

# *The Queensland Retired Teachers' Association*

## **CONSTITUTION**

**19.02.2019**

**Reviewed by Holding Redlich (solicitors for QTU)**

**Report Received -25 07.2019**

**Reviewed Constitution will be ratified at the Annual General Meeting August 20 2019**

### **CHANGES**

**AGM 2022 – p6 13 Funds 13.2.2**

**AGM 2023 – p2 Change of email 3**

**P3 Change from Welfare Officer to Membership Liaison 8.3.2**

## **1 NAME**

The name of the Association shall be the Queensland Retired Teachers' Association and hereafter referred to as the Association.

## **2 OFFICE OF THE ASSOCIATION**

The office of the Association shall be located in the Queensland Teachers Union Building.

## **3 COMMUNICATION**

The postal address of the Association shall be that of the Queensland Teachers' Union.

The email address is [qrtasec@qtu.asn.au](mailto:qrtasec@qtu.asn.au)

## **4 AIMS**

The Aims of the Association shall be;

- 4.1** to advise and assist the Queensland Teachers Union of Employee on appropriate policy concerning retirement of teachers and their welfare.
- 4.2** to promote, foster and encourage such ventures as may be appropriate for the benefit, social comfort, and advancement of members.
- 4.3** to present the views of members to the appropriate Government and Statutory Authorities.
- 4.4** to affiliate with any non-party political body approved by members at a General Meeting.
- 4.5** to seek to ensure equity for all members
- 4.6** to take any other action which seeks to further the aims of the Association
- 4.7** to support organizations or groups in the pursuit of their educational, cultural, or social needs. The Executive Committee must approve financial support before implementation.

## **5 MEMBERSHIP**

**5.1 Membership of the Association** shall be open to;

**5.1.1** all retired Queensland employees from any educational facility.

**5.1.2** any retired person who held a position allied to education in an interstate or overseas educational facility.

**5.1.3** the relative of any financial member, or relative of a deceased member who makes application for membership

**5.1.4** any retired staff member of the Queensland Teachers' Union.

**5.2 Life Membership** may be conferred, on the recommendation of the Executive Committee, at a General Meeting on any member for outstanding service to the Association.

**5.2.1** It shall be the responsibility of the proposer of the motion for Life Membership to present to the Executive Committee a written summary of the contributions made to the Association by that proposed Life Member.

### **5.3 Registration of Membership**

**5.3.1** A member may resign membership at any time upon notifying the Executive Committee in writing.

**5.3.2** Resignation shall not entitle a member to a refund of subscription fees paid nor to any privileges of membership.

## **6 SUBSCRIPTION**

**6.1** Members joining the Association shall be required to pay a **Joining Fee**. The amount as determined at the Annual General Meeting of the Association on Notice of Motion by the retiring Executive Committee.

**6.2** In addition, all members new and existing, who wish to receive full membership entitlements (receipt of Teachers Journal, QRTA digest, Program of Events and membership of the Union Shopper) shall be required to pay an **Annual Subscription Fee**. The amount as determined at the Annual General Meeting on Notice of Motion by the retiring Executive Committee.

**6.2.1** Such Annual Subscription Fees must be paid by **31 March** each year.

**6.2.2** Members whose Annual Subscription Fee remains unpaid on 30 September, lose full membership entitlements. (6.2)

## **7 MANAGEMENT**

**7.1** All members shall abide by the Constitution of the Association.

**7.2** Control of the Association shall be vested in the Annual General Meeting and the Special Meeting.

**7.3** Between Annual General Meetings, the Management of the Association shall be vested in the Executive Committee.

## **8 EXECUTIVE COMMITTEE**

**8.1** The Executive Committee shall consist of the Past President and up to twelve (12) elected members, who shall be elected at the Annual General Meeting.

**8.2** The Positions on the Committee shall be as follows:

- 1 President
- 2 Vice-President
- 3 Secretary
- 4 Treasurer
- 5 Membership Secretary
- 6 Immediate Past President

**8.3** Additional positions may be included as required

- 1 Minutes Secretary
- 2 **Membership Liaison**
- 3 Marketing /website management
- 4 Archivist
- 5 Events Organiser
- 6 Digest Editor

**8.3** Following the election of the President the Chairperson shall call nominations from the floor for the remaining elected positions of the Executive Committee.

