

AUSTRALIAN COUNCIL OF STATE SCHOOL ORGANISATIONS INC

CONSTITUTION

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1.0 NAME

1.1 "Australian Council of State School Organisations Incorporated".

2.0 OBJECTS

- 2.1.1 To promote public understanding of the role of public education and of national education issues.
- 2.1.2 To advocate on national education issues.
- 2.1.3 To develop and promote national education policies and to devise strategies to achieve the goals implicit in that policy.
- 2.1.4 To monitor and provide information, analysis, research and reports on national education issues to affiliates and other appropriate organisations.
- 2.1.5 To represent parents of children in government schools and their school communities in all relevant forums.
- 2.1.6 To provide support for affiliates and a clearing house for affiliates to share information and experiences.
- 2.1.7 To work with other organisations on matters of mutual interest.
- 2.1.8 To represent ACSSO views on national issues to Government and to education and other related organisations.
- 2.1.9 To provide for ongoing development and regular review of ACSSO organisation and administration.

3.0 POWERS

The powers of the Council shall be:

- 3.1 to determine the time and place of its meetings.
- 3.2 to maintain a National Secretariat.
- 3.3 to employ such staff as is necessary to effectively carry out the work of the Council.
- 3.4 to instruct staff to carry out any action which arises consequent on resolutions of the Council, but no new actions shall be instituted which commit affiliates.
- 3.5 to open and operate any bank account provided that all payments are made by an audited approved electronic funds transfer process (EFT) or by cheque signed by any two (2) of the President, Hon Treasurer, Public Officer and a Vice President or an employee, authorised by Executive.
- 3.6 to borrow and raise money in such manner and on such terms as the Executive may think fit or as may be approved or directed by resolution passed by Council to be applied solely to the promotion of the objects of ACSSO as set forth in this constitution; and secure the repayment of money so raised or borrowed or the payment of debt or liability of the Council by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Council.
- 3.7 subject to the provisions of the Trustees Ordinances 1957, to invest any moneys of the Council not immediately required for any of its objects or purposes, in such manner as the Executive may from time to time determine.
- 3.8 to grant financial or other assistance to any affiliate undertaking the arrangements of any Conference.

4.0 INTERPRETATION

- 4.1 Except as provided for in this clause, this Constitution is to be interpreted by reference to the ACT Associations Incorporations Act 1991 and where necessary to the Legislation Act 2001 and any subsequent iterations.

- 4.2 If there is any dispute as to the rules on a matter that is silent reference shall be made to the Act.
- 4.3 In this Constitution, unless the context otherwise requires:
- Council will consist of duly designated representatives of those state- or territory-wide organisations directly associated with individual government schools which have been granted membership by the Council and which have paid the annual affiliation and other fees prescribed by the Council.
 - Affiliates means those organisations, which are financial members of the Council.
 - Executive means the Executive Committee of the Council.
 - Delegate means a person who is a member or staff of an affiliate, appointed and duly accredited by that affiliate to attend meetings.
 - Official Observer means a person who is a member or staff of an affiliate, appointed and duly accredited by that affiliate to attend meetings.
 - Secretariat means the employed staff of the organisation.

5.0 AFFILIATION AND MEMBERSHIP PROCEDURES

- 5.1 Any state- or territory-wide organisation of bodies representing parents and school communities directly associated with government schools may apply for membership of the Council.
- 5.2 The Association must keep a register of members. The register will be kept at the ACSSO national office and is available for inspection by any member at any time.
- 5.3 Except in the cases of the following sub-clause members are liable to contribute to the payment of debts of the Association to the extent that they have unpaid membership fees.
- 5.4 Where a debt has been incurred through illegal action of a member, that member is liable for that debt.
- 5.5 The rights, privileges and obligations of membership are not transferable.

5.6 Acceptance

- 5.6.1 Applications for membership must be submitted in writing together with a copy of the applicant organisation's Constitution or Articles.
- 5.6.2 All applications for membership will be considered by Council. Membership will only be granted on a two-thirds majority vote of the Council in favour of the application.

5.7 Fees

- 5.7.1 Affiliation and other fees payable by each affiliate shall be determined at each Annual General Meeting.
- 5.7.2 Affiliation year shall be from 1 July to 30 June. Affiliation fees shall be paid in two moieties being due and payable by 15 January and 15 July each year.
- 5.7.3 Accounts for Affiliation fees shall be posted to affiliates not less than twenty days before the due date.
- 5.7.4 Subject to the provisions of Clauses 5.8.1 or 5.8.2, where an affiliate has not paid its scheduled affiliation fee, and the amount is still outstanding by the due date of the next moiety as set out in Clause 5.7.2, or at the beginning of the Annual

General Meeting, whichever is the earlier, then the affiliate will be deemed to be an unfinancial affiliate.

