

CONSTITUTION OF THE ASSOCIATION FOR SECONDARY RESEARCH TEACHERS

1. NAME

1.1 The name of the incorporated association is ASSOCIATION FOR SECONDARY RESEARCH TEACHERS referred to herein as 'the association'.

1.2 The letters ASRT shall be the recognised contraction of the name of the association.

2. OBJECTIVES AND POWERS

The objectives of the association are:

2.1 To promote and support the teaching of the Research in schools.

2.2 To foster the professional development of Research teachers.

The powers of the association shall be:

2.3 The association has the power to do all such things which are necessary, conducive or incidental to the attainment of the objectives of the association.

3 MEMBERSHIP

3.1 Membership shall be available to any individual or corporate organisation interested in the objectives of the association and being prepared to abide by the rules of the association set out in this constitution.

3.2 The following categories of membership shall be available:

3.2.1 Individual membership

Individual members shall be entitled to vote and hold office in the association and may receive all publications and services of the association.

3.2.2 Corporate membership

Corporate membership is available to any organisation including schools, colleges or universities interested in the objects of the association. Each corporate member shall be entitled to one vote by a nominated delegate but no such delegate shall be entitled to hold office through corporate membership nor may corporate members nominate others for office.

3.2.3 Student membership

Student membership shall be available for full time students of tertiary institutions who shall receive the same entitlements as individual members.

4 SUBSCRIPTIONS

4.1 A subscription shall be paid by individual, corporate, and student members. The subscription for each category of membership for a specified period shall be fixed at the annual general meeting.

4.2 Subsequent subscriptions by existing members shall be due on the first day of January each year.

4.4 The normal subscription period will be twelve (12) months.

4.5 A register of members must be kept and contain:

- i) the name and address of each member
- ii) the date on which each member was admitted to the association, and
- iii) if applicable, the date of and reason(s) for termination of membership.

4.6 A member may resign from membership of the association by giving written notice to the secretary of the association. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the association.

5 EXPULSION OF A MEMBER

5.1. Subject to giving a member an opportunity to be heard or to make a written submission, the committee may resolve to expel a member upon a charge of misconduct detrimental to the interests of the association.

5.2. Particulars of the charge shall be communicated to the member at least one month before the meeting of the committee at which the matter will be determined.

5.3. The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member shall, cease to be a member 14 days after the committee has communicated its determination to the member.

5.4. It shall be open to a member to appeal the expulsion to the association at a general meeting. The intention to appeal shall be communicated to the secretary or public officer of the association within 14 days after the determination of the committee has been communicated to the member.

5.5 In the event of an appeal the appellant's membership of the association shall not be terminated unless the determination of the committee to expel the member is upheld by the members of the association in general meeting after the appellant has been heard by the members of the association, and in such event membership will be terminated at the date of the general meeting at which the determination of the committee is upheld

6. THE COMMITTEE

6.1 Powers and duties

6.1.1 The affairs of the association shall be managed and controlled by a committee which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of the association, and are not by the Act or by these rules required to be done by the association in general meeting.

6.1.2 The committee has the management and control of the funds and other property of the association.

6.1.3 The committee shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the association on which these rules are silent.

6.1.4 The committee shall appoint a public officer as required by the Act. Notice of appointment and any change in the identity or address of the public officer are to be lodged within one month after the change with Consumer and Business Services (CBS), Chesser House, 91-97 Grenfell Street, Adelaide 5000; postal address: GPO Box 1719, Adelaide 5001.

6.2 Appointment

6.2.1 The committee shall be comprised of a chairperson, secretary, treasurer and five committee members.

6.2.2 A committee member shall be a natural person.

6.2.3. The first committee of the association shall be appointed from the promoters of the association, or be comprised of such persons as hold office prior to incorporation. The first committee shall hold office until the first annual general meeting after incorporation. At this time, one half of the members of the committee, who shall be chosen by ballot, shall retire from the committee. At each subsequent annual general meeting one half of the members of the committee, being the longest serving members, shall retire.

6.2.4. A retiring committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the association has nominated that person at least 14 days before the meeting by delivering the nomination of that person to the secretary of the association. The nomination shall be signed by the proposer and by the nominee.

6.2.5. Notice of all persons seeking election to the committee shall be given to all members of the association with the notice calling the meeting at which the election is to take place.

6.2.6 The committee may appoint a person to fill a casual vacancy, and such a committee member shall hold office until the next annual general meeting of the association and shall be eligible for election to the committee without nomination.

6.2.7 The office of a committee member shall become vacant if a committee member is disqualified from being a committee member by the Act, expelled under these rules, permanently incapacitated by ill health or absent without apology from more than four meetings in a financial year.

6.3 Proceedings of committee

6.3.1. The committee shall meet together for the dispatch of business at least once every two months.

6.3.2 Questions arising at any meeting of the committee shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.

6.3.3 A quorum for a meeting of the committee shall be one half of the members of the committee.

6.3.4. A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the association.

6.3.5 If within thirty minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within thirty minutes of the time appointed for the meeting the members shall form a quorum.

