

**New South Wales  
Secondary Deputy Principals  
Association Inc.**



**Constitution of the Association**

July 2020

# Constitution of the New South Wales Secondary Deputy Principals Association Inc

## 1. Preamble

- 1.1. The Association is incorporated in the State of New South Wales and recognises all the Requirements of Incorporation (1994).

## 2. Name

- 2.1. The name of the association shall be "New South Wales Secondary Deputy Principals' Association Inc." hereinafter called the Association.

## 3. Role

- 3.1. The Association's role is to enhance the effectiveness of NSW secondary deputy principals through advocacy, support, professional learning and collegial networks. This role will lead to better learning outcomes for students in public education
- 3.2. Deputy principals engaged in the business of the Association are officers of the Department of Education on duty
- 3.3. The role of the Association will include:
  - 3.3.1. improving the effectiveness of deputy principals;
  - 3.3.2. providing a forum for professional discussion and debate;
  - 3.3.3. representing the views of deputy principals to the Director-General on policy and procedures;
  - 3.3.4. co-ordinating and facilitating meetings, professional learning activities and networks to assist deputy principals to be informed and empowered school leaders in learning communities;
  - 3.3.5. effectively participating in local and state level decision making;
  - 3.3.6. providing advice and wellbeing support for deputy principals;
  - 3.3.7. producing and distributing newsletters, bulletins and publications to deputy principals, as required;
  - 3.3.8. maintain & enhance the website;
  - 3.3.9. identifying and meeting particular professional, collegial and personal needs of deputy principals, and preparing and delivering programs to meet those needs;
  - 3.3.10. representing the views of deputy principals to the Minister, relevant interest groups and other stakeholder groups;
  - 3.3.11. advocacy for NSW secondary deputy principals, NSW secondary schools and public education in general;
  - 3.3.12. working with other professional associations and organisations to enhance the effectiveness of deputy principals and support public education.
- 3.4. Public comment by authorised representatives of the Association shall enhance the quality and standing of the public education system and the professional standing of deputy principals in the community.

## 4. Membership

- 4.1. Upon the payment of the appropriate subscription, membership shall be open to all secondary deputy principals of NSW public:
  - 4.1.1. secondary schools
  - 4.1.2. colleges
  - 4.1.3. community schools (K-12)
  - 4.1.4. central schools
  - 4.1.5. schools for specific purposes with secondary enrolments
  - 4.1.6. schools of other types with secondary enrolments
  - 4.1.7. schools deployed or seconded within the NSW Department of Education.
- 4.2. The membership year of the Association starts at the beginning of the annual conference and is current until the beginning of the annual conference in the following calendar year.
- 4.3. Application for membership must be made:
  - 4.3.1. on the membership form (as found on the Association website) and payment lodged with the Treasurer of the Association; or

- 4.3.2. by successfully applying for the Association's annual conference or NSWSDPA PL Day (and paying the appropriate subscription).
- 4.4. Relieving Deputy Principals
  - 4.4.1. Persons working as a relieving or acting deputy principal for a continuous period of one or more terms, or equivalent, are eligible for membership.
  - 4.4.2. Attendance and voting rights without membership will be offered to acting or relieving deputy principals, provided that the substantive deputy principal whose position is being occupied, is a financial member of the Association and is not present.
- 4.5. Life Membership
 

The Association may confer the honour of honorary life membership on a member who has made a significant contribution to its work. This honour will be conferred at an Annual General Meeting.