5.8 Termination

- 5.8.1 Council may withdraw membership from any affiliate should such an affiliate allow its affiliation fee (or other financial obligation) to fall into arrears.
- 5.8.2 A motion for withdrawal of membership by Council under Clause 5.8.1 will require a two-thirds majority of votes of financial affiliates to pass. An affiliate which has had its membership withdrawn in accord with Clause 5.8.1 will only be re-admitted to membership in accordance with Clause 5.6.2.

5.9 Life Membership

- 5.9.1 Notwithstanding that membership of the organisation is intended for and limited to those bodies set out in Clause 5.1, Council may award Honorary Life Membership to any individual who has given outstanding services to ACSSO and/or to the purpose set out in Section 2: Objects. Such Honorary Life Membership:
- a) will be based on consideration by council of a submission by at least two affiliates not being from the same State or Territory;
 - b) will only be granted on a 75% majority vote of Council in favour of the proposition;
 - c) confers no rights, privileges or obligations on the recipient.

6.0 GOVERNMENT – POWERS AND RESPONSIBILITIES

6.1 Executive Committee

The powers of Executive in addition to the powers otherwise conferred on it shall be:

- 6.1.1 to govern the organisation between meetings of the Council with an Executive consisting of a President plus a Vice-President representing each affiliate.
- 6.1.2 to operate within the limits of the budget approved and the policies determined by the Council.
- 6.1.3 to declare vacant the office of President should that officer die or retire or resign or become ineligible to hold office.
- 6.1.4 that where the eligibility of the President is contested the matter will be decided by a two-thirds majority vote of Executive.
- 6.1.5 that when a casual Presidential vacancy occurs it will be filled by the vote of a simple majority of the Executive to elect a current member within 30 days. The officer so appointed shall hold office until the next Annual General Meeting and the affiliate providing the replacement president shall be entitled to appoint a new vice-president. All other Officers positions shall remain unchanged.
- 6.1.6 to elect one Vice-President to be Senior Vice President at the first Executive meeting after the Annual General Meeting.
- 6.1.7 to elect a Vice-President to be Honorary Treasurer at the first Executive meeting after the Annual General Meeting.
- 6.1.8 to elect a replacement from Executive if for any reason the office of Senior Vice-President or Honorary Treasurer becomes vacant.
- 6.1.9 to appoint a Public Officer at the first Executive meeting after the Annual General Meeting. The Public Officer must reside within the ACT.
- 6.1.10 to generally to do all such acts and things as may be involved by or incidental to the carrying out of the objects of the Council without in any way being limited to the foregoing power.

6.2 Duties of President/Senior Vice President

- 6.2.1 The President when present shall preside at all Conferences and meetings of the Council or Executive. In the event of the President being absent the Senior Vice-President shall preside. Should neither the President nor the Senior Vice-President be in attendance the meeting shall elect a Vice-President as Chairperson.
- 6.2.2 The President shall forward an annual report to each affiliate six (6) weeks prior to Conference and shall present that report to the Annual General Meeting.
- 6.2.3 The President when attending any meetings of the Council or Executive shall attend in that capacity only and shall not represent or be a delegate of any affiliate.
- 6.2.4 The President shall, when new matters are to be determined, consult the Executive. This consultation and voting may take place by correspondence, telephone, meeting of Executive or other manner as formally resolved by the Executive.

6.3 Duties of Honorary Treasurer

- 6.3.1 The Honorary Treasurer shall maintain or cause to be maintained adequate books of account and shall submit an annual report and such other information as Executive may require at each meeting of the Council or Executive and at any time when so directed by the President shall submit a report, balance sheet, financial statement or other information.
- 6.3.2 The Honorary Treasurer shall receive in person or by appointed deputy, all moneys on behalf of the Council, give receipts therefore on Council receipt forms and pay such monies into such accounts at such banks as the Executive may from time to time decide upon.
- 6.3.3 The Honorary Treasurer shall maintain or cause to be maintained an accurate account of the property, credit and liabilities of the Council.

7.0 MEETINGS

- 7.1 In keeping with Clause 3.1 Council will determine the time and place of meetings not withstanding that in keeping with the Act an Annual General Meeting must be held at least once per year and within 5 months of the end of the financial year and that due regard to the section on Notice of Meetings must be observed. Conferences may be held in conjunction with or separate to an Annual General Meeting.

7.2 Annual General Meeting

- 7.2.1 The President shall be elected at each Annual General Meeting by and from all delegates.
- 7.2.2 The President shall only take office while an Executive member of an affiliate's state/territory organisation.
- 7.2.3 The President shall not hold office for more than three (3) years consecutively.
- 7.2.4 Vice-Presidents shall be appointed by each affiliate and notification shall be given to the President within seven (7) days of such appointment and announced at the Annual General Meeting.
- 7.2.5 The following documents must be presented at the Annual General Meeting;
- (a) the audited statement of the previous years accounts;
 - (b) a copy of the auditor's report to the association for the previous year;
 - (c) a statement of profit and loss;
 - (d) a report signed by two members of the Executive stating:
 - the name of each member of the Executive during the previous year;
 - the changes if any in the membership of the committee in the previous year;
 - the principal activities of the association during the previous year;

- any significant change which occurred in those activities in the previous year.
- (e) a draft budget for the forthcoming year.

