



TASMANIAN
STATE SCHOOL
PARENTS & FRIENDS
INCORPORATED

CONSTITUTION

August 2009

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TASMANIAN STATE SCHOOL PARENTS AND FRIENDS INC

RULES AND OBJECTS

1. NAME OF THE ASSOCIATION

The name of the Association is:

“Tasmanian State School Parents and Friends Incorporated”

2. INTERPRETATION

In these rules

“**Act**” means the *Associations Incorporations Act 1964*;

“**Association**” means the association referred to in Rule 1;

“**auditor**” means the person appointed as the auditor of the Association under rule 10;

“**basic objects of the Association**” means the objects and purposes of the Association as stated in an application under section 7 of the Act for the incorporation of that Association;

“**committee**” means a committee as defined by the Act;

“**general meeting**” includes –

- (a) the annual general meeting; and
- (b) any special general meeting;

“**ordinary business of the annual general meeting**” means the business specified in rule 12(5);

“**ordinary committee member**” means a member of the committee to whom rule 24(1) relates;

“**special general meeting**” means any general meeting other than the annual general meeting.

3. ASSOCIATION OFFICE

The office of the Association shall be at 202 Liverpool Street, Hobart or any other place the committee determines.

4. OBJECTS AND PURPOSES OF THE ASSOCIATION

- (1) (a) To promote and protect the interests of parents and students in Tasmanian state schools and senior secondary education facilities;
- (b) To deliberate upon and determine policy and advise members on matters affecting state schools and senior secondary education facilities;
- (c) To take such steps as are considered necessary to achieve the implementation of such policies;

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- (d) To act in an advisory capacity to members;
 - (e) To promote communication and cooperation between the Association and all organisations pursuing objectives that are in the interests of students of State Schools and Colleges.
 - (f) To promote and recognise the educational skills of students and the commitment of parents to their school community by providing scholarships or awards.
- (2)
- (a) To promote public understanding of the role of public education.
 - (b) To campaign on state and national education issues.
 - (c) To develop and promote education policies and to devise strategies to achieve the goals implicit in that policy.
 - (d) To monitor and provide information, analysis, research and reports on education issues to members and other appropriate organisations.
 - (e) To represent parents of children in government schools and their school communities in all relevant forums.
 - (f) To work with other organisations on matters of mutual interest.
 - (g) To promote the Association's views on issues to Government and other related organisations.
- (3) In addition to the basic objects of the Association, the objects and purposes of the Association include the following:
- (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property necessary or convenient for any of the objects or purposes of the Association;
 - (b) the buying, selling, and supplying of, and dealing in, goods of all kinds;
 - (c) the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
 - (d) the accepting of any gift, for any one or more of the objects or purposes of the Association;
 - (e) the taking of steps the Committee or the members in general meeting consider expedient for the purpose of procuring contributions to the funds of the Association;
 - (f) the printing and publishing of newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting consider desirable for the promotion of the objects and purposes of the Association;
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- (g) the borrowing and raising of money in any manner and on terms the committee thinks fit or as approved or directed by resolution passed at a general meeting;
 - (h) subject to the provisions of the *Trustee Act 1898*, the investment of any moneys of the Association not immediately required for any of its objects or purposes in any manner as the committee determines;
 - (i) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which *section 78(1)(a) of the Income Tax Assessment Act 1936* of the Commonwealth relates;
 - (j) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances, or other benefits to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;
 - (k) the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;
 - (l) the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities, and engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association;
 - (m) the doing of any lawful thing incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in this rule.

5. MEMBERSHIP OF THE ASSOCIATION

- (1) Members of the Association shall be:
 - (a) Parent groups and school associations in Tasmanian state schools
 - (b) Parent and community groups at Tasmanian Academy and Tasmanian Polytechnic campuses
 - (c) Life Members as per Rule 6
- (2) An Associate Member, being any constituted parent group from the same school as an affiliate member as defined in 5(1).
- (3) An association approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual affiliation prescribed in, or fixed under Schedule "A" of these rules.
- (4) All school associations and constituted parent groups within Tasmanian State Schools are invited to nominate for membership of the Association
- (5) A nomination for membership of the association by a parent group or school association shall be made in writing and shall be lodged with the public officer.

