

NSW ASSOCIATION OF AGRICULTURE TEACHERS

NAME-

The name of the Association is the NSW Association of Agriculture Teachers (hereinafter called the Association).

2. OBJECTS

The objects for which the Association is established are,

- a) to encourage an interest and excellence in Agriculture.
- b) to foster the teaching of Agriculture and Associated activities.
- c) to arrange and assist in arranging, meetings, conferences, and other activities in keeping with the objects of the Association.
- d) to co-operate with other bodies, within NSW and elsewhere, which share an interest in Agriculture.
- e) to publish a Journal and other such material as is consonant with the objects of the Association.

3. MEMBERSHIP

a) Ordinary .The Association is open to anyone with an interest in Agriculture. Applications for membership shall be made in writing.

All subscriptions shall become due and payable on the thirty first day of December for the following biennium.

- b) Affiliate .The Executive may arrange affiliate membership with other Associations which share objects similar to those of the Association, and which engage in activities that do not conflict with those of. the Association. In arranging the Affiliate membership fee the Executive is to set the rate to cover the entire cost of al of the printed material for the current year and the postage involved. Affiliate members enjoy all the rights of ordinary members when they attend meetings of the Association.
- c) Student .The Executive may accept student members at 50% of full fee.
- d) Life .
 - i) Nomination by present financial members of the Association will be required on the nomination form enclosed in this BAAT.
 - ii) Support materials must be provided together with referees, to enable a full resume to be developed and presented in BAAT.
 - iii) A summary of the resume is to be posted prior to the AGM at the biennial conference.
 - iv) Voting will be decided on a 2/3 majority of the *Members* voting.
 - v) Successful members will become life members as of the date of the meeting, and be invited to receive their life membership at the following Biennial Conference.
- e) In all cases of membership ordinary, affiliate, and student, any rejection of a application for membership must be considered by the Executive.
- (f) The membership year will run from January to December. Any membership payments made after 1st November will carry on the to next year's membership.

4. CESSATION OF MEMBERSHIP

- a) If a member does not pay the biennial subscription when it falls due, or does not pay within sixty days any other sum falling due to the Association, such membership shall thereupon cease and no rights of membership may be exercised until default in payment has been remedied.

5. GENERAL MEETING

- a) General meetings have the power to determine the policy of the Association.
- b) The Association may, where possible, hold a general meeting once every two years.
- c) Special general meetings may be called in term time by the President of the Association at the written request of any ten members.
- d) The Quorum at a general meeting shall be Four (4) members and no business shall be transacted at any general meeting unless a quorum of members is present. Thirty minutes is to be allowed from the notified time of the commencement of the meeting for a quorum to be present.
- e) Section (c) does not preclude any general meeting passing a recommendation for the Executive's consideration either by vote or acclamation. Executive is bound to consider such motions but not to accept them.
- f) The constitution of the Association may be amended by a special resolution of half or more of the members of the Association who are present at a general meeting of which at least 21 days written notice has been given.
- g) Any changes to the subscription rate of the association are to be made by vote at the general meeting of the association

6. BIENNIAL GENERAL MEETING

- a) The biennial general meeting shall receive the Executive report of the activities of the Association for the previous term. On adoption, this report becomes the **Biennial Report** of the Association.
- b) The biennial general meeting shall receive the Treasurer's audited statement for the previous financial term. On adoption, this report becomes the **Biennial Financial Report** of the Association.
- c) The newly appointed executive will select an appropriate auditor at their earliest convenience for the next 2 years
- d) The Biennial General Meeting shall elect the following honorary officers of the Association.
 - * The President
 - * The Secretary
 - * The Treasurer
 - * The Publications Officer
 - * Two Biennial Conference Organisers.
 - * Technology and Communication Officer

e) Returning Officer and Elections

The Biennial General Meeting shall elect a returning officer for the conduct of the elections at the next ensuing Biennial General Meeting. Nominations of members for the various positions shall be called for in the notice convening the Biennial General Meeting. If no or insufficient nominations have been received for a position prior to the General meeting, nominations may be accepted from the floor of the meeting.

All nominations, whether prior to the meeting, or from the floor, must be seconded. Only financial members may nominate or second. Voting shall be by secret ballot and in person at the meeting.

Where there is a single position to be filled, votes shall be cast and counted with the preferential system; where there is more than one position to be filled, each member voting may cast as many votes as there are positions to be filled and votes shall be counted in accordance with the first-past-the-post system. In all cases the conduct of the elections shall be in the hand of the returning officer whose decisions shall be final.

7. **THE EXECUTIVE** shall consist of

- a) The 4 elected members of the Association
- b) The elected editors (up to 3 in number) of the Bulletin of the NSW Association of Agriculture teachers... (BAAT).

8. **THE ADVISORY COUNCIL AND BRANCHES OF THE ASSOCIATION**

- a) The Executive may call a meeting of an Advisory Council. The advisory council shall be free to advise the Association about any matter connected with Agriculture, or the future development of the Association, but it has no power to make binding resolutions.
- b) Ten or members of the Association may apply to the Executive for permission to form a Branch of the Association. If the Executive grants such permission it may do so on such terms as it sees fit and it may at any time in its absolute discretion vary those terms or suspend recognition until the next biennial meeting.

In exercising these powers the Executive shall have regard to the interests of the Association at large, and of its members generally, and the need to both encourage and co-ordinate the activities of the Association, its members and all branches.

