

CONSTITUTION OF THE SOUTH AUSTRALIAN SCIENCE TEACHERS ASSOCIATION (INC)  
(Incorporated under the *Associations Incorporation Act 1985*)

**ANNEXURE A - RULES OF THE ASSOCIATION**

THE SOUTH AUSTRALIAN SCIENCE TEACHERS ASSOCIATION INCORPORATED A3232

1. NAME AND DEFINITIONS

- 1.1 The Association shall be called The South Australian Science Teachers Association Incorporated, hereinafter called "the Association".
- 1.2 The letters SASTA shall be the recognised contraction of the name of the Association.
- 1.3 Special Resolution means the same as the prescribed by the Associations Incorporation Act 1985.
- 1.4 The Associations Incorporation Act 1985 shall hereinafter be called "the Act".

2. OBJECTIVES AND POWERS

The Objectives of the Association shall be:

- 2.1 To promote and support the teaching of science in schools.
- 2.2 To foster the professional development of science teachers.

The Powers of the Association shall be:

- 2.3 The Association has the power to do all such things which are necessary, conducive, or incidental to the attainment of the objectives of the Association.
- 2.4 The Association shall have all the powers conferred by section 25 of the Act to further the objects of the Association.

3. MEMBERSHIP

- 3.1 Membership shall be available to any individual or corporate organisation interested in the objectives of the Association and being prepared to abide by the Rules of the Association set out in this Constitution and by the resolutions passed by General Meetings of the Association or by the Board of the Association.
- 3.2 Members or Branches who become ineligible by virtue of non-compliance with the provision of Rule 3.1 above may be expelled from the Association by a Resolution of the Board which shall be passed at a Special General Meeting duly convened and constituted and the member or Branch shall be deemed to be expelled from the time of passing of such a Resolution. The member or Branch whose case is to be considered shall be notified of the time and place of the Special General Meeting at which the case shall be considered.
- 3.3 The following categories of membership shall be available:
  - 3.3.1 **Personal Members**  
Personal Members shall be entitled to vote and hold office in the Association and may receive all publications and services of the Association according to the procedures established by the Board.
  - 3.3.2 **Corporate Members**  
Corporate Membership is available to any international, national, state, or local organisation including schools, colleges or universities interested in the objectives of the Association. Each Corporate Member shall be entitled to one vote by a nominated delegate acceptable to the Board in elections of the Association, but no such delegate shall be entitled to hold office through Corporate Membership nor may Corporate Members nominate others for office.

CONSTITUTION OF THE SOUTH AUSTRALIAN SCIENCE TEACHERS ASSOCIATION (INC)  
(Incorporated under the *Associations Incorporation Act 1985*)

- 3.3.3 Joint Membership  
Joint Membership shall be available to husband/wife, defacto couples who shall receive the same entitlements as Personal Members but only one copy of publications.
- 3.3.4 Retired Membership  
Retired Membership shall be available for individuals who shall receive the same entitlements as Personal Members
- 3.3.5 Student Membership  
Student Membership shall be available for full time students of tertiary institutions who shall receive the same entitlements as Personal Members.
- 3.3.6 Honorary Life Membership  
The Board may recommend any individual for Honorary Life Membership. Such membership must be approved by a majority of members present at an Annual General meeting or a Special General Meeting. Such membership shall entitle the individual to the rights and privileges of Personal Membership.

4. SUBSCRIPTIONS

- 4.1 A subscription shall be paid by Personal, Corporate, Joint, Retired and Student members. The subscription for each category of membership for a specified period shall be fixed at the Annual General Meeting or a Special General Meeting called for that purpose. The amount of any change in the subscription shall be determined by the Education CPI change over the previous calendar year.
- 4.2 Subsequent subscriptions by existing members shall be due on the first day of January each year.
- 4.3 The normal subscription period will be twelve (12) months. The Board may offer the option of other subscription periods to any member at a fee fixed for that period.
- 4.4 Membership shall be deemed to have lapsed should a member fail to renew their subscription within six (6) weeks of expiry.