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- (6) Membership will be effective on the receipt of the membership fee prescribed in Schedule "A".
 - (7) Upon receipt of the sum payable as the first year's subscription the public officer is to enter the nominee's name in a register of members.
 - (8) A member of the Association may resign from the Association by delivering or sending by post to the public officer a written notice of resignation.
 - (9) Upon receipt of a notice from a member under sub-rule (8) the public officer shall remove the name of the member from the register of members.
 - (10) Any right, privilege, or obligation of a person or association, as a membership of the Association -
 - (a) is not capable of being transferred or transmitted to another person or association; and
 - (b) terminates upon the cessation of the membership.
 - (11) If the Association is wound up-
 - (a) every member of the Association; and
 - (b) every person or association who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Association -
is liable to contribute –
 - (c) to the assets of the Association for payment of the debts or liabilities of the Association; and
 - (d) for the costs, charges, and expenses of the winding up; and
 - (e) for the adjustment of the rights of the contributories among themselves.
 - (12) Any liability under sub-rule (11) is not to exceed five dollars (\$5.00)
 - (13) A former member is not liable so to contribute under sub-rule (11) in respect of any debt or liability of the Association contracted after such membership ceased.

6. LIFE MEMBERSHIP

- (1) Upon receiving recommendations from two (2) members of the committee that a person has rendered outstanding service in working for the objectives of the Association, the committee shall consider and act upon the recommendation.
- (2) Nominees must:
 - (a) have shown a strong commitment to public education;
 - (b) have provided meritorious service on behalf of TASSP&F.
- (3) Nominations forwarded to TASSP&F Executive for consideration must be accompanied by a detailed outline of the work done, along with a curriculum vitae of the nominee.
- (4) Final confirmation of the acceptance of a nomination for Life Membership by TASSP&F Executive shall be made at the following Annual Conference where recipients will be formally acknowledged and presented with a certificate.

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- (5) The Association shall invite Life Members to the Annual Conference and Seminars and shall provide for the supply of minutes of Annual Conference and Executive Meetings to Life Members.
 - (6) Life Membership shall confer automatic voting rights and the Association may use Life Members as honorary consultants.

7. INCOME AND PROPERTY

- (1) The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.
- (2) No portion of the income and property of the Association is to be paid or transferred to any member of the Association.
- (3) The Association shall not-
 - (a) appoint a person who is a member of the committee to any office in the gift of the Association to the holder of which there is payable any remuneration by way of salary, fees, or allowances; or
 - (b) pay to any such person any remuneration or other benefit in money or money's worth, other than the repayment of out-of-pocket expenses.
- (4) A servant or member of the Association may be paid -
 - (a) remuneration in return for services rendered to the Association or for goods supplied to the Association in the ordinary course of business; or
 - (b) Interest at a rate not exceeding 7¼% on moneys lent to the Association; or
 - (c) A reasonable and proper sum by way of rent for premises let to the Association.

8. ACCOUNTS OF RECEIPTS AND EXPENDITURE

- (1) True accounts shall be kept of-
 - (a) all money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - (b) the property, credits, and liabilities of the Association.
- (2) The accounts are to be open to inspection by the members of the Association subject to any reasonable restrictions as to time and manner of inspecting the Association may impose.
- (3) The Treasurer of the Association is to keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Association in the form and manner the committee directs.
- (4) The accounts, books, and records are to be kept at the Association's office, or at such other place the committee decides.

9. BANKING AND FINANCE

- (1) The Treasurer of the Association, or their nominee, on behalf of the Association, is to –
 - (a) receive all moneys paid to the Association; and
 - (b) immediately after the receipt issue official receipts.

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- (2) The committee shall cause to be opened with any bank, building society or credit union the committee selects an account in the name of the Association into which all money received is to be paid as soon as possible after receipt.
 - (3) The - committee may –
 - (a) receive from the Association’s financial institution the cheques drawn by the Association on any of its accounts with the financial institution; and
 - (b) release and indemnify the financial institution from and against all claims, actions, suits, or demands that may be brought against the financial institution arising directly or indirectly out of those cheques.
 - (4) Except with the authority of the committee, a payment of any sum exceeding \$50 shall not be made from the funds of the Association otherwise than by cheque, charge card or electronic transfer drawn on the Association’s account,
 - (5) The committee may provide the office of the Association with a sum to meet urgent expenditure, subject to any conditions in relation to the use and expenditure may impose.
 - (6) No cheques shall be drawn on the Association’s account except for the payment of expenditure that has been authorised by the committee.
 - (7) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments are to be signed by the Treasurer or, in their absence, by any other member or members of the committee the committee nominated for that purpose.

