including electronic transfer, to the Member's last known address. The time at which the notice was dispatched and would be delivered in the ordinary course shall be considered to be the time at which the notice was received by the addressee.

**18. By-laws**

- 18.1 The Executive has the power to make, vary or withdraw By-laws to facilitate the operation of the Association. Any By-law made, shall be circulated to all members and shall become binding thirty (30) days after circulation unless there is a valid demand for a special general meeting to rescind such By-law within that period, in which event the By-law will become binding only upon approval at the special general meeting.
- 18.2 Any By-laws shall be binding on all members.
- 18.3 In the event that a By-law is inconsistent with the express provisions of this Constitution, the Constitution will prevail.

**19. Changes in the Constitution**

- 19.1 This Constitution may be changed by at least 75% of the ordinary members present in person or by proxy and voting at the general meeting called for that purpose, provided a notice of motion of the amendment has been given in accordance with the requirements of clauses 14.4 or 15.6 of this Constitution.

**20. Common Seal**

- 20.1 The Association shall have a common seal which shall remain in the custody of the Secretary. The common seal shall only be affixed to a deed, instrument or other document by resolution of the Executive and then only in the presence of either the President or one of the Vice-Presidents and the Secretary and bear their signatures.

**21. Inspection of Records of Association**

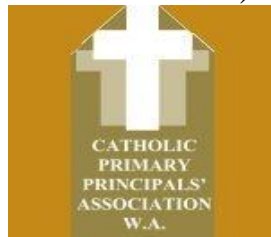
- 21.1 A member may at any reasonable time inspect without charge the books, documents, records or securities of the Association.

**22. Dissolution of the Association**

- 22.1 If upon the winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among members, but, shall be given or transferred to either another association or for charitable purposes, which incorporated association or purposes, as the case requires, shall be determined by the resolution of the members when authorizing and directing the Executive to prepare a distribution plan of the surplus property of the Association.
- 22.2 In the event of the winding up or dissolution of the Association, the Commissioner of Taxation shall be advised of the date of dissolution within thirty (30) days of dissolution.

# BY-LAWS (Appendix A) CATHOLIC PRIMARY PRINCIPALS' ASSOCIATION OF WESTERN AUSTRALIA

(TO BE READ IN CONJUNCTION WITH THE CONSTITUTION OF THE  
CATHOLIC PRIMARY PRINCIPALS' ASSOCIATION OF WESTERN  
AUSTRALIA)



ORIGINAL: March 2009

*DRAFT Version [By-Laws of the CPPA of WA doc updated (4).docx]*

## BY-LAWS (Appendix A)

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### 1 DEFINITIONS

**In these By-laws unless the context otherwise requires:**

'Executive' means the ordinary member elected at the preceding Annual General Meeting to the committee. The immediate past President (as per clause 11.4 of the Constitution) is an ex-officio member.

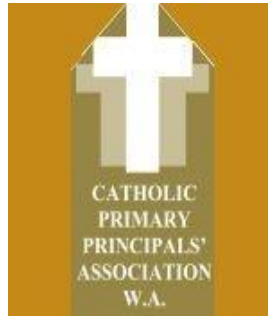
- 1.1 'Constitution' means the Constitution of the Catholic Primary Principals' Association of Western Australia.
- 1.2 'By-laws' (Appendix A) except so far as the contrary intention appears in these By-laws: an expression has in these By-laws the same meaning as in the Law and the Constitution, and

If an expression is given different meanings for the purposes of different provisions of the Law of Constitution, the expression has, in a provision of these By-laws that deals with a matter dealt with by a particular provision of the Law or Constitution, the same meaning as in that provision of the Law or Constitution.

Headings are for convenience only and do not affect the interpretation of these By-laws (Appendix A).

## 2 NAME INSIGNIA

- 2.1 In addition to the printed name of the Association, an insignia, in the form printed below, shall be used on all official documents and correspondence.



## 3 MEMBERS' REGISTRATION

- 3.1 A person who is entitled and who wishes to become a member of the association may apply for membership stating the class of membership and providing sufficient details of their entitlements to be admitted as a member (as per clause 6 of the Constitution).
- 3.2 A Members' Register shall be maintained by the Executive Secretary in a register containing at least the following details (as per clause 7 of the Constitution):
- Full name of member.
  - Date of admission to the Association.
  - Membership classification.
  - Work address.

## 4 OFFICERS AND DUTIES

### 4.1 President

- 4.1.1 The President shall be the Chief Officer of the Association.
- 4.1.2 The President, or their nominee, shall preside at all meetings of the Association.
- 4.1.3 The President or an Executive Member of the Association as a nominee will be the only officer or member to speak on behalf of the Association.

### 4.2 Vice Presidents

- 4.2.1 One of the Vice Presidents shall, in the absence of the President, preside at meetings and while so presiding have all the powers of the President. The President at the first Executive meeting of the year shall determine which Vice President is to act in their place. In the absence of the pre-selected Vice President the other Vice President will take on the President's role.
- 4.2.2 The Vice Presidents' responsibilities are to support the President.