**8.4** If more than the required number of nominations is received for any position, voting shall be by secret ballot.

**8.5** All members shall hold office until the next Annual General Meeting.

**8.6** Retiring members of the Executive Committee shall be eligible for re-election.

**8.7** Any casual vacancy arising on the Executive Committee shall be filled by that Committee and the appointee shall hold office until the next Annual General Meeting.

**8.8** At all meetings of the Executive Committee not fewer than five (5) members shall constitute a quorum.

**8.9** At all meetings of the Executive Committee a simple majority of the votes of the members present shall be required to carry any motion.

**8.10** If any member of the Executive is absent for three (3) consecutive meetings of the Committee, without satisfactory explanation, the position may be declared vacant by the Committee.

## **9 DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE**

The Executive Committee, in addition to the other powers conferred by these rules and subject to all resolutions passed by Annual General Meetings and Special Meetings shall have the following powers:

**9.1** Manage and generally control the Association

**9.2** Enter into contracts on behalf of the association

**9.3** Expend funds from time to time as may be necessary in carrying out the aims of the Association.

**9.4** Carry out any other financial transactions authorized by a Special Meeting called for the purpose or by an Annual General Meeting.

**9.5** Call Annual General and Special Meetings of the Association.

**9.6** Organise and conduct social events and other gatherings for the enjoyment or benefit of all members.

## **10 OFFICE BEARERS**

**10.1** The office bearers shall consist of:

1 President

2 Vice President

3 Secretary

4 Treasurer

5 Membership Secretary

6 Immediate Past President

## **11 DUTIES OF OFFICE BEARERS**

### **11.1 The President** shall;

**11.1.1** preside over meetings of the Association and of the Executive Committee and shall be responsible for the presentation of an Annual Report to be submitted to the Annual General Meeting.

**11.1.2** ensure that all members abide by the rules of the Constitution, and that all members of the Executive Committee perform their duties in the interest of the Association.

### **11.2 The Vice President** shall;

**11.2.1** assist the President and act as President during any absence of that officer.

**11.2.2** preside at meetings in the absence of the President. In the absence of both the President and Vice President, the meeting shall elect chairperson.

### **11.3 The Secretary** shall;

**11.3.1** keep records of all business transactions at all meetings of the Association and of the Executive Committee and shall deal with Correspondence as directed

**11.3.2** perform all secretarial duties under the general direction of the Executive Committee

**11.3.3** consult the President on emerging matters and on matters requiring attention before meetings

**11.3.4** keep an up-to-date copy of the Constitution of the Association, which shall be available to all members at all meetings.

**11.3.5** notify members of meetings of the Association at the direction of the Executive Committee or the President

**11.3.6** be the custodian of all Association Reports and records except those held by the Members Secretary or archivist.

**11.3.7** assist the President in the compilation of the Annual Report.

**11.3.8** be assisted by a **Minutes Secretary** who shall;

**11.3.8.1** take the minutes for Executive Meetings, Annual General Meeting and Special Meetings.

**11.3.8.2** keep records of all meetings.

**11.3.8.3** circulate previous minutes before each meeting.

### **11.4 The Treasurer** shall;

**11.4.1** deal with all moneys, issue receipts for all moneys received on behalf of the Association, keep financial records and perform other financial duties as directed by the Executive Committee.

**11.4.2** submit a statement of financial position together with all accounts for payment at each meeting of the Executive Committee.

**11.4.3** present at each Annual General Meeting a duly audited financial statement showing receipts and payments of the Association and the balance sheet for the year under review.

**11.4.4** on relinquishing office promptly deliver or cause to be delivered to the President all books and records and all moneys belonging to the Association, which were the Treasurers responsibility together with an audited statement of Finances.

### **11.5 The Membership Secretary** shall;

**11.5.1** record the names and addresses of all members in a Register of Members.

**11.5.2** issue receipts for all moneys received for the membership of the Association, bank such moneys and notify the treasurer at least monthly.

**11.5.3** forward necessary documentation to all new members.

**11.5.4** provide membership reports to the President and Executive Committee.

## **12 SUB-COMMITTEES**

**12.1** The Executive Committee shall have the power to form subcommittees for special purposes consistent with the aims of the Association.

