CONSTITUTION

RULES AND STATEMENT OF PURPOSE:

DESIGN AND TECHNOLOGY TEACHERS ASSOCIATION VICTORIA INC.

A0015751G

ABN: 97 315 356 383

1. Name, Address & Objectives

   (1) The name of the incorporated Association is Design and Technology Teachers Association Victoria (in these Rules called "the Association").

   (2) The letters DATTA Vic. shall be the recognised contraction for the name of the Association.

   (3) The Association is a not for profit organisation.

   (4) The registered address for correspondence of the Association shall be C/- Secretary 150 Palmerston St., Carlton.

   (5) The purposes for which the Association is established are:-
       To engage in support activities likely to stimulate and assist Education in general but specifically:-

           (a) Collaborate with appropriate bodies to develop and promote Technology Education

           (b) Assist schools in implementing and developing Technology Education programs

           (c) Liaise with educational institutions involved in teacher education and training to enhance Technology Education

           (d) Consult and work in a co-operative manner with the Department of Education and Training, Victorian Curriculum & Assessment Authority & other relevant authorities on matters related to Technology Education

           (e) Consult and work in a co-operative manner with industry, community and government organisations when required to enhance Technology Education.
2. **Definitions**

(1) In these Rules, unless the contrary intention appears-

"Act" means the Associations Incorporation Act 1981;
"Board" means the Board of management of the Association;
"financial year" means the year ending on 30 June;
"General Meeting" means a General Meeting of members convened in accordance with rule 12.
"member" means a member of the Association;
"ordinary member of the Board" means a member of the Board who is not an Executive Office Holder of the Association under Rule 21;
"Regulations" means regulations under the Act;
"relevant documents" has the same meaning as in the Act.
"Executive" means the elected office holders of the Association under Rule 21.

(2) In these Rules, a reference to the Secretary of an Association is a reference--

(a) if a person holds office under these Rules as Secretary of the Association--to that person; and

(b) in any other case, to the public officer (Secretary) of the Association.

3. **Alteration of the Rules**

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

4. **Membership Categories and Subscriptions**

(1) A person who applies and is approved for membership as provided in these rules is eligible to be a member of the Association on processing of payment of the annual subscription payable under these Rules.

Individual
School Membership
Primary
P-10
Secondary
Tertiary Institution
Associate: not in paid employment/student/first year teacher/retired

Other Categories of Membership:

(a) Honorary Life Member (Award)

Any person who has distinguished themselves by service to this Association or to Technology Education may be elected an Honorary Life Member of the Association. Honorary Life Members shall be nominated by the Executive and elected at a General Meeting. The election shall be decided by vote of those present having full membership. Such vote shall be decided on the voices unless a show of hands is called for. The chairperson shall forthwith declare the result of the election and the person nominated shall be deemed to be elected. No Subscription shall be required for Honorary Life Members.
(2) Privileges of Membership are detailed as follows:

(a) Based on their subscription category (see appendix 4) the member shall have the right to serve on the Board, to become an Officer, to attend all General Meetings of the Association, to take part in and to vote on any business of such meetings, and to receive all communications and publications of the Association.

(3) Forfeiture of Membership is detailed as follows:

All members will be deemed to have lapsed and members resigned if subscriptions become more than three months in arrears.

(4) Membership fees are detailed as follows:

(a) An Annual Subscription shall be paid according to each category of membership. The Annual Subscription in each case shall be such sum as may be determined by an Annual General Meeting, or at a Special General Meeting called for that purpose.

(b) Membership shall be for the period of twelve months to be calculated from January 1st each year.

5. **Register of Members**

(1) The Secretary must oversee the maintenance of a register of members containing-

(a) the name and address of each member; and

(b) The date on which each member's name was entered in the register.

(2) The register is available for inspection free of charge by any member of the Association upon request to the Executive and at the discretion of the Executive; provided that the member can prove that the information is required for Association business.

(3) A member may make a copy of entries in the register, upon request to the Executive and at the discretion of the Executive; provided that the member can prove that the information is required for Association business.

(4) To protect the privacy of members’ details, non-members of the Association are not able to inspect the register.

6. **Ceasing Membership**

(1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.