10. AUDITOR

- (1) At each annual general meeting of the Association, the members present shall appoint a person as the auditor of the Association.
- (2) The auditor is to hold office until the annual general meeting next after that at which the appointment is made, and is eligible for re-appointment.
- (3) If an appointment is not made at an annual general meeting the committee shall appoint an auditor for the then current financial year of the Association.
- (4) Except as provided in sub-rule (3) the auditor may only be removed from office by special resolution.
- (5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor to hold office until the next succeeding annual general meeting.

11. AUDIT OF ACCOUNTS

- (1) The auditor is to examine the accounts of the Association at least once in each financial year of the Association.
 - (2) The auditor is to –
 - (a) certify the correctness of the accounts of the Association; and
 - (b) report to the members present at the annual general meeting.
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- (3) In the report, and in certifying to the accounts, the auditor shall state if-
 - (a) the information required has been obtained;
 - (b) in his or her opinion the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association -
 - (i) according to the information at his or her disposal and the explanations given; and
 - (ii) as shown by the books of the Association; and
 - (c) the rules relating to the administration of the funds of the Association have been observed.
 - (4) The public officer of the Association shall cause to be delivered to the auditor a list of all the accounts, books, and records of the Association.
 - (5) The auditor may-
 - (a) have access to the accounts, books, records, vouchers, and documents of the Association; and
 - (b) require from the servants of the Association any information and explanations he or she considers necessary for the performance of the duties as auditor; and
 - (c) employ persons to assist in investigating the accounts of the Association; and
 - (d) in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.

12. ANNUAL GENERAL MEETING

- (1) The Association is to hold an annual general meeting in conjunction with an annual conference each year.
- (2) The annual general meeting is to be held in August at such time and venue as the committee determines.
- (3) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
- (4) The notice convening the annual general meeting is to specify the purpose of the meeting.
- (5) The ordinary business of the annual general meeting shall be-
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the committee, auditor, and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
 - (c) to elect the officers of the Association and the ordinary committee members
 - (d) to appoint the auditor.
- (6) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (7) The committee shall have the power to make by-laws and standing orders to which the members present at an Annual General Meeting may add or rescind.

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- (8) The by-laws and standing orders are to be reviewed at the Annual General Meeting.
 - (9) The committee shall have the power to confer Life Membership in accordance with Rule 6 of these rules.
 - (10) Each year, in conjunction with the annual general meeting, there will be held an annual conference.

13. SPECIAL GENERAL MEETINGS

- (1) The committee may convene a special general meeting of the Association at any time.
- (2) The committee, on the requisition in writing of at least 10 members, shall convene a special general meeting of the Association.
- (3) A requisition for a special general meeting –
 - (a) is to state the objects of the meeting; and
 - (b) is to be signed by the requisitionists; and
 - (c) is to be deposited at the office of the Association; and
 - (d) may consist of several documents each signed by one or more of the requisitionists.
- (4) If the committee does not cause a special general meeting to be held within 21 days from the day on which a requisition is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting within 3 months from the day of the deposit of the requisition.
- (5) A special general meeting convened by the requisitionists is to be convened in the same manner as nearly as possible as meetings are convened by the committee.
- (6) All reasonable expenses incurred by the requisitionists in convening a special general meeting are to be refunded by the Association.

14. NOTICES OF GENERAL MEETINGS

- (1) The public officer of the Association shall, at least fourteen days before the date fixed for holding a general meeting of the Association, cause to be inserted in at least one newspaper published in this State an advertisement –
 - (a) specifying the place, day, and time for the holding of the meeting; and
 - (b) the nature of the business to be transacted at the meeting.

15. BUSINESS AND QUORUM AT GENERAL MEETINGS

- (1) All business transacted at a general meeting except the ordinary business of the annual general meeting, is special business.
- (2) No business is to be transacted at a general meeting unless a quorum of members entitled to vote is present at the time the meeting is considering that business.
- (3) A quorum for the transaction of the business of a general meeting is 25 delegates representing members present.