**12.2** Such subcommittees shall perform duties as allocated to them under the general supervision of the President who shall be an ex-officio member of every subcommittee.

**12.3** All subcommittees so formed shall report regularly on their progress to the Executive Committee and on completion of the task for which they were formed, submit final written reports and, where necessary, be disbanded.

## **13 FUNDS**

**13.1** All moneys shall be deposited in the name of the Association in such account as the Executive Committee may direct.

**13.2** All cheques and other financial documents drawn on the accounts of the Association shall be **signed conjointly by any two signatories designated by the Executive Committee.**

**13.2.2 The treasurer may settle accounts using Direct Deposit or by using the Association's Debit card as required. All invoices must be approved by the Executive before payment.**

**13.3** The funds of the Association shall be devoted solely to promoting the stated aims, and no payment either directly or indirectly shall be made for services to the Association or for other than legitimate expenses in its work. The Executive Committee, however, may pay honoraria to such office bearers as may be directed by the Annual General Meeting.

**13.4** Donations from the funds may be made to organisations concerned with the furthering of educational aims or of medical or health programs.

**13.4.1** Such donations may be allocated by a majority vote of the Executive Committee at any such Committee Meeting.

**13.4.2** The treasurer shall clearly record such donations in his Annual Report for the information of Association's Members.

**13.5** Funds may be made to available to subcommittees to carry out duties allocated to them.

**13.5.1** The funds so allocated are to be operated by the coordinator of the subcommittee who shall provide the Treasurer with details of any expenditure.

**13.6** In the event of the dissolution of the Association, the balance of the Association, after payments of all debts shall be handed to the General Secretary of the Queensland Teacher's Union of Employees.

## **14 DISSOLUTION**

**14.1** The Association may be terminated only by resolution carried at a special meeting convened for such a purpose.

**14.1.1** Such resolution may be carried out only by at least two-thirds of the financial members present, entitled to vote and voting.

**14.1.2** Should financial membership fall below ten (10) members, the quorum for the Special Meeting shall be two-thirds of the remaining financial members.

## **15 ALTERATIONS TO THE CONSTITUTION**

**15.1** The Constitution may be altered only by resolution carried by a two-thirds majority of those members present and voting at an Annual General Meeting or Special Meeting.

**15.2** Notice of motion to alter the constitution must be signed by the proposer and the seconder and be sent to the Executive Committee.

**15.3** Notice of the proposed alterations must be included in the notice convening the Annual General or Special Meeting.

## **16 FINANCIAL YEAR**

**16.1** The Financial Year of the Association shall be from first July of one year to 30 June of the following year.

## **17 AUDITORS**

**17.1** An Auditor shall be appointed each year at the Annual General Meeting.

**17.2** The Auditor at all times shall have access to all of the Association Financial Records and shall have the right to obtain explanations relative to those financial records.

**17.3** The Auditor shall conduct an annual audit and any investigations as required by the Executive Committee.

## **18 MEETINGS**

**18.1 Executive Committee** shall;

**18.1.1** hold meetings at least once every calendar month except in January to attend to the affairs of the Association.

**18.1.2** hold Special Executive meetings as deemed necessary by the members of the Committee.

**18.1.3** advise members of the dates of General Meetings by notice in the Queensland Teacher's Journal or as determined by the Executive Committee.

### **18.2 Special Meetings**

**18.2.1** Special Meetings of the Association shall be called for specific purposes by the Secretary at the direction of the Executive Committee, **or**

**18.2.2** Twenty (20) or more financial members may request a Special Meeting by submitting their request in writing to the President (or, in the absence of the President, Vice President) clearly stating their reasons. Such requisitions shall bear the signatures of each member requesting the Special Meeting.

**18.2.3** Upon receiving this request, the President or Vice President shall direct the Secretary to call a Special Meeting.

**18.2.4** Notice of Special Meeting shall be given in the Queensland Teachers' Journal, or as determined by the Executive Committee, at least fourteen (14) days prior to the proposed meeting date.

**18.2.5** At Special Meetings no other business than that for which the meeting is called shall be dealt with.

**18.2.6** In the case of a Special Meeting called by requisition served upon the President or Vice President, no such meeting shall proceed unless seventy-five percent (75%) of the signatories are present.

