



# GEOGRAPHY TEACHERS' ASSOCIATION OF SOUTH AUSTRALIA INCORPORATED

## RULES

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### 1 TITLE

The title of the Association shall be Geography Teachers Association of South Australia Incorporated.

### 2 AIMS

2.1 The aims of the Association shall be:

- 2.1.1 to promote and support the teaching and study of geography in South Australia
- 2.1.2 to provide an organisation through which teachers of geography in South Australia may express opinions on geographical and educational matters
- 2.1.3 to encourage and promote research in geography and geographical education.

2.2 These aims shall be fostered by:

- 2.2.1 Convening general and special meetings and conferences'
- 2.2.2 Organising workshops, excursions and other field activities
- 2.2.3 Publishing journals and other material concerned with geographical matters and with the teaching of geography
- 2.2.4 Collecting, circulating or giving notice of information of value or interest to teachers of geography
- 2.2.5 Sponsoring or assisting research projects in matters concerned with the teaching of geography
- 2.2.6 Cooperating with affiliated associations, with overseas organisations of teachers of geography, with other geography associations and with other associations of teachers within South Australia and Australia
- 2.2.7 Making submissions or recommendations to legislative, administrative or advisory commissions enquiring into matters of concern to the Association
- 2.2.8 By such other means as the Executive Committee may from time to time decide upon, consistent with the aims and Rules of the Association.

### 3 MEMBERSHIP

3.1 Membership of the Association shall be open to individual persons, institutions or firms

- 3.1.1 having an interest in the study and teaching of -geography or the collection, storage or dissemination of geographical information, and being prepared to abide by the rules of the Association set out in these rules or in resolutions competently passed by a General Meeting of the Association or by the Executive Committee touching upon those matters in which they are authorised to make rules by these Rules; notice of such rules having been duly published in writing to members.

3.2 The Executive Committee shall, subject to the approval of a General Meeting of the association, from time to time create categories of membership and make and publish regulations in respect of these.

3.3 The Executive Committee shall, subject to the approval of a General Meeting of the Association, from time to time, set a scale of fees appropriate to the various categories of membership.

3.4 Membership fees shall become due and be payable from the first day of January each year.

3.5 Members subscribing at any time during the calendar year shall pay the full rate of subscription fees for the entire year unless the Executive Committee shall determine otherwise after considering each case severally and separately.

3.6 Regardless of fees paid members joining after the twenty-eighth day of February in any year shall not normally receive any publications of the Association issued to members by virtue of membership before the date of their subscription unless spare copies of such publications are readily available.

- 3.7 The Executive Committee may at its discretion deem those members who are financial members at the thirty-first of December of any year to be financial members ex gratia in the subsequent year provided that no member shall continue to enjoy status as a financial member after the thirty-first of March unless they have paid their subscription fees for that current year.
- 3.8 Members who become ineligible by virtue of non compliance with the provisions of 3.1.2 above may be expelled from the Association by resolution of the Executive Committee and shall be deemed to be expelled from the time of passing of such a resolution. Such a resolution, once passed may be rescinded only by the Executive Committee or by resolution of a General Meeting duly convened and constituted. A member whose case is to be considered, will be notified of the time and place at which that case will be considered.