  - 4.5.1. Criteria for Life Membership
    - 4.5.1.1. The member has occupied the position of deputy principal for a minimum of five years, and has been a financial member of the Association during the whole period;
    - 4.5.1.2. The member has served the Association with merit as a member of the Executive, Regional/ Network Representative to State Congress, or Leader of a project team for at least two years;
    - 4.5.1.3. The member has been active supporter of Association activities.
  - 4.5.2. Procedure for Conferring Life Membership
    - 4.5.2.1. Nominations (on the form found on the Association website) may be made at any time.
    - 4.5.2.2. A member may be nominated for Life Membership by three current financial members of the Association, by a decision of a Regional or Local Network Meeting or by a decision of the Executive of the Association.
    - 4.5.2.3. Nominations accompanied by supporting material are forwarded to the Executive via the Executive Officer.
    - 4.5.2.4. Supporting material should include a brief citation for publication, no more than 500 word detailing the outstanding contribution. This should relate to Local, Regional, State or national contributions, and should indicate the length and impact of achievements.
    - 4.5.2.5. The Executive after checking the nomination has met the criteria for Life Membership will refer the nomination to the next State Congress Meeting for decision by a secret ballot.
    - 4.5.2.6. To be accepted as a Life Member, the nomination needs to achieve a 75% majority of those present and voting.
  - 4.5.3. The Privileges of Life Membership
    - 4.5.3.1. The conferring of Honorary Life Membership will be marked by the presentation of a Citation, the Life Members lapel badge and the presentation of an appropriate Certificate.
    - 4.5.3.2. Honorary Life Members may attend and speak at meetings but are not entitled to vote or to hold elected office unless they are also eligible for ordinary membership.
    - 4.5.3.3. Honorary Life Members may attend Association meetings and conferences at a fee no greater than that applicable to ordinary members.
    - 4.5.3.4. Honorary Life Members may elect to receive copies of Association Bulletins, Newsletters and Annual Reports; and other publications of the Association.
    - 4.5.3.5. Honorary Life Members may elect to retain their access to the Association's website.
    - 4.5.3.6. Honorary Life Members present at gatherings of deputy principals shall be recognised as honoured guests.
- 4.6. Retired Deputy Principals
  - 4.6.1. Retired deputy principals who were previously financial members of the Association shall be able to participate in a Retired Deputy Principals Group set up by the Association. There shall be a \$5 membership subscription required of retired deputy principals to join this group.
  - 4.6.2. The purpose of this group shall be to:
    - 4.6.2.1. maintain contact and collegiality between retired deputy principals
    - 4.6.2.2. maintain contact and collegiality between retired deputy principals and currently serving deputy principals
    - 4.6.2.3. provide advice to Congress on matters relevant to their areas of interest and expertise
    - 4.6.2.4. assist Congress, where appropriate, in a range of activities related to its role.
- 4.7. Members cannot receive distributions of profit or income. In the event of winding up of the Association, members cannot and are not entitled to receive any surplus funds or assets.

## 5. Subscription

- 5.1. Membership subscriptions may be paid by the individual member or from school funds. If the membership subscription is paid from school funds, the membership is not transferable and remains with the deputy principalship at that school.

- 5.2. The subscription shall be determined at each Annual General Meeting and paid to the Executive member elected as the Honorary Treasurer.
- 5.3. A member shall be deemed financial for the current year from the time that the membership application and subscription have been received by the Honorary Treasurer.
- 5.4. The financial year of the Association (for auditing purposes) shall end on 30 June each year.

## 6. Organisation

- 6.1. Regional Organisation
  - 6.1.1. Secondary deputy principals in each region may form a regional association or a local **network**.
  - 6.1.2. An alternate delegate may represent the designated delegate in Association business.
  - 6.1.3. Regional/local **networks** may meet up to twice per term.
  - 6.1.4. Regional/local **networks** will maintain records of meetings. These records will be made available to the Executive of the Association on request.
  - 6.1.5. Regional/local **networks** shall report to the Association on their discussions and activities, especially those that are of more than local interest.
- 6.2. The State Congress
  - 6.2.1. The State Congress of the Association will consist of the appointed delegates from each regional/local **network** on the basis of no more than the number set by Congress, the Executive of the Association, and the Executive/Wellbeing Officers. The role of delegates to State Congress is to participate in the decision making process of the Association, to effectively communicate motions from local **networks** to State Congress and business from State Congress to local **networks**.
  - 6.2.2. The State Congress is the pre-eminent decision making body of the Association in all matters except the constitution.
  - 6.2.3. The Executive or the State Congress may set up project teams for any purpose related to the Association's role.
- 6.3. The Executive

The Executive of the Association shall comprise the following elected members:

  - President;
  - 3 x Vice Presidents;
  - Honorary Treasurer
  - Honorary Secretary
  - 6.3.1. Each member of the Executive holds office until the conclusion of the annual general meeting following their two-year term, and is eligible for re-election.
  - 6.3.2. In the event of a casual vacancy occurring in the Executive, the State Congress may appoint a member of the Association to fill the vacancy, and the member so appointed is to hold office until the conclusion of the Annual General Meeting following the date of the appointment.
- 6.4. Election of Executive
  - 6.4.1. The term of office of the President, Vice Presidents, Treasurer & Secretary shall be two years.
  - 6.4.2. A President may not serve more than two consecutive terms of office in that position.
  - 6.4.3. All members of the Executive other than the Executive Officers & Wellbeing Officer shall be elected by an electronic ballot of all Association members.
  - 6.4.4. Nominations of candidates for election as Executive of the Association must be made in writing, signed by another member of the Association and accompanied by the written consent of the candidate (by endorsement on the nomination).
  - 6.4.5. Nominations must be delivered to the Returning Officer of the Association at least one calendar month from the date of the opening of the election period.
  - 6.4.6. Nominations for the office of President, Vice President Wellbeing & Secretary shall be sought on the odd year whilst nominations for the office of Vice President Professional Learning, Vice President Advocacy, Publicity and Communication and Treasurer will be sought on the even year.