### **18.3 Annual General Meeting**

**18.3.1** The Annual General Meeting shall be held between 1 July and 30 September each year.

**18.3.2** The date of the Annual General Meeting shall be decided by the Executive.

**18.3.3** The Secretary shall give at least fourteen (14) days clear notice of intention to hold such a meeting.

**18.4.4** Notice of meeting shall be given, by notice to the Queensland Teachers Union Journal or as determined by the Executive Committee.

**18.4.5 Agenda at Annual General Meeting** The agenda and order of business at the Annual General Meeting shall be as follows:

- a) Welcome, including special visitors
- b) Apologies
- c) Confirmation of minutes of previous Annual General Meeting
- d) Receipt and Adoption of Annual Report
- e) Receipt and Adoption of Auditors report and Financial Statement
- f) Honoraria
- g) Election of Office Bearers
- h) Appointment of Auditor
- i) Alterations to the Constitution under written notice
- j) General Business relating to the Association as a whole.
- k) Closure

## **19 QUORUMS**

**19.1** Quorum for various meetings shall be:

**19.1.1** Emergency Executive Meeting– not fewer than three (3)



**19.1.2** General Executive Meeting –five (5) members

**19.1.3** Special Meetings – five (5) members (except those meetings called by requisition)

**19.1.4** Annual General Meeting – eight (8) members

## **20 VOTING**

**20.1** Only financial members may vote at any meeting of the Association and such vote shall be made in person.

**20.2** Voting at any meeting shall be by show of hands, unless three (3) members present request a secret ballot which then shall be conducted.

**20.3** Voting during elections conducted at the Annual General Meeting shall be by secret ballot.

**(see 8.4)**

**20.4** Where elected members of the Executive Committee are also nominated delegates for Branches, they shall be entitled to a vote in each capacity.

## **21 BRANCHES AND GROUPS**

**21.1** Where at least ten (10) financial members of the Association can meet in any locality, the Executive may establish a Branch. Branch organisation shall follow broadly that of the Central Body of the organisation.

**21.2** Where at least five (5) financial members of the Association can meet in any locality the Executive Committee may establish a Group

**21.3** For Administrative purposes, the Executive Committee may grant each **Branch** or **Group** annually such sum as shall be determined by the Executive Committee.

**21.4** All Branches and Groups shall be invited to forward annually to the Association Treasurer, details of expenditure of administrative funds provided by the Executive Committee, these to be signed by a Branch (or Group) member or a copy of their audited Annual Financial Report.

## **22 DISPUTES**

**22.1** Disputes arising between the Association and its members, which cannot be amicably settled by the Executive Committee, shall be resolved by a majority decision of a panel of three (3) arbitrators appointed by the members present and voting at a Special Meeting called by the Executive Committee for that purpose.

**22.2** The decision of the panel shall be final and not subject to any appeal what so ever.

## **STANDING ORDERS**

1 Motion to be Moved and Seconded.

Any motion shall, before discussed be moved and seconded.

## 2 Any member may move a motion

Any member present shall be entitled to move or second any motion.

## 3 Speakers for and against

Not more than two speakers in succession shall speak for or against any question, and, if at the conclusion of the second speaker's remarks, and upon a call from the Chairperson, no other speaker rises to oppose the motion or amendment, the question shall be put to the vote.

## 4 Time for Speakers

The mover of a motion shall be allowed five minutes to present the motion. The seconder and subsequent speakers shall be entitled to three minutes, and the mover given three minutes for right of reply.

An extension of time (limit-one minute at the discretion of the **Chairperson**) may be granted by the meeting without debate.

## 5 When Member can speak

No Member shall speak more than once to any motion or amendment unless with the permission of the meeting and/or **Chairperson**.

A Member may be invited to speak, or may seek to speak, to explain matter of a personal nature, or to explain some of the material part of speech which has been misquoted or misunderstood, but shall not introduce any new matter or interrupt any member in possession of the floor.

## 6 When Secunder may Speak

A member who has seconded a motion or amendment without speaking to it at the time may speak at a later stage of the debate thereon.

## 7 Amendments Moving an Amendment

After a motion has been moved and seconded, any member may move an amendment, such amendment to be handed to the **Chairperson** in writing.

