



ETSSA

ECONOMIC TEACHERS SOCIETY
OF SOUTH AUSTRALIA

Constitution

1 **Mission and Aims of the Association**

1.1 NAME

The Association will be known as the Economics Teachers Society of South Australia (ETSSA).

1.2 MISSION

ETSSA is an educational organisation, committed to serving its members and communities by working in a proactive and collaborative way to develop the teaching of Economics in Secondary Schools in South Australia.

1.3 AIMS

The Association aims to:

- 1.3.1 Encourage discussion and reflection on the teaching of Economics at a Secondary School level.
- 1.3.2 Contribute to the appropriate professional relationships and development of teachers in the field of Economics.
- 1.3.3 Provide personal support and professional learning for its members.
- 1.3.4 Encourage discussion and reflection on broader educational issues;
- 1.3.5 Continue to develop partnerships between schools and universities in South Australia.

1.4 FUNCTION

The Association will organise meetings and events to fulfil the above aims.

2 **Membership of the Association**

2.1 ELIGIBILITY FOR MEMBERSHIP

- 2.1.1 Membership shall be open to all Secondary Schools and Teachers within the State of South Australia. Membership entitles members to participate in the activities of the Association.
- 2.1.2 Voting rights at the Annual General Meeting (AGM) are conferred by financial membership of the previous year. Financial membership covers a 12 month period from AGM one year to the AGM the following year.
- 2.1.3 Schools that have paid the current annual membership shall be deemed financial members. Only financial member schools have voting rights within the Association. When votes are taken, each member is entitled to one vote.
- 2.1.4 Dismissal of persons from a relevant position in his/her school will render their entitlement to participate in activities of the Association.
- 2.1.5 University students may join the ETSSA free of charge while studying to become a teacher. There will be no change for their participation in events, which are free to financial members. However, they will however have no voting rights.

- 2.2 FINANCIAL STATUS
- 2.2.1 Membership to the Association will be determined at the AGM and will be payable 90 days from date of issue.
- 2.2.2 The memberships paid by schools will cover two members from that school who are to be nominated at the time the membership is paid.
- 2.2.3 Membership fees are set at the AGM.
- 2.3 LIFE MEMBERSHIP
- 2.3.1 Life membership may be offered to persons who have tendered outstanding service to ETSSA for more than 10 years. Life Membership must be proposed and seconded by two members or schools and presented for membership at the next Annual General Meeting.
- 2.3.2 Life members are not required to pay membership fees but will have no voting rights in connection with ETSSA.
- 2.3.3 A Life Member may attend meetings of the Association, events of the Association, make motions, vote or hold office should they desire to.

3 Structure of the Association

- 3.1 FUNCTION OF THE EXECUTIVE
- 3.1.1 Between Annual General Meetings, the business of the Association will be conducted by an Executive elected by the members of the Association. There will be an Executive Committee consisting of three office bearers and committee members:
- 3.1.1.1 President (office bearer)
- 3.1.1.2 Vice President (office bearer)
- 3.1.1.3 Treasurer and Membership officer (office bearer)
- 3.1.1.4 Executive Committee Members (one of which will be the minute secretary)
- 3.2 ELECTION OF THE EXECUTIVE
- 3.2.1 The Executive Committee will be elected at the Annual General Meeting. Each will be appointed for a twelve-month term unless special circumstances warrant early resignation. Members of the Executive Committee may be appointed for consecutive terms.
- 3.2.2 Should an office bearer member of the Executive resign, a replacement will be elected to complete the term of office;
- 3.2.2 Candidates for election to the Executive may be made at the Annual General Meeting. Those nominating must be financial members of the Association, and seconded by another financial member.
- 3.2.3 The Executive Committee will assume its responsibility to facilitate the work of the association at the meeting following the AGM and will meet as required.
- 3.3 DUTIES OF THE EXECUTIVE
- 3.3.1 The **President** will be responsible for:
- 3.3.1.1 Chairing of meetings
- 3.3.1.2 Speaking and writing officially on behalf of the Association
- 3.3.1.3 Liaising, (or nominated delegate) on behalf of the Association, with other corresponding bodies e.g. SACE Board, Universities, Reserve Bank of Australia
- 3.3.1.4 Organising and distributing the agenda for meetings of the Association in conjunction with the Executive Committee
- 3.3.1.5 Presenting an Annual Report at the AGM
- 3.3.1.6 Being a signatory for all bank documents, with the Treasurer.
- 3.3.1.7 Distributing information to members as required.
- 3.3.2 The **Vice President** will be responsible for deputising for the Chair in situations when the Chair is unavailable (assuming responsibility for 3.3.1.1 to 3.3.1.7).