Although branches shall finance their own activities any may not commit the Association to any expenditure without prior specific approval of the Executive or the Treasurer, the Executive may make grants, either general or specific, to Branches to assist in their activities. Branches shall keep the Executive full informed of their plans, activities and financial position by regular communication, and in a report which the Branch should submit to the Biennial General Meeting.

9. POWERS AND DUTIES OF THE EXECUTIVE

- a) The business of the Association shall be managed by the Executive which may authorize all payments on behalf of the Association, which are not prerogative of a general meeting, in conformity with the objects of the Association.
- b) The Executive may require an officer of the Association to report to it about activities which he has conducted on behalf of the Association and may request him to cease these activities until the next general meeting, when any matter under dispute may be referred to the members.
- c) The Executive shall cause minutes to be made,
 - * of all payment of officers of the Association,
 - * of the names of all members of the Executive present at all meetings of the Association and of the Executive, and,
 - * of all regular motions at all meetings of the Association and the Executive.
- d) The Executive may invite members to assist in all or part of its deliberations. Such co-opted members may vote on formal motions.
- e) The Executive shall have the power to fill any vacant office. Offices may be declared vacant if no nomination is accepted by the Biennial General meeting or if an officer resigns or fails to accept the President's invitation to be present at three successive meetings of which due notice has been given.
 - ~ The Executive may empower an assistant treasurer to take some or all of the duties of the Treasurer if the Treasurer requests assistance or, if, owing to any cause, the Treasurer is unable to fulfil part or whole of his duties.
- g) The Executive may nominate a past President to act in place of the President if by any chance, the president is unable to fulfil his duties.
- h) The Executive may request the Secretariat to implement decisions or it may grant discretionary powers to deal with certain matters.

10. FUNCTION OF THE SECRETARIAT

- a) The Secretariat may meet in the months between the meetings of the Executive to review,
 - * correspondence
 - * accounts
 - * progress of officers in fulfilling the motions of the Executive.
 - * to resolve matters delegated to it by the Executive, and in general, to provide for continuity of action.

11. THE PUBLICATIONS EDITOR/S

The Publications Editor/s shall be responsible for the handling of all routine matters connected with the issue of publications which have been established by the Executive.

12. SUBCOMMITTEES

- a) It is the policy of the Association to foster active work of voluntary sub-committees and to see that this work receives authorised support and due notice in the publications of the Association.
- b) The Executive may set up subcommittees to prepare business for the Executive meeting or to carry out worthwhile activities for the Association.
- c) Convenors of such sub-committees must report all meetings of their committees to the next meeting of the Executive.
- d) No proposals involving the expenditure of the moneys of the Association shall be effected without the approval of the Executive.
- e) The name of the Association must not be used by a sub-committee for any public action except with the prior approval of the Executive.
- f) The President, the Secretary and the Treasurer of the Association have the right, ex officio, to attend any sub-committee meeting, and the Executive may nominate one of its members to attend meetings.

13. DUTIES OF OFFICE BEARERS**a) The President**

1. Shall represent and stand for the Association during his/her term of office.
2. Shall preside over public and general meetings of the Association, the meetings of the Executive, and of the Advisory Council.
3. Shall be in charge of the business of the Association, and the other officers of the Association shall provide him with material necessary to direct the course of meetings and to represent the Association.

b) The Secretary

The Secretary shall be responsible for,

1. receiving, filing and preserving all correspondence of the Association
2. notifying the President of its contents in time for general meetings and Executive and Secretariat meetings as authorised by the President.
3. sending out notices and agenda for general meetings and Executive and Secretariat meetings as authorised by the President.

4. acknowledging or answering all correspondence as required by the Executive.
5. gathering and preparing materials for reports including the Executive's report of the activities of the Association.

c) **The Treasurer**

The Treasurer shall be responsible for,

1. the receipt and expenditure of all monies of the Association and maintaining the balance of the same.
2. the financial records of the Association.
3. preparing a balance sheet for audit prior to the Biennial General Meeting.
4. maintaining a list of financial members.
5. notifying personnel responsible for mailing, re, new members.
6. preparing budget estimates for income and expenditure at about October of each Biennium.
7. supervising the financial arrangements for all publications and the issue of complimentary copies of Journals and other publications.

d) **Technology and Communication**

1. Development, maintenance and up keep of an Association Web Site.
2. Maintenance and up keep of the Associations Master Data Base.

14. **THE EDITOR/S**

The Editors shall be responsible as part of the Executive for, maintaining the standard of the Associations Journal in accordance with the objects of the Association and in consultation with the Executive.

15 **THE J.A. SUTHERLAND AWARD**

The criteria for the awarding of the J. A. Sutherland Award are as follows:-

- i. The J A (Alan) Sutherland Memorial Award be presented to an Agriculture teacher judged to have made a significant contribution to the teaching of Agriculture;
- ii. The recipient be a secondary school teacher who is a member of the NSW Association of Agriculture Teachers;
- iii. The award be judged by a committee comprising the executive of four and two members nominated by the committee;

- iv. Nominations for the award be made by any member or group of members in writing at least three months prior to the Biennial Conference;
- v. Nominations or a summary of nominations to be included in the Association Newsletter prior to the Biennial Conference;
- vi. The judging committee reserves the right not to make an award in any Biennial; the award takes the form of -
 - a) a perpetual trophy inscribed with the name and year of the recipient, an
 - b) a personal award to the recipient;
- vii. in the event of the Biennial conference not being funded, the award be made and the members advised in the next edition of BAAT.

A significant contribution should include -

- *a work or event from which many benefit*
OR
- *an outstanding worker*
OR
- *an innovation*

This constitution includes amendments made at Tocal Conference , January 15 2003