

History Teachers' Association of New South Wales Incorporated

Constitution

OBJECTIVES

The History Teachers' Association of New South Wales seeks to promote the study and teaching of History and to provide professional support for those working in the area of History education.

We will fulfil HTA NSW's statement of purpose by:

- promoting interest in History in schools and within the wider community
- providing information and services to History teachers and students
- identifying and serving the needs of HTA NSW's members to enable them to function optimally as professionals
- actively representing History teachers in all relevant forums

1. PRELIMINARY

1.1 Definitions:

"HTA NSW" refers to the History Teachers' Association of New South Wales Inc.

"ordinary member" means an ordinary member of the Association who is not an office-bearer of the association

"person" includes a corporation and an association or society (whether or not incorporated)

"executive" is the management committee of HTA NSW, made up of elected office bearers and executive members

"executive member" is an elected member of the executive without specific office

"executive meeting" is a meeting of office bearers and executive members, to be held a number of times during the year

"annual general meeting" is a meeting of all members of the association, to be held annually

"special general meeting" is a general meeting of all members of the Association other than an annual general meeting

2. MEMBERSHIP

2.1 Membership Application

2.1.1 A person may apply for membership of the Association by submitting a completed membership form and on payment of an annual membership fee, as determined by the Executive.

2.1.2 The Executive, on a two-thirds majority vote, may refuse admission to membership to any applicant.

2.1.3 Once an application is approved and fees paid, an applicant's name must be entered in the register of members and the applicant becomes a member of the association.

2.2 Categories of Membership

2.2.1 The Executive may establish different categories of membership of the Association and may determine to which category a member of the Association belongs.

2.2.2 Different categories of membership may pay different membership fees and have different membership privileges.

2.2.3 Institutional, publisher and other corporate members shall have the right to nominate one representative who shall possess the rights and privileges of ordinary members.

2.2.4 Student teacher members and students of secondary schools shall be eligible for student membership. Student members shall not be entitled to hold office in the Association or to vote at its meetings.

2.3 Annual Membership Fees

2.3.1 The amounts of all membership fees shall be fixed by the Executive.

2.3.2 The annual membership fees shall be payable to the HTA NSW on the first day of January in each calendar year.

2.3.3 No member shall be eligible to vote or to hold office unless his or her annual dues are fully paid up at least one month (31 days) before the event at which they wish to exercise this privilege.

2.4 Cessation of Membership

2.4.1 A person ceases to be a member of the Association if the person:

(a) being a natural person, dies; or

(b) not being a natural person, is wound up or dissolved or, in the opinion of the committee, has ceased to exist; or

(c) resigns membership; or

(d) is expelled from the association; or

(e) fails to pay when due an annual subscription, and the Executive determines that the person's membership has ceased.

2.4.2 Notwithstanding Rule 2.4.1 (e), a member resigns by submitting written notice of their intention to resign to the Secretary or President.

2.5 Register of Members

The Association must establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.

2.6 Members' Liability

2.6.1 The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association, or the costs, charges and expenses of the winding up of the Association, is limited to the amount, if any, unpaid by the member in respect of the membership of the Association as required by Rule 2.3.2.

2.6.2 No ordinary member or executive member shall be liable for any claim whatsoever, monetary or otherwise in the event of any action against the Association. This includes claims by persons whether they be members or non-members.

2.7 Local Associations

2.7.1 HTA NSW may choose to support local associations of History teachers formed to support and promote the teaching of History in their district.

2.7.2 Regardless of any financial support or advice provided, these associations will not be branches of HTA NSW and HTA NSW will not be responsible in any legal or financial sense for these associations.

2.7.3 Regardless of the name they may adopt, local associations are not entitled to represent themselves as acting for HTA NSW or with general endorsement from HTA NSW.

3. THE EXECUTIVE

3.1 Powers of the Executive

The Executive is the committee of management of the Association and - subject to the Associations Incorporation Act 1984, these rules and to any resolution passed by the Association in general meeting - is to control and manage the affairs of the association. The Executive has power to perform all such acts as appear to be desirable for the proper management of the affairs of the association.