- 6.4.7 If only one valid nomination is received for a position, the member so nominated is taken to be elected.
- 6.4.8 If more than one valid nomination is received for a position, an electronic ballot will be held.
- 6.4.9 If no valid nomination is received for a position, further nominations may be called for at or prior to the Annual General Meeting.
- 6.4.10 If still no valid nomination is received for a position, that position is to be taken as a casual vacancy.
- 6.4.11 The ballot for all elected positions will be by extended preferential voting.
- 6.4.12 Any ballot for an elected position on the Executive shall occur immediately prior to an Annual General Meeting and the successful candidate(s) shall take up their appointment as from that Annual General Meeting.
- 6.4.13 The returning officer will be the Executive Officer and will conduct the ballot.
- 6.4.14 Additional persons with special expertise may be co-opted to work with the Executive from time to time.
- 6.5. Duties of Executive Members
- 6.5.1. The President shall preside at all meetings of the Executive, the Annual General Meeting and State Congress. In the absence of the President, a Vice President shall preside. Otherwise the Executive shall elect a person to preside.
- 6.5.2. The President or the nominee of the President shall be the delegate to the State Assembly of the NSW Secondary Principals' Council.
- 6.5.3. The President or a member of the Executive nominated by the President shall liaise with the co-ordinator of each project team.
- 6.5.4. A statement of executive roles, as per the handbook, will be presented to the State Congress meeting following the Annual General Meeting.
- 6.5.5. The Honorary Secretary shall:
  - prepare, in consultation with the President, agendas and business papers for the Association;
  - conduct correspondence;
  - ensure the maintenance of records of meetings, policies and Association business;
  - conduct other business at the direction of the Executive.
- 6.5.6. The Honorary Treasurer shall:
  - maintain accurate records of income and expenditure including all necessary and appropriate documentation to support the receipt of moneys in and payment of moneys out;
  - maintain a record of financial membership;
  - bank all moneys as soon as possible;
  - act as the Public Officer of the Association (as per the Articles of Association) unless another member is so appointed by the President;
  - present at each State Congress meeting a financial statement showing income/receipts and expenditure during the period since the preceding meeting;
  - present to the Annual General Meeting an externally audited financial statement for the financial year to the end of the month of June;
  - present a draft budget for the next financial year to the Annual General Meeting for endorsement;
  - table the recommendations of the Auditor at the Executive Meeting following the Annual General Meeting;
  - make available to the auditor all books, receipts, vouchers and statements of accounts prior to the Annual General Meeting; and
  - hand over all books, records of accounts, receipts and vouchers to his or her successor on relinquishing office.
- 6.5.7. For the purpose of this constitution, a vacancy on the Executive occurs if a member of the Executive:
  - dies
  - ceases to be a member of the Association
  - resigns from office
  - becomes insolvent under administration within the meaning of corporate law

- suffers from mental or physical incapacity
  - is absent from meetings without the consent of the Executive during a period exceeding six months.
- 6.5.8. A vacancy on the Executive may be temporarily filled via an appointment by the President (until the next State Congress meeting as per 6.3.2).
- 6.6. Project Teams
- 6.6.1. The Association may establish a number of project teams, as required.
- 6.6.2. Members may volunteer for project teams at Annual Conference, and at other times by contacting the President or the leader of a project team if established.
- 6.6.3. Each project team will recommend to the Executive a leader for appointment by the President.
- 6.6.4. The leader will liaise with the President or a nominated member of Executive.  
Project teams shall report to the Executive so that the Executive can provide consultation, advice and feedback to the Department of Education, and other bodies, on behalf of the Association.
- 6.7. Executive Officers (Executive Officer and Wellbeing officer)
- 6.7.1. The Executive Officers shall:
- be responsible for state wide management and support for individual deputy principal wellbeing issues
  - contact new deputy principals upon appointment
  - maintain understanding of D of E policy changes
  - assist in the dissemination and clarification of those D of E policies
  - support maintenance of membership database
  - promote the Association through Regional and Local networks
  - report to meetings and Executive
  - liaise between Executive and annual conference convenors
  - attend and provide assistance at State meetings and conferences.
  - support the maintenance of the Association website/google drive/app
- 6.7.2. The positions of the Executive Officers (Executive Officer and Wellbeing officer) will be appointed by a majority vote of the State Congress.