7.3 Special Meetings

- 7.3.1 Special meetings of the Council may be called by the President or Senior Vice-President or by requisition signed by a majority of Vice-Presidents.
- 7.3.2 Only those matters set out in the notice convening the Special Meeting may be discussed at that meeting.
- 7.3.3 The voting and consultation processes of the Executive may take place by correspondence, telephone, meeting of the executive, or other manner as formally resolved by the Executive.

7.4 Executive Meetings

- 7.4.1 Meetings of the Executive are to be held at least four times per year in a place and by a method decided by the Executive to deal with the ongoing business of the organisation.

7.5 Conferences

- 7.5.1 A Conference of the Council may be held at least once each year at such times and places as determined by the Council or the Executive.
- 7.5.2 Each affiliate which has honoured its financial obligation to the Council shall be entitled to appoint delegates to attend a Conference in accordance with the following provisions:
 - i. from a State or Territory where there is only one (1) affiliate there shall be a maximum of four (4) delegates;
 - ii. from a State or Territory where there is more than one (1) affiliate there shall be a maximum of two (2) delegates from each affiliate.
 - iii. for the purpose of establishing entitlements of delegates to attend a Conference, the President shall not be considered a delegate.
- 7.5.3 The Executive Committee shall have the power to approve the role and level of participation of persons nominated by an affiliate, other than a delegate or an official observer at a Conference.
- 7.5.4 All reports for consideration by a Conference shall be in writing and lodged with the Secretariat not less than eight (8) weeks prior to a Conference and the Secretariat shall circulate such reports to all affiliates six (6) weeks prior to a Conference.

7.6 Notice of meetings

- 7.6.1 Notice of the Annual General Meeting shall be given to all affiliates not less than six (6) months prior to the date of the commencement of the proposed meeting.
- 7.6.2 Notice of a Conference shall be given to all affiliates not less than six (6) months prior to the date of the commencement of the proposed Conference.
- 7.6.3 Notice of Executive meetings shall be given to all Vice-Presidents not less than eight weeks (8) prior to the commencement of the proposed meeting.
- 7.6.4 Notice of Special meetings shall be in writing and shall be given to all Vice Presidents not less than fourteen (14) days prior to the commencement of the proposed meeting.

7.7 Quorums

- 7.7.1 A quorum for a Conference or meetings of the Council or Executive shall comprise representation from at least five (5) States or Territories.

7.8 Agendas

- 7.8.1 Business transacted at any meeting of the Council or Executive shall comprise items of which due notice has been given.
- 7.8.2 Agenda items submitted by affiliates and/or Executive shall be of national character, falling within the objects of the Council. Such items to be lodged with the Secretariat at least eight (8) weeks before the date of a meeting of the Council.
- 7.8.3 Amendment to or deletion of items of policy shall only be submitted for Council's consideration after an affiliate and/or Executive has given due notice of at least eight (8) weeks before the date of a Conference.
- 7.8.4 Items of policy shall be placed on the agenda when they are the subject of correspondence or action taken during the year.
- 7.8.5 Arrangements shall be made for the complete agenda to reach each affiliates at least six (6) weeks before the date of a Conference.
- 7.8.6 A Committee comprising the President and one member from each affiliate shall meet not later than the day prior to a Conference in order to recommend to the first session of the Conference the order of business for the Conference.

7.9 Resolutions

- 7.9.1 Where relevant all resolutions adopted by a Conference shall be listed as the Council's standing policy until objectives expressed in these resolutions are achieved, or policy is amended.
- 7.9.2 The list of standing policies shall be supplied to each affiliate at the same time as, but separately from, the agenda of a Conference.
- 7.9.3 Resolutions shall state clearly what actions, if any, are required for their implementation, and also whether such action is required to be taken by the Secretariat of the Council, or by affiliates, or both.
- 7.9.4 Each affiliate shall be supplied with a copy of all correspondence, forwarded or received in relation to resolutions of a Conference.
- 7.9.5 Each Vice-President and Affiliate shall be supplied with a copy of the amended Constitution and Policy Document not more than eight (8) weeks after the rise of a Conference.

8.0 DISPUTE RESOLUTION

- 8.1 In the event of a dispute between members the issue will be dealt with in the first instance by the appointment of a mediator. In the event there is no resolution it will be dealt with by legal representation.

