



ECONOMICS TEACHERS' ASSOCIATION OF WESTERN AUSTRALIA CONSTITUTION

***As amended at 21st August 2017**

1. TITLE

The title of the Association shall be "Economics Teachers' Association of Western Australia (Incorporated)."

2. AIMS

The aims or objects of the Association shall be:

- i. To promote an interest in Economics and be an agent for the spread of economic knowledge;
- ii. To promote teaching of, research in and the study of economics in Western Australia;
- iii. To provide an organisation through which teachers of Economics, Business and Humanities and Social Sciences may express opinions on education matters.
- iv. To provide professional learning and a support network for teachers of "Economics" or Economics and Business curricula in Western Australia.

3. POWERS

For the purpose of achieving or furthering these objects the Association shall have power to:

- i. purchase, sell, hold lease or rent real or personal property;
- ii. 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;
- iii. enter into any arrangements with any government or local government authority or instrumentality;
- iv. employ, hire or engage managers, clerks, secretaries or other persons;
- v. invest the moneys of the Association;
- vi. make gifts or give prizes;
- vii. amalgamate or associate with any other educational associations;
- viii. do all such other things as are incidental or conducive to the objects of the Association.

4. INCOME AND PROPERTY

The income and property of the Association shall be applied solely towards the promotion of the objectives 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 provided that nothing shall prevent the payment in good faith of remuneration to any office or employee of the Association or to any person other than a member, in return for services actually rendered to the Association.

5. MEMBERSHIP

- i. Membership shall be available to any person or organisation interested in the aims of the Association and shall be granted to the discretion of the Association's Management Committee.
- ii. Membership classes shall be:
 - a. Ordinary membership (for teachers working in Western Australian secondary schools);
 - b. Non-Financial membership (for teachers working in Western Australian Primary Schools)
 - c. Honorary membership awarded by the decision of a General Meeting upon the recommendation of the Management Committee;
 - d. Institutional membership (ie schools);
- iii. A member shall cease to be a member if:
 - a. The member resigns;
 - b. The member fails to pay his or her dues;
 - c. The member is suspended or expelled
- iv. The Executive Officer (Membership), on behalf of the Association, shall keep and maintain an up-to-date register of members which shall include their names, institution or employment and either postal or email address. A member upon a reasonable request to the Executive Officer (Membership) may inspect in whole or part, but shall have no right to remove, the register at a time and place convenient to the Executive Officer (Membership).

6. OFFICERS

- i. The officers of the Association shall be:
 - a. A President;
 - b. A Vice-President;
 - c. A Secretary;
 - d. A Treasurer;
 - e. An Executive Officer (Membership);
 - f. Five Executive Officers, roles to be determined at point of need.

7. MANAGEMENT

- i. The management of the affairs of the Association shall be vested in an Executive Committee
- ii. The Executive Committee shall comprise the officers of the Association.
- iii. Members shall elect annually, by simple majority of those present at the Annual General Meeting of the Association, the Officers of the Association:
 - a. A President;
 - b. A Vice-President;
 - c. A Secretary;
 - d. A Treasurer;
 - e. An Executive Officer (Membership);
 - f. Five Executive Officers.

- iv. The officers of the Association shall constitute the Executive of the Association, which shall be responsible for the day-to-day management of the Association.
- v. The Executive Committee shall have power to co-opt members of the Association for any special purpose, to appoint Committee members where a vacancy exists until election can occur at the next General Meeting, to appoint an Assistant to the Secretary and/or Treasurer as it deems necessary, and to appoint an auditor.
 - a. There shall be a maximum of five (5) general members of the Committee, in addition to the officers, who shall be elected annually, by simple majority of those members present at the Annual General Meeting of the Association. Such general members of the Committee must be members of the Association and will have voting rights in respect to any decision that requires a vote of the Committee.
 - b. The Committee may co-opt additional members onto the Committee, in excess of the above, however they shall have no voting rights in respect to any decision that requires a vote of the Committee.
- vi. Each member of the Committee will be required to be responsible for Association activities in at least one specific area of activities as determined by the Committee.
- vii. A quorum at a Committee meeting shall consist of a majority of Committee members and shall include the President, Vice-President or their nominee.
- viii. The Committee shall meet at least once a quarter, and shall be empowered to call a General Meeting at two weeks' notice.
- ix. Committee meetings shall be convened by the President at their discretion, provided that a Committee meeting must be held within two weeks from the date on which the President received a request for such a meeting from any two Committee members.
- x. Any member of the Association may place any matter on the agenda of a Committee meeting by submitting matter in writing to the Secretary at least one week before the date of the Committee meeting.
- xi. Each member shall have one vote only in all matters requiring decision by vote. Honorary members shall not be entitled to vote.
- xii. The Officers, general 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 membership of the Committee.
- xiii. A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member –
 - a. Becomes deceased
 - b. Resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice-President and that resignation is accepted by resolution of the Committee;
 - c. Is convicted of an offence under the Act;
 - d. Ceases to be a member of the Association;
 - e. Is the subject of a resolution passed by a general meeting of members terminating his or her appointment as an officer or Committee member;

- f. Is absent from more than
 - i. three consecutive Committee meetings; or
 - ii. three 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.
- ix. Where a person ceases to be a member of the association's Committee then that person is required to, as soon as practicable after their membership ceases, deliver to a member of the committee all of the relevant documents and records they hold pertaining to the management of the association's affairs.
- x. a. A casual vacancy may be filled by appointment from the Committee if the position –
 - i. has become vacant under rule xiii above: or
 - ii. was not filled by election at the most recent annual general meeting
- b. If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 27(4) to fill the position within 14 days after the vacancy arises.
- c. Subject to the requirement for a quorum, the committee may continue to act despite any vacancy in its membership.
- d. 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.

