



National Association of Agricultural Educators Inc.

ABN 54 874 598 275

Constitution

1. NAME

- 1.1 The name of the organization shall be the *National Association of Agricultural Educators Inc.* hereinafter referred to as the “Association” .
- 1.2 The organization was renamed to the above from the National Association of Teachers of Agriculture at a meeting in Perth 1988.
- 1.3 *NAAE* is the contraction of the *National association of Agricultural Educators Inc.*

2. OBJECTS

- 2.1 To provide leadership at a national level in the promotion and development of agricultural education.
- 2.2 To join together in an association all persons having an interest in agricultural education.
- 2.3 To provide a national forum for the discussion of, and exchange of information relevant to the teaching of agriculture and related studies.
- 2.4 To engage in activities aimed at assisting the development agricultural education.

3. MEMBERSHIP

- 3.1 Any person interested in agricultural education may be eligible for membership.
- 3.2 Membership is of the individual, but may be paid on behalf of individuals of organisations, where the position retains membership.
- 3.3 Any association representing teachers of agriculture at State level may be eligible for affiliated membership.
- 3.4 The following types of membership shall apply:

3.3.1 FULL MEMBERSHIP - The members of the National Association of Agricultural Educators shall consist of the full members of the Agriculture Teachers' Associations of each State and Territory which shall affiliate itself with NAAE and are financial at the time of the meeting, or at the discretion of the Executive in the case of outstanding dues.

Full members of affiliated Associations are individual members who have voting rights. Membership of NAAE is automatic when becoming a member of an affiliated association, and it is up to the individual or affiliated association

to advise NAAE in writing should they wish this not to occur.

Qualified Trainers may be considered full or associate trainers depending on the full membership classification in their given affiliated association. Associate members have voting rights.

3.3.2 ASSOCIATE MEMBERSHIP

May be available to any person who has an interest in agricultural education. This includes retired teachers who are no longer registered, student teachers who are yet to achieve provisional or full teacher registration, members from industry and similar such parties.

3.3.3 LIFE MEMBERSHIP

May be granted on the recommendation of the Executive to any person who has rendered outstanding service to the Association.

- i) Life Members shall be appointed at a Biennial General Meeting.
- ii) Life Members may freely engage in any or all activities of the Association without further payment, provided the rules of the Association are observed.

3.5 REGISTER OF MEMBERS

- 3.5.1 Affiliated organisations are responsible for maintaining a list of financial members of both their association and that of NAAE.
- 3.5.2 Affiliated associations will provide a number and list of members upon request
- 3.5.3 Affiliated organisations are responsible for ensuring financial status of their members as per 4.1
- 3.5.4 The Association shall keep a register of Life Members

3.6 RESIGNATION

- 3.6.1 Resignation of membership may occur if received from the individual or affiliated association in writing
- 3.6.2 Membership is confirmed via the provision of a number of financial members of the affiliated associations, and membership is to be confirmed on a case by case basis by the affiliated association
- 3.6.3 Should your membership of the affiliated association cease, your membership of NAAE automatically is deemed to have ceased, with the exception of NAAE Life members.

3.7 EXPULSION

- 3.7.1 If a member falls under the following clauses, the Management Committee shall consider whether his membership shall be terminated.
 - 3.7.1.1 is convicted of any indictable offence; or
 - 3.7.1.2 fails to comply with any of the provisions of these Rules; or
 - 3.7.1.3 has membership fees in arrears for a period of two months or more; or
 - 3.7.1.4 conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Association.
- 3.7.2 A member of the executive may be removed from their role if they

- 3.7.2.1 display any of the clauses requiring expulsion of general membership
- 3.7.2.2 Fail to perform or neglect the duties of their role on more than one unrectified occasion

3.7.3 APPEAL OF TERMINATION

- 3.7.3.1 The member concerned shall be given a full and fair opportunity of presenting their case and if the Management Committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.
- 3.7.3.2 A member of the executive who has been removed from their appointment, will be eligible to be subject to the appeals process such as that identified for general membership
- 3.7.3.3 Removal from an executive role may not necessarily result in expulsion from general membership
- 3.7.3.4 A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Management Committee.
- 3.7.3.5 Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the day of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership shall likewise have the opportunity of presenting its or their case.