8.2 Disciplining of Members

- 8.2.1 In the event that any of the actions listed below are taken they will comply with the rules of procedural fairness, and rights of appeal may be utilised.
- 8.2.2 Where the committee is of the opinion that a member—
 - (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association;

the committee may, by resolution—

- (a) move a motion of censure against the member; or
- (b) suspend the member from such rights and privileges of their position in the association as the committee may determine for a specified period; or
- (c) expel the member from their position.

9.0 VOTING

- 9.1 At each Conference and at any meeting of Council or Executive, there shall be equal voting entitlement for each State or Territory. Within each State or Territory, there shall be equal voting entitlement for each affiliate which has honoured its financial obligation to the Council.
- 9.2 The allocation of votes to each affiliate shall be determined at the opening session of each Conference.
- 9.3 The President at any Conference or meeting of the Council or Executive shall have only a casting vote.
- 9.4 Voting shall be by simple majority of votes cast except where otherwise expressly provided herein.
- 9.5 Voting shall be by show of hands/cards but any two members shall be entitled to demand a ballot or division. A declaration by the Chairman that a motion has been carried shall be deemed to be the resolution of the Council after the ballot or division has been demanded and conducted, or at the end of a vote where no division or ballot is required.
- 9.6 Voting shall be by those present and eligible to vote.

10.0 OBSERVERS

- 10.1 Each affiliate which has honoured its financial obligation to the Council shall be entitled to appoint official observers to attend a Conference. The number of observers from an affiliate shall not exceed the number of votes to which that affiliate is entitled. Such official observers shall have the right to speak but shall not exercise a vote on any proposition.
- 10.2 The Council may grant leave to any official observer to act for any delegate. If such leave is granted then such official observer is entitled to the same rights as the delegate.

11.0 AUDITOR

- 11.1 The Executive shall annually appoint a person or persons or firm suitably qualified for the purpose, to act as the Council's Auditor.
- 11.2 The Auditor shall conduct an annual audit of the books of account, financial statement, balance sheet and other documents relative to the financial affairs of the Council and shall certify same.
- 11.3 The Auditor shall have the power at any time to call for the production of all books of account, vouchers and documents relative to the affairs of the Council.
- 11.4 The Auditor shall not be an officer or member of the Council.

12.0 FINANCIAL YEAR

- 12.1 The financial year of the council shall be from July 1 to June 30.

13.0 FINANCE

- 13.1 The assets and income of the organisation shall be applied solely in the furtherance of its abovementioned objects and no portion shall be distributed directly or indirectly to the affiliates of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

- 13.2 The Executive must ensure the lodgement of detailed statements with the Registrar within 6 months of the start of each financial year, relating to:
- (a) particulars of the Association as specified in Clause 79(1)(a) of the ACT Associations Incorporated Act 1991.
 - (b) an audited statement of the Association's accounts.
 - (c) a copy of the auditor's report in relation to these accounts.
 - (d) a statement by two members of the Executive certifying that the provisions of the Act have been complied with in relation to:
 - i. the preparation of the annual statement of the Annual Accounts;
 - ii. the auditing of the accounts and the presentation of the audited statement of accounts at the Annual Council meeting.
 - (e) A copy of the Annual Report containing the audited financial statement will be given to the Affiliates and the appropriate Ministers and Departments.
- 13.3 A request from the association's Auditor or Public Officer or the Registrar must be met.

14.0 STANDING ORDERS AND BY-LAWS

- 14.1 The Standing Orders shall be observed at Conference and meetings of the Council or Executive, always provided that any or all of the Standing Orders may be suspended by a resolution passed by a majority of votes in favour of the resolution.
- 14.2 Council, or in its absence the Executive, may from time to time make, modify and/or repeal by-laws for the proper operation and management of the organisation.

15.0 SEAL OF THE COUNCIL

- 15.1 The seal of the Council shall be in the form of a rubber stamp, inscribed with the full name of the Council encircling the word "Seal".
- 15.2 The seal of the Council shall not be affixed to any instrument except by the authority of the Executive, and the affixing thereof shall be attested by the signatures either of two members of the Executive or such other persons as the Executive may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Executive.
- 15.3 The seal shall remain in the custody of the Public Officer.

16.0 DOCUMENTS

- 16.1 The Executive is to provide for the safe keeping of all books and other records of the Association.
- 16.2 Any member may inspect such record upon reasonable notice, unless such inspection would create a conflict of interest or a breach of privacy, in which case the member will be provided with a written explanation of why the access was not provided.

17.0 ALTERATION TO RULES

- 17.1 The Constitution may be amended, altered or repealed at any Conference by a special resolution passed by seventy-five per cent of those present and entitled to vote.
- 17.2 Motions designed to effect amendments, alterations or deletions of the Constitution may be submitted by any affiliate or Executive but shall be in writing and lodged

with the Secretariat at least eight (8) weeks before the date of a Conference and the Secretariat shall forward such motions to each affiliate at least six (6) weeks before the date of the Conference.

