



SCIENCE EDUCATION TECHNICIANS AUSTRALIA CONSTITUTION

1. NAME OF THE INCORPORATED ASSOCIATION

- a. The Association shall be called Science Education Technicians Australia
- b. The letters SETA are the recognised contraction for the name of the Association

2. OBJECTIVES OF THE INCORPORATED ASSOCIATION

- a. Provide a national platform and network system for the discussion and sharing of issues that relate to the professional work of school Science Education Technicians across Australia
- b. Promote the profession and national professional standards and learning for school Science Education Technicians
- c. Offer a national perspective and recommendations to support practical science education in primary and secondary schools
- d. Establish professional relationships with other school science professional bodies both nationally and globally, including government departments, educational sectors and interested parties

3. MEMBERSHIP

a. SETA Representative Council

Science Education Technicians Australia is a federation of state and territory associations and other recognized groups of professional Science Education Technicians within Australia. Representatives of these groups shall collectively be known as the SETA Representative Council.

- i. Each state or territory shall be entitled to nominate up to two representatives to the SETA Representative Council
- ii. Where voting is required: There will be one vote for each state or territory.

b. Addition of New Associations

New associations may be admitted to SETA upon application provided that:

- i. Their objectives are consistent with those of SETA
- ii. Their nomination is supported by a majority vote of the SETA Representative Council

c. Withdrawal of an Association

An association may withdraw from SETA by providing written notice to the Secretary

d. Removal of an Association

An association may be removed from SETA by a majority vote of the SETA Representative Council if:



- i. it has an on-going and unaddressed financial obligation to SETA
- ii. it fails to attend either physically or electronically, or be represented by a proxy, at a SETA meeting, without reasonable excuse, in the opinion of the SETA Representative Council.

4. DISSOLUTION

Dissolution shall occur when a majority of Representatives vote to dissolve SETA. In the event of dissolution the Representatives shall have no liability to contribute towards debts and winding-up costs and any amount that remains after dissolution of all debts and liabilities, shall be distributed to existing Member Associations

5. DISCIPLING OF A SETA REPRESENTATIVE

Disciplining of Representatives will be dealt with in the following procedure:

- a. The Council will only address disputes presented in writing
- b. An attempt at resolution will be made informally through a meeting involving mediation between the President, Secretary and the two disputing parties
- c. If the dispute remains unresolved the whole Council will then consider an appeal, again presented in writing
- d. If the dispute is still unresolved the Management Committee will refer the dispute to a third party dispute resolution specialist

6. ADMINISTRATION

a. SETA Representative Council

The SETA Representative Council shall formulate the policies, procedures and directions of the association. This includes responsibility for:

- o Formulating the strategic plans of SETA
- o Formulating all SETA policies
- o Formulating project management plans
- o Authorising SETA Representatives or selected others to represent SETA on external groups or events
- o Raising the profile of SETA
- o Approving sponsorship proposals, contracts, memoranda of understanding and affiliations with other bodies, as required

b. Election of Representatives to the SETA Management Committee

- i. The SETA Management Committee shall consist of three positions with the option of a fourth position:
 - President
 - Vice President (optional)
 - Secretary
 - Treasurer



- ii. The SETA Management Committee shall be elected during the Annual General Meeting and serve a term of office of one year from 1st August to 31st July of the following year
- iii. The nominations for the SETA Management Committee positions shall be in writing and delivered to the Secretary not less than 30 days before the AGM. The nominee's consent must accompany the nomination; Representatives may self-nominate. Nominees shall be listed on the AGM agenda. Each nomination shall be proposed and seconded at the AGM.
- iv. If there are no nominations for specific positions on the Management Committee received 30 days prior to the AGM, then nominations may be taken from the floor at the AGM.
- v. A SETA Management Committee position can become vacant during the year if a SETA Management Committee member:
 - o ceases to be a member of their association/group
 - o resigns by notice in writing delivered to the President or, if the President resigns, to another SETA Management Committee member
 - o is absent from 3 consecutive SETA Management Committee meetings
 - o dies
 - o becomes permanently incapacitated by mental or physical ill-health
 - o is convicted of an offence under the Incorporations Act
 - o is the subject of a resolution of 'No confidence' passed by a majority vote from the SETA Representative Council and this will terminate his/her position on the SETA Management Committee
- vi. If a SETA Management Committee position becomes vacant during the year the SETA Management Committee will appoint an acting position for the remainder of the term of office
- vii. Re-election and consecutive terms are acceptable

c. SETA Management Committee Responsibilities

The SETA Management Committee shall provide leadership in the development of policies, procedures, major programs, strategic and financial directions for SETA. The SETA Management Committee shall be responsible for the effective management of business and affairs and efficient administration of the policies and procedures established by the SETA Representative Council

d. Duties of the SETA Management Committee

The SETA Management Committee quorum shall comprise of a minimum of two (or three if a Vice President is elected) SETA Management Committee members either physically or electronically.