The appeal shall be determined by the vote of the members present at such meeting.
- 3.7.3.6 Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the fees are non refundable and but are transferable to another member of the affiliated association.

4. FEES

- 4.1 The Executive shall have the power to fix and vary from time to time, all fees payable by Associate and Affiliated Members and to make rules for the collection thereof. The fees are paid by affiliated associations on behalf of members.

5. ENDOWMENTS AND GRANTS

- 5.1 The Executive is empowered to seek grants and endowments to foster the objects of the Association.

6. OFFICERS

- 6.1 The officers of the Association shall be President, Immediate Past President, Vice President, Honorary Secretary, Honorary Treasurer, Public Officer and a Communications Officer.
- 6.2 Officers shall be elected at a Biennial General Meeting, each term of office therefore being 2 years.
- 6.3 Officers shall not hold any one office for more than 2 consecutive terms. However, they may stand for election in another capacity.

6.4 Associate members may hold the role of an officer, however members of this membership class shall hold no more than two thirds of the executive.

6.5 DUTIES OF OFFICERS

6.5.1 PRESIDENT

6.5.1.1 The President shall preside at all General Meetings and all Executive Meetings except as provided for in Section 11.4 and shall conduct same mindful of the rules and objectives of the Association.

6.5.2 VICE PRESIDENT

6.5.2.1 In the absence of the President at General Meetings and at Executive Meetings, the Vice President shall carry out the duties of President.

6.5.3 HONORARY SECRETARY

6.5.3.1 Shall, in conjunction with the President and in accordance with the Constitution, convene General Meetings and meetings of the Executive.

6.5.3.2 Shall record accurate minutes of all such meetings, except as provided for in Sections 8.3.5 and 8.4.5 and 12.1.

6.5.3.3 Shall be responsible for the custody of the correspondence and all documents whatsoever belonging to the Association.

6.5.3.4 Shall make all books of the Association available for inspection by the auditors or any member of the Executive.

6.5.3.5 Shall conduct correspondence and perform such other duties as the Executive may from time to time direct.

6.5.4 HONORARY TREASURER

6.5.4.1 Shall pay into the account of the Association at its Bank, all moneys and cheques received on behalf of the Association.

6.5.4.2 Shall keep proper records of all moneys received and expended by, or on behalf of the Association and of all matters pertaining to such receipts, funds, liabilities and transactions of the Association.

6.5.4.3 Shall prepare and submit to each Biennial General Meeting and interim Annual General Meeting of the Association an audited statement of receipts and payments and balance sheet of the Association made up to and including, the immediate past 30th day of June.

6.5.4.4 Shall submit a financial statement at each meeting of the Executive.

6.5.5 PUBLIC OFFICER

6.5.5.1 Incorporated associations must have a public officer. This person signs most of the forms and documents and should understand what is needed under the [Associations Incorporation Act 1985](#).

6.5.5.2 The public officer must be:

- 18 years or older

- a resident of South Australia.

6.5.5.3 Notify CBS within one month if a new public officer is nominated or if the existing officer changes their address. Penalties apply if the association is without a public officer for longer than a month.

6.5.6 COMMUNICATIONS OFFICER

6.5.6.1 Shall edit all publications and public communications produced by the Association in coordination with the secretary and president.

6.5.6.2 May approve and cause to have published papers of a professional nature submitted by members.

6.5.6.3 May approve and cause to have published any public information material, either through the written word or electronically recorded material which conforms to the objects and rules of this Association.

7. EXECUTIVE

7.1 There shall be a Committee of Management herein referred to as the Executive which shall comprise the officers and those members who have been elected as delegates from each affiliated Association.

7.2 Each affiliated Association may send one delegate nominated by members of that Association to Executive meetings. This delegate has the right to speak and to vote.

7.3 The Executive shall be responsible for the general management of the Association and shall provide for the administration and control of affairs, and property of the Association.

