



**ECONOMICS TEACHERS' ASSOCIATION OF WESTERN AUSTRALIA
CONSTITUTION**

Amended and passed by Special Resolution at the Association's Annual General Meeting
held on 13 November 2020

1. TITLE

The title of the Association shall be "Economics Teachers' Association of Western Australia (Incorporated)", herein referred to as the Association.

2. MISSION

ETAWA's mission is to promote and support the study of Economics and its underlying importance to society today and tomorrow.

3. AIMS

To achieve this vision, the aims of the Association shall be: [same as on the website]

- i. foster a strong network of organisations with shared goals related to Economics education
- ii. demonstrate and relate economics to real life issues and events / develop a stronger appreciation of the knowledge and application of economics in real life / create greater economic literacy in the community
- iii. promote the role of Economics as a framework for decision making.

4. INTERPRETATION OF TERMS USED IN THIS CONSTITUTION

In this Constitution, unless the contrary intention appears:

Act means the Associations Incorporation Act 2015;

Association means the Economic Teachers' Association of Western Australia to which this Constitution applies;

Committee meeting means a meeting of the Executive Committee of the Association;

Committee member means a member of the Executive Committee of the Association;

Executive Committee means the committee that deals with the day-to-day management of the commercial, financial and personnel tasks, as well as strategic forward planning matters of the Association;

Financial records include:

- i. invoices, receipts, orders for the payment of money, bills of exchange, cheques, EFT payments, bank account statements, however recorded and stored; and
- ii. accounting journal entries; and
- iii. working papers and other documents needed to explain:
 - a. the methods by which financial statements are prepared; and
 - b. adjustments to be made in preparing financial statements.

financial report has the meaning given in Section 63 of the Act for a tier 2 association to which Section 64(2) of the Act applies;

financial statements means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

financial year, of the Association, means each period commencing 1 November and ending on 31 October of the following year;

general meeting, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

member means a person who is a member of the Association under Section 7;

Executive Committee member means a member of the Association who has been elected to one of the offices named in Section 10.2;

president means the Executive Committee member holding office as the president of the Association;

register of members means the register of members referred to in Section 53 of the Act;

secretary means the Executive Committee member holding office as the secretary of the Association;

extraordinary general meeting means a general meeting of the Association other than the annual general meeting;

special resolution means a resolution which is passed by a majority of not less than three-fourths of the members of the Association who are entitled to vote and vote in person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules and with Section 51 (4) of the Act;

treasurer means the Executive Committee member holding office as the treasurer of the Association

vice-president means the Executive Committee member holding office as the vice-president of the Association

5. POWER

For the purpose of achieving or furthering the aims outlined in Part 3 of this Constitution, the Executive Committee of the Association shall have power to:

- i. publish and promote print and non-print materials related to Economics and Business education;
- ii. maintain accounts on social media platforms;
- iii. operate a dedicated website;
- iv. purchase, sell, hold lease or rent real or personal property;
- v. borrow, raise or secure the payment of money to secure the repayment or performance of any debt, liability, contract or guarantee incurred or to be entered into by the Association;
- vi. enter into any arrangements with any government or local government authority or instrumentality;
- vii. enter into any contract or agreement, whether in writing or orally, it considers necessary or desirable;
- viii. employ, hire or engage managers, administrative staff or other persons;
- ix. accept or reject persons applying for membership of the Association;
- x. establish and collect annual membership fees;
- xi. suspend or expel persons from the Association;
- xii. invest the moneys of the Association;
- xiii. make gifts and give prizes;

- xiv. collaborate with any other educational association or organisation;
- xv. do all such other things as are incidental or conducive to the aims of the Association.

6. INCOME AND PROPERTY

- 6.1 The income and property of the Association shall be applied solely towards the promotion of the aims of the Association and no portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of the Association other than outlined in Section 6.2.
- 6.2 A payment may be made to a member out of the funds of the Association only if authorised by the Executive Committee where it is:
- i. the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - ii. the reimbursement of out-of-pocket expenses for travel and accommodation incurred by the member in connection with the performance of the member's functions on behalf of the Association; or
 - iii. the reimbursement of any other reasonable expenses properly incurred by the member on behalf of the Association.