- 17.3 Any motion designed to affect the Constitution if adopted as a special resolution of the Council shall become effective when lodged with the office of the registrar-general.

18.0 DISPOSITION OF ASSETS ON DISSOLUTION

- 18.1 The organisation may be wound up either by court order or voluntarily, if the Council has resolved to be wound up by a special resolution passed by a seventy-five per cent majority. In either event, any surplus assets remaining after the payment of the organisations liabilities shall be transferred to another organisation with similar purposes and is not carried on for the profit or gain to its individual affiliate.

APPENDIX A

AUSTRALIAN COUNCIL OF STATE SCHOOL ORGANISATIONS INC.

STANDING ORDERS/RULES OF DEBATE

For the purpose of these Standing Orders/Rules of Debate:

A delegate shall mean:

- (a) a person present at Annual Conference as a delegate under the provisions of the Constitution and Rules;
- (b) a person present at Annual Conference as an official observer when acting as a delegate under the provisions of the Constitution and Rules;
- (c) Vice-Presidents present at meetings of the Executive.

An observer shall mean a person present at Annual Conference as an official observer under the provisions of the Constitution and Rules.

1. SPEAKERS

1.1 Right to speak:

Any delegate or observer desiring the right to speak shall rise and address the Chair.

1.2 Precedence of speakers

If two or more delegates/observers rise to speak at the same time, the Chair shall call upon the one who, in the Chair's opinion, rose first.

1.3 Time limits

Unless the majority of delegates present agree to a motion for an extension of time, the following time limits shall apply:

Mover of motion: five (5) minutes
Speaker to motion: three (3) minutes
Mover's reply: three (3) minutes

1.4 Succession of speakers

Not more than two (2) speakers, including the mover and seconder, shall speak successively for or against a motion/amendment. If two speakers have so spoken and there is no opposing speaker, the question shall be put forthwith.

1.5 More than one speech

No person shall speak more than once to the original motion or the same amendment except:

1.5.1 in reply as mover of the original motion;

1.5.2 in explanation or correction of some matter during debate;

1.5.3 upon a point of order raised during the debate;

1.5.4 upon a resolution by a majority of delegates.

1.6 Right of reply

The mover of the original motion shall be entitled to reply only to matters raised in opposition to the motion. If there is no further discussion or if the motion 'that the question be put' is carried, the mover of the original motion shall have the right of reply.

1.7 Resumption of seat

Any delegate or observer speaking shall at once cease speaking and be seated if.

1.7.1 the Chair rises to speak;

1.7.2 a point of order is raised.

1.8 After the question

No delegate or observer shall speak to any question after it has been put by the Chair, or during any vote or division.

1.9 Method of address

At all times throughout the proceedings, speakers shall address the meeting through the Chair and shall stand when doing so.

1.10 Offensive remarks

Any person refusing to retract any offensive remark when directed to do so by the Chair shall be debarred from taking part in any further discussion until such retraction is duly made.

2. CHAIR'S RULING

2.1 The ruling

The Chair's ruling on all points shall be final unless at the time a motion is carried that such ruling be disagreed with.

Dissent from the ruling

2.2.1 Only a delegate may move a motion of dissent from the Chair's ruling.

- 2.2.2 A motion of dissent from the Chair's ruling shall only be accepted by the Chair if it is seconded.
- 2.2.3 On receiving a motion of dissent, the Chair shall forthwith leave the Chair and the debate on any original question then before the meeting shall be suspended.
- 2.2.4 A Vice-President shall take the chair and act as temporary Chair.
- 2.2.5 The delegate challenging the ruling shall speak to the motion and the Chair shall have the opportunity to explain the reasons for the ruling. No other person shall speak to the motion of dissent.
- 2.2.6 The motion of dissent shall then be put to the meeting by the temporary Chair.
- 2.2.7 On resolution of the motion of dissent the Chair shall resume the chair.

3. MOTIONS/AMENDMENTS

3.1 Formal motions

Refer to Appendix B.

3.2 Nature of motions

All motions shall be of an affirmative nature.

3.3 Discussion

Motions/amendments must be moved and seconded prior to discussion, those not seconded shall lapse and will not be debated.

3.4 In writing

If so required by the Chair, motions/amendments must be submitted in writing.

3.5 Who may move

Only delegates shall have the right to move or second motions or amendments and no delegate shall propose more than one amendment upon a motion.

3.6 Property of the Council

Motions/amendments duly moved and seconded become the property of the Council and may not be withdrawn without leave of the Council.

3.7 Agenda motions

A motion placed on the agenda of a meeting of council may be dealt with as follows:

3.7.1 its adoption may be moved.

3.7.2 its deletion may be moved.

3.7.3 its adoption in an amended form may be moved.

3.7.4 its adjournment and referral to a committee for consideration and report may be moved.