5. AFFILIATIONS

- 5.1 The Association shall be affiliated with the Australian Science Teachers Association.
- 5.2 Subject to the approval of a General Meeting the Association may enter into Affiliation with other bodies having similar objectives to those of the Association.
- 5.3 No Affiliation or joint venture may be entered into by the Association by virtue of which the Association or its members severally may become liable for the debts or expenses of another group or body.
- 5.4 No Affiliated body shall have authority to bind the Association or incur any Liability on the Association's behalf without the express approval of the Board.
- 5.5 No Affiliation shall be entered into with another body or group unless it can be unilaterally terminated at the discretion of the Association.

CONSTITUTION OF THE SOUTH AUSTRALIAN SCIENCE TEACHERS ASSOCIATION (INC)  
(Incorporated under the *Associations Incorporation Act 1985*)

6. SUBJECT, REGIONAL AND INTEREST BRANCHES

- 6.1 Any group of members with common science interests or from an identifiable geographical region or with a science subject interest may apply to the Board to become a Branch of the Association. Such application to contain a statement of the Aims of the Branch.
- 6.2 The Board shall have the power to approve any application for the establishment of a Branch.
- 6.3 A Branch shall adhere to the Rules of the Association pursuant to Subject, Regional and Interest Branches.

7. ANNUAL GENERAL MEETING

- 7.1 The Annual General Meeting shall be held within five (5) months of the end of the financial year {see Rule 15) of the Association; on a day and a date to be fixed by the Board, for the following purposes to:
  - a) receive a report and statement of audited accounts for the preceding twelve (12) months
  - b) elect the Board for the ensuing twelve (12) months
  - c) decide upon any proposal, or matter, and transact any other business, which shall be duly submitted to the meeting, in accordance with Rule 7.3
  - d) appoint an auditor of the accounts for the next twelve (12) months.
- 7.2 A quorum at any Annual General Meeting shall consist of twenty (20) members
- 7.3 Members shall be notified in writing of the Annual General Meeting and of the business to be presented there at least twenty one (21) days before the date of holding same.
- 7.4 At the Annual General Meeting, the Chairperson shall be the President, or in their absence, the Vice-President or if the Vice-President is not present, some other member of the Board.
- 7.5 The Chairperson shall ascertain any decision of the meeting by a show of hands or by taking a division or in such other manner they shall deem most convenient. In the event of an equality of hands the Chairperson shall be entitled to a second or casting vote.

8. THE BOARD

- 8.1 The Board shall consist of up to nine (9) elected members.
- 8.2 Nominations for the Board shall be submitted to the Executive Officer in writing, signed by the proposer, seconder, and nominee (all of whom must be financial members of the Association), twenty eight (28) days prior to the Annual General Meeting.
- 8.3 If the number of eligible nominees is equal to or less than the number of vacancies to be filled, the Chairperson at the Annual General Meeting shall declare such candidates duly elected.

CONSTITUTION OF THE SOUTH AUSTRALIAN SCIENCE TEACHERS ASSOCIATION (INC)  
(Incorporated under the *Associations Incorporation Act 1985*)

- 8.4 If there are more eligible candidates than vacancies an election must be conducted by ballot of the members as prescribed in Appendix One.
- 8.5 Members elected to the Board shall hold office for a term of three (3) years.
- 8.6 Any Casual Vacancy on the Board occurring otherwise than by retirement at an Annual General Meeting may be filled by the Board and any person appointed to fill a Casual Vacancy shall retain office until the next Annual General Meeting.
- 8.7 Continuous elected membership shall not exceed nine (9) years.
- 8.8 Any member of the Board who is absent from three (3) or more successive meetings of the Board without leave of absence having been granted shall forfeit their position on the Board.
- 8.9 Any member of the Board at any time may retire, by giving to the Executive Officer, notice in writing, of their intention to do so.

9. THE BOARD EXECUTIVES

- 9.1 The Board shall, from among themselves, appoint annually, at their first Meeting after the Annual General Meeting the following officers of the Association. This group shall be known as the Executive Committee.
  - a) President
  - b) Vice-President
  - c) Treasurer
  - d) Executive Officer (Ex-officio)
- 9.2 The Board may at any time remove from office any of the above officers and may appoint another member in the place of the officer removed or who has resigned or who has ceased to be a member of the Association.
- 9.3 The Board shall appoint a Public Officer in compliance with the Act.