#### 4 GOVERNMENT AND MANAGEMENT

##### 4.1 ANNUAL GENERAL MEETINGS

- 4.1.1 The Association shall be governed by members assembled in a General Meeting convened, constituted and conducted as hereinafter provided or according to general custom where no specific provisions are made.
- 4.1.2 An Annual General Meeting of members of the Association shall be held between the first of November and the thirty-first of December in every year to hear and receive reports from officers and to conduct other business.
- 4.1.3 A General Meeting may be convened by the General Secretary at any other time of the year at the discretion of the Executive Committee or upon the receipt by the General Secretary of a petition signed by twenty financial members of the Association requesting that such a meeting be held and proposing items of business to be discussed at such a meeting.
- 4.1.4 The General Secretary shall give or cause to be given at least two months notice of the convening of a General Meeting specifying therein the time, place and purpose of such General Meeting.
- 4.1.5 Due notice of a General Meeting shall be deemed to have been given when the General Secretary has despatched, or caused despatch, of such notice (vide 4.1.4) to each member at the address held by the Membership Secretary at that time.
- 4.1.6 Subject to clause 6.2 of these rules, items of business not specifically listed in the notice of meeting for discussion at a General Meeting may be raised, discussed - and dealt with at the discretion of the Chairperson or upon the resolution of the meeting that such matters be dealt with.
- 4.1.7 Except where otherwise provided in these rules voting upon motions at a General Meeting shall *be* by show of hands unless the meeting resolves otherwise.
- 4.1.8 The President or nominee shall preside as Chairperson at General Meetings except where otherwise provided in these rules.
- 4.1.9 The General Secretary or nominee shall certify to the Chairperson that twenty - members are present before any ballot during the course of a General Meeting and no motion shall be put nor any ballot conducted if less than twenty members are present in the place where the meeting is held.
- 4.1.10 The provisions of 4.1.9 above notwithstanding voting for election of officers may proceed if the Returning Officer determines that the number of formal postal votes received together with the number of members present at the meeting who have not voted in the postal ballot exceeds twenty.

## 4.2 EXECUTIVE COMMITTEE

- 4.2.1 The day to day management of the affairs of the Association and the formulation and implementation of specific policies to achieve the objectives of the Association shall be the responsibility of an Executive Committee not exceeding twenty-five in number and consisting of:
- (i) President
  - (ii) Vice President
  - (iii) Immediate Past President
  - (iv) Honorary General Secretary
  - (v) Membership Secretary
  - (vi) Honorary Treasurer
  - (vii) At least seven but no more than fourteen other members elected as provided for hereinafter
  - (viii) Editors of the Association's journals who may be appointed from time to time by the elected Executive Committee members and
  - (ix) Any other members of the Association coopted to membership of the Executive Committee for some particular purpose provided that they shall not exceed three in number at any one time.
- 4.2.2 Subject to any direction passed at any General Meeting of the Association, or where otherwise provided herein, the Executive Committee shall have full control of the property and affairs of the Association.
- 4.2.3 The President or the Vice President and the Treasurer or nominee selected from the Executive Committee and appointed in writing together with five other members of the Executive Committee shall constitute a quorum.
- 4.2.4 The provision of 4.2.1 notwithstanding the Executive Committee may coopt other members to fill casual vacancies on the committee except in the case of the Presidency which falling vacant, shall be filled by the Vice President until such time as an election for President is arranged at the discretion of the Executive Committee.
- 4.2.5 In the event of the Association becoming incorporated the Honorary General Secretary shall be the Public Officer of the Association pursuant to the requirements of the Incorporation Act.
- 4.2.6 Members elected to the Executive Committee shall normally hold office for a term of two financial years of the Association, ie. until the second Annual General Meeting after that at which they were elected, subject to any other provisions made elsewhere in these rules.
- 4.2.7 Members of the Executive Committee may resign at any time by giving notice in writing of such intention on their part either to the President or General Secretary.
- 4.2.8 Members coopted to serve on the Executive Committee shall not serve on the Executive Committee beyond the next Annual General Meeting unless they are elected to the Executive Committee at that Annual General Meeting.
- 4.2.9 One half of the members of the Executive Committee shall retire at any given Annual General Meeting and shall be eligible to be nominated for re election to further terms of office.  
If the Executive Committee consists of an uneven number of elected members then one half of it shall be understood as that number which when doubled gives the number of elected members plus one.
- 4.2.10 If more than half of the members of a particular Executive Committee have been elected in the same election a sufficient number of them chosen by agreement (or by lot) shall retire at the next Annual General Meeting to ensure that no more than half of the members of the Executive Committee continue to hold office after the next Annual General Meeting without having been duly nominated and re elected at that next Annual General Meeting.
- 4.2.11 Minutes of each Executive Committee meeting shall be taken, filed and published by the General Secretary or a member of the Executive Committee appointed by the committee to perform this function.
- 4.2.12 The attendance or absence of members of the Executive Committee shall be recorded in the minutes of Executive Committee meetings in respect of each meeting of the committee.
- 4.2.13 Any members of the Executive Committee who are absent from three or more successive meetings of the Executive Committee without leave of absence having been granted shall ipso facto forfeit their position on the committee.