7. MEMBERSHIP

- 7.1 Membership shall be available to any person or school interested in the aims of the Association and shall be granted to the discretion of the Association's Executive Committee.
- 7.2 Membership types can include but are not limited to:
- i. Secondary School Member
 - ii. Primary School Member
 - iii. Individual Member
 - iv. Pre-service Member
 - v. International Member
 - vi. Life Member
- 7.3 The membership fee payable to the Association for each type of membership shall be determined by the Executive Committee within 28 days of the Annual General Meeting of the Association.
- 7.4 Life membership is awarded to a member or past member recommended by the Executive Committee for service to the Association and endorsed by vote at an Annual General Meeting.
- 7.5 To be eligible for pre-service membership the person must be studying towards a relevant degree at an Australian University.
- 7.6 To be eligible for international membership the person must be teaching the Western Australian syllabus in a school or institution located outside Australia.
- 7.7 Membership shall not be available to a person enrolled as a student at a primary or secondary school or similar educational organisation.

- 7.8 An applicant for membership of the Association becomes a member when:
- a) the Executive Committee or its nominee accepts the application; and
 - b) the Association receives from the applicant the relevant membership fee payable to the Association.
- 7.9 A member has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the Committee.
- 7.10 Subject to Section 8, a member has the right to apply to inspect the books (records and documents) of the Association by written request to the secretary.
- 7.11 A member of the Executive Committee, appointed by the President, shall on behalf of the Association, keep and maintain an up-to-date register of members which shall include their name, school and either postal or email address.
- 7.12 A member upon a reasonable request to the President may inspect in whole or part, but shall have no right to remove, the register of members at a time and place convenient to the Executive Committee member responsible keeping and maintaining of the register of members.
- 7.13 A member shall cease to be a member if:
- i. The member resigns;
 - ii. The member fails to pay his or her fees;
 - iii. The member is suspended or expelled.

8. SUSPENSION AND EXPULSION

- 8.1 Any member of the Association whose conduct, in the opinion of the Executive Committee is prejudicial to the interests of the Association may be suspended or removed from membership of the Association by a majority of at least two-thirds of the Committee voting at a meeting of the Committee called for that purpose and for which seven days' notice shall be given to all members of the Committee and to the member whom it is proposed to suspend or expel.
- 8.2 The member whom it is proposed to suspend or expel may attend such a meeting for the purpose of being heard and offering an explanation for his/her alleged conduct if he or she so desires.
- 8.3 An appeal shall lie to an Extraordinary General Meeting which shall be called by the Executive Committee at the request in writing of the member who has been suspended or expelled within seven days of the Committee's decision.
- 8.4 Any member who is suspended or expelled shall not be entitled to any refund of any membership fees.
- 8.5 On appeal from a decision of the Executive Committee, the Extraordinary General Meeting may make such resolution as it may see fit to allow or disallow the appeal in whole or in part and may vary the decision of the Committee.
- 8.6 Where a member is suspended such member shall be deemed to be not a member until such time as his or her suspension is lifted.

9. RESIGNATION

- 9.1 Any person who wishes to resign his or her membership of the Association shall do so in writing by letter or email to the Secretary.
- 9.2 The resignation takes effect:
- i. when the secretary receives the notice; or
 - ii. if a later time is stated in the notice, at that later time.
- 9.3 Any person who fails to pay his annual membership fee before 31 March of each year shall be deemed to have resigned from the Association.
- 9.4 A person who has resigned from membership of the Association remains liable for any monies that are owed to the Association (the **owed amount**) at the time of resignation.
- 9.5 The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

10. MANAGEMENT

- 10.1 The management of the affairs of the Association shall be vested in an Executive Committee.
- 10.2 The members of the Executive Committee of the Association shall be:
- i. A President;
 - ii. A Vice-President;
 - iii. A Secretary;
 - iv. A Treasurer;
 - v. Six general committee members with roles determined by the Executive Committee of the Association at point of need.
- 10.3 The Executive Committee shall have power to:
- i. co-opt members of the Association in excess of those in Section 10.2, for any special purpose, however they shall have no voting rights in respect to any decision that requires a vote of the Executive Committee
 - ii. appoint Committee members where a vacancy exists until election can occur at the next Annual General Meeting of the Association
 - iii. appoint an Assistant to the Secretary and/or Treasurer as may be deemed necessary
 - iv. appoint an auditor.
- 10.4 The members of the Committee shall be elected annually, by simple majority of those members present at the Annual General Meeting of the Association. To be elected the nominee must be in attendance at the meeting.
- 10.5 Each member of the Executive Committee will be required to be responsible for the management of a minimum of one Association activity, event or publication as determined by the President.
- 10.6 The Executive Committee shall meet at least once a quarter, and shall be empowered to call a General Meeting at seven days' notice.

