

WESTERN AUSTRALIAN DISTRICT HIGH SCHOOL ADMINISTRATORS ASSOCIATION (WADHSAA) INCORPORATED

Last Amended August
2020

1. GENERAL

- 1.1 The organisation shall be called the "Western Australian District High School Administrators' Association (WADHSAA) Incorporated" hereinafter referred to as "The Association". The acronym used will be WADHSAA.
- 1.2 All Members of the Association shall be bound by this constitution.

2. INTERPRETATION

Unless the context or subject matter shall otherwise require, the following interpretations shall be standard throughout this Constitution.

- 2.1 "Association" means The Western Australian District High School Administrators' Association.
- 2.2 "Member" means any person qualified as such under the provisions of clause 6.
- 2.3 "By-Laws" means the by-laws established pursuant to this Constitution.
- 2.4 "Executive" means all Members of the Executive Committee as identified in sub-clause 13.1.

3. OBJECTS

The objects for which the Association is formed are:

- 3.1 To enhance the professional expertise and status of District School Principals and Deputy Principals and to improve the quality of education in Western Australia.
- 3.2 To create a collegiate of those engaged in education which will foster educational thought and practice and set before itself and the community the ethics of high professional responsibility.
- 3.3 To organise and conduct regular meetings, conferences, forums and seminars for the advancement of education and professional development of District High School Principals and Deputy Principals.
- 3.4 To initiate, promote and encourage educational research and investigation and to give publicity where appropriate.
- 3.5 To recognise, in appropriate ways, outstanding contributions to Education and Educational Administration.
- 3.6 To collaborate with other associations to establish the right, and promote the ability, of professional educators to represent their views and concerns to Governments and the community, independently of employers and unions.

3.7 To enhance the educational/professional development of students and staff in the District High School environment.

4. POWERS

The Association shall have the power to:

4.1 Do all things necessary or convenient for carrying out its objects and purposes, and in particular may:

4.1.1 Acquire, hold, deal with, and dispose of any real or personal property.

4.1.2 Borrow money upon such terms and conditions as the Association deems fit.

4.1.3 Give such security for the discharge of liabilities incurred by the Association as the Association deems fit.

4.1.4 Appoint agents to transact any business of the Association on its behalf; and

4.1.5 enter into any contract it considers necessary or desirable.

5. FINANCIAL YEAR

The financial year of the Association shall end on 31st March each year.

6. MEMBERSHIP

6.1 Ordinary membership shall be open to:

6.1.1 All District High School Principals - substantive or acting.

6.1.2 All District High School Deputy Principals - substantive or acting.

6.1.3 Any former member of the Association who continues in employment with the Department of Education who chooses to remain as a member.

6.1.4 Any of the above who are on leave or secondment.

6.1.5 Any Substantive Primary and Secondary School Principals and Deputy Principals currently serving in rural locations.

6.2 Social membership shall be open to:

6.2.1 Former Association Members who have resigned or retired from Employment.

6.3 Life Member

- 6.3.1 Persons who have rendered long and valuable service to the Association and education may be considered for election to Life Membership of the Association.
- 6.3.2 Nominations for Life Membership shall be submitted to the Executive committee one month prior to the Annual General Meeting.
- 6.3.3 A Member may be elected as a Life Member only at an Annual General Meeting by a majority of two-thirds of those personally present and entitled to vote.
- 6.4 Associate membership shall be open to:
 - 6.4.1 School Administrators not in District High Schools — substantive or acting
 - 6.4.2 School Administrators in District High Schools
- 6.5 Aspirant membership shall be open to:
 - 6.5.1 Any person at a level 3 position in a school who is not a deputy or principal
 - 6.5.2 Any teacher in a school who aspires to a leadership position in any school type.

7. ADMISSION OF MEMBERS

- 7.1 Any person who is eligible to become a Member of the Association shall become a Member of the Association upon payment of the annual subscription.
- 7.2 All persons admitted to Membership of the Association shall have their names entered in the Register which shall be kept by the Treasurer.

8. WITHDRAWAL OF MEMBERSHIP

Any Member may resign from the Association by giving the Secretary written notice of resignation.

9. EXCLUSION AND EXPULSION OF MEMBERS

- 9.1 The Executive Committee may suspend a Member from the Association if in the opinion of the Committee the Member has:
 - a. wilfully infringed any of the provisions of the Constitution or by-laws, or
 - b. engaged in unbecoming or dishonourable conduct or
 - c. practiced conduct which is prejudicial to the good name of the Association.
- 9.2 Within ninety (90) days of the issue of the suspension notice the question of further action against the Member by way of exclusion or expulsion shall be decided at a Special General Meeting.