10. MEETING OF THE BOARD

- 10.1 The Board shall meet within one (1) month after the Annual General Meeting and shall meet on at least five (5) other occasions during the year.
- 10.2 A quorum at any Board Meeting shall be a minimum of five (5) members.
  - 10.2.1 Notwithstanding clause 10.2, for such time as the number of Board members is below the minimum referred to in clause 10.2 the Board may convene meetings and pass resolutions for the purposes of appointing members to fill casual vacancies as permitted by this Constitution but for no other purpose.
- 10.3 If within thirty (30) minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within thirty minutes of the time appointed for the meeting the members shall form a quorum.

CONSTITUTION OF THE SOUTH AUSTRALIAN SCIENCE TEACHERS ASSOCIATION (INC)  
(Incorporated under the *Associations Incorporation Act 1985*)

- 10.4 The Chairperson of the Board Meeting shall be the President, or in their absence, the Vice-President, or in their absence, or on their declining to take, or retiring from the Chair, one of the Board members chosen by the meeting.
- 10.5 If the President or Vice-President are not present within five (5) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be the Chairperson.
- 10.6 The Chairperson may with the consent of any meeting at which a quorum is present, and shall if so, directed by the meeting, adjourn the meeting from time to time and from place to place.
- 10.7 At any Board Meeting, a resolution put to a vote shall be decided by a show of hands and a declaration by the Chairperson that a resolution has been carried or lost, and shall, unless a poll is demanded, be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, the resolution.
- 10.8 If a poll is demanded by the Chairperson of the meeting or by three (3) or more members present, it shall be taken in such manner as the Chairperson directs. The majority result of such poll shall be the decision of the meeting.
- 10.9 A poll demanded on the election of a Chairperson of a meeting or on any question of an adjournment, shall be taken at the meeting and without adjournment.

11. MINUTES

- 11.1 Proper Minutes of all proceedings of meetings of the Association and of Board Meetings, shall be entered within one month after the relevant meeting in Minute Books kept for the purpose.
- 11.2 The Minutes kept pursuant to this Rule shall be signed by the Chairperson of the meeting at which the proceedings took place or by the Chairperson of the next succeeding meeting.
- 11.3 Where Minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

12. POWERS OF THE BOARD

- 12.1 The affairs of the Association shall be managed and controlled exclusively by a Board which in addition to any powers and authorities conferred by these Rules may exercise all such powers and do all such things as are within the objectives of the Association and are not by the Associations Incorporation Act 1985 or by these Rules required to be done by the Association in general meeting.
- 12.2 The Board shall have the power to appoint such officers and employees as are required to carry out the objectives of the Association, including a Public Officer required by the Act, and may delegate any of its powers to such officers and employees.
- 12.3 The Board shall appoint sub-committees for special purposes and to delegate to sub-committees any powers of the Board. The Chairperson of any such sub-committee shall be a member of the Board.

CONSTITUTION OF THE SOUTH AUSTRALIAN SCIENCE TEACHERS ASSOCIATION (INC)  
(Incorporated under the *Associations Incorporation Act 1985*)

13. REGISTER OF MEMBERS

A Register of Members shall be kept by the Executive Officer.

14. SPECIAL GENERAL MEETING

- 14.1 The Executive Officer may, at any time, for any Special Resolution, call a Special General Meeting, and shall do so forthwith on the requisition in writing of any twenty (20) members stating the purposes for which the meeting is required.
- 14.2 Notice of such Special General Meeting, and the purpose for which it is summoned, shall be sent in writing to members of the Association twenty one (21) days before holding the same. The business transacted at such meeting shall be confined to the purposes named in the notice.
- 14.3 The procedure at such meeting and the rights of members to vote thereon shall be the same in all respects as those provided in regard to the Annual General Meeting
- 14.4 Any special resolution must be passed by a majority of not less than three quarters (3/4) of the total number of members of the Association at the Meeting who being entitled to do so, vote personally or by proxy (see Rule 20) at the Meeting.

15. FINANCIAL YEAR

The financial year of the Association shall be a period beginning on January 1st and ending on December 31st.