3.2 Membership of the Executive

3.2.1 The Executive is to consist of:

- (a) the office-bearers of the association;
- (b) the past president; and
- (c) up to 4 executive members,

3.2.2 The office-bearers of the Association, subject to clause 3.2.7, are to be:

- (1) the president;
- (2) the national issues officer;
- (3) the professional development officer;
- (4) the special projects officer;
- (5) the treasurer;
- (6) the secretary;
- (7) the assistant secretary;
- (8) the news sheet editor;
- (9) the publications officer;
- (10) the assistant publications officer;
- (11) the study day convenor;
- (12) the promotions & advertising manager;
- (13) the assistant professional development officer;
- (14) the regional support officer;
- (15) the Primary liaison officer;
- (16) the Board of Studies liaison officer;
- (17) the HTA NSW competitions officer.

3.2.3 All members of the Executive, except for the past president, are to be elected at the annual general meeting.

3.2.4 A person nominated for President must have had a minimum of five years teaching experience.

3.2.5 A person nominated for Treasurer must have had a minimum of three years experience on the HTA Executive.

3.2.6 At the annual general meeting up to three of the office bearers may nominate to be elected as a vice president, providing that those nominated must have had a minimum of five years teaching experience.

3.2.7 From time to time the Executive may vary the number and titles of Executive offices, providing that the maximum number on the executive, including non-office bearing executive members, does not exceed 22.

3.2.8 The number of executive members to be elected to the Executive each year, up to a maximum of 4, will be at the discretion of the office bearers who are elected to the Executive in that year.

3.2.9 From time to time, the Executive may co-opt ordinary members to assist the Executive. These co-opted members will not have voting rights on the Executive.

3.2.10 The Executive will determine the filling of casual vacancies on the Executive.

3.2.11 An Executive will hold office from the conclusion of one annual general meeting to the conclusion of the succeeding annual general meeting.

- 3.2.12 Duties of office bearers will be determined by the Executive and may vary from time to time.
- 3.2.13 From time to time, the Executive may delegate its work to sub-committees, including a Finance and Management Committee (see 3.9.)

3.3 Election of Executive Members

3.3.1 Nominations of candidates for election as office-bearers of the Association or as executive members of the executive:

- (a) must be made in writing on the nomination form issued by the Executive, signed by 2 members of the Association and accompanied by the written consent of the candidate and
- (b) must be delivered to the HTA NSW office at least 7 days before the date fixed for the holding of the annual general meeting.

3.3.2 If insufficient nominations are received to fill all positions prior to the annual general, further nominations may be received at the annual general meeting.

3.3.3 Where a nomination for a position is uncontested, with the approval of the Annual General Meeting the nominee may be declared elected.

3.3.4 Where a nomination for a position is contested, a ballot is to be held in a manner determined by the Executive. Ordinarily, this should be a secret ballot.

3.4 Meetings and Quorum

3.4.1 The Executive must meet at least 4 times in each period of 12 months.

3.4.2 Oral or written notice of a meeting of the Executive must be given by the President to each member of the Executive at least 48 hours before the time appointed for the holding of the meeting. Notice of a meeting must include an agenda.

3.4.3 Any 7 members of the Executive constitute a quorum for the transaction of the business of a meeting of the Executive. If, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned until the next designated meeting.

3.4.4 At a meeting of the Executive the President or, in the President's absence, any of the Vice-Presidents or the Past President is to preside.

3.5 Journal Editors

3.5.1 The Executive may appoint and dismiss from time to time an editorial committee of up to 4 persons, to be responsible to the Executive for producing the Association's journal.

3.5.2 The journal editors may or may not be members of the Executive. A journal editor who is not an Executive member may attend Executive meetings and be accorded voting rights, at the discretion of the Executive.

3.6 Publisher

3.6.1 The Executive may appoint and dismiss from time to time a Publisher, to be responsible for liaising with the Association's printer, commissioning and project managing new titles, stock control, marketing, organising reprints and other aspects of managing HTA NSW's publications.

3.6.2 The Publisher may or may not be member of the Executive. A Publisher who is not an Executive member may attend Executive meetings and be accorded voting rights, at the discretion of the Executive.

