

TASMANIAN STATE SCHOOL PARENTS AND FRIENDS INC

BY-LAWS

1. THE MANAGEMENT COMMITTEE

- (a) Duty Statements shall be provided for all officers and employees of TASSP&F, reviewable annually by the Management Committee.
- (b) Notice of items for inclusion in the Agenda of a meeting of the Management Committee shall be forwarded to reach the Executive Officer at least fourteen (14) days before the date of each meeting.
- (c) The Executive Officer shall forward to each member of the Management Committee an agenda paper containing matters to be dealt with at that meeting together with copies of reports to be presented at that meeting.
- (d) No matter shall be dealt with at a Management Committee Meeting unless notice has been given in accordance with the By-Laws provided that the Management Committee may deal with any matters without notice if in the opinion of the majority of delegates present the matter is of an urgent nature.
- (e) No record of the proceedings of any Management Committee Meeting shall be made by any person other than a member of the Management Committee. Only the appropriate person shall relay information and decisions of the Management Committee.
- (f) The Management Committee shall be authorised to pay honorariums to the President.

2. REGIONS

- (a) The regions of the Association shall be the North, the North-West and the South.
- (b) Regional Coordinators shall be responsible for the convening of regional meetings at least once each term.
- (c) Regional operating costs will be funded from TASSP&F budget as authorised by the Management Committee
- (d) All member schools within each region shall be notified of regional meetings.

3. CONFERENCES

- (a) Written notice of each conference shall be forwarded to each Member Association, Life Member and Management Committee member provided that accidental omission to give notice shall not invalidate the Conference.

- (b) Notices of Motion to be dealt with by Annual Conference must be lodged with the Executive Officer by the last day of First Term.
- (c) Notices of Motion may be submitted to an Annual Conference by a Member Association, Life Member or the TASSP&F Management Committee.
- (d) An agenda paper containing all motions, list of nominated candidates, and other matters to be dealt with at the Conference shall be forwarded to each Member Association, Life Member and Management Committee Member not later than forty-five (45) days prior to Annual Conference, or thirty (30) days prior to a Special Conference, .
- (e) Annual Conference Notices of Motion shall be presented to the Management Committee who shall have the power to return any notice of motion to the sender with the advice that it requires alteration, deletion or addition before it can be accepted as a Conference item.
- (f) Proxy votes shall be given to an attending delegate or the TASSP&F Secretary.
- (g) The Management Committee is to maintain a Policy Document-

4. CERTIFICATES OF APPRECIATION

The Management Committee shall have the power to present Certificates of Appreciation for outstanding service.

5. ELECTION OF OFFICE BEARERS

- (a) Nomination forms shall be forwarded to all affiliated school associations at the same time that they are invited to submit agenda items for Conference.
- (b) All candidates shall submit, together with their nomination form, a resume of relevant experience for the respective position.
- (c) Candidates nominating for President shall have served a minimum of one year on the State Committee and shall have attended a minimum of five Management Committee meetings in the twelve months prior to nominating.

6. ELECTION OF REGIONAL DELEGATES

- (a) All affiliated school associations and parent groups will be entitled to nominate a member of their association or committee to be a regional delegate.
- (b) The term of appointment will be for one year, commencing from the rise of conference. Existing delegates will be entitled to re-nominate.