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- 4.2.14 The Executive Committee may make such further rules as it sees fit in respect of Executive Committee positions and offices and such rules together with any passed by resolution at a General Meeting shall be appended to these rules in a schedule entitled "Rules Concerning Executive Committee Positions".
- 4.2.15 Regardless of any provisions made under 4.2.14 the Treasurer of the Association shall keep accurate and appropriate records of the financial transactions of the Association and shall present to the Annual General Meeting an Annual Report of the same which report shall include the declaration of another person or persons appointed by the Executive to the effect that the report is a true and accurate record of the financial affairs of the Association together with any other notes or comments which the person appointed by the Executive to check the financial records of the Association may wish to make in relation to the financial records.
- 4.2.16 Executive Committee meetings shall be convened by the President at his/her discretion or by the Executive Committee itself resolving to meet at some specified future date.
- 4.2.17 Any member of the Executive Committee may be removed from office by the majority of members of the Association present voting in favour of such removal at a General Meeting of the Association provided that notice of such a motion has been included in the notice of such General Meeting.
- 4.2.18 Members coopted to membership of the Executive Committee may be removed from the committee by resolution of the committee.
- 4.2.19 SUB COMMITTEES  
The Executive Committee of the Association may set up sub committees to undertake particular matters of business provided that
- (i) a member of the Executive Committee shall be the convenor of each such sub committee
  - (ii) the sub committee shall operate with such terms of *reference* as are from time to time laid down and recorded in the minutes by the Executive Committee
  - (iii) no sub committee shall commit the Association to any financial expenditure without the authorisation of such expenditure by the Executive Committee and
  - (iv) persons other than Executive Committee members may be coopted to serve on or assist such sub committees regardless of whether such persons are financial members of the Association.
- 4.3 ELECTION OF OFFICERS
- 4.3.1 The Executive Committee shall appoint a Returning Officer who shall be responsible for the conducting of elections.
- 4.3.2 Only persons who are financial members of the Association shall be entitled to vote in elections, each member being entitled to lodge only one valid voting paper. There shall be no proxy voting in any election.
- 4.3.3 Two months before the date set for the Annual General Meeting the Returning Officer shall send or cause to be sent to all financial personal members a form of nomination and a notice calling for nominations to the elective position.
- 4.3.4 The nomination form shall have clearly specified upon its face the date by which it must be returned to the Returning Officer and a space for the endorsement of each nominee as required in these rules hereafter.
- 4.3.5 No nomination shall be accepted until the nominee has indicated his or her willingness to stand by endorsing the nomination form proposing him or her or by consent in writing to the Returning Officer. If a proposer has been unable to obtain the consent of a nominee by virtue of isolation and the said nominee has not been proposed by any other person and already signified his or her willingness to stand in respect thereof as required then the Returning Officer may seek his or her endorsement or acceptance of the proposal in writing on behalf of the proposer always providing that the nomination shall not proceed if such consent has not been obtained by the time set for the closing of nominations for whatever reason.
- 4.3.6 After the day set for closure of nominations and not less than twenty-one calendar days before the Annual General Meeting the Retaining Officer shall send or cause to be sent to all members eligible to vote, a voting paper authorised by endorsement with his/her signature or initials upon which they may indicate their choice of candidates for the elective positions.

