

Constitution of the Staff Association

Aim

The aim of the Staff Association is to provide an opportunity for:

- a. discussion of issues
- b. participation in decision making
- c. exchange of information
- d. staff development
- e. promotion of social interaction
- f. representation of staff on the School Council
- g. the organisation and control of the election of staff association members to the committees outlined in the committees section of the constitution.

Membership

- a. All persons employed at the school by the Department of Education and Training in the role of educators are automatically members of the association.
- b. Free invitation shall be extended to all other staff to be members of the association simply by registering their membership with the Chair.

Executive

Shall consist of the following:

- a. Chair: responsible for the running of meetings and the meeting agenda.
- b. Deputy Chair: responsible for correspondence; deputise for the Chair.
- c. Secretary: responsible for the recording of minutes of all meetings.
- d. Treasurer: responsible for the collection of Staff association amenity fees and the preparation of an annual Financial Statement. Responsible for the organisation of gifts, flowers, etc., for suitable occasions and / or people.

Management of Meetings

- a. The agenda for the meeting shall represent the priorities as listed in the “Aims” and is at the discretion of the Chair. It is to be distributed to all staff no later than four working days prior to the meeting. The agenda will be advertised for five working days and will be closed six working days prior to the meeting.

The agenda will be in the format:

- i. DET Directives
 - ii. Business arising from previous meeting
 - iii. Committee Reports
 - iv. Other items
- | Topic | Presenter | Time Required |
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- b. Meeting frequency to be one meeting per term. This meeting will be recognised as a Staff Association Meeting. Dates for meetings will be determined by the Executive and will be published prior to the following year to be included on the school calendar. Further meetings may be called at the discretion of the Principal and the Chair when and if required. These meetings will deal specifically with DET business. Extraordinary Staff Association meetings may be called in consultation with the Chair.

- c. Attendance at staff meetings is important in achieving the aims of this Association. Attendance of non-teaching staff will be at their discretion, depending upon the relevance of the agenda items. In some cases it may be appropriate for one person to represent the non-teaching staff. Apology for absence should be submitted in writing to the Chair. (a DET Leave form for Short Leave to be submitted to Principal).
- d. Quorum will consist for two-thirds of the membership for all meetings.
- e. Voting:
 - i. For decisions affecting the operation and organisation of the whole school, an absolute majority will determine matters. The concept of "whole school" will be determined prior to the meetings by the Chair, Principal and motion proposed. Absolute majority means fifty percent of the total number of the membership plus one. For other matters, a simple majority of members present at the meeting will suffice. The Chair will have the casting vote in the case of a tied vote.
 - ii. Proxy voting will be allowed. A proxy voting form needs to be completed and signed prior to the meeting, neither directing a proxy to vote in a specific manner or by allowing the proxy to vote as he or she determines. The proxy voting form must be lodged with the Chair prior to the meeting. Proxy voting forms will be available from the Chair.
 - iii. Constitutional changes will require a two-thirds majority of association members.
 - iv. Decisions deemed by the executive to be educational matters will be voted on by the teaching staff only.
- f. Motions: motions to be tabled for debate at a meeting need to be written on the agenda and a copy presented in writing to the Chair. It is the responsibility of the person proposing the motion to provide copies of the motion to all Association members, a minimum of four working days prior to the meeting date. Any motions not presented prior to the meeting will not be able to be voted upon, but will be deferred to the next available meeting.
- g. Annual Meeting of the Association will be the first official meeting of each year. Nominations for executive positions and committees will be called for at this meeting and elections will take place within ten days. The election committee will be elected at the beginning of the year to be able to conduct the executive and committee elections.
- h. On those occasions where formal debate is required, procedure as applied by Rostrum WA will be used.

Elections

- a. Elections shall be organised and supervised by an election committee elected at the first official meeting of each year.
- b. Each executive position shall be elected separately, annually at the beginning of each academic year.
- c. Nominations for executive and committee positions will be called for at the first official meeting for the year and available positions will be advertised in a suitable venue for 10 working days. Elections will then take place no longer than 5 working days after the nominations are closed.
- d. Any member of the association may nominate for election. Nominations will be self-nomination.

- e. If the number of nominations is equal to the number of members required the election committee declares that all candidates be elected.
- f. If the number of nominations is less than the number required, the nominees shall be declared elected and the vacancies re-advertised by the election committee.
- g. If the number of nominations exceeds the number of positions available then elections by secret ballot by the exhaustive preferential voting system shall be held to decide who shall fill the vacancies.
- h. In the event of a vacancy occurring before the expiry of the term of office, the vacancy will be filled by the member who gained the most preferential votes in the initial elections for the committee, but was originally an unsuccessful candidate.

Committees

These committees shall be elected from members of the Association and operate independently.

Committees Requiring Elections

School Council
Finance
Staff Association Executive
Grievance
Workload Advisory

Self-Nominated Committees: Elections not required

e-Learning
Environment
Occupational Health & Safety
School Priority Committees