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- (4) If a quorum is not present one hour after the appointed time for the commencement of a general meeting, the meeting -
 - (a) if convened upon the requisition of members, shall be dissolved; or
 - (b) in any other case, is to be adjourned to the same day in the next week, at the same time and at the same place.
 - (5) If at an adjourned meeting a quorum is not present one hour after the time appointed for the commencement of the meeting, the meeting is to be dissolved.
 - (6) The Chairperson, by written notice or at the time of the adjournment, may specify another place to which a meeting is to be adjourned.
 - (7) At an annual general meeting or special general meeting, The Rules of the Association may be altered by a three-quarters (3/4) majority of all voting delegates present.

16. CHAIRPERSON OF MEETINGS

- (1) The president, or in the absence of the president, the senior vice-president, or in the absence of both the president and the senior vice-president, the other vice-president, is to preside as chairperson at every general meeting of the Association.
- (2) If the president and both vice-presidents are absent from a general meeting, the members present are to elect one of their number to preside as chairperson.

17. ADJOURNMENT OF GENERAL MEETINGS

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a meeting is adjourned for 14 days or more, the notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.
- (3) It is not necessary to give any notice of an adjournment of the business to be transacted at an adjourned meeting.

18. DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS

- (1) A question arising at a general meeting of the Association is to be determined on a show of hands.
- (2) Unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. VOTES

- (1)
 - (a) Each affiliated member is entitled to appoint two (2) voting delegates to the annual general meeting, annual conference or a special general meeting. Members shall be entitled to have as many observers as they wish who may speak to, but not vote on any motion.
 - (b) Each associate member shall be entitled to appoint one (1) delegate to the annual general meeting, the annual conference or a special general meeting. this delegate shall be entitled to one (1) vote. associate members shall be entitled to have as many observers as they wish who may speak to, but not vote on any motion. associate members will not be allowed a proxy vote.
 - (c) The secretary is to receive written notification of the appointment of delegates 10 days prior to the annual general meeting and annual conference or special general meeting.
 - (d) A member of the Association may appoint one proxy delegate to attend an annual general meeting, annual conference or special general meeting provided that written notification with voting instructions and registration fee, is lodged with the Association.
- (2)
 - (a) Life Members shall be entitled to one vote at the annual general meeting, the annual conference or a special general meeting;
 - (b) Members of the committee as defined in rule 24, who are not representing an affiliated member, shall be entitled to one vote at the annual general meeting, the annual conference or a special general meeting.
- (3) On any question arising at a general meeting of the Association, a delegate has one vote only.
- (4) All motions of an annual general meeting, annual conference or special general meeting shall be decided by a simple majority of votes cast, provided that if the vote is tied then the motion shall be deemed to have been lost.
- (5) At any conference, motions not received by the Association in accordance with these rules, may be dealt with if agreed by a 2/3 majority of voting delegates present, with the exception of constitutional amendments.
- (6) In all cases of dispute, doubt or difficulty respecting or arising out of matters of procedure or order, the decision of the chairperson shall be subject to the approval of a majority of delegates present and voting at the meeting.

20. TAKING OF POLL

If at a meeting a poll on any question is demanded –

- (a) it shall be taken at that meeting in the manner the chairperson directs; and
- (b) the result of the poll is taken to be the resolution of the meeting on that question.

21. WHEN POLL TO BE TAKEN

- (1) A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.
- (2) A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson directs.

22. AFFAIRS OF ASSOCIATION TO BE MANAGED BY A COMMITTEE

- (1) The affairs of the Association shall be managed by a committee of management constituted as provided in rule 24.
- (2) The committee -
 - (a) shall control and manage the business and affairs of the Association; and
 - (b) may, exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; and
 - (c) has power to do anything that appears to the committee to be essential for the proper management of the business and affairs of the Association.
 - (d) The committee shall have the power to appoint staff and determine their duties and remuneration.
- (3) The committee may present Certificates of Appreciation for outstanding service to any person.

23. OFFICERS OF THE ASSOCIATION

- (1) The officers of the Association shall be -
 - (a) a president;
 - (b) two vice presidents;
 - (c) a treasurer;
 - (d) a secretary.
- (2) One of the vice-presidents is to be known as the senior vice-president.
- (3) The provisions of rules, (3), (4) and (5) of rule 25, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (1).
- (4) Each officer of the Association is to hold office until the annual general meeting next after the date of their election but is eligible for re-election.
- (5) No officer of the Association shall hold the same position for more than 3 consecutive years.
- (6) If a casual vacancy in any office referred to in sub-rule (1) occurs, the committee may appoint one of its members to the vacant office, to hold the office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- (7) Any Officer of the Association standing as a candidate in a State or Federal election, will stand aside prior to the announcement of their candidature, until the declaration of the poll.