(2) After the expiry of the period referred to in sub-rule (1)—

(a) the member ceases to be a member; and

(b) the Secretary must record in the register of members the date on which the member ceased to be a member.
7. **Discipline, Suspension and Expulsion of Members**

(1) Subject to these Rules, if the Board is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the Board may by resolution--

(a) Suspend that member from membership of the Association for a specified period; or

(b) Expel that member from the Association.

(2) A resolution of the Board under sub-rule (1) does not take effect unless--

(a) At a meeting held in accordance with sub-rule (3), the Board confirms the resolution; and

(b) If the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

(3) A meeting of the Board to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

(4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice--

(a) setting out the resolution of the Board and the grounds on which it is based; and

(b) stating that the member, or his or her representative, may address the Board at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and

(c) stating the date, place and time of that meeting; and

(d) informing the member that he or she may do one or both of the following:

   (i) attend that meeting;

   (ii) give to the Board before the date of that meeting a written statement seeking the revocation of the resolution;

   (e) informing the member that, if at that meeting, the Board confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in General Meeting against the resolution.

(5) At a meeting of the Board to confirm or revoke a resolution passed under sub-rule (1), the Board must--

(a) give the member, or his or her representative, an opportunity to be heard; and

(b) give due consideration to any written statement submitted by the member; and

(c) determine by resolution whether to confirm or to revoke the resolution.
If at the meeting of the Board, the Board confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in General Meeting against the resolution.

If the Secretary receives a notice under sub-rule (6), he or she must notify the Board and the Board must convene a General Meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

At a General Meeting of the Association convened under sub-rule (7)—

(a) no business other than the question of the appeal may be conducted; and

(b) the Board may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

(c) the member, or his or her representative, must be given an opportunity to be heard; and

(d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

A resolution is confirmed if, at the General Meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8. Disputes and Mediation

(1) The grievance procedure set out in this rule applies to disputes under these Rules between-

(a) a member and another member; or

(b) a member and the Association.

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(4) The mediator must be-

(a) a person chosen by agreement between the parties; or

(b) in the absence of agreement-

   (i) in the case of a dispute between a member and another member, a person appointed by the Board of the Association; or

   (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
(5) A member of the Association can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting the mediation, must—

(a) give the parties to the mediation process every opportunity to be heard; and

(b) allow due consideration by all parties of any written statement submitted by any party; and

(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9. **Annual General Meetings**

(1) The Board may determine the date, time and place of the Annual General Meeting of the Association at a date prior to October 31.

(2) The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.

(3) The ordinary business of the Annual General Meeting shall be—

(a) to confirm the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting; and

(b) to receive from the Board reports upon the transactions of the Association during the last preceding financial year; and

(c) to elect the Executive of the Association and the ordinary members of the Board; and

(d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act

(e) to receive from the Treasurer the audited financial reports during the last preceding financial year.

(4) The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.

(5) The rules that govern a quorum for the Annual General Meeting will follow the Quorum at General Meeting rules as outlined in Section 13.
10. **Special General Meetings**

(1) In addition to the Annual General Meeting, any other General Meetings may be held in the same year.

(2) All General Meetings other than the Annual General Meeting are Special General Meetings.

(3) The Board may, whenever it thinks fit, convene a Special General Meeting of the Association.

(4) If, but for this sub-rule, more than 15 months would elapse between Annual General Meetings, the Board must convene a Special General Meeting before the expiration of that period.

(5) The Board must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a Special General Meeting of the Association.

(6) The request for a Special General Meeting must--

(a) state the objects of the meeting; and

(b) be signed by the members requesting the meeting; and

(c) be sent to the address of the Secretary.

(7) If the Board does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.

(8) If a Special General Meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Board and all reasonable expenses incurred in convening the Special General Meeting must be refunded by the Association to the persons incurring the expenses.

(9) The rules that govern a quorum for the Special General Meeting will follow the Quorum at General Meeting rules as outlined in Section 13.

11. **Special Business**

All business that is conducted at a Special General Meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the rules as ordinary business of the Annual General Meeting, is deemed to be special business.
12. **Notice of General Meetings**

(1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a General Meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

(2) Notice may be sent--

(a) by prepaid post to the address appearing in the register of members; or

(b) if the member requests, by facsimile transmission or electronic transmission.