3.7 Office Manager

3.7.1 The Executive may appoint and dismiss from time to time an Office Manager (designated the Office Manager or another appropriate title), to be responsible for managing HTA NSW's office on behalf of the Executive.

3.7.2 The Office Manager may or may not be member of the Executive. An Office Manager who is not an Executive member may attend Executive meetings but will not have voting rights.

3.8 Professional Officer

3.8.1 The Executive may appoint and dismiss from time to time a Professional Officer (designated the Professional Officer or another appropriate title), to work full time for HTA NSW.

3.8.2 The Professional Officer may or may not be member of the Executive. A Professional Officer who is not an Executive member may attend Executive meetings and be accorded voting rights, at the discretion of the Executive.

3.8.3 If appointing a Professional Officer the Executive must approve: (1) a detailed job description, (2) an appropriate remuneration arrangement and (3) a set period of employment.

3.9 The Finance & Management Committee

3.9.1 From time to the time the Executive may convene a sub-committee for the purpose of:

- (a) Developing policy ideas and recommendations for the full Executive.
- (b) Overseeing finance and management, including employment matters.

3.9.2 This sub-committee will consist of the President, the Treasurer, the Past President, any of the Vice Presidents and, either on a temporary or permanent basis, other Executive members or employees, as approved by the Executive.

4. ANNUAL GENERAL MEETINGS

4.1 Business of the Annual General Meeting

4.1.1 At least once in each calendar year and within the period of 6 months after the expiration of each financial year, the Association must convene an annual general meeting of its members.

4.1.2 The business of an annual general meeting is to include the following:

- (a) to confirm the minutes of the last preceding annual general meeting;
- (b) to receive from the Executive reports on the activities of the preceding year;
- (c) to elect office-bearers and executive members of the association;
- (d) to receive and consider the audited annual accounts;

4.1.3 Seven (7) members shall constitute a quorum at an annual general meeting.

4.2 Members' Notification and Nominations for the HTA NSW Executive

4.2.1 At least 21 days notice of the holding of the Annual General Meeting shall be given in writing to each Member of the Association. This notice shall specify the place, the date, the time of the opening of the Annual General Meeting and the nature of the business to be transacted.

4.2.2 Notice of the annual general meeting will be accompanied by a nomination form for Executive positions. Members' nominations shall be returned to the HTA NSW office not less than 7 days before the date fixed for the Annual General Meeting.

5. SPECIAL GENERAL MEETINGS

5.1 The Executive may, whenever it thinks fit, convene a special general meeting of the association.

5.2 The Executive must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the association.

5.3 All members must receive 21 days written notice of a special general meeting, with all details and material that will allow them to attend the meeting and be informed of the matters to be dealt with.

5.4 Seven (7) members shall constitute a quorum at a special general meeting. If within half an hour after the appointed time for the commencement of a special general meeting a quorum is not present, the meeting:

- (a) if convened on the requisition of members, is to be dissolved; and
- (b) in any other case, may be reconvened by the Executive at a late date.

- 5.5 A special general meeting is to be presided over by the President or his or her delegate.
- 5.6 Only questions that all members have had notification of may be decided at a special general meeting.

6. FINANCIAL MANAGEMENT

- 6.1 The elected Treasurer, the Office Manager or the Professional Officer is to be the public officer of the association.
- 6.2 The funds of the Association are to be derived from entrance fees and annual subscriptions of members, sale of publications, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the Executive determines.
- 6.3 All money received by the Association must be deposited as soon as practicable to the credit of the Association's bank account.
- 6.4 The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.
- 6.5 Subject to any resolution passed by the Association in general meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the Executive determines.
- 6.6 All bank transactions must be authorised by two Executive members or employees who have been given that authority by the Executive. This does not preclude employees or Executive members being able to conduct HTA business using a credit or charge card for a purpose and with a credit limit approved by the Executive.
- 6.7 The Association must maintain appropriate insurance.
- 6.8 Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Association.
- 6.9 As a non-profit body, the assets and income of the Association shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to its members except as a bona fide compensation for services rendered or expenses incurred on behalf of the Association.