President

The President of SETA, or if unavailable, a person nominated by the President or the SETA Management Committee shall:

- a. Chair all meetings of the Association
- b. Provide leadership and raise the profile of the Association by:



- i. representing and promoting SETA to other associations and bodies as required, and as directed by the Members
- ii. Guide the major programs and strategic directions of SETA
- iii. Monitor the ongoing activities and policies as determined by the Members
- iv. Communicate with all SETA Representatives at least twice per year
- v. Can be a joint online bank account signatory

Secretary

The Secretary of SETA, or a person nominated by the SETA Management Committee shall:

- a. Record and distribute to Representatives full and correct minutes of meetings
- b. Record and reply to correspondence keeping originals on file and present an update at every meeting
- c. Electronically store all information and correspondence
- d. Maintain a current and continually updated 'Register of Members' listing the Representative's name, address, contact details and nomination/ termination dates
- e. Stay informed of current legislation relating to Incorporated Associations in the Australian Capital Territory
- f. Can be a joint online bank account

Treasurer

The Treasurer of SETA, or a person nominated by the SETA Management Committee shall:

- a. Be responsible for the receipt of all monies paid or received on behalf of SETA and issue receipts for those monies in the name of SETA
- b. Can be a joint online bank account signatory
- c. Pay all monies received into a electronic bank account in the name of SETA
- d. Process payments on behalf of SETA
- e. Keep proper accounting records and provide an audited annual financial statement
- f. Present accounts and a proposed budget prediction for the following year at the AGM
- g. Recommend the amount of the annual subscriptions for the following year
- h. Issue annual subscription invoices on 1st March as payments need to be made by 1st April

Sub Committees

- a. The SETA Representative Council may appoint Sub-Committees as necessary to assist with SETA's activities
- b. The convenor and SETA Representatives shall have the power to co-opt Sub-committee members from within or outside SETA membership as appropriate
- c. Sub-Committees shall report as required to SETA
- d. No Sub-Committees shall have the power to bind either the Representatives or SETA to any course of action



Affiliation with other organizations

The SETA Representative Council may enter into such affiliations as are deemed beneficial to SETA.

Public Officer

The SETA Representative Council shall appoint a Public Officer who will be an individual of at least 18 years of age, resident in the ACT, appointed within three months of incorporation, and be answerable for all actions on behalf of SETA for tax-related purposes. The Public Officer does not need to be a Representative of SETA, does not need to attend meetings and shall have no decision making powers.

7. QUORUM AND PROCEDURES AT MEMBER'S MEETINGS

Meetings

- a. The Annual General Meeting of SETA shall be held in July each year in conjunction with the Annual Conference of the Australian Science Teachers Association (CONASTA) at the CONASTA venue for that year
- b. The Secretary shall notify the Representatives of the date, place and time of the Annual General Meeting, and the nature of the business to be transacted at the meeting, at least 21 days prior to the meeting
- c. The procedure and order of the Annual General Meeting and Committee meetings shall be determined by the President or proxy
- d. The quorum shall be by at least one Representative from at least half of each of the States/Territories currently represented in SETA. If any of 6a-d is unattainable then clause 6e will apply
- e. The SETA Representative Council can meet at other times as decided by the SETA Management Committee. Such meetings may be by electronic means.
- f. The Constitution can only be amended at the AGM with proposed amendments listed on a written agenda which shall be circulated to Representatives 21 days before the AGM
- g. Amendments shall be accepted by a 75% vote of the state/territory Representatives or their authorized proxy who are physically/electronically present at the AGM or in writing, providing that vote is received by the Secretary and President two full days before the meeting

Voting on Constitutional matters

- a. A simple majority vote rules. In the event of a tied decision the President shall have the discretion of a deciding vote
- b. As meetings will be infrequent due to distance, limited time and travel opportunities the following provision is made:
Where a motion is listed on a written agenda which has been circulated to Representatives 14 days before a meeting, a vote will be accepted in writing, providing that the vote is received by the Secretary and President two full days before the meeting



Annual Events

- a. At each CONASTA Conference SETA will conduct a Forum, which shall be presided over by the President or the President's nominee
- b. Participation in the Forum is open to any delegates attending CONASTA
- c. The topics for the Forum shall be decided by SETA Representatives. Other matters may also be raised during the Forum without prior notice
- d. Any resolutions, recommendations or directions from the Forum shall be discussed by the Representatives and shall not bind SETA to any course of action

8. FINANCES

Subscriptions

- a. The Member Associations of SETA shall be liable to annual membership fees to SETA due by 31 March each year
- b. The annual subscriptions for the following year for associations shall be determined by the SETA Representative Council at the AGM from advice provided by the SETA Management Committee
- c. The financial year of SETA shall be 1st April to 31st March
- d. The bank account shall be in the name of Science Education Technicians Australia and the President, Vice President if elected, Secretary and the Treasurer shall be joint online bank account signatory with any two to authorise
- e. The property and income of SETA shall be applied solely towards the promotion of the objects or purposes of SETA and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to SETA Representatives, except in good faith in the promotion of those objects or purposes

9. THE COMMON SEAL OF THE ASSOCIATION

The Common Seal of SETA shall be kept in the custody of the Secretary and only be actuated by the bank account signatories.

10. CUSTODY OF DOCUMENTS

Relevant records, books, documents and securities shall be kept by the Secretary or the Treasurer as described in Clause 5d

11. INSPECTION OF RECORDS

Any Representative may, by prior arrangement with the full SETA Management Committee, at any reasonable time, inspect the documents of the SETA Incorporated Association.

END OF CONSTITUTION



DEFINITIONS USED IN THIS CONSTITUTION

1. **“SETA”** means ‘Science Education Technicians Australia’ Incorporated.
2. **“Representative”** means a person nominated by their State Association.
3. **The “SETA Representative Council”** will collectively comprise of a minimum of two representatives for each State/Territory Association.
4. **“Membership”** means: being a current financial Member payable as at 1st April each year
5. **“Management Committee”** means the persons elected to manage the affairs of the Incorporated Association.