3.7.5 its adjournment for consideration later in Council's deliberations may be moved.

3.8 Amendment of motion

A motion may be amended at any time during the debate thereon by:

3.8.1 deleting certain words.

3.8.2 adding certain words.

3.8.3 deleting certain words and inserting certain words in lieu thereof.

3.9 Amendment procedure

3.9.1 Any number of amendments to a motion may be proposed provided each shall constitute a separate question.

3.9.2 An amendment must be relative to the question and not be a direct negation of the original motion.

3.9.3 Only one amendment shall be received at a time and such amendment must be disposed of before any further amendment can be received, but further amendments can be foreshadowed.

3.9.4 If any amendment is carried, the amended motion becomes the substantive motion and is again open for amendment.

4. RESOLUTIONS

4.1 Rescission

A resolution of a meeting of Council may only be rescinded:

4.1.1 at the same meeting on a two-thirds majority vote in favour of such rescission.

4.1.2 at a subsequent meeting if notice of intended rescission is given in the notice convening the meeting.

4.2 Recommittal

A resolution of a meeting of council may only be recommitted for reconsideration on a two-thirds majority vote in favour of such recommittal.

5. VOTING

5.1 Procedure

5.1.1 At any meeting, unless a ballot or division is required under the Constitution and Rules or is determined upon at the meeting, every question shall be decided upon by a show of hands/cards.

5.1.2 The Chair shall put the question in a clear manner and ask the 'ayes' to vote first and then the 'noes'.

5.1.3 The Chair shall count the votes, having due regard for the numbers of votes at the command of each delegate, and announce the decision.

5.1.4 The Chair's decision as to which has the majority shall be final unless two delegates rise and demand a ballot or division. A ballot or division so demanded shall be taken in such manner as directed by the Chair.

5.1.5 The Chair may direct the taking of a ballot or division on any question.

5.2 Validity

Every vote tendered at a meeting of Council shall be deemed valid unless an objection is lodged and upheld at the meeting at which the vote was tendered.

5.3 Mover/second

It shall be competent for either the mover or seconder of a motion to vote against it, provided notification of such intention is given to the meeting.

5.4 Chair's vote

The President shall have a casting vote only in accordance with the Constitution and Rules

6. REPORTS

6.1 Reception

All written reports placed before Council will be received.

6.2 Adoption

Adoption of a report and any recommendations contained therein shall be deemed to be a resolution of Council.

6.3 Motions/resolutions arising

Motions may be moved arising from and related to any report received by Council.

7. STANDING ORDERS/RULES OF DEBATE

7.1 Breach of

Any person breaching these Standing Orders/Rules of Debate may be censured by the Chair and may be debarred from further participation in the discussion.

7.2 Suspension of

No section of these Standing Orders/Rules of Debate may be suspended unless by a simple majority of votes.

7.3 Alteration of

7.3.1 These Standing Orders/Rules of Debate may be amended at any Conference by a resolution passed by a two-thirds majority of votes in favour of the proposition.

7.3.2 Motions designed to effect amendment to the Standing Orders/Rules of Debate may be submitted by any affiliate or Executive but shall be in writing and lodged with the Secretariat at least eight (8) weeks before the date of Conference and the secretariat shall forward such motions to each affiliate at least six (6) weeks before the date of Conference.

7.3.3 Any motion designed to affect the Standing Orders/Rules of Debate if adopted as a resolution at Conference shall become effective at the rising of that Conference.

APPENDIX B

AUSTRALIAN COUNCIL OF STATE SCHOOL ORGANISATIONS

SUMMARY OF FORMAL MOTIONS

TITLE OF MOTION	WORDS USED BY MOVER	LIMITS OF DISCUSSION	WHEN MOTION CAN BE MOVED	IF DEFEATED, CAN MOTION BE MOVED ON SAME QUESTION AGAIN AFTER AN INTERVAL	EFFECT OF MOTION
SUBSTANTIVE	"That"	No limits other than relevance	When no other business is before the chair	No	To decide some question of substance
AMENDMENT	"That the motion be amended by (<i>addition, deletion, substitution</i>)"	No limits other than relevance	When an appropriate motion is before the chair	No	To modify but not negate the question before the chair
ADJOURNMENT	"That the meeting be adjourned.....(<i>either indefinitely or specifying date</i>)"	May be debated and amended as to date, time and place	During debate but not interrupting a speaker	Yes	If carried, debate ceases. If defeated, debate proceeds.
ADJOURNMENT OF MEETING	"That the meeting be adjourned (<i>either indefinitely or specifying date, time and place</i>)"	May be debated and amended as to date, time and place	During debate but not interrupting a speaker	Yes	If carried, meeting stands adjourned. If defeated, meeting proceeds.
NEXT BUSINESS	"That the meeting proceed to the next business."	No debate permissible	During debate but not interrupting a speaker	Yes	If carried, debate on original question ceases at this point. If defeated, debate proceeds.
QUESTION LIE ON TABLE	"That the question lie on the table."	May be debated but not amended.	During debate but not interrupting a speaker	Yes	If carried, debate on original question ceases but a later motion could take question from the table. If defeated, debate proceeds.

