



1. Eligibility Criteria for President

- 1.1 The President must be an appointed Director of the Company
- 1.2 The President must have served at least one year as an ACSSO Director before becoming President
- 1.3 If no appointed Member Directors are able to become President then, in this exceptional circumstance, 1.1 may be waived and the President may be elected from the External Directors

2. MEMBERSHIP

- 2.1 Membership fees fall due on July 15 of each year.
- 2.2 Membership fees will be approved by the Board at the last meeting of the financial year
- 2.3 Unfinancial members will resume their full membership upon payment of any membership fees due

3. THE BOARD

- 3.1 The ACSSO President and CEO and nominated Delegates are authorised to make public statements or issue media releases on behalf of ACSSO. All media inquiries are to be directed to the President.
- 3.2 If ACSSO has provided equipment for the use of a Board member (e.g. mobile phone, tablet and/or computer) the equipment will be returned to the Secretariat when that Director ceases to be a member of the ACSSO Board.
- 3.3 A register of equipment issued will be maintained by the office and all items issued will be appropriately recorded and numbered in the asset register, when issued the asset will be signed out by the person receiving the asset and when returned signed in by the person returning and the person receiving the asset. Fair wear and tear is accepted with items on issue. Damage beyond fair wear and tear will be made good by the person to whom the asset is issued.
- 3.4 The Chief Executive Officer shall distribute the agenda and papers for each Board meeting ten (10) business days prior to the meeting.

- 3.5 The minutes of each Board meeting will be provided to Directors within ten (10) of the meeting.
- 3.6 The secretariat will issue a communique from the Board within seven (7) business days of a board meeting
- 3.7 Each Director acting as a representative and any other person acting as a representative or ACSSO delegate shall submit to the Secretariat fifteen (15) days prior to the date of each Board meeting a written report of current events and priorities.
- 3.8 At its first meeting after the Annual General Meeting, Directors shall establish a Finance and Audit Committee which shall be chaired one of the Directors. The Finance committee shall meet as required and advise the Board on matters financial.
- 3.9 Financial management of ACSSO is the responsibility of the Board. Day to day financial management is the responsibility of the Chief Executive Officer
- 3.10 The Chief Executive Officer shall submit to the last Board meeting before the end of the financial year a draft budget for the coming financial year.
- 3.11 Financial reports to Board shall include a variations column, in addition to the budget and actual columns covering income and expenditure. The surplus/deficit variations are to be numbered sequentially and a note provided as to reasons for, and any action taken with respect to, each variation.

4. ACSSO STAFF

- 4.1 The Board, if it so wishes, may form a Human Resources (HR) Committee to manage and/or offer recommendations on the employment of the Chief Executive Officer, and other staff if the Chief Executive Officer requests its input or recommendations
- 4.2 In the absence of a HR Committee the employment of the Chief Executive Officer will be managed by the President and Vice President on behalf of the Board
- 4.3 The Chief Executive Officer will be responsible for the employment of and daily duties of the secretariat staff
- 4.4 The annual review of all staff shall be as detailed in each staff member's letter of offer or in the case of the Chief Executive Officer, their contract.

- 4.5 Staff performance and salaries will be reviewed annually. The Chief Executive Officer will be responsible for the review of both salaries and performance of the secretariat staff as part of the operations of ACSSO. The process of the review should be clearly outlined in the letter of offer to staff.
- 4.6 The review of performance and salary of the Chief Executive Officer shall be conducted annually by the President and Vice President or their nominee. The process of review should be clearly outlined in the contract of the Chief Executive Officer
- 4.7 Concerns regarding performance of the staff members are to be directed, in the first instance, to the Chief Executive Officer or in the case of the Chief Executive Officer, to the President.
- 4.8 Concerns of a significant nature from the staff should be directed, in the first instance, to the Chief Executive Officer, unless another detailed procedure is outlined in the individual staff employment contracts.
- 4.9 In the event that complaints are not resolved, the President may involve a third party to negotiate.
- 4.10 When the Chief Executive Officer's contract is due for renewal the President and Vice President make recommendations to the Board.
- 4.11 If a member of staff is to resign this shall be in writing to the President ensuring that the resignation is in line with the terms and conditions of their employment. If they are different the President and Chief Executive Officer will consider any variations with an aim to negotiate an amicable outcome.
- 4.12 Staff recruitment, with the exception of the Chief Executive Officer position will be the responsibility the Chief Executive Officer