6.3.6 The Chairperson of the committee meeting shall be the chairperson, or in their absence, or on their declining to take, or retiring from the chair, one of the committee members chosen by the meeting.

6.6. At any committee meeting, a resolution put to a vote shall be decided by a show of hands and a declaration by the chairperson that a resolution has been carried or lost.

7. ANNUAL GENERAL MEETING

7.1 An annual general meeting shall be held on a day and a date to be fixed by the committee. The agenda for the Annual general meeting should include:

- (a) Chairperson's report
- (b) Treasurer's report
- (c) most recent auditor's report
- (d) election of office bearers
- (e) appointment of an auditor of the accounts for the next twelve months.

7.2 A quorum at any annual general meeting shall consist of ten (10) members. If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.

7.3 Members shall be notified of the annual general meeting and of the business to be presented there at least 21 days before the date of holding same.

7.4 At the annual general meeting, the chairperson shall be the chairperson. If the chairperson is not present within five minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the members may choose a committee member to be the chairperson of that meeting.

7.5 The chairperson shall ascertain any decision of the meeting by a show of hands or by taking a division or in such other manner they shall deem most convenient. In the event of an equality of hands the chairperson shall be entitled to a second or casting vote.

7.6 Nominations for the committee shall be submitted to the secretary in writing, signed by the proposer, seconder and nominee (all of whom must be financial members of the association), 14 days prior to the annual general meeting.

7.7 If the number of eligible nominees is equal to or less than the number of vacancies to be filled, the chairperson at the annual general meeting shall declare such candidates duly elected.

7.8 If there are more eligible candidates than vacancies an election must be conducted by ballot of the members by a preferential voting system.

7.9 Members elected to the committee shall hold office for a term of three years.

7.10 Any casual vacancy on the committee occurring otherwise than by retirement at an annual general meeting may be filled by the committee and any person appointed to fill a casual vacancy shall retain office until the next annual general meeting.

7.11 The committee may call a special general meeting of the association at any time.

7.11.1 Upon a requisition in writing of not less than 10% of the total number of members of the association, the committee shall, within one month of the receipt of the requisition, convene a special general meeting for the purpose specific in the requisition.

7.11.2 The rules and procedures for conducting a general meeting apply to a special meeting.

8. MINUTES

8.1 Proper Minutes of all proceedings of meetings of the association and of committee meetings shall be entered within one month after the relevant meeting in minute books kept for the purpose.

9.2 The Minutes kept pursuant to this rule must be confirmed by the members of the association at a subsequent meeting.

9.3 The minutes kept pursuant to the rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.

9. POLL AT GENERAL MEETINGS

If a poll is demanded by at least 5 members it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.

10. SPECIAL AND ORDINARY RESOLUTIONS

A special resolution is as defined in the Act and an ordinary resolution is a resolution passed by a majority at a general meeting.

11. FINANCIAL YEAR

The financial year of the association shall be a period beginning on January 1st and ending on December 31st.

12. ACCOUNTS AND AUDITORS

12.1 The funds of the association shall comprise all subscriptions and any additional funds that may accrue from the activities of the association. Such funds shall be deposited in an association account.

12.2 Signatories for the association account shall be the chairperson, the treasurer, and the secretary. The account must be operated by signatures of any two of the signatories.

12.3 At the annual general meeting an auditor shall be appointed for the ensuing year, for the purposes of auditing the association accounts.

13. REMUNERATION AND HONORARIA

The committee shall determine to whom any remuneration or honoraria shall be paid and shall further determine the sum of such remuneration or honoraria.

14. ALTERATION OF THE RULES

14.1 These rules may be repealed, or amended, or new rules made by a majority of members present and voting at an annual general meeting provided that notice of any proposed repeal or amendment or new rule has been given to the secretary in writing at least twenty eight (28) days before the meeting. Such an alteration shall be registered with the commission as required by the Act.

14.2 Such an alteration must be passed by a majority of not less than three quarters (3/4) of the total number of members of the association at the meeting who being entitled to do so, vote personally or by proxy at the meeting.

14.3 The registered rules shall bind the association and every member to the same extent as if they had respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.

15. PROXIES

A member shall be entitled to appoint in writing a person who is a member of the association to be his proxy and attend and vote at the annual general meeting.

16. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

The income and capital of the association shall be applied exclusively to the promotion of its objectives and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the Association.

17. WINDING UP

The association may be wound up in the manner provided for in the Act.

18. APPLICATION OF SURPLUS ASSETS

18.1 If after the winding up of the association there remains "surplus assets" as defined in the act, such surplus assets shall be distributed to any organisation which has similar objectives and has Rules which prohibit the distribution of its assets and income to its members.

18.2 Such organisation or organisations shall be identified and determined by a resolution of members of a general meeting.