APPENDIX C

AUSTRALIAN COUNCIL OF STATE SCHOOL ORGANISATIONS INC.

RECORD OF ANNUAL CONFERENCES

Inaugural Meeting	Melbourne	23-25 September	1946
1 st Annual Conference	Adelaide	9-11 October	1947
2 nd Annual Conference	Hobart	2-4 November	1948
3 rd Annual Conference	Perth	14-18 November	1949
4 th Annual Conference	Brisbane	6-10 November	1950
5 th Annual Conference	Sydney	5-9 November	1951
6 th Annual Conference	Adelaide	3-7 November	1952
7 th Annual Conference	Melbourne	12-16 October	1953
8 th Annual Conference	Hobart	8-12 November	1954
9 th Annual Conference	Sydney	17-21 October	1955
10 th Annual Conference	Brisbane	13-19 October	1956
11 th Annual Conference	Perth	14-18 October	1957
12 th Annual Conference	Melbourne	10-18 November	1958
13 th Annual Conference	Adelaide	2-6 November	1959
14 th Annual Conference	Hobart	17-21 October	1960
15 th Annual Conference	Sydney	6-10 November	1961
16 th Annual Conference	Brisbane	5-9 November	1962
17 th Annual Conference	Perth	14-18 October	1963
18 th Annual Conference	Melbourne	12-16 November	1964
19 th Annual Conference	Canberra	11 -15 October	1965
20 th Annual Conference	Adelaide	24-28 October	1966
21 st Annual Conference	Hobart	23-27 October	1967
22 nd Annual Conference	Brisbane	7-11 October	1968
23 rd Annual Conference	Sydney	13-17 October	1969
24 th Annual Conference	Melbourne	12-16 October	1970
25 th Annual Conference	Perth	18-22 October	1971
26 th Annual Conference	Canberra	16-20 October	1972
27 th Annual Conference	Adelaide	15-19 October	1973
28 th Annual Conference	Broadbeach	14-18 October	1974
29 th Annual Conference	Canberra	13-17 October	1975
30 th Annual Conference	Sydney	11-15 October	1976
31 st Annual Conference	Darwin	26-30 September	1977
32 nd Annual Conference	Davenport	16-20 October	1978
33 rd Annual Conference	Canberra	22-26 October	1979
34 th Annual Conference	Adelaide	13-17 October	1980
35 th Annual Conference	Perth	19-23 October	1981
36 th Annual Conference	Melbourne	11 -15 October	1982
37 th Annual Conference	Brisbane	16-21 October	1983
38 th Annual Conference	Alice Springs	14-19 October	1984
39 th Annual Conference	Launceston	21-25 October	1985
40 th Annual Conference	Adelaide	13-17 October	1986
41 st Annual Conference	Sydney	19-23 October	1987
42 nd Annual Conference	Canberra	10-14 October	1988
43 rd Annual Conference	Melbourne	16-20 October	1999
44 th Annual Conference	Perth	15-20 October	1990
45 th Annual Conference	Gold Coast	14-18 October	1991
46 th Annual Conference	Darwin	12-16 October	1992
47 th Annual Conference	Hobart	11-16 October	1993
48 th Annual Conference	Adelaide	16-21 October	1994
49 th Annual Conference	Sydney	16-20 October	1995
50 th Annual Conference	Fremantle	16-19 October	1996
51 st Annual Conference	Canberra	20-24 October	1997
52 nd Annual Conference	Melbourne	1-16 October	1998
53 rd Annual Conference	Brisbane	25-29 October	1999
54 th Annual Conference	Darwin	16-20 October	2000
55 th Annual Conference	Hobart	15-19 October	2001
56 th Annual Conference	Adelaide	16-19 October	2002
57 th Annual Conference	Hillarys, WA	1-5 September	2003
58 th Annual Conference	Sydney	17-20 May	2004
59 th Annual Conference	Canberra	17-21 October	2005
60 th Annual Conference	Melbourne	26-28 October	2006

Up to 1963 the organisation was known as The Australian Council of School Organisations. In 1963 the word State was added and in 1978 the Organisation became incorporated.