16. ACCOUNTS AND AUDITORS

- 16.1 The funds of the Association shall comprise all subscriptions and any additional funds that may accrue from the activities of the Association. Such funds shall be deposited in an Association account or accounts.
- 16.2 Signatories for the Association account(s) shall be the President, the Treasurer, the Vice President, and the Executive Officer. The account(s) must be operated by signatures of any two of the signatories.
- 16.3 At the Annual General Meeting, an Auditor shall be appointed for the ensuing year, for the purposes of auditing the Association accounts.

17. INSPECTION OF BOOKS

Every member shall be allowed, upon application to the Executive Officer to inspect the Minute Book containing the Minutes of General Meetings and Board Meetings, Register of Members and books of account of the Association.

CONSTITUTION OF THE SOUTH AUSTRALIAN SCIENCE TEACHERS ASSOCIATION (INC)  
(Incorporated under the *Associations Incorporation Act 1985*)

18. REMUNERATION AND HONORARIA

The Board shall determine to whom any remuneration or honoraria shall be paid and shall further determine the sum of such remuneration or honoraria.

19. ALTERATION OF THE RULES

- 19.1 These Rules may be repealed, or amended, or new Rules made by a majority of members present and voting at an Annual General Meeting or Special General Meeting provided that notice of any proposed repeal or amendment or new Rule has been given to the Executive Officer in writing at least twenty eight (28) days before the meeting. Such an alteration shall be registered with the Commission as required by the Act.
- 19.2 Such an alteration must be passed by a majority of not less than three quarters (3/4) of the total number of members of the Association at the Meeting who being entitled to do so, vote personally or by proxy (see Rule 20) at the Meeting.
- 19.3 The registered Rules shall bind the Association and every member to the same extent as if they had respectively signed and sealed them and agreed to be bound by all of the provisions thereof.

20. PROXIES

A member shall be entitled to appoint in writing a person who is a member of the Association to be his proxy and attend and vote at the Annual General Meeting or Special General Meeting.

21. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

The income and capital of the Association shall be applied exclusively to the promotion of its objectives and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the Association.

22. WINDING UP

The Association may be wound up in the manner provided for in the Act.

23. APPLICATION OF SURPLUS ASSETS

- 23.1 If after the winding up of the Association there remains "surplus assets" as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objectives and has Rules which prohibit the distribution of its assets and income to its members.
- 23.2 Such organisation or organisations shall be identified and determined by a resolution of members of a general meeting.

**APPENDIX ONE: ELECTION BY BALLOT**

1. The Executive Officer must, at least twenty one (21) days before the date of the Annual General Meeting communicate to each member entitled to vote, information containing the names, titles, qualifications, and occupations of all duly nominated candidates in order determined by lot, in preparation for the election. Included in this information will be the process for voting as agreed by the Board. The non-receipt by any member of such voting information will not invalidate the ballot.
2. Confidentiality of individual votes is to be maintained at all times during and after the voting process.
3. All formal votes received by the Executive Officer within the time specified by the Board for the closing of the ballot must be counted in the ballot.
4. The ballot must be conducted by the Executive Officer assisted by two or more scrutineers appointed by the President or, failing such appointment, by the Vice President.
5. After the closing of the poll the Executive Officer and scrutineers must check that the votes have been cast by a qualified person, and then proceed to the examination of the votes.
6. Any vote where the exact number of candidates to be elected is not selected, or which is not completed and received in accordance with the rules must be rejected as informal.
7. In any case of doubt as to the formality of any votes the matter must be referred to the President or, in the absence of the President, the Vice-President whose decision shall be final.
8. At the completion of the examination of the votes the Executive Officer must report the result of the ballot in writing to the Chairperson of the Annual General Meeting.
9. In the event of an equality of votes in favour of two or more candidates the Chairperson of the Annual General Meeting shall have a casting vote so as to ensure the election of not more than the necessary number to fill the vacancies.
10. The Chairperson of the Annual General Meeting must as soon as practicable after the commencement of the Annual General Meeting declare the names of those who have been elected to fill the vacancies.
11. The Board may direct the Executive Officer to destroy the votes at any time after the expiration of one month from the date of the declaration of the election.