8. ANNUAL GENERAL MEETING

- i. The Annual General Meeting shall be held each year on a day and time to be arranged by the Committee.
- ii. The quorum shall consist of ten.
- iii. The business of the Annual General Meetings shall include:
 - a. Confirmation of minutes and matters arising;
 - b. The President's Report
 - c. The Treasurer's Report and Statement of Accounts for the preceding financial year;
 - d. The election of officers and members of the Committee where the Nominee should be present at the Annual General Meeting
 - i. The Secretary must send written notice to all the members at least 42 days before an Annual General Meeting –
 - calling for nominations for election to the committee; and
 - stating the date by which nominations must be received by the secretary
 - e. Nominations for officers and members of the Executive Committee must:
 - i. Be received in writing by the returning officer at least 28 days before the Annual General Meeting;
 - ii. Seconded by a current ETAWA member with a statement in support of the nomination
 - f. The appointment of an auditor;
 - g. Motions of notice; and
 - h. General business.

9. EXTRAORDINARY GENERAL MEETING

- i. An Extraordinary General Meeting may be called in one of the following ways:
 - a. By resolution of the Committee;
 - b. By petition in writing by at least twenty percent of the members of the Association;
 - c. By resolution at a previous Annual General Meeting or Extraordinary General Meeting.
- ii. The quorum shall consist of ten.

10. CHAIRMAN OF GENERAL MEETING

- i. The President, or in the President's absence a Vice-President, shall preside at the Annual General Meeting and at any Extraordinary General Meeting.
- ii. In the absence of the President or a Vice-President the meeting shall elect any member of the Association to preside.
- iii. The chairman of any General Meeting shall have a casting vote as well as a deliberative vote.

11. VOTING

- i. Only financial members shall be eligible to vote at any General Meeting of the Association.
- ii. At every General Meeting a resolution put to the vote shall be decided by a show of hands by a numerical majority of members present.
- iii. At all General Meetings each member shall be entitled to one vote.
- iv. Postal votes may be permitted in such forms as the Committee may decide, and will be available only to members resident outside the Metropolitan area of Perth and Fremantle provided that postal votes shall be received by the Secretary at least one week before the date of the General Meeting when voting occurs.

12. NOTICE OF MEETING

- i. Ten days' notice shall be given of the Annual General Meeting to all members.
- ii. Fourteen days' notice shall be given of an Extraordinary General Meeting to members.
- iii. Seven days' notice shall be given of a Committee meeting in any manner convenient to the Secretary.

13. MINUTES OF MEETING

- i. The Secretary, or in his absence another member, shall keep minutes of all General Meetings and Committee Meetings.
- ii. Subject to the discretion of the President, minutes of all meetings shall be open to inspection by any member at a time and place convenient to the Secretary.

14. SUSPENSION AND EXPULSION

- i. Any member of the Association whose conduct, in the opinion of the 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.

- ii. 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.
- iii. An appeal shall lie to an Extraordinary General Meeting which shall be called by the Committee at the request in writing of the member who has been suspended or expelled within seven days of the Committee's decision.
- iv. Any member who is suspended or expelled shall not be entitled to any refund of any subscription.
- v. On appeal from a decision of the 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.
- vi. Where a member is suspended such member shall be deemed to be not a member during the period of his/her suspension until such time as his/her suspension is lifted.

15. RESIGNATION

- i. Any person who wishes to resign his membership shall do so in writing by letter addressed to the Secretary.
- ii. Any person who fails to pay his annual subscription before June 30 of each year shall be deemed to have resigned from the membership of the Association.
- iii. The resignation takes effect —
 - a. when the secretary receives the notice; or
 - b. if a later time is stated in the notice, at that later time.
- iv. A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.
- v. The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

16. SUBSCRIPTIONS

The annual subscription for each class of membership shall be decided at the Annual General Meeting of the Association.

17. FINANCE

- i. The Committee shall cause true accounts to be kept of the moneys received and expended.
- ii. A balance sheet containing a summary of the assets and liabilities of the Association, together with a statement of profit and loss for the preceding year shall be made out and submitted to the Annual General Meeting.
- iii. The account shall be audited by the Auditor who shall make a report on the accounts.
- iv. The financial year of the Association shall be each period commencing from November 1 of the previous year to October 31 of the year of the AGM
- v. The Committee shall conduct its financial transactions through banks or other financial institutions.
- vi. All cheques shall be signed by any two of the following:
 - a. A President;
 - b. A Vice-President;
 - c. A Treasurer
- vii. The accounts shall be open to inspection by any member upon giving reasonable notice to the Treasurer at a time and place convenient to the Treasurer.

18. AUDITOR

The auditor shall be appointed by resolution at the Annual General Meeting to audit the accounts and he shall not be a member of the Committee. The auditor may attend the Annual General Meeting and take part in discussions.

19. COMMON SEAL

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 and it shall be used or affixed to any document after authority has been given by the Committee. The affixation of the seal shall be witnessed by the President and any two members of the Committee.

20. DISSOLUTION

- i. 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.
- ii. If upon the dissolution or winding up of the Association there remains after the satisfaction of all its debts and liabilities any 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 objects similar wholly or in part to the objects of the Association and which shall prohibit the distribution of their income and property among it or their members or to some charitable object or objectives which association, institution or object shall be determined by the members of the Association at or before the time of dissolution or winding up, or in default thereof or if insofar as effect cannot be given to such determination then such payment or distribution shall be determined by a Judge of the Supreme Court.

21. AMENDING THE CONSTITUTION BY SPECIAL RESOLUTION

- i. Notice of motions regarding proposed amendments to the Constitution of the Association shall be given to members at least two weeks before the Annual General Meeting or a General Meeting called to consider the proposed amendments.
- ii. 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.