7. MISCELLANEOUS

7.1 Dispute Resolution & Discipline of Members

- 7.1.1 The following rules and procedures apply to ordinary members, office holders and executive members and to disputes between members and between members and the association.
- 7.1.2 In the first instance, any dispute should be notified to the President, who will attempt mediation. A second step will involve intervention by a senior executive sub-committee made up of the President, Past President, Treasurer and a Vice President, any one of whom may be asked to step aside from the committee at the request of any of the parties involved in the dispute.
- 7.1.3 Where mediation fails, parties involved in a dispute will be asked to put their case to a full meeting of the Executive, which will adjudicate on the issue. A failure by either party to accept the Executive's adjudication may necessitate disciplinary procedures (rules 7.1.4 – 7.1.7)
- 7.1.4 Disciplinary procedures may be necessary where it becomes evident that a member:
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association; or
 - (c) has rejected all reasonable attempts to resolve a dispute.
- 7.1.5 The Executive must cause notice of the complaint to be served on the member concerned and must give the member at least 14 days within which to make submissions to the Executive in connection with the complaint.
- 7.1.6 The Executive may then proceed to expel or suspend the member from the Executive and/or the Association, a decision which must be carried by a two thirds majority of the Executive.

7.1.7 An expelled or suspended member must be notified of this decision within 7 days and be given a further 7 days to lodge an appeal. This appeal will be considered at the next Executive meeting. If the appeal is rejected, the expulsion or suspension will take effect.

7.2 Voting and Proxies at all Meetings

7.2.1 One member is entitled to one vote. All decisions will be taken on a show of hands and be carried on a simple majority of those at the relevant meeting except for those dealt with in the following rule.

7.2.2 Any decision to decline an application for membership, exclude a member or support a special resolution to alter the constitution must be carried by a two thirds majority of those at the relevant meeting.

7.2.3 The President will chair all meetings. In the President's absence a Vice President or Past President may chair a meeting. Where a simple majority is required for a decision, the chairperson of a meeting may exercise a second or casting vote to break a deadlock.

7.2.4 Any member is entitled to appoint another member as a proxy. The chair of the meeting for which the proxy is to be exercised must receive notification of the proxy 48 hours before the meeting is to take place. (See Appendix 1)

7.2.5 No member may hold more than five proxies.

7.2.6 Proxy votes may not be counted towards a meeting quorum.

7.2.7 Where a ballot needs to be held at an AGM for an Executive position, it should be a secret ballot.

7.3 Alteration of the Constitution

7.3.1 The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

7.3.2 All Members must receive written notification of a proposed amendment by special resolution. A vote thereon shall be taken at a special general meeting, or at the ensuing annual general meeting.

7.4 Dissolution

7.4.1 The Association may be wound up voluntarily whenever a special resolution is passed requiring the Association to be wound up or dissolved at a special general meeting of the Association called for this purpose.

7.4.2 A special resolution requires that not less than two-thirds of the members attending the meeting, being entitled so to do, vote in person at a special general meeting of which not less than twenty-one (21) days written notice specifying intention to propose the resolution, as a special resolution, is given in accordance with the rules.

7.4.3 If upon winding up or dissolution of the Association after the satisfaction of all its debts and liabilities, any monies or property whatsoever remaining shall NOT be paid or distributed among the registered members but shall be given or transferred to some other body or Association having objectives similar to those of the association, or shall be paid to the credit of a selected charitable institution, determined by a two-thirds majority of the registered members of the Association and subject to the provisions of the New South Wales Incorporation (Amendment) Act, 1985, No. 75.

APPENDIX 1

FORM OF APPOINTMENT OF PROXY

I,of.....
(full name) *(address)*

being a member of History Teachers Association of New South Wales Incorporated

hereby appoint..... of.....
(full name of proxy) *(address)*

being a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on theday ofof 20....., and at any adjournment of that meeting.

*** My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).**

*** To be inserted if desired.**

.....
Signature of member appointing proxy

Date

NOTE: A proxy vote may not be given to a person who is not a member of the association.