- 10.7 A quorum at an Executive Committee meeting shall consist of a simple majority of the Committee members and shall include the President and the Vice-President or their nominee.
- 10.8 The presence of a member of the Executive Committee at a committee meeting need not be by attendance in person but may be by that member and each other committee member at the meeting being simultaneously in contact by a means of instantaneous communication established by the committee which provides facial recognition.
- 10.9 A member of the Executive Committee who participates in a committee meeting as allowed under Section 10.8 is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.
- 10.10 Each Executive Committee member shall have one vote only in all matters requiring decision by vote.
- 10.11 Executive Committee meetings shall be convened by the President at their discretion, provided that a Committee meeting must be held within seven days from the date on which the President received a request for such a meeting from any two Committee members.
- 10.12 Any member of the Association may place any matter on the agenda of an Executive Committee meeting by submitting the matter in writing by letter or email to the Secretary at least seven days before the date of the Committee meeting.
- 10.13 The members elected to, and members co-opted onto, the Executive Committee shall have a term of office from his or her election at an Annual General Meeting until the next Annual General Meeting after their election, but he or she is eligible for re-election to the Committee.
- 10.14 A casual vacancy occurs in the office of an Executive Committee member and that office becomes vacant if the Committee member:
- i. Becomes deceased;
 - ii. Resigns by written notice delivered by letter or email to the President or, if the Committee member is the President, to the Vice-President and that resignation is accepted by resolution of the Executive Committee;
 - iii. Is convicted of an offence under the Act;
 - iv. Ceases to be a member of the Association;
 - v. Is the subject of a resolution passed by a General Meeting of the Association terminating his or her appointment as an Executive Committee member;
 - vi. Is absent from more than
 - a. two consecutive Executive Committee meetings, of which meetings the member received notice; or
 - b. two Executive Committee meetings in the same term of office without tendering an apology to the Secretary; of which meetings the member received notice, and the Committee has resolved to declare the office vacant.
- 10.15 Subject to the requirement for a quorum, the Executive Committee may continue to act despite any vacancy in its membership.

- 10.16 Subject to the discretion of the President, minutes of all meetings shall be open to inspection by any member of the Association at a time and place convenient to the Secretary
- 10.17 If there are fewer committee members than required for a quorum, the committee may act only for the purpose of:
- i. appointing committee members under this rule; or
 - ii. convening a general meeting.
- 10.18 Where a person ceases to be a member of the Executive Committee then that person is required to, as soon as practicable after their membership ceases, deliver to the President or their nominee all of the relevant documents and records he or she holds pertaining to the management of the association's affairs and any property of the Association that he or she holds.
- 10.19 A casual vacancy may be filled by appointment by the Executive Committee if the position
- i. has become vacant under Section 10.12; or
 - ii. was not filled by election at the most recent Annual General Meeting of the Association
- 10.20 If the position of president, vice-president, secretary or treasurer becomes vacant, the Executive Committee must appoint a member to fill the casual vacancy within fourteen days of the vacancy arising.