10. SUBSCRIPTION

- 10.1 All Ordinary, annual membership shall be at the rate set by the Executive that is inclusive of GST.
 - 10.1.1 All Associate annual membership will be at a rate determined by the Executive.
 - 10.1.2 All Social annual membership will be at a rate determined by the Executive.
 - 10.1.3 All Life Member annual membership will be at a rate determined by the Executive.
- 10.1 The financial year will be from 1 April to 31 March each year.
- 10.2 Members may elect to pay the annual amount in full, or to have the annual fees deducted at a source on a fortnightly pro-rata basis.
- 10.3 A member who is more than 6 (six) weeks in arrears in subscriptions may at the discretion of the management committee forfeit all privileges and membership of the Association until arrears has been paid.
- 10.4 Members on long service leave or leave without pay or other special circumstances may seek approval from the management committee to have their fortnightly contributions suspended for the duration of the leave.

11. CONTROL OF ASSOCIATION

- 11.1 Overall control of the affairs and operation of the Association shall rest with Annual General Meetings.
- 11.2 Management and control of the affairs and operations of the Association between the dates of Annual General Meetings shall rest with the Executive Committee.

12. MEETINGS

- 12.1 Annual General Meeting (AGM)
 - 12.1.1 The date of the AGM shall be set by Executive and is to be linked to any major gathering of Members. This may be face to face or using electronic means.
 - 12.1.2 All Ordinary, Life and Associate Members shall be entitled to attend Annual General Meetings but only Ordinary Members shall be entitled to vote.
 - 12.1.3 A quorum at the Annual General Meetings shall consist of a total of 40% of the Ordinary Members of the Association. In the event of a quorum not being present by the notified starting time the meeting shall be adjourned to a time and place to be decided by Executive. Notice of such an adjournment shall be notified to Members at least seven (7) days prior to the meeting being held. In the event of a quorum still not being present the business shall proceed in accordance with the original agenda.

- 12.1.4 Notice of the date of the Annual General Meeting shall be circulated to all Members not less than forty-two (42) days prior to the meeting.
- 12.1.5 Business to be transacted at the Annual General Meeting shall include:
 - 12.1.5.1 To receive, confirm and amend where appropriate the minutes of the previous Annual General Meeting.
 - 12.1.5.2 To receive the Annual Report and Audited Balance Sheet and Financial Statement for the previous year.
 - 12.1.5.3 To receive and confirm the declaration of the Poll for the election of Officers of the Association.
 - 12.1.5.4 To consider and, if appropriate, to adopt (with or without modification) amendments to the Constitution of which due notice has been given.
 - 12.1.5.5 To consider any notice of Motion which due notice has been given in accordance with the Constitution.
 - 12.1.5.6 To approve the remuneration of the Auditors for the previous year.

12.2 Business Meetings

- 12.2.1 Meetings shall be called as and where deemed appropriate by the Executive Committee.
- 12.2.2 The business of meetings shall include:
 - 12.2.2.1 Any matters arising from the minutes of Executive Committee Meetings.
 - 12.2.2.2 Any other matters dealing with the affairs of the Association.
- 12.2.3 Minutes of Executive Committee Meetings shall be circulated to Committee Members within fourteen (14) days of the meeting.

12.3 Special General Meetings

- 12.3.1 Special General Meetings may be called by the Executive Committee. This may be face to face or using electronic means.
- 12.3.2 Special General Meetings shall be called within twenty one (21) days of receipt of a petition from no less than 15% of Ordinary Members of the Association specifying in detail the particular matter or matters in respect of which the Special General Meeting is to be called.
- 12.3.3 Fourteen (14) days notice shall be given to all members stating the details of the matters for which the Special General Meeting has been called.

- 12.3.4 A quorum and procedures for dealing with adjournments shall be stated in paragraph 12.1.3 of this Constitution.
- 12.3.5 The meeting shall consider only the specific matter or matters for which the meeting has been called, as specified in the notice concerning the meeting.
- 12.3.6 Minutes of the Special General Meeting shall be confirmed at the next Annual General Meeting or Special General Meeting whichever is the sooner.

