

## BY LAWS

### 1. NAME

- 1.1. The name of the Association shall be Western Australian Secondary School Executives Association and shall be registered as an Incorporated body in accordance with the Associations Incorporation Act 1987.

### 2. MEMBERS' REGISTER

- 2.1. A person who is entitled and who wishes to become a member may apply for membership on the application form addressed to the Secretary stating the class of membership he or she applies for and providing sufficient details of her or his entitlement to be admitted as a member.
- 2.2. A Members' Register, the maintenance of which shall be managed by the Treasurer in a register containing at least the following details:
- Full name of member
  - Date of admission to the Association
  - Membership classification
  - Position held in the appropriate school system
  - Work address
  - Private address

### 3. SUB-COMMITTEES

- 3.1. Where the Management Committee establishes sub-committees under the Constitution such sub-committees will have a member appointed by and from the Management Committee whose role shall be to:
- 3.1.1. Attend meetings of the sub-committee
- 3.1.2. Cause appropriate records to be made of proceedings and recommendations
- 3.1.3. Report all proceedings and recommendations of the sub-committee to the Management Committee for consideration and action
- 3.1.4. Ensure the sub-committee does not commit the Association to any course of action without the prior consent of the Management Committee
- 3.2. The Management Committee may authorise sub-committees to correspond on behalf of the Association on matters pertinent to that sub-committee.

### 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 shall preside at all meetings of the Association, the Management Committee and the Executive Committee
- 4.1.3. The President shall, upon the minutes of the meeting being confirmed, sign them in the presence of the meeting

4.1.4. The President, or a Member of the Management Committee nominated by him or her, will be the only Officer or Member to speak on behalf of the Association

#### 4.2. Vice Presidents

4.2.1. The Senior Vice President, or in her or his absence, the Junior Vice President, shall in the absence of the President preside at meetings referred to in By-law 4.1.2 and while so presiding have all the powers of the President

4.2.2. The Senior Vice President's responsibilities shall include the maintenance and review of the Constitution and providing advice on the Constitution to Officers and Members of the Association as the need arises.

4.2.3. The Junior Vice President's responsibilities shall include the maintenance of a liaison network of Members to ensure effective communication to all parts of the State.

#### 4.3. Secretary

The secretary shall:

4.3.1. Attend all meetings of the Association, Management Committee and Executive Committee and ensure that records and minutes of these meetings are kept

4.3.2. Ensure that all correspondence is produced, answered and filed

4.3.3. Oversee the preparation of notices and meeting agenda in consultation with the President for Annual General, Special General, Management Committee and Executive Committee Meetings of the Association

4.3.4. Initiate, within the provisions of the Constitution, all elections for Officers of the Association

4.3.5. Prepare all materials necessary for the conduct of elections for Officers of the Association

#### 4.4. Treasurer

The Treasurer shall:

4.4.1. Keep the books of account of the Association in accordance with the requirements of the Constitution

4.4.2. Prepare, in consultation with the Management Committee, an annual budget for the Association

4.4.3. Prepare and present balance sheets, statements of income and expenditure and a bank reconciliation for Management Committee Meetings or Executive Committee 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

4.4.5. Manage the maintenance of a Members' Register in accordance with By-law 2.2

### 5. CONDUCT AT MEETINGS

5.1. No member shall use objectionable language or be guilty of any unbecoming conduct at any meeting

5.2. 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

5.3. 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.

5.4. Notwithstanding any apology or retraction, the Management Committee may take disciplinary action against any member who breaches By-law 5.1.

### 6. RULES OF DEBATE

## 6.1. General

6.1.1. The under mentioned By-laws shall apply to the conduct of all meetings of the Association, including the Annual General Meeting, Special General Meeting, Management Committee Meetings, Executive Committee Meetings and meetings of sub-committees.

## 6.2. Chairperson's Authority

6.2.1. Whenever the Chairperson rises during debate the member then speaking shall be silent and resume her or his seat

6.2.2. The Chairperson may call a member to order. If such member persists in being disorderly, he or she may order such member to withdraw from the meeting.

## 6.3. Debate

6.3.1. Any member desiring to speak shall gain recognition from the Chairperson

6.3.2. If two or more members seek recognition to speak at the one time, the Chairperson shall decide who is entitled to priority

6.3.3. The meeting may decide that a particular member shall or shall not be heard, provided that a motion of this nature shall not be debated

6.3.4. No member shall interrupt another while speaking except to raise a point of order

6.3.5. No speaker shall digress from the subject under discussion

6.3.6. During the debate a member may raise a point of order whereupon the member then speaking shall resume her or his seat until the point of order has been decided by the Chairperson

6.3.7. It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state her or his point. The mover and Chairperson only may speak to the motion

6.3.8. At any time during the debate, a member, without having a seconder, may move the motion "that the question be now put" provided the chairperson is satisfied that reasonable time for debate of the original motion has been allowed, The motion "that the question be now put" will be voted upon without debate

6.3.9. The motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any other member who has spoken to the original motion or amendment to move "that the question now be put".