(3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

(4) A member intending to bring any business before a meeting may notify the Secretary in writing, or by electronic transmission, of that business. The Secretary must include that business in the notice calling the next General Meeting.

13. **Quorum at General Meetings**

(1) No item of business may be conducted at a General Meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

(2) Five members personally present (being members entitled under these Rules to vote at a General Meeting) constitute a quorum for the conduct of the business of a General Meeting.

(3) If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present-

(i) in the case of a meeting convened upon the request of members-- the meeting must be dissolved; and

(ii) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

14. **Presiding at General Meetings**

(1) The President, or in the President's absence, one of the Vice-Presidents, shall preside as Chairperson at each General Meeting of the Association.

(2) If the President and the Vice-Presidents are absent from a General Meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.
15. **Adjournment of Meetings**

(1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

(2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

(3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12. (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. **Voting at General Meetings**

(1) Upon any question arising at a General Meeting of the Association, the allocation of voting rights will be allocated according to the appropriate membership category (also as outlined in Appendix 3).
   - Individual – 1 member voting right
   - Associate – 1 member voting right
   - Schools and Institutions
     - Primary School – 2 voting rights for the school (determined by the school)
     - Secondary School – 3 voting rights (determined by the school)
     - Tertiary Institution – 1 voting right (determined by the institution)

(2) All votes must be given personally or by proxy.

(3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

(4) A member is entitled to vote at a General Meeting if all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17. **Poll at General Meetings**

(1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. **Manner of Determining Whether Resolution Carried**

If a question arising at a General Meeting of the Association is determined on a show of hands-

(a) a declaration by the Chairperson that a resolution has been-
   
   (i) carried; or
   (ii) carried unanimously; or
   (iii) carried by a particular majority; or
   (iv) lost; and
(b) an entry to that effect in the minute book of the Association-- is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. **Proxies**

(1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy must be--

(a) for a meeting of the Association convened under rule 7(7), in the form set out in Appendix 2; or

(b) in any other case, in the form set out in Appendix 3.

20. **Board of Management**

(1) The affairs of the Association shall be managed by the Board.

(2) The Board

(a) shall control and manage the business and affairs of the Association; and

(b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by General Meetings of the members of the Association; and

(c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Association.

(3) Subject to section 23 of the Act, the Board shall consist of--

(a) the Executive Office Holders of the Association; and

(b) a minimum of two ordinary members and a maximum of ten ordinary members, each of whom shall be elected at the Annual General Meeting of the Association in each year.

(4) The Board shall have the power to:

(a) manage the affairs of the Association within the terms of the Constitution

(b) co-opt members or non-members as required for specific tasks

(c) remove from Office any of the Executive Office Holders and appoint another Member in the place of the Executive removed or who has resigned or who has ceased to be a Member of the Association

(d) appoint working parties for special purposes

(e) invite other persons to its meetings, but such persons shall not be entitled to hold any voting rights at the meeting/s.
21. **Executive Office Holders**

(1) The Executive Office Holders of the Association shall be--
   (a) a President;
   (b) two Vice-Presidents;
   (c) a Treasurer; and
   (d) a Secretary, Public Officer

These officers shall constitute the Executive.

(2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

(3) Each Executive Office Holder of the Association shall hold office until the Annual General Meeting next following the date of his or her election and is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-rule (1), the Board may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of the appointment.

(5) The role of the Executive is detailed as follows:

   President:
   Shall be responsible for:
   
   (a) administration of the Association
   (b) chairing of the Executive meetings
   (c) acting as a key person in the communication with other professional bodies
   (d) correspondence
   (e) planning.

   All other Executive Office Holders:
   
   (a) as allocated by the President.

(6) The Executive shall have the powers to recommend to the Board to:

   (a) declare a person or institution ineligible for membership if it deems a good cause to exist
   (b) determine to whom, if any, remuneration of an honorarium shall be paid and shall further determine the sum of such remuneration of honoraria
   (c) purchase or otherwise acquire property for carrying out the objects of the Association and to sell, exchange or dispose of any property no longer required
   (d) enter into such agreements as may be necessary for carrying out the objects of the Association
   (e) engage persons and to pay them salaries if necessary, for services rendered to the Association
   (f) recommendations can be taken by members of the Association or by the Board to the Executive with decisions made by Executive as a body.
   (g) act should the need arise.
(7) The Executive shall have the power to make recommendations to all members:

(a) to hold, take on lease, purchase or otherwise acquire real property and to sell, exchange, mortgage, lease and construct improvements on such property.