If the amendment is seconded, it shall become the subject of discussion. Neither the mover nor the seconder of the original motion may move or second any amendment to it.

## 8 Amendment must be relevant

An amendment must be relevant to the question, and so framed that it formed a sensible and consistent proposal.

An amendment must not be a direct negation of the original motion.

## 10 No right of reply to Amendments

The mover of an amendment shall not have right of reply to the debate on such amendment.

## 11 Substantive Motion

Should the amendment be carried, it shall become a substantive motion upon which further amendments may be moved, always providing that there shall not be, at one time, more than one amendment before the meeting.

## 12 Foreshadowed Amendments

Any member during a speech on an amendment shall have the right to foreshadow a further amendment but such foreshadowed amendment shall not formally come before the meeting until the motion or amendment before the Chair has been disposed of

The **Chairperson** may request the substance of any fore shadowed amendment.

## 13 Debarred from speaking to Amendment

A member who has spoken to a motion shall be debarred from speaking to an amendment until the amendment becomes the substantive motion.

## 14 Procedural Questions Thirty-minute time limit

Should any question have occupied the attention of the meeting for thirty minutes, the discussions on such question on such question shall be deemed to have closed.

The **Chairperson** shall forthwith call on the mover to reply, unless the meeting decides by resolution to continue the discussion of the matter in question for a further specified period.

## 15 Superseding a Motion

A debate may be superseded by the carrying of a motion that the question be deferred, or referred to, by a motion agreed to, that the meeting proceed to the next business.

## 16 Point of order

On a member rising during discussion to a point of order, the speaker shall sit down, and the member so rising shall state the point of order, and the **Chairperson** shall rule thereon.

## 17 Disagreement with **Chairperson**

When a motion to disagree with the ruling of the **Chairperson** has been duly proposed and seconded, the **Chairperson** shall be allowed three minutes to speak in explanation of that ruling.

The mover of the motion shall then be allowed three minutes to speak in support of the motion.

The question shall then be put to the vote.

The **Chairperson** shall abide by the decision of the meeting.

## 18 **Chairperson** Vacates Chair

When a motion of dissent from the Chairperson's ruling is duly moved and seconded, the **Chairperson** shall vacate the Chair, and the Vice-President or member deputized by the Vice President, will take the Chair before such motion is discussed or voted upon.

## 19 "Gag" Motion

Any member who has not already spoken on the motion or amendment under discussion may formally propose, "That the question be now put" If formally seconded, the proposal shall be pit without further discussion. If carried by two-thirds of the members present and voting, the mover of the question shall have the right of reply, after which the motion shall be put to the vote.

## 20 Limit on "Gag" Motion

The **Chairperson** shall not accept the motion "That the question be now put...," until at least one member has spoken for and one against the question.

## 21 Referral to Executive Committee

The **Chairperson** shall have the power to refer any question of the business to the Executive Committee.

The Executive Committee shall bring up their report and recommendation of the following meeting. Such report will be dealt with when the section referred to is under consideration.

## 22 Matter of Urgency

A motion may be moved seeking the permission of the meeting to discuss the matter of urgency. If the motion is carried, the decision shall become effective immediately, if practicable, or as soon as possible thereafter, if it is not practicable.

## 23 Machinery Motion

The meeting may agree on the voices to a motion being declared a machinery motion upon which no discussion shall take place.

Should any voice be raised in dissent, the motion shall not be declared a machinery motion.

## 24 Recommittal

Any motion dealt with at any meeting shall be recommitted at that meeting if a resolution for its recommittal be carried by a two-thirds majority of the members present and voting.

## 25 In Committee

A motion that the meeting resolve itself into Committee shall be put without discussion. There shall be no restriction on the number of times a member may speak on the question whilst in Committee.

## 26 Divisions

A division shall be taken by the Chairperson, provided that any three members present and voting at the meeting shall call for same. During a division, names of members for and against the motion shall be recorded in the minutes. No member present may abstain from voting in a division.

## 27 Order during Debate

The **Chairperson** shall call to order any speaker who departs from the question, or who violates the courtesies or rules of debate.

## 28 Chairperson rising

When the Chairperson rises during debate, any member then speaking or offering to speak, shall be seated, so that the Chairperson may be heard without interruption.