6.3.10. If a motion "that the question be now put" is carried, the original motion will be put to the vote without further debate except that the mover shall have right of reply, if lost, the debate may proceed

6.3.11. A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply

## 6.4. Motions and Amendments

6.4.1. Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon

6.4.2. The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution without debate, grant an extension of time to any speaker

6.4.3. No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question provided that he or she may speak again on any amendment to the motion

6.4.4. The mover of a motion may reply at the end of the debate

6.4.5. The mover of an original motion must get the consent of his or her seconder, and the approval of the meeting, before making an alteration to the wording of his or her motion

- 6.4.6. Any member other than as provided in 6.4.7 may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended
  - 6.4.7. The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of or against it
  - 6.4.8. A member may vote or second one amendment only to each motion but may speak on amendments moved by others
  - 6.4.9. An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at any one time
  - 6.4.10. If there is an indication of more than one amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment
  - 6.4.11. The mover of an amendment has not right of reply
  - 6.4.12. A member who formally seconds a motion or amendment without speaking may speak in support during the subsequent debate
  - 6.4.13. Amendments shall be put to the meeting before the motion is put and shall be committed to the meeting in the order in which they are received
  - 6.4.14. When an amendment is carried the motion as amended becomes the motion before the meeting
  - 6.4.15. Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which, however, must be confined to the matter of withdrawal
  - 6.4.16. If, after a motion has been determined, it is considered in the general interest that the matter shall be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal
- 6.5. Voting
- 6.5.1. Only Ordinary Members and Active Life Members are entitled to vote at Association meetings
  - 6.5.2. Voting shall be by a show of hands, or, at the discretion of the Chairperson or at the request of any member, by secret ballot
  - 6.5.3. Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairperson, as directed by her or him
  - 6.5.4. In the event of a division any member declining to vote shall elect to retire behind the Chairperson or have her or his vote counted in the negative
  - 6.5.5. The Chairperson may appoint tellers to assist her or him in counting a vote

## 7. MEMBERS

- 7.1. Membership benefits involving legal assistance or travel reimbursement shall commence at the conclusion of an 8 week qualifying period. Prospective members applying for ordinary membership *as soon as they are eligible* are exempt from this restriction. For all members, benefits must have commenced before events giving rise to legal assistance occur and also at the time that the member applies for assistance under the legal assistance plan or reimbursement of travel costs.
- 7.2. Only financial members of WASSEA shall be eligible to claim travel expenses to conferences.
- 7.3. Retiring ordinary and active life members shall be eligible for a complementary invitation for themselves and spouse to a conference dinner.

#### 7.4. Rights and privileges of members

Membership Type	Communications	Conference discount	ShopRite	Travel Allowance <sup>2</sup>	Legal assistance <sup>3</sup>
Ordinary	√	√	√	√	√
Active Life	√	√	√	√	√
Retired Life	√	√ <sup>1</sup>	√		
Retired	√	√ <sup>1</sup>	√		
Collegiate	√	√	√		
Aspirant	√	√	√		
Associate	√	√			
		<sup>1</sup> By Law 7.3		<sup>2</sup> By Law 7.2	<sup>3</sup> By Law 7.1

### 8. FINANCE

8.1. The financial year shall be from the first day in May of one year to the 30<sup>th</sup> day of April in the following year.

8.2. The Legal Assistance fund shall be capped at \$100,000.

8.3. The fees for each of the classes of membership shall be

- 0.8% of Base Gross Salary for Ordinary members with an additional 0.2% for members choosing WAPF membership.
- \$150 per annum for Collegiate and Aspirant members.
- \$20 per annum for Retired members
- Honorary for Associate, Restricted Ordinary and all Life Members.

### 9. GENERAL

9.1. Notwithstanding anything contained herein to the contrary, a penalty determined by the Management Committee may be imposed on any member for an offence whether in regard to the Constitution and By-Laws or in regard to the detriment of the Association.

9.2. Any official communication between the Association and other organisations must be authorised by the President.

9.3. Official correspondence, except that specified in By-law 3.2, shall only be signed by the Secretary with the exception that the President may originate and sign letters written to persons on a similar or higher level should he or she so desire provided that a copy of the correspondence is sent to the Secretary.

9.4. The term of office of the Management Committee shall be 2 years from the commencement of the school year following their election.

9.5. **Election and tenure of Officers.** In the event that there are insufficient nominations to fill positions, the Management Committee may choose to

- Call for nominations (under the existing rules) for the vacant positions up to and including the time of the AGM.
- Process voting procedures as normal after the AGM. If no voting is necessary, the President will announce the successful candidates at the AGM.