## 7. Annual General Meeting

- 7.1. The Annual General Meeting shall be held during the Annual Conference of the Association. If there is no Annual Conference, the President will convene an Annual General Meeting during Term 3 of the school year.
- 7.2. Notice of the Annual General Meeting shall be given to all members at least 28 days before the Annual General Meeting. If there is no Annual General Meeting, notice shall be given on the Association website and/or by email.
- 7.3. The Annual General Meeting is the pre-eminent decision making body of the Association in constitutional matters. Proposals to add to or amend the constitution must be submitted in writing to the Honorary Secretary who will present them to the State Congress for debate and recommendation. Following this, proposals will be posted on the Association's website by the Honorary Secretary 28 days before the Annual General Meeting at which they will be subject to decision.
- 7.4. An Annual Report on the activities and the finances of the Association will be presented to the Annual General Meeting by the President & Treasurer.

## 8. Other Meetings

- 8.1. The Association shall conduct other meetings as required to transact its business and role.
- 8.2. Motions and decisions made at meetings as outlined in item 8.1 of the Constitution have the status of recommendations to the State Congress.

## 9. Business of Meetings

- 9.1. At all meetings of the Association the order of business shall include, where appropriate: the receipt of apologies; the confirmation of the minutes of the previous meeting; business arising from the minutes; correspondence relevant to the meeting; financial statement; accounts; reports;

agenda matters; questions, notice of motions, motions of which due notice has been given; general business. The President or Chairperson may vary the order of business at any time provided that the meeting concurs.

## **10. Rule Making Power**

- 10.1. The Association shall make such rules as are required to conduct the business of the Association so long as these rules do not contravene the Constitution and that such rules are made by a simple majority vote at State Congress or at an Executive meeting.

## **11. Quorum**

- 11.1. In the absence of a quorum no Association business can be conducted.
- 11.2. At the State Congress of the Association a quorum shall consist of fifteen (15) members of the State Congress.
- 11.3. At the Annual General Meeting of the Association a quorum shall consist of thirty (30) members.
- 11.4. At a meeting of the Executive of the Association a quorum shall consist of fifty percent plus one of the elected members of the Executive present in person or fully involved in the meeting by electronic means.

## **12. Funds**

- 12.1. The funds of the Association shall be banked in the name of the Association in an interest-bearing account or recognised trustee account.
- 12.2. The account/s for the association shall be operated by the Honorary Treasurer, the President, Vice President and Executive officer
- 12.3. Where the Treasurer, President, Vice President or Executive Officer positions transfer to another member by casual appointment or election, application to transfer signatories for the financial accounts will be processed within ten (10) business days.
- 12.4. The Executive or the State Congress may authorise project teams or others to expend certain funds in fulfilling the Association's role.
- 12.5. No commitment shall be entered into for the expenditure of funds except by resolution of the Executive or State Congress.
- 12.6. All financial transactions are to be processed by the Treasurer and records of all NSWSDPA income and expenditure accounted for using appropriate accounting bookkeeping systems and/or software.

## **13. Accounts**

- 13.1. Where possible, all transactions shall be completed by Electronic Funds Transfer. Alternatively, cheques authorised by the Treasurer or the President may be raised.
- 13.2. All electronic funds transfers shall be raised by one executive member operating the accounts and approved by a second executive who operates the accounts.
- 13.3. All cheques are to be signed by two Executive members who operate the accounts

## **14. Auditors**

- 14.1. Auditors, who are not members of the Association, shall be appointed by the Executive of the Association each year.
- 14.2. Auditors shall examine all accounts, vouchers and receipts, audit the books and furnish a report thereon which shall be submitted to the Annual General Meeting prior to the election of officers.
- 14.3. Qualified auditors shall be appointed, and if a fee is charged, such expenditure should be authorised by the Executive.

## **15. Dissolution**

- 15.1. This Association may be dissolved only in terms of resolution carried by a two-thirds majority at an Annual General Meeting, after due notice has been given in writing to the Secretary 28 days prior to the meeting.
- 15.2. Should the Association be dissolved, its minutes book, books of account and all other records shall be disposed of in whatever manner as may be resolved by the meeting. Any surplus funds and assets must be made over to another non-profit organisation with similar interests and activities as decided by the resolution.

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