

AUSTRALIAN COUNCIL OF STATE SCHOOL ORGANISATIONS LTD

REGULATIONS

1. ELIGIBILITY CRITERIA FOR PRESIDENT

- 1.1 The President must be a Director of the Company
- 1.2 The President must have previously served as an ACSSO Director for at least one year to be eligible for election.

2. IMMEDIATE PAST PRESIDENT

2.1 Eligibility Criteria

- 2.1.1 An individual can only be eligible for the position of Immediate Past President if they have completed a full term as ACSSO President and are invited by the incoming President.
- 2.1.2 The Immediate Past President should have demonstrated a commitment to the objectives and values of ACSSO during their term as President.

2.2 Term of Office

- 2.2.1 The Immediate Past President shall serve a term of one year commencing immediately upon the expiration of their term as President.
- 2.2.2 The Immediate Past President may not serve more than one consecutive term in the position.

2.3 Voting Privileges

- 2.3.1 The Immediate Past President shall not have voting privileges during Board of Directors meetings or other official ACSSO voting sessions.

2.4 Responsibilities

- 2.4.1 The Immediate Past President shall serve as an ex-officio member of the Board of Directors, providing advice and counsel based on their experience.
- 2.4.2 The Immediate Past President shall actively participate in strategic planning sessions, offering insights and historical perspectives to guide ACSSO's future direction.
- 2.4.3 The Immediate Past President shall mentor and support the incoming President, offering guidance and assistance as needed.
- 2.4.4 The Immediate Past President may be called upon to represent ACSSO at events, conferences, or meetings where their experience and expertise would be beneficial.

2.5 Compensation and Reimbursement

- 2.5.1 The Immediate Past President position is honorary, and no monetary compensation shall be provided for fulfilling the responsibilities outlined in this regulation.
- 2.5.2 Reasonable expenses incurred by the Immediate Past President while representing ACSSO may be reimbursed in accordance with the reimbursement policy.

2.6 Succession Planning

- 2.6.1 In collaboration with the President and Board of Directors, the Immediate Past President shall actively participate in succession planning, identifying and grooming potential future leaders within ACSSO.
- 2.6.2 The Immediate Past President shall assist in the transition of leadership by providing insights and documentation to the incoming President.

3. MEMBERSHIP

- 3.1 Membership fees fall due on July 15 of each year.
- 3.2 The Board will approve membership fees at the last meeting of the financial year.
- 3.3 Unfinancial members will resume their full membership upon payment of any membership fees due.

4. THE BOARD

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 The Chief Executive Officer shall distribute the agenda and papers for each Board meeting ten (10) business days prior to the meeting.
- 4.5 The minutes of each Board meeting will be provided to Directors within ten (10) of the meeting.
- 4.6 The secretariat will issue a communique from the Board within seven (7) business days of a board meeting.
- 4.7 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.
- 4.8 At its first meeting after the Annual General Meeting, Directors shall establish a Finance and Audit Committee, which shall be chaired by one of the Directors. The Finance Committee shall meet as required and advise the Board on financial matters.
- 4.9 Financial management of ACSSO is the responsibility of the Board. Day-to-day financial management is the responsibility of the Chief Executive Officer

- 4.10 The Chief Executive Officer shall submit a draft budget for the coming financial year to the last Board meeting before the end of the financial year.
- 4.11 Financial reports to the 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 is provided as to reasons for, and any action taken with respect to each variation.

5. ACSSO STAFF

- 5.1 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.
- 5.2 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.
- 5.3 The Chief Executive Officer will be responsible for the secretariat staff's employment and daily duties.
- 5.4 The annual review of all staff shall be as detailed in each staff member's letter of offer or their contract in the case of the Chief Executive Officer.
- 5.5 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.
- 5.6 The performance and salary of the Chief Executive Officer shall be reviewed 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
- 5.7 Concerns regarding the 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.
- 5.8 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.
- 5.9 In the event that complaints are not resolved, the President may involve a third party to negotiate.
- 5.10 When the Chief Executive Officer's contract is due for renewal, the President and Vice-President make recommendations to the Board.
- 5.11 If a staff member 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 the aim of negotiating an amicable outcome.
- 5.12 Staff recruitment, with the exception of the Chief Executive Officer position, will be the responsibility of the Chief Executive Officer

6 EXPENSES

- 6.1 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 the President shall be met by the company.
- 6.2 The company shall meet expenses incurred in connection with holding Board meetings.
- 6.3 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.
- 6.4 The financial management policy will be reviewed annually.

7 PROJECTS & PARTNERSHIPS

- 7.1 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.
- 7.2 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.

8 APPOINTMENTS TO NATIONAL COMMITTEES

- 8.1 The Board is responsible for ensuring that there is representative coverage by ACSSO in all areas required.
- 8.2 Wherever possible, the Board will appoint representatives whose interest or expertise supports the position.

9 ANNUAL GENERAL MEETING

- 9.1 ACSSO is responsible for travel and accommodation costs for the President and Secretariat staff.
- 9.2 Each member is responsible for meeting the costs of its delegation's attendance at the Annual General Meeting.
- 9.3 Members shall provide the Secretariat with their delegates' names and contact details.

10 ACSSO NATIONAL SECRETARIAT

- 10.1 The ACSSO server is located in Homebush, NSW
- 10.2 Staff are networked and can operate in any suitable location.
- 10.3 Appropriate Work, Health and Safety checks are to be conducted to ensure a safe working environment.
- 10.4 The postal address will be PO Box 8221, Werrington County 2747 NSW.
- 10.5 The National Secretariat shall operate between such hours as the Board determines.

11 THE RESOLUTION AND DISCIPLINE OF MEMBERS

- 11.1 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
- 11.2 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.
- 11.3 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.
- 11.4 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 a committee will investigate.
- 11.5 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.
- 11.6 At the conclusion of their investigation, the committee shall write to both parties advising the outcome/s of their deliberations.

12 DISCIPLINARY PROCESS FOR ACSSO DIRECTORS

This rule outlines the procedures and criteria for disciplining a Director of the ACSSO when their performance or conduct violates ACSSO's constitution, bylaws, code of ethics, or other established standards.

12.1. Initiation of Disciplinary Process

12.1.1 The disciplinary process may be initiated in the following circumstances:

- a) Allegations of misconduct, ethical violations, or non-compliance with ACSSO's bylaws.
- Subpar performance or negligence in duties.
 - Violation of the ACSSO Code of Ethics or established policies.
 - In cases where the removal of a director is deemed necessary, such a decision must be made at a general meeting, following ACSSO's established procedures for Director removal, as outlined in ACSSO's constitution. The disciplinary process outlined here is distinct from the process for removal, and it is a prerequisite for considering such a decision at a general meeting.

12.2 Complaint and Investigation

- a) Any member of the ACSSO Board, staff, member organisation, or stakeholder may file a formal complaint against a director.



- b) The complaint should be submitted in writing to the ACSSO Board Chair or another designated official.
- c) The ACSSO Board shall appoint an impartial committee or investigator to conduct a thorough and impartial investigation into the allegations.

12.3. Notification and Opportunity to Respond

- a) The Director under investigation shall be promptly informed in writing of the allegations and the initiation of the investigation.
- b) The Director will be given an opportunity to respond to the allegations and present evidence in their defence within a reasonable timeframe.

12.4. Review and Decision

- a) After reviewing the evidence and statements from both sides, the investigative committee shall make a recommendation to the ACSSO Board.
- b) The ACSSO Board shall deliberate and make a decision regarding the disciplinary action to be taken, if any.

13 ALTERATIONS TO REGULATIONS

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