APPENDIX D**AUSTRALIAN COUNCIL OF STATE SCHOOL ORGANISATIONS INC.****RECORD OF OFFICE BEARERS**

<u>Term</u>	<u>President</u>		<u>Hon. Secretary/Treasurer</u>	
1946/47	Cr JT Gray	Vic	Mr HJ Hawker	Vic
1947/48	Cr JT Gray	Vic	Mr HJ Hawker	Vic
1948/49	Cr JT Gray	Vic	Mr LE Phillips	Vic
1949/50	Cr JT Gray	VIC	Mr LE Phillips	Vic
1950/51	Cr JT Gray	Vic	Mr LE Phillips	Vic
1951/52	Mr SF Leibert	NSW	Mr AW Harrison	NSW
1952/53	Mr SF Leibert	NSW	Mr AW Harrison	NSW
1953/54	Mr SF Leibert	NSW	Mr AW Harrison	NSW
1954/55	Mr DW Bruse	SA	Mr AW Harrison	NSW
1955/56	Mr DW Bruse	SA	Mr CW Reed	SA
1956/57	Mr DW Bruse	SA	Mrs U Brown	NSW
1957/58	Mr JW Wood	Vic	Mrs U Brown	NSW
1958/59	Mr JW Wood	Vic	Mrs U Brown	NSW
1960/61	Mr GB Edwards	Tas	Mrs DA Denehey	Tas
1961/62	Mr AG Bond	NSW	Mrs DA Denehey	Tas
1962/63	Mr AG Bond	NSW	Mrs DA Denehey	Tas
1963/64	Mr AG Bond	NSW	Mrs DA Denehey	Tas
1964/65	Mr JT Dunn	Vic	Mrs GA Michod	NSW
1965/66	Mr JT Dunn	Vic	Mrs GA Michod	NSW
1966/67	Mr JT Dunn	Vic	Mrs GA Michod	NSW
1967/68	Mr RE King	SA	Mrs AN Simon	SA
1968/69	Mr RG Kitchen	VIC	Mr RM Russell	Vic
1969/70	Mr RG Kitchen	Vic	Mr RM Russell / Mrs DA Denehey	Vic / NSW
1970/71	Mr RG Kitchen	Vic	Dr WM McKenzie	Vic
1971/72	Mr JP Jensen	WA	Mr RH Russell	WA
1972/73	Mr JWN Riddell	ACT	Mr RH Russell / Mrs BS Backhouse	WA/ NSW
1973/74	Mr G Helyar	NT	Mrs S Berg	NSW
1974/75	Mr G Helyar	NT	Mrs S Berg	NSW
1975/76	Mrs J Kimer	VAC	Mr CR Bridge	WA
1976/77	Mrs J Kimer	Vic	Mrs D Totthill	SA
1977/78	Mrs J Kimer	Vic	Mrs D Totthill	SA
1978/79	Mrs J Brown	NSW	Mrs M Walker	Tas
1979/80	Mrs J Brown	NSW	Mr R Clarke/ Mrs T Cohen	Tas / NSW
1980/81	Mrs J Brown	NSW	Mr I Wilson	SA
1981/82	Mr A Ketley	ACT	Mr I Wilson	SA
1982/83	Mr A Ketley	ACT	Mrs P Smith	NSW
1983/84	Ms P Reeve	Vic	Mr W Heath	QLD
1984/85	Ms P Reeve	Vic	Mr W Heath	QLD
1985/86	Ms P Reeve	Vic	Mr W Heath	QLD
1986/87	Ms S Allen	NSW	Mr J Pinney	NT
1987/88	Ms S Allen	NSW	Mr J Pinney	NT
1988/89	Ms S Allen	NSW	Mr D Forrester	WA
1989/90	Ms W Morris	Vic	Mr D Forrester	WA
1990/91	Ms W Morris	Vic	Ms A Bell	NSW
1991/92	Ms W Morris	Vic	Ms A Bell	NSW
1992/93	Mr R Creswick	NT	Ms A Bell	NSW
1993/94	Mr R Creswick	NT	Ms A Bell	NSW
1994/95	Mr R Creswick	NT	Ms A Bell	NSW
1995/96	Mr K Staples	Vic	Ms R Hume	QLD
1996/97	Mr K Staples	Vic	Ms B Baker	NSW
1997/98	Dr I Morgan	ACT	Ms A Bell	NSW
1998/99	Dr I Morgan	ACT	Ms A Bell	NSW
1999/2000	Dr I Morgan	ACT	Ms Julie Collins	NSW
2000/2001	Mr R Molesworth	NSW	Mr I Morris	NSW
2001/2002	Mr R Molesworth	NSW	Ms Shelley Norrish	WA
2002/2003	Ms Judith Bundy	SA	Ms Julie Collins/Mr Rob Wilton	NSW/ACT
2003/2004	Ms Judith Bundy	SA	Mr Les Smith	SA
2004/2005	Ms Judith Bundy	SA	Mr Les Smith	SA
2005/2006	Ms Jennifer Branch	Tas	Ms Margaret Black	Qld
2006/2007	Ms Jennifer Branch	Tas	Ms Margaret Black	Qld

NB - The position of Hon. Secretary was discontinued from 1975