

BY - LAWS

The Constitution States

Clause 11 - Control of Association

Management and control of the affairs and operation between the dates of the Annual General Meetings shall rest with the Management Committee.

Clause 17 - By - Laws

In order to facilitate the operations of the Association, By-Laws which shall have the same focus as this Constitution may be prepared and circulated.

By-Laws as at 30 March 1996 - Updated 21 August 2016

Meetings

- Two Management Committee meeting to be held per School term
- One meeting per term is open to members
- A Management meeting may be cancelled or re scheduled should there be no pressing business

Sub Committees

- There is to be one member of Management Committee on each sub committee
- Written reports to be presented at Management Committee meetings
- Sub Committee cannot commit the Association to a course of action - they can only report to the Management Committee

Correspondence

- All correspondence to be flagged and tables
- Originals of any letters of importance to be handed to the Secretary (to be filed)
- Routine correspondence eg. thank you letters to be filed with subcommittee correspondence.
- Any letters which require immediate response from the Management Committee should be handled by the Secretary or at least the Secretary should be copied into the correspondence.
- A copy of all out going correspondence to be passed onto the Secretary.
- Important emails or faxes should be copied and sent to the Secretary for filing

Motions

- President or Secretary to be notified in advance of Management Committee for inclusion on agenda and allow time for research
- Similarly, any new issues or concerns should be notified in advance of meeting date

Oral Communication

- Any verbal comments pertaining to the association should be discussed in advance with the President

Administration

- The Treasurer shall have authority to maintain a petty cash float of \$40 and draw payment for accounts up to \$100 without the approval of the Management Committee.
- The Treasurer is authorised to submit payments to the bank where the President will co authorise the payments.
- The Treasurer shall have authority to pay accounts within the guidelines for expenditure
- The Treasurer shall have authority to pay accounts where an event has been previously approved by the Management Committee

Committee

- A retiring President should automatically hold the position of Immediate Past President as a member of the Management Committee
- A member of the committee may hold their position on the committee even though they may move to a fixed term position so long as it remains within the Department of Education
- In the event of a member of the committee resigning their position a temporary appointment can be made to the committee until the following AGM, where nominations will be called for to fill the vacant position