13. EXECUTIVE COMMITTEE

- 13.1 The Executive Committee shall consist of the office bearers: **President, Vice President, Secretary, Treasurer and six other officers**, one of which shall be a deputy **principal**.
- 13.2 Officers of the Executive Committee shall carry out functional responsibilities which serve the needs of members.
- 13.3 The functional responsibilities, determined from time to time by the Executive Committee, will form the basis for positions on the Executive Committee to be filled by election across the membership.
- 13.4 The Executive Committee shall meet as and when considered necessary but not less than once per school term, This may be either face to face or tele-conference.
- 13.5 A quorum for Executive Committee shall be five (5) Members of the Committee. Executive Members may appoint a proxy in the event that they are unable to attend.
- 13.6 The President, or Chairperson as appropriate, shall have a deliberative as well as a casting vote in the negative.
- 13.7 The Executive Committee shall have the power to form such sub-committees for particular purposes as it shall see fit and for this purpose shall have the power to co-opt members or other outside parties to serve on such sub-committees providing that at least one {1} Member of the sub-committee is a Member of the Executive Committee. Such sub-committees shall have no power to commit the Association in any way.
- 13.8 All elected Officers shall hold office for a period of one (1) year from the date of election at an Annual General Meeting unless in the meantime the Officer resigns or is deposed pursuant to sub clause 13.8.1.
 - 13.8.1 A Special General Meeting shall have the power to depose any Officer on the grounds that the said Officer has been derelict of duty or that continuance in office would be adverse to the well being of the Association. Such deposition shall be by a resolution carried out by at least 75% of those present and eligible to vote at a properly constituted Special General Meeting.

14. NOMINATIONS

- 14.1 Nominations for Executive Committee shall close with the Secretary 30 minutes (30) prior to the Annual General Meeting.
- 14.2 All nominations for positions defined in section 13.1 shall be in writing signed by the proposer, seconder and nominee.

15. ELECTIONS

- 15.1 Election for Executive Committee shall be declared prior to the Annual General Meeting.
- 15.2 Elections for all Members of the Executive Committee shall be conducted and results made known to candidates by the Returning Officer.
- 15.3 Where more than one nomination is received for any one position on the Executive Committee a ballot by eligible Members shall be conducted.
 - 15.3.1 Separate ballot papers for each position showing nominees in balloted order shall be made available prior to the Annual General Meeting.
 - 15.3.2 Voting shall be preferential where more than two (2) nominations are received.
 - 15.3.3 A Returning Officer and at least two (2) Scrutineers appointed by the Executive Committee will conduct a ballot.
- 15.4 Any vacancy of an Executive Committee Officer shall be filled temporarily by the Executive Committee. Such an appointment will cease at the next Annual General Meeting where the vacancy will be filled by the declaration of a new ballot conducted in accordance with 15.1 to 15.3 above.

16. BY-LAWS

In order to facilitate the operations of the Association By-Laws, which shall have the same force as this Constitution, they will be attached to and read in conjunction with this Constitution.

17. SERVING OF NOTICE

All notices required to be given by the Association shall be sufficiently served if forwarded in writing by the most expeditious means at the time, including electronic transfer, to the Member's last known school address. The time at which the notice was dispatched and would be delivered in the ordinary course shall be considered to be the time at which the notice was received by the addressee.

18. FINANCE AND ACCOUNTS

- 18.1 All monies received shall be banked in the name of the Association. Payments for items other than that of a petty cash nature shall be made only by cheque signed by any two (2) of the President, Secretary or Treasurer.
- 18.2 The Treasurer's books of accounts shall be audited annually by an Auditor endorsed by the Executive Committee.

19. CHANGES IN THE CONSTITUTION

- 19.1 This Constitution shall be changed by a three quarters majority of financial Ordinary Members present and voting at the Annual General Meeting provided a notice of motion of the amendment has been given in writing and signed by a mover and seconder to the Secretary twenty eight (28) days prior to the said Annual General Meeting.
- 19.2 Where the AGM is held at the annual conference, in the view of those attending the AGM the Conference Programme has provided for adequate discussion of an issue prior to the AGM, a motion arising from that discussion may be put at the AGM when the stipulation in clause 19.1 has not been met.

20. COMMON SEAL

The Association shall have a common seal which shall remain in the custody of the Secretary. The common seal shall only be affixed to a deed, instrument or other document by resolution of the Executive Committee, and then only in the presence of any two of the Office Bearers and bear their signatures. The President or Secretary must be one of the two signatories.

21. INCOME AND PROPERTY

The income and property of the Association shall be applied solely to the promotion of its objects and no part thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of pecuniary profit to the Members, provided that remuneration may be paid in good faith to employees of the Association or other persons in return for services rendered to, or expenses incurred on behalf of the Association.

22. DISSOLUTION

- 22.1 A Special General Meeting called for the purpose of dissolving the Association may, by a three quarters majority of the Members present and entitled to vote, resolve to dissolve the Association. If such resolution is confirmed by a similar majority at a subsequent Special General Meeting held not less than twenty eight (28) days and not more than thirty five (35) thereafter the Association shall thereupon be dissolved.
- 22.2 If, on the winding up of the Association, any property remains after the satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed - (a) to another association/s incorporated under the Act; or (b) for charitable purposes. Which incorporated association or purposes as the case requires shall be determined by resolution of the members when authorizing and directing the Committee under section 33(3) of the Act to prepare a distribution plan for the distribution of the surplus property of the Association.