24. CONSTITUTION OF THE COMMITTEE

- (1) The committee shall consist of the following members elected at the annual general meeting of the Association in each year:
 - (a) the officers of the Association;
 - (b) nine delegates comprising 3 from each region of Tasmania defined by the telephone subscriber codes as follows;
 - (i) South (62)
 - (ii) North (63)
 - (iii) North-West (64); and
 - (c) (ex-officio) employees of the Association as directed by the committee.
- (2) One (1) delegate from each region shall be appointed co-ordinator for that region.
- (3) Each regional delegate shall hold office until the annual general meeting following election, but is eligible for re-election.
- (4) Casual vacancies occurring in the office of regional delegate, shall be filled from the Region by the committee, and the member so appointed shall hold office, subject to these rules until the next annual general meeting.

25. ELECTION OF OFFICERS AND DELEGATES

- (1) Nominations of candidates for election as officers of the Association -
 - (a) shall be made in writing signed by two members of the Association and be endorsed as consent, by the candidate; and
 - (b) shall be in the hands of the public officer of the Association 8 weeks prior to the annual general meeting.
- (2) Nominations for Regional Delegates to the committee
 - (a) shall be made in writing; and
 - (b) shall be in the hands of the public officer of the Association by 8 weeks prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee -
 - (a) the candidates nominated are taken to be elected; and
 - (b) further written nominations shall be received at the annual general meeting.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of officers and regional delegates shall be conducted at the annual general meeting and such ballot shall be by a preferential system.

26. VACATION OF OFFICE

- (1) For the purposes of these rules, the office of an officer of the Association or a regional delegate becomes vacant if the officer or regional delegate-
 - (a) dies; or
 - (b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with their creditors, or makes any assignment of their estate for their benefit; or
 - (c) becomes of unsound mind; or
 - (d) resigns from office in writing addressed to the committee; or
 - (e) ceases to be resident in the State; or
 - (f) fails, without leave granted by the committee, to attend 3 consecutive meetings of the committee; or
 - (g) ceases to be a member of the Association; or
 - (h) is elected a member of State of Federal government..

27. MEETINGS OF THE COMMITTEE

- (1) The committee shall meet at least six (6) times in each year at such place and at such times as the committee determines.
- (2) Special meetings of the committee may be convened by the President, or any four (4) of its members.
- (3) Notice is to be given to members of the committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
- (4) 50% + 1 elected members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (5) No business shall be transacted unless a quorum is present.
- (6) If half an hour after the time appointed for the meeting a quorum is not present, the meeting is to be adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it is to be dissolved.
- (7) At a meeting of the committee, the following is to preside:
 - (a) the president, or in his or her absence the senior vice-president, or in the absence of both the president and the senior vice-president, the other vice-president;
 - (b) if the president and the 2 vice-presidents are absent, any one of the remaining members of the committee as may be chosen by the members present.
- (8) Any question arising at a meeting of the committee or of any sub-committee appointed by the committee is to be determined –
 - (a) on a show of hands; or
 - (b) if demanded by a member, by a poll taken in any manner the person presiding at the meeting determines.
- (9) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote.

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- (10) If there is an equality of votes on any question, the motion will be deemed lost.
 - (11) Written notice of each committee meeting is to be served on each member of the committee by -
 - (a) delivering it at a reasonable time before the meeting; or
 - (b) sending it by post in a prepaid letter addressed to his or her usual or last-known address in time to reach him or her in due course of post before the date of the meeting.

28. DISCLOSURE OF INTEREST

- (1) A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose such interest -
 - (a) at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if the interest then exists; or
 - (b) in any other case, at the first meeting of the committee after the acquisition of the interest.
- (2) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into the member shall disclose such interest at the first meeting of the committee after the member becomes so interested.
- (3) A member of the committee is not to vote as a member of the committee in respect of any contract or arrangement in which he or she is interested and any such vote is not to be counted.

