



## **ASSOCIATION OF RETIRED PRIMARY PRINCIPALS**

### **CONSTITUTION**

#### **1. NAME:**

- a) The name of the organisation shall be the Association of Retired Primary Principals – ARPP. Hereafter referred to as the “*Association*”.

#### **2. OBJECTS**

- (a) The *Association* was formed in 2005 so that, on retirement, primary principals from NSW government schools could keep in touch and participate in a range of activities and projects of common interest.
- (b) The main activities of the Association will include regular luncheons at Sydney venues as well as luncheons and get-togethers in regional NSW including but not limited to, Port Macquarie, Newcastle, the Central Coast, Dubbo/Mudgee and Wollongong areas.
- (c) The *Association* will participate in the *Life Members Day* held during the NSW Primary Principals Association Annual Conference.
- (d) The *Association* promotes support for outside organisations and charities such as Stewart House.

#### **3. MEMBERSHIP**

- (a) Full Membership of the *Association* shall be open to all retired primary principals who held the position of principal in NSW public primary schools, at some stage in their teaching careers.
- (b) Associate Membership of the *Association* shall be open to retired members of the NSW Department of Education and who have held senior positions in that organisation.
- (c) Associate Membership of the *Association* shall also be open to retired primary principals who have worked in an equivalent public school sector in other Australian states, territories or countries.
- (d) Membership/Associate Membership shall also be open, in special circumstances, to others invited to join by the Executive Committee.
- (e) Membership/Associate Membership may be declined, suspended or cancelled by the Executive Committee.

#### **4. SUBSCRIPTION**

- (a) An annual subscription is payable by all members and associate members of the *Association* in June of each year. The subscription amount will be determined by the *Association's* Executive in conjunction with the membership.

- (b) The subscription is to be utilised to subsidise the cost of luncheons, to provide hospitality to members on special occasions and to cover the working expenses of the *Association*.

## 5. MANAGEMENT OF THE ASSOCIATION

- (a) The management of the *Association* shall be vested in an executive committee that consists of the following office-bearers:
- President
  - Vice-Presidents (2)
  - Secretary
  - Treasurer
  - Events Manager
  - Newsletter Editor and
  - Executive Members (2).

## 6. DUTIES OF OFFICE-BEARERS

(a) **PRESIDENT:**

- To preside at all luncheons and meetings and to manage the flow of business and information on these occasions.
- To provide reports on luncheons, meetings and happenings amongst the membership.

(b) **VICE-PRESIDENTS**

- To support the President in his or her role.
- To assume the duties of the President when the President is not available.
- To represent the *Association* on such occasions as NSWPPA State Council Meetings or as directed by the President.
- To liaise with established *Association* country affiliates in the planning of events beyond the city region.
- To assist in the management of luncheon events and the promotion of support for outside organisations such as Stewart House.

(c) **SECRETARY:**

- To take charge of the processing of information and to manage the website.
- To convene all meetings and record the proceedings thereof.
- To communicate information to the membership and to respond to reactions, questions and issues raised by the members.

(d) **TREASURER:**

- To keep a current account of the *Association* funds.
- To collect and bank all monies and to pay all accounts associated with the account, as approved by the Executive.

- To present financial statements to all luncheons and meetings of the *Association*.
- To publish and distribute an Annual Financial Statement in July of each year.
- To pay accounts and bank all monies accrued by the *Association*.
- To follow-up payment of annual subscription
- To liaise closely with any sponsor(s).

(e) **EVENTS MANAGER:**

- To liaise with venues about dates, costs and proposed and final numbers for lunch events.
- To liaise with Treasurer about deposits required for events and about appropriate costings for members.
- To write information and advice for members about events and forward to the Secretary for dissemination.
- To receive and record names of those attending and to note apologies for lunch events.

(f) **NEWSLETTER EDITOR**

- To collect and collate materials for the *Association's* quarterly online newsletter.
- Prepare and distribute, through the secretary, the quarterly online newsletter.

(g) **EXECUTIVE MEMBER**

- To perform duties to support other members of the Executive fulfil their roles.
- To assist the Executive team meet the objects of the *Association* by undertaking additional tasks commensurate with the skills and interest of the Executive member.

## 7. ELECTIONS

- Elections will be bi-annual and held in July. Office- bearers will take up their positions from October of the year elected.
- Elections will be conducted by an *Association* member appointed by the *Association* Executive Committee.
- 30 days notice will be given calling for nomination for all position required by this Constitution.
- If required an electronic poll will be conducted of all financial members, within 14 days of the close of nominations, to determine Executive position where the number of nominations exceeds the number persons required by the Constitution.
- A simple majority will determine the successful candidate. In the event of a tied vote a new poll will be conducted within a timeframe determined by the returning officer.
- The poll will be declared immediately all positions have been determined.

## 8. MEETINGS

- Issues will be made known to members online and voted on at luncheon meetings when required. Any issues requiring consideration by the whole membership will be advertised and a vote taken via online technologies.
- Only financial members will be eligible to vote.

- (c) Executive Members will keep members informed of issues and finances through Newsletters and reports presented at luncheons and sent to members online.
- (d) The Executive Committee will meet three times per year or more if required.
- (e) A quorum for a meeting of the Executive committee will be 5, one of whom must be President, Vice President, Secretary or Treasurer.
- (f) At Executive Meetings and General Meetings all matters referred for a decision by voting will be determined by a simple majority of members in attendance. In the event that a majority is not determined then the Presiding Officer will exercise a casting vote.

## **9. NOTIFICATIONS AND COMMUNICATIONS WITH MEMBERS**

- (a) All communication to members will be conducted by electronic means unless notification outlining the circumstances preventing such has been formally advised to the Secretary.
- (b) Members are responsible for advising the Secretary of any changes to their contact details as and when they occur.
- (c) Failure to advise members, listed on the association's email list, of issues, reports or copies of Newsletters will not invalidate any action or decision arising from such notifications unless failure of such notifications exceeds ten (10) percent of the membership listed for such notifications.

## **10. SPONSORSHIP**

- (a) The Executive Committee is able to seek sponsorship where the reputation, practices, products or services of the sponsor ensure that the integrity and reputation of the *Association* are maintained.
- (b) Sponsorship monies are to be used to offset administration costs and to provide assistance with hospitality when necessary.
- (b) The management of authorised sponsors are invited to all luncheons and functions as guests of the *Association*.

## **11. AMENDMENT TO THE CONSTITUTION**

- (a) Amendment to this Constitution may be made by resolution at any general meeting of the *Association* where due notice of 21 days has been forwarded to members with proposed changes and reasons clearly indicated.
- (b) Amendments require two thirds majority of full financial members as recorded 14 days after the amendment is notified.
- (c) Failure to advise members, correctly listed on the association's email list of amendments to the Constitution will not invalidate any decision arising from such notifications unless failure of such notifications exceeds ten (10) percent of the membership correctly listed for such notifications.

## **12. DISSOLUTION AND WINDING UP**

- (a) The *Association* may be dissolved by resolution of a Special General Meeting convened for such purpose consistent with the practices outlined in (11a) and (11b)

above.

- (b) If upon winding up or dissolution of the *Association* there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the *Association* but shall be transferred to the NSW Primary Principals Association Inc.

Approved and Adopted  
4 June 2015