- 3.3.3 The **Treasurer and Membership officer** will be responsible for:
- 3.3.4.1 Managing all financial matters of the Association in conjunction with the Executive Committee
 - 3.3.4.2 Presenting financial reports at meetings of the Association
 - 3.3.4.3 Presenting an annual financial statement at the AGM
 - 3.3.4.4 Arranging for an annual audit of the Association's financial affairs
 - 3.3.4.5 Receipt all funds paid to the Association
 - 3.3.4.6 Payment of all accounts of the Association
 - 3.3.4.7 Being a signatory for all bank documents with the President.
 - 3.3.4.8 Having the accounts open to inspection at all times by the Executive and by any auditors named by the Executive
 - 3.3.4.9 Management of the membership process and fees including the membership register.
 - 3.3.4.10 Distributing information to members as required.
 - 3.3.4.10 Maintaining the post office box of the association.
 - 3.3.4.11 Providing the incoming Treasurer and Membership officer all Association records and property in the Financial Officer's possession upon resignation or at the end of the term of office.
- 3.3.4 The **Executive Committee Members** will be responsible for:
- 3.3.4.1 Working with the Executive Committee to provide services to the membership including events and resources as determined by the committee.
- 3.3.5 The **Returning Officer** will be nominated at the meeting prior to the AGM (or when required) and will be responsible for:
- 3.3.5.1 Declaring all Executive positions vacant at the AGM
 - 3.3.5.2 Seeking nominations from financial members at the AGM and their seconders.
 - 3.3.5.3 Conducting the election at the AGM

4 Annual General Meeting of the Association

4.1 TIMING

The Annual General Meeting will be held on the same day as the annual Economics Teachers Society of South Australia Conference, which is held on the Friday following the Year 12 SACE Economics Public Examination of each year.

4.2 STRUCTURE OF THE ANNUAL GENERAL MEETING

- 4.2.1 The minutes of the previous AGM will be noted as they were confirmed at the first general meeting after the AGM in the previous year;
- 4.2.3 Presentation of an Annual Report by the **President**;
- 4.2.4 Presentation of an annual financial statement by the **Treasurer**;
- 4.2.5 Presentation of any report as deemed necessary by the Executive Committee;
- 4.2.6 The minutes of the AGM will be confirmed at the first general meeting after the AGM.
- 4.2.7 The Executive Committee will be dissolved and then an election will take place to form the Executive for the following year. The election will be conducted by the **Returning Officer**;

4.3 CHANGES TO THE CONSTITUTION

- 4.3.1 Any changes to the Constitution will be made at the AGM, and will require a quorum of 20 financial members are present, including members of the Executive Committee;
- 4.3.2 that the decision has over 50% of those present in favour;
- 4.3.4 that three weeks prior notice of such a vote being proposed has been given to all members.

5 **Meetings of the Association**

5.1 STRUCTURE OF THE MEETINGS

- 5.1.1 General meetings of the Association will be held at least three times per year.
- 5.1.2 The minutes of the AGM will be confirmed at the first meeting of the executive in the following year.
- 5.1.3 Meetings will endeavor to develop a plan of action related to events and activities the Association is endeavoring to run for members.

5.2 ORGANISATION OF THE MEETINGS

- 5.2.1 Minutes of the previous meeting and agenda for the next meeting will be distributed to all executive members at least two weeks prior to the next meeting.
- 5.2.2 Proposed meeting dates for each year will be forwarded to all executive members at the start of each school semester.
- 5.2.3 If changes to meeting dates become necessary, at least three weeks notice will be sent to all executive members.
- 5.2.4 All communications will be sent to each executive member via email.
- 5.2.5 Any papers, documents and/or responses issued by the ETSSA must be approved by the Executive Committee;

This constitution has been endorsed by the financial membership at the AGM for the Economics Teachers Society of South Australia on

Date 19 November 2019