5. EXPENSES

- 5.1 Expenses incurred by the President, in connection with official business of the Australian Council of State School Organisations and in carrying out the duties of President, shall be met by the company.
- 5.2 Expenses incurred in connection with holding Board meetings shall be met by the company.
- 5.3 Conditions regarding expenses incurred that will either be directly paid by the company or reimbursed by the company will be outlined in the financial management policy developed by the Finance and Audit Committee.

5.4 The financial management policy will be reviewed annually

6. PROJECTS & PARTNERSHIPS

6.1 Where ACSSO enters joint project work and partnerships with other bodies the Chief Executive Officer and nominees of the Board, under a Board resolution, may form a joint project steering committee with nominees from each party to the project.

6.2 A contract will be signed with the body funding the project; and a Memorandum of Understanding will be signed by the joint partners in any project.

7. APPOINTMENTS TO NATIONAL COMMITTEES

7.1 The Board is responsible for ensuring that there is representative coverage by ACSSO in all areas required.

7.2 Wherever possible the Board will appoint representatives whose interest or expertise supports the position.

8. ANNUAL GENERAL MEETING

8.1 ACSSO is responsible for the costs of travel and accommodation for the President and Secretariat staff.

8.2 Each member is responsible for meeting the costs of its delegation's attendance at the Annual General Meeting.

8.3 Members shall provide the Secretariat with the names and contact details of their delegates.

9. ACSSO NATIONAL SECRETARIAT

9.1 The ACSSO server is located in Homebush, NSW

9.2 Staff are networked and can operate in any suitable location.

9.3 Appropriate Work, Health and Safety checks are to be conducted to ensure a safe working environment.

9.4 The postal address will be PO Box 8221, Werrington County 2747 NSW.

9.5 The National Secretariat shall operate between such hours as determined by the Board.

10. THE RESOLUTION AND DISCIPLINE OF MEMBERS

- 10.1 In all instances of dispute or discipline a committee shall be formed at the instigation of the President. The committee shall consist of-
- The President
 - Two Board Members
- 10.2 The committee will agree upon its own processes and procedures. The agreed upon tasks of the Committee may be undertaken by a single committee member if appropriate.
- 10.3 Written complaints about a member by a member should be marked "Private and Confidential" and sent to the President. If the complaint is about the President the written complaint should be directed to the Vice- President who will undertake the role of the President as described in this section.
- 10.4 On receipt of a written complaint, the President will immediately write to the director who is the subject of the complaint advising that a complaint has been received and that an investigation will be undertaken by a committee.
- 10.5 The President will refer all necessary details of written complaints to the committee who shall confer within five working days after the complaint is received. The committee will investigate the complaint in an appropriate manner and shall attempt to settle the complaint by discussion and negotiation.
- 10.6 At the conclusion of their investigation, the committee shall write to both parties advising the outcome/s of their deliberations.
- 10.7 Where it has been brought to the attention of the President that a Director may have breached clause 8.2.2 of the Constitution, the President shall convene a committee as outlined above
- 10.8 The recommendation of the committee will be taken to the Executive for a formal resolution for action to be decided upon as per clause 8.2.2.
- 10.9 In the event that any of the actions listed in clause 8.2.2 of the Constitution are taken they will comply with the rules of procedural fairness, and rights of appeal may be utilised.

11. ALTERATIONS TO REGULATIONS

- 11.1 Alterations to the regulations will be considered and voted upon by the Board