11. GENERAL MEETINGS

- 11.1 The Annual General Meeting shall be held each year on a day and time to be arranged by the Executive Committee.
- 11.2 The quorum for an Annual General Meeting shall consist of ten members of the Association.
- 11.3 The business of the Annual General Meeting shall include:
- i. Confirmation of minutes from the previous Annual General Meeting and matters arising;
 - ii. The President's Report;
 - iii. The Treasurer's Report and Statement of Accounts for the preceding financial year;
 - iv. The election of members of the Executive Committee;
 - v. Motions of notice; and
 - vi. General business.
- 11.4 The Secretary must send written notice by mail or email to all the members at least 28 days before an Annual General Meeting:
- i. calling for nominations for election to the Executive Committee; and
 - ii. stating the date by which nominations must be received by the secretary
- 11.5 A member's nomination for a position on the Executive Committee must:
- i. Be received in writing by the Secretary (returning officer) at least fourteen days before the Annual General Meeting;
 - ii. Be seconded by a member of the Association
 - iii. Be supported with a statement by the seconder

- 11.6 The President, or in the President's absence a Vice-President, shall preside at any General Meeting of the Association. In the absence of the President or a Vice-President the meeting shall elect any member of the Association to preside.
- 11.7 The Secretary, or in his or her absence another member of the Executive Committee, shall keep minutes of all General Meetings.
- 11.8 The presence of a member at a General Meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by a means of instantaneous communication established by the Executive Committee which provides facial recognition.
- 11.9 A member who participates in a General Meeting as allowed under Section 11.8 is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.
- 11.10 A resolution put to the vote at a General Meeting shall be decided by a show of hands by a numerical majority of members present.
- 11.11 The chairman of a General Meeting shall have a casting vote as well as a deliberative vote.
- 11.12 An Extraordinary General Meeting may be called in one of the following ways:
- i. By resolution of the Executive Committee;
 - ii. By petition by at least twenty percent of the members of the Association sent to the Secretary by post or email;
 - iii. By resolution at a previous Annual General Meeting or Extraordinary General Meeting.
- 11.13 The quorum for an Extraordinary General Meeting shall consist of ten members of the Association.
- 11.14 The Secretary must send written notice by mail or email to all the members at least fourteen days before an Extraordinary General Meeting.

12. FINANCE

- 12.1 The financial year of the Association shall be each period commencing from 1 November of the previous year to 31 October of the year of the Annual General Meeting.
- 12.2 The Treasurer must:
- i. be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association;
 - ii. pay all moneys into the account of the Association;
 - iii. make payments from the funds of the Association with all transactions of \$500 or more authorised by the Executive Committee or a General Meeting
 - iv. whenever directed to do so by the Chairperson, submit to the Executive Committee a report, balance sheet or financial statement in accordance with that direction;
 - v. unless otherwise resolved at an Annual General Meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association;
 - vi. perform other such duties as are imposed on the Treasurer by these rules

- vii. comply on behalf of the Association with Sections 66 to 70 of the Act, with respect to the financial records of the Association by:
 - a. keeping such financial records as correctly record and explain the financial transactions and financial position and performance of the Association;
 - b. keeping its financial records in such a manner as will enable true and fair financial statements of the Association to be prepared within 6 months after the end of each financial year;
 - c. keeping its financial records in such a manner as will enable true and fair financial statements of the Association to be conveniently and properly reviewed or audited;
 - d. submitting to members at each Annual General Meeting of the Association the financial statements of the Association showing the financial position and performance of the Association in respect of its last financial year;
 - e. retaining financial records for at least seven years after the transactions covered by the records are completed.

13. COMMON SEAL

- 13.1 The Association shall have and use a common seal inscribed with the name of the Association which shall be held in custody of the President.
- 13.2 The seal shall be used or affixed to any document after authority has been given by the Executive Committee.
- 13.3 The affixation of the seal shall be witnessed by the President and any two members of the Committee.

14. AMENDING THE CONSTITUTION BY SPECIAL RESOLUTION

- 14.1 Notice of motions regarding proposed amendments to the Constitution of the Association shall be given to members at least 28 days before the Annual General Meeting or an Extraordinary General Meeting called to consider the proposed amendments.
- 14.2 Amendments to the Constitution of the Association shall be agreed to by a Special Resolution only if passed by a majority of three-fourths of members present and eligible to vote at that meeting.

15. DISSOLUTION

- 15.1 The Association may, at any time, with the consent of a majority of two thirds of the members present at a General Meeting called for the purpose, be dissolved.
- 15.2 If upon the dissolution or winding up of the Association there remains after the satisfaction of all its debts and liabilities any income or property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other association or institution having aims similar wholly or in part to the aims of the Association and which shall prohibit the distribution of this income or property among it or their members.