29. SUB-COMMITTEES AND EXECUTIVE COMMITTEE

- (1) The committee may -
 - (a) appoint a sub-committee from the committee; and
 - (b) prescribe the powers and functions of that committee.
- (2) The committee may co-opt any person as a member of a sub-committee without voting rights whether or not the person is a member of the Association.
- (3) A quorum at a meeting of a sub-committee is 3 appointed members.

30. EXECUTIVE COMMITTEE

- (1) The president, the vice-presidents, the treasurer, and the secretary constitute the executive committee.
- (2) the executive committee may issue instructions to the public officer and the servants of the Association in matters or urgency connected with the management of the affairs of the Association during the period between meetings of the committee,
- (3) The executive committee is to report any instructions issued under sub-rule (2) to the next meeting of the committee.

31. ANNUAL SUBSCRIPTION

- (1) The annual subscription payable by members is as prescribed in Schedule “A”.
- (2) The annual subscription may be altered by the members by special resolution.
- (3) The annual subscription of a member is due and payable on or before the first day of term 2 of the school year and will be for the period 1 January to 31 December each year.

32. FINANCIAL YEAR

- (1) The financial year of the Association is the period beginning on 1st July in one year and ending on the 30th June next following.

33. NOTICES

- (1) A notice may be served by or on behalf of the Association on any member –
 - (a) personally; or
 - (b) by sending it through the post in a prepaid letter addressed to his or her usual or last-known address

34. EXPULSION OF MEMBERS

- (1) The committee may expel a member from the Association if, in the opinion of the committee the member is guilty of conduct detrimental to the interests of the Association.
- (2) The expulsion of a member under sub-rule (1) does not take effect until whichever of the following is the later date -
 - (a) the expiration of 14 days after the service on the member of a notice under sub-rule (3);
 - (b) if the member exercises his right of appeal under this rule, the conclusion of the special general meeting convened to hear the appeal.
- (3) If the committee expels a member from the Association, the public officer of the Association shall, without undue delay, is to cause to be served on the member a notice in writing -
 - (a) stating that the committee has expelled the member; and
 - (b) specifying the grounds for the expulsion; and
 - (c) informing the member of a right to appeal against the expulsion under rule 35.

35. APPEAL AGAINST EXPULSION

- (1) A member may appeal against an expulsion under rule 34 by delivering or sending by post to the public officer of the Association, within 14 days after the service of a notice under rule 34(3), a requisition in writing demanding the convening of such a special general meeting for the purpose of hearing the appeal.
- (2) Upon receipt of a requisition –
 - (a) the public officer is to immediately notify the committee of its receipt; and
 - (b) the committee is to cause a special general meeting of members to be held within 21 days after the date on which the requisition is received.

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- (3) At a special general meeting convened for the purpose of this rule-
 - (a) no business other than the question of the expulsion shall be transacted; and
 - (b) the committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion; and
 - (c) the expelled member shall be given an opportunity to be heard; and
 - (d) the members present are to vote by secret ballot on the question whether the expulsion should be lifted or confirmed.
 - (4) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion –
 - (a) the expulsion is to be taken to have been lifted; and
 - (b) the expelled member is entitled to continue as a member of the Association.
 - (5) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion –
 - (a) the expulsion takes effect; and
 - (b) the expelled member ceases to be a member of the Association.

36. DISPUTES

- (1) A dispute between a member of the Association in their capacity as a member and the Association is to be determined by arbitration in accordance with the provisions of the *Commercial Arbitration Act 1986*.
- (2) This rule does not affect the operation of rule 34.

37. SEAL OF THE ASSOCIATION

- (1) The seal of the Association is to be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "Seal".
- (2) The seal of the Association is not to be affixed to any instrument except by the authority of the committee,
- (3) The affixing thereof shall be attested by the signatures of
 - (a) 2 members of the committee; or
 - (b) one member of the committee and the public officer of the Association or any other person as the committee may appoint for that purpose.
- (4) Attestation under sub-rule (3) is sufficient for all purposes that the seal was affixed by authority of the committee.
- (5) The seal shall remain in the custody of the public officer.

SCHEDULE "A"

Annual Membership (GST included)

Members as described in Section 5.1(a)	\$0.25 per enrolled student: Minimum Fee \$20.00 Maximum Fee \$105.00
Associate Member	\$25.00 per annum
Life Members	No charge