- 4.3.7 If no more than one person has been nominated for each elective position available then those persons nominated shall be deemed to have been elected unopposed and notice of the same shall be sent to members in lieu of voting papers. Persons so elected shall not assume office until the time at the Annual General Meeting when results of voting are normally declared.
- 4.3.8 In respect of 4.2.1 (vii) the Executive Committee in any year shall determine the number of positions which shall be created for the ensuing year and for which nominations shall be called.
- 4.3.9 The Returning Officer shall be deemed to have discharged his/her responsibilities in respect of sending notices and papers by virtue of having posted or despatched the same to members at the home, school or postal addresses held by the Association at the time of despatch.
- 4.3.10 Voting papers shall have clearly indicated upon them, or upon a sheet affixed to them  
(i) the method of voting which the Executive Committee has determined shall be used  
(ii) the date by which voting papers must reach the Returning Officer if sent by post  
(iii) an instruction worded as follows: *Completed voting papers must be enclosed in an envelope and addressed to the Returning Officer, Geography Teachers Association of SA. The name of the vote must be clearly printed on the back of the envelope and authorised by his or her initials or signature. Unless these instructions are complied with the voting paper shall be deemed 'informal'.*
- 4.3.11 The Returning Officer shall hold all voting papers returned by post or by hand within the time specified and bring them unopened to the Annual General Meeting.
- 4.3.12 At the commencement of the Annual General Meeting two Scrutineers shall be elected by show of hands.
- 4.3.13 The Scrutineers shall check all postal votes received by the Returning Officer and deem them to be formal or informal according to whether they comply with the conditions prescribed above in clauses 43.2 and 43.10 (iii). Having determined which votes are valid they shall make a list of the names of those members who have thus voted and then open the envelopes setting the voting papers and envelopes apart in such manner as to preserve secrecy of voting.
- 4.3.14 At an appropriate time the President if due to retire shall call for nominations for a Chairperson to supervise that part of the Annual General Meeting in which voting is to be conducted. Upon the election by show of hands of such a person the President shall vacate the chair and the elected chairperson assuming control of the meeting shall declare all elective positions vacant.
- 4.3.15 The returning Officer shall read out the names of members who have been deemed by the Scrutineers to have cast valid votes and shall ensure that these persons do not receive a voting paper for voting at the Annual General Meeting. Members present who have not been thus named shall be eligible to receive a voting paper and cast votes at the Annual General Meeting.
- 4.3.16 The Returning Officer shall distribute authorised voting papers of the same form as those used in the postal vote to eligible members, collect them again and deliver them to the Scrutineers.
- 4.3.17 The Scrutineers shall add valid voting papers received from the members present to those already held and proceed to count the votes.
- 4.3.18 At the end of counting and checking they shall deliver the results to the Chairperson who after notifying them to the members present and declaring the successful candidates elected shall vacate the chair in favour of the President newly elected.
- 4.3.19 Valid voting papers shall be retained for at least two weeks after the election in the care of the Returning Officer.
- 4.3.20 Any candidate may appoint a Scrutineer of his/her own choice to oversee the activities of the two elected Scrutineers.

#### 4.4 EMPLOYMENT OF STAFF AND CONTRACTORS

- 4.4.1 The Executive Committee may employ or contract with any persons, firms or institutions whose services may be necessary for the carrying out of the purpose of the Association, regardless of whether such persons, firms or institutions are members of the Association or not.
- 4.4.2 4.4.2 Rates of remuneration and conditions of employment of employees or for persons under contract, shall be determined by the Executive Committee before any appointment is made and conveyed to the prospective employee or contractor in writing. Upon acceptance of the same by such person, firms or institutions in writing, they shall be entered in the minutes.

