

THE DIOCESAN COUNCIL

39. Function of Diocesan Councils

There shall be a Diocesan Council in each Diocese which shall administer the affairs of the Association within each Diocese and serve as a consultative body to the relevant Patron.

40. Composition of Diocesan Councils

Each Diocesan Council shall be comprised of no fewer than eight and no more than 20 members of which:

- (a) at least 50% shall be members of Boards of Management that are Ordinary Members; and
- (b) not more than two members of any one Board of Management shall be members of the same Diocesan Council; and
- (c) the Diocesan Education Secretary shall be a member.

41. Appointment of Members of Diocesan Councils

- (a) Each member of a Diocesan Council shall, at the sole discretion of the Patron in each Diocese be appointed by the Patron or elected in a manner determined by the Patron.
- (b) Members of a Diocesan Council shall hold office for a period of four years, the commencement of such term of office to be within a reasonable period of time from the meeting of National Council at which members of the Standing Committee are elected in accordance with Articles 22, 24 and 25.
- (c) The members of Diocesan Councils at the date of incorporation of the Association shall continue in office until the appointment or election of new members in accordance with paragraph (a) of this Article 41 within a reasonable period of time from the meeting of National Council to be held in 2013.

42. Chairperson, Treasurer & Secretary of Diocesan Councils

- (a) A chairperson of each Diocesan Council will be appointed by the relevant Patron. The chairperson shall preside at all meetings of that Diocesan Council. Each Diocesan Council shall at its first meeting elect from among its members a vice-chairperson who shall preside at meetings in the absence of the chairperson. In the absence of the chairperson and vice-chairperson from a meeting the members of the said Diocesan Council shall elect a member present to preside as chairperson of the meeting.
- (b) The members of the Diocesan Council may also elect a treasurer from among its members.
- (c) In each Diocese the Diocesan Education Secretary shall hold the position of secretary to that Diocesan Council.
- (d) The secretary of each Diocesan Council shall keep minutes of all meetings of that Diocesan Council and in consultation with the chairperson shall prepare the agenda for each meeting. The secretary of each Diocesan Council shall give not less than seven working days' notice to each member of the Diocesan Council of the time and place of each meeting.

- (e) Where elected the treasurer of each Diocesan Council shall administer the funds of the Diocesan Council under the direction of the relevant Diocesan Council and its chairperson.

43. Proceedings of Diocesan Councils

- (a) Each Diocesan Council shall meet at least twice a Year one of which meetings may include the annual general meeting of the Diocesan Council.
- (b) The quorum necessary for the transaction of business of a Diocesan Council shall be such number of the members of that Diocesan Council as equals 50% plus one of the members of that Diocesan Council from time to time
- (c) Questions arising at any meeting shall be decided by a majority of votes.
- (d) Where there is an equality of votes, the chairperson of that meeting shall have a second or casting vote.

44. Annual General Meetings of Diocesan Councils

- (a) Each Diocesan Council shall hold an annual general meeting which *inter alia* shall receive a written report from the relevant Diocesan Education Secretary on the activities of the Diocesan Council for the previous Year.
- (b) At its annual general meeting, a Diocesan Council can resolve to propose motions or resolutions in respect of the Association to its relevant Provincial Council for proposal by that Provincial Council in accordance with paragraph (b) of Article 50.

45. Diocesan Council Delegates of Provincial Councils

- (a) Each Diocesan Council shall elect eight of their number, to include the chairperson and Diocesan Education Secretary of each Diocesan Council, to be a member of the Provincial Council for its area (the "**DC Delegates**").
- (b) The DC Delegates of each Diocesan Council shall be the Delegate Members for that Diocesan Council and entitled to attend and vote at the annual general meeting of the National Council.

46. Substitute Delegates

- (a) Each Diocesan Council shall elect four of their number in order of preference to be a substitute DC Delegate (the "**Substitute Delegate Members**" and each a "**Substitute Delegate Member**") in the event of one of its DC Delegates being unable to attend meetings of the Provincial Council or the annual general meeting of the National Council, provided that a substitute DC delegate may not replace the chairperson or the Diocesan Education Secretary of that Diocesan Council.

- (b) Where a substitute DC Delegate attends meetings of the Provincial Council, that substitute DC Delegate shall attend the annual general meeting of the National Council.
- (c) Details of any substitute DC Delegate must be notified to the Secretariat not later than ten working days in advance of the annual general meeting of the National Council.
- (d) When appointing Substitute Delegate Members, each Diocesan Council shall ensure that 50% are members of a Board of Management of a Catholic Primary School to ensure the continued compliance by the Diocesan Council with Article 40.