7.4 Powers of **the Executive**

7.4.1 Buy, take on lease, or otherwise acquire any real or personal property for the purposes of the Association.

7.4.2 Sell or otherwise dispose of all or any of the real or personal property of the Association.

7.4.3 Invest any moneys of the Association in any securities of, or guaranteed by the Government, or the Parliament of the Commonwealth, or a State, with power from time to time to vary or transpose such investments for or into others of a like nature.

7.4.4 Attend generally to all matters affecting the welfare of the Association.

7.4.5 Will not give guarantees and borrow money, upon the security of the assets of the Association or otherwise.

7.4.6 Authorize a maximum of three (3) bank signatories, with a minimum of two (2).

7.4.7 Appoint and dismiss all paid and honorary officers or servants of the Association and define their duties and the terms of their employment.

7.4.8 Fix the salaries or remuneration or honorariums of all persons were appropriate.

7.4.9 Appoint a member (for the position of a delegate) to fill an Executive vacancy that may occur, except for a vacancy of a delegate of an affiliated association, such a vacancy to be filled by appointment from the affiliated association.

7.4.10 Make rules and by-laws consistent with this constitution for the regulation of its own proceedings and for defining the respective powers and duties of sub-committees or officers of the Association and for the government of the Association

generally. Such rules and by-laws shall be recorded as minutes.

8. MEETINGS

8.1 Persons attending as opposed to votes held shall be used to calculate quorum

8.2 SUB COMMITTEES

8.2.1 The Executive shall have power to appoint sub-committees for specific purposes. The President and Honorary Secretary shall be ex officio members of all sub-committees. The Executive shall at all times retain the right to review or revoke any decisions of its sub-committees or officers.

8.3 EXECUTIVE MEETINGS

8.3.1 The Executive shall meet at least once each year, and the intervals between any two meetings shall not exceed 15 months.

8.3.2 Executive members shall receive at least 30 days' notice of all Executive Meetings.

8.3.3 Four (4) Executive members, including two (2) officers shall constitute a quorum at Executive Meetings.

8.3.4 The President, or in his or her absence, the Vice-President of the Association, shall preside at all Executive Meetings.

If the President and Vice-President shall be absent or unwilling to act as Chairman of an Executive Meeting, the Executive members shall appoint one of their number to preside.

8.3.5 If the Secretary shall be absent from an Executive Meeting the Executive members shall appoint one of their number to keep accurate minutes of that meeting.

8.3.6 In the case of an affiliated association being unable to send a delegate to an Executive Meeting a proxy with power to vote may be appointed by that affiliated association. Should the affiliated association fail to send a delegate or provide apologies with proxy for the meeting, proxy will fall to the President or their delegate.

8.4 GENERAL MEETINGS – BIENNIAL, ANNUAL AND SPECIAL

8.4.1 BIENNIAL GENERAL MEETING

8.4.1.1 The Biennial General Meeting shall be held within each two calendar years at a time deemed suitable by the Executive and shall be open to all members and interested persons.

8.4.1.2 Shall confirm the minutes of the previous Biennial General Meeting.

8.4.1.3 Receive and adopt the Current Report of the Executive.

8.4.1.4 Receive and adopt the audited statement of receipts and payments and balance sheet for the immediate past financial year.

8.4.1.5 Elect the officers and Executive members for the ensuing two years.

8.4.1.6 Appoint an Auditor and Public Officer.

8.4.1.7 Transact other business of which at least 30 days' prior notice has been given.

8.4.2 ANNUAL GENERAL MEETING

8.4.2.1 For the purposes of legal standards of an incorporated association in South Australia, an Annual General Meeting will be held on an annual basis, with the interim AGM only item of business being to approve the

association's financial reports and annual return.

8.4.2.2 Five (5) voting members, including (2) officers, present at an Annual General Meeting for this purpose will constitute a quorum.

8.4.3 SPECIAL GENERAL MEETINGS

8.4.3.1 Special General Meetings may be called by the President and must be convened at the request of at least five (5) members of the Association provided that at least 30 days' notice is given to all members and the business to be discussed is detailed in the notice.