- 4.4.3 The financial records of the Association shall be kept in such a manner as to enable precise determination of the amounts paid to any employee of the Association and shall be accessible to members who wish to search for the same.
- 4.4.4 The assets and income of the Association shall be applied solely in the furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

## **5 AFFILIATION WITH OTHER BODIES**

- 5.1 Subject to the approval of a General Meeting the Association may enter into affiliations with other bodies having similar aims for the furtherance of the Association's objectives.
- 5.2 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 body or group to any greater extent than the amount which may happen to be outstanding at any time as unpaid affiliation fees.
- 5.3 No affiliation may be entered into with another body or group unless it can be unilaterally terminated at the discretion of this Association.
- 5.4 Having regard to local or regional Subject Associations working within South Australia a General Meeting may authorise a general form of affiliation to be applied in the case of these associations severally at the discretion of the Executive Committee of this - Association subject to 5.2 above.
- 5.5 Terms of affiliation in cases provided for in 5.4 above must be clearly stated in writing and recorded in the minutes of Executive Committee. Notice of all such affiliations entered into during the course of a year shall be given at the Annual General Meeting.

## **6 AMENDMENT TO THE RULES**

- 6.1 Amendments to the rules of the Association shall be made by passing of motions at a General Meeting of the Association as hereafter provided.
- 6.2 Notice of motions regarding proposed amendments to the rules shall be despatched to members at least two months before the General Meeting convened to consider the proposed amendments.
- 6.3 Only those members present at the General Meeting when the motions are put shall be entitled to vote upon them and there shall be no proxy voting.
- 6.4 Motions amending the rules shall not pass unless supported by a two thirds majority of members entitled to vote as specified in 6.3 above.
- 6.5 Amended motions may be submitted for those motions of which notice has been given in convening the General Meeting without prejudice to the competence of the meeting to amend the rules if it be the resolution of the meeting that such a subscription be made provided that the amended motions deal with those constitutional matters which were the subject of the unamended motions.
- 6.6 If a duly convened General Meeting passes any motion duly notified or amended motion substituted for it as provided in 6.5 above then that General Meeting may proceed to pass further motions altering any other provision of these rules which are consequential to the original motion passed or is repugnant or contrary to the amendments made by the original motion, any provision to the contrary elsewhere in these rules notwithstanding.
- 6.7 Schedules appended to the rules shall not be deemed to be part of the rules and may be altered by whatever persons or committees are charged with the creation of them.

## **7 PROVISION FOR DISSOLUTION**

- 7.1 A motion for the dissolution of the Association shall be dealt with as provided in 6 above for motions relating to amendment of the rules provided that such motion, or amended motion substituted for it, makes specific provision for the division of the residual assets of the Association between the Australian Geography Teachers Association and any other associations having aims similar to this Association.

- 7.2 In the event of the Association becoming inoperative as evidenced by the inability of the General Secretary to secure a quorum at two successive General Meetings duly convened to consider a motion for the dissolution of the Association then the General Secretary shall be entitled to dissolve the Association by publishing a notice to that effect in the Adelaide morning newspaper and specifying therein the date at which the Association shall cease to exist and the division of the residual assets of the Association between the Australian Geography Teachers Association and any other associations having aims similar to this Association, in proportions which he/she has decided provided that
- (i) a reasonable time be allowed before the date of dissolution for any interested member or creditor of the association to take such legal action as they deem appropriate.
  - (ii) if applicable, the provisions of the Associations Incorporated Act be observed.

*These rules were approved by the 1978 Executive Committee meeting on 2/8/78, and submitted to the South Australian Institute of Teachers Legal Officer for checking and amending.*

*They were amended to include Clause 4.4.4 at the Annual General Meeting on 3/12/ 1991. These rules were amended and approved by the 1992 Executive Committee meeting on Tuesday 22<sup>nd</sup> September 1992*

*These rules were amended at the December 1993 Annual General Meeting with the deletion of the words "the South Australian Institute Teachers Library" being removed from clauses 7.1 and 7.2.*