### 4.3 Secretary

- 4.3.1 Initiate, within the provisions of the Constitution, all elections for Officers of the Association.
- 4.3.2 Prepare all materials necessary for the conduct of elections for Officers of the Association.

### 4.4 Treasurer

- 4.4.1 The Treasurer shall keep the books of the account of the Association in accordance with the requirements of the Constitution.
- 4.4.2 Prepare, in consultation with the Executive, an annual budget for the Association.
- 4.4.3 Prepare and present balance sheets, statements of income and expenditure and a bank reconciliation for Executive Meetings.
- 4.4.4 Submit an audited balance sheet signed by the President and Treasurer together with other financial statements for inclusion in the Annual Report for presentation to the Annual General Meeting.

#### **4.5 Executive Assistant**

- 4.5.1 The Executive Assistant referred to in clause 2.1(o) of the Constitution is a position of assistance to the Executive Members of the Association, in particular the President, Vice Presidents, Treasurer and Secretary. This is a paid position. The FTE and the salary shall be determined by the Executive.
- 4.5.2 The Executive Assistant shall ensure that records and minutes of these meetings are kept.
- 4.5.3 The Executive Assistant shall prepare notices and meeting agenda in consultation with the President for Annual General, Special General, and Executive Committee Meetings of the Association.
- 4.5.4 The Executive Assistant shall maintain a Members' Register

### **5 SUB-COMMITTEES**

Where the Executive establishes sub-committees under the Constitution such sub-committees will have a Chairperson appointed by and from the Membership whose role shall be:

- 5.1 Preside at all meetings of the sub-committee.
- 5.2 Cause appropriate records to be made of proceedings and recommendations.
- 5.3 Report all proceedings and recommendations of the sub-committee to the Executive for consideration and actions, and
- 5.4 Ensure the sub-committee does not commit the Association to any course of action without the prior consent of the Executive.

### **6 CONDUCT AT MEETINGS**

- 6.1 No member shall use objectionable language or be guilty of any unbecoming conduct at any meeting of the Association.
- 6.2 Any member, who in the opinion of the Chairperson of the meeting, is guilty of objectionable language or unbecoming conduct at any meeting, may be called upon by the Chairperson to retract and apologise.
- 6.3 Where a member refuses to retract and apologise when called upon to do so by the Chairperson of the meeting, the Chairperson may exclude the member from further participation in the meeting and order the member to withdraw from the meeting.

### **7 GENERAL**

- 7.1 Official communication between the Association and ACPPA (Australian Catholic Primary Principals' Association), APPA (Australian Primary Principals' Association), Principals Australia, NCEC (National Catholic Education Commission), CSPA (Catholic Secondary Principals' Association), CAPA (Catholic Assistant Principals' Association) and any other entity shall be conducted solely through the Executive or the nominee.
- 7.2 Official correspondence shall only be signed by the President or his/her nominee when directed to do so by the President.
- 7.3 Newsletters and other communication will be distributed to all Ordinary Members of the Association. Distribution of the same to Restricted Ordinary Members will be at the discretion of the Executive.

### **8 MEETINGS**

- 8.1 The Executive Assistant shall cause all proper minutes of all proceedings of all General Meetings and Executive Meetings to be electronically taken and electronically achieved within thirty (30) days after the holding of each General Meeting or Executive Meeting.

- 8.2 The President shall ensure that the minutes taken of a General Meeting or Executive Meeting are tabled and accepted at the subsequent meeting of the executive.
- 8.3 When minutes have been accepted at an Executive meeting as correct under this By-law, they shall, until the contrary is proved, be evidence that the General Meeting or Executive Meeting to which they relate:
- a) Was duly convened and held.
  - b) That all proceedings recorded as having taken place at the meeting did in fact take place thereat and
  - c) That all appointments or elections purporting to have been made at the meetings have been validly made.

## **9. POSITION PAPERS**

- 9.1 The process for the preparation and adoption of Position Papers will be as follows:
- a) The Executive will consider and authorise if deemed appropriate, the relevant sub-committee to prepare a paper on a topic arising of a current issue requiring investigation.
  - b) The sub-committee will conduct the necessary research and then canvas members' opinions through a Members' Day workshop or email/fax stream or other method as determined by the Executive.
  - c) The sub-committee writes a draft position paper in a format with section headings of background, (the why and the what) principles, educational rationale, issues, requirements, conditions required and a summary detailing the Association's position.
  - d) A draft position paper is authorised at an Executive Meeting. After this authorisation the position paper may be used in deliberations or to inform members on work parties.
  - e) The final position paper is published for comment and feedback from all members of the Association.
  - f) The final position paper is adopted as the Association's position if 51% support is gained from those that responded to the request for comment or feedback as in point (e).
  - g) The final position paper is used in responses to enquiries as to the Association's position.