8.4.4 The President, or in his or her absence, the Vice-President of the Association, shall preside at all General Meetings of the Association. If the President and Vice President shall be absent or unwilling to act as Chairman of a General Meeting the voting members present, shall appoint one of their number to be Chairman.

8.4.5 If the Secretary shall be absent from a General Meeting, the voting members present shall appoint one of their number to record accurate minutes of that meeting.

8.4.6 Fifteen (15) voting members, including two (2) officers, present at a Biannual General or Special Meeting shall constitute a quorum. 8.4.2.2 indicates the exception to this quorum in the case of Annual General Meetings

8.5 VOTING

8.5.1 At all General Meetings, officers, full members, associate members and life members shall be entitled to one vote each.

8.5.2 At all meetings of the Executive, officers and Executive members shall be entitled to one vote each, with the exception that they will hold an additional vote if they are also the delegate for an affiliated association.

8.5.3 At all General Meetings and meetings of the Executive the Chairman shall be entitled to a casting vote where there is equality of voting.

8.5.4 All elections and questions shall be decided by a simple majority, except as prescribed in 8.5.2, 8.5.6 and 12.1.

8.5.5 At all meetings voting shall be by a show of hands. If so requested by two (2) or more voting members, who are present at the meeting at which the election or question is to be decided, voting shall be by secret ballot.

8.5.6 Where a member is unable to attend an Executive or General Meeting a postal vote on motions for which notice has been given will be accepted by the Honorary Secretary up to the time of the start of the meeting at which the vote will be taken.

8.6 MINUTES

8.6.1 Accurate minutes shall be kept of all meetings and shall be available for examination by any member.

9. FINANCE

9.1 The Executive shall keep proper books of accounts in which full, true and complete details of the affairs and transactions of the Association shall be recorded.

9.2 The Executive shall open and maintain a bank account in the name of the Association. All payments shall be made by method approved by the executive and all such transactions shall be sighted and approved by *any two of the following

9.2.1 President

9.2.2 Secretary

9.2.3 Treasurer

9.2.4 Authorised signatory

(* NAAE AGM 2004 Meeting authorised the current practice of the executive authorising signatories to sign cheques on behalf of the association in line with item 7.4.6 and 9.2.4 of constitution)

9.3 All accounts rendered to the Association must be authorised and passed by at least two (2) officers of the Executive before payment.

9.4 The Executive shall have the power to open special accounts for specific projects from time to time and such accounts may be operated on only for the set purpose for which they are opened.

10. AUDIT

10.1 As soon as practical after the 30th day of June in each year (and also whenever requested by the President of the Association), the accounts of the Association shall be audited and the auditor shall report thereon to the Association.

11. ASSETS

11.1 No part or parts of the assets of the Association shall be given or transferred in any way to any member or members of the Association except that payments in faith may be made to a member of the Association for services rendered to the Association, or for goods supplied in the ordinary way of business or for any reasonable out-of-pocket expenses incurred by a member of the Association, acting under the authority of the Executive.

12. ALTERATION OF CONSTITUTION

12.1 Alterations to this Constitution may be made at a General Meeting by a resolution passed by a two-thirds majority of those present and entitled to vote.

12.2 At least 30 days' notice of the General Meeting shall be given to all members and the proposed alterations shall be detailed in the notice.

13. DISSOLUTION

13.1 If at any time the Executive considers the Association should be dissolved it shall present its reasons to a Special General Meeting of the Association. If a resolution for dissolution is carried by a majority of voting members present, the real and personal property of the Association shall be sold and disposed of by the Executive by private treaty or by auction as the Executive shall determine (with power to the Executive to give good and valid receipts for all purchase moneys) and the moneys arising from such sale and disposition, after payment of all incidental expenses and debts and liabilities of the Association shall be dispersed amongst affiliated Associations on a basis proportional to financially viable members of the affiliated association in that membership year.

13.2 In the event of two (2) unsuccessful attempts to constitute a quorum for a Special General Meeting for dissolution the Executive shall have the power to dissolve the Association and disperse assets and moneys as outlined in 13.1.