22. **Ordinary Members of the Board**

(1) Subject to these Rules, each ordinary member of the Board shall hold office until the Annual General Meeting next after the date of election but is eligible for re-election.

(2) In the event of a casual vacancy occurring in the office of an ordinary member of the Board, the Board may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of the appointment.

23. **Election of Executive Office Holders and Ordinary Board Members**

(1) Nominations of candidates for election as Executive Office Holders of the Association or as ordinary members of the Board must be--

(a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

(b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.

(2) A candidate may only be nominated for one office, or as an ordinary member of the Board, prior to the Annual General Meeting.

(3) If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(6) The ballot for the election of officers and ordinary members of the Board must be conducted at the Annual General Meeting in such manner as the Board may direct.

24. **Vacancies**

The office of an Executive Office Holder of the Association, or of an ordinary member of the Board, becomes vacant if the Executive or Board member—

(a) ceases to be a member of the Association; or

(b) becomes an insolvent under administration within the meaning of the Corporations Law; or

(c) resigns from office by notice in writing given to the Secretary.
25. **Meetings of the Board**
   
   (1) The Board must meet at least 6 times in each year at such place and such times as the Board may determine.
   
   (2) Special meetings of the Board may be convened by the President or by any 4 members of the Board.

26. **Notice of Board meetings**

   (1) Written notice of each Board meeting must be given to each member of the Board at least 2 business days before the date of the meeting.

   (2) Written notice must be given to members of the Board of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27. **Quorum for Board meetings**

   (1) Any 4 members of the Board constitute a quorum for the conduct of the business of a meeting of the Board.

   (2) No business may be conducted unless a quorum is present.

   (3) If within half an hour of the time appointed for the meeting a quorum is not present—

      (a) in the case of a special meeting--the meeting lapses;

      (b) in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.

   (4) The Board may act notwithstanding any vacancy on the Board.

28. **Presiding at Board meetings**

   At meetings of the Board- 

   (a) the President or, in the President's absence, a Vice-President presides; or

   (b) if the President and the Vice-Presidents are absent, or are unable to preside, the members present must choose one of their number to preside.

29. **Voting at Board meetings**

   (1) Questions arising at a meeting of the Board, or at a meeting of any sub-Board appointed by the Board, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

   (2) Each member present at a meeting of the Board, or at a meeting of any sub-Board appointed by the Board (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
30. **Removal of Board member**

(1) The Association in General Meeting may, by resolution, remove any member of the Board before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

(2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

(3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

(4) Members may be removed from the Board if they do not attend or send an apology for 2 consecutive meetings.

31. **Minutes of Meetings**

The Secretary of the Association must keep minutes of the resolutions and proceedings of each General Meeting, and each Board meeting, together with a record of the names of persons present at Board meetings.

32. **Funds**

(1) The Treasurer of the Association must oversee-

(a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and

(b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Board.

(3) The funds of the Association shall be derived from conferences, professional learning activities, publications, sponsorship, student forums, annual subscriptions, donations, sponsorship and such other sources as the Board determines.

(4) Funds may be invested in Term Deposits at bank/financial institution nominated and accepted at a Board meeting. The deposit should not exceed 60% of the current funds held.

(5) A credit card may be obtained for a DATTA Vic employee, through a bank/financial institution nominated and accepted at a Board meeting, subject to a $2000 limitation, for the intention of purchasing goods or other requirements for the work of DATTA Vic or for the purchase of travel and accommodation expenses as required for conference speakers. Purchases of more than $500 shall be upon the prior approval of at least two Executive signatories.
33. **Notice to Members**

Except for the requirement in rule 12, any notice that is required to be given to a member, on behalf of the Association, under these Rules may be given by-

(a) delivering the notice to the member personally; or

(b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or

(c) electronic or facsimile transmission, if the member’s electronic or facsimile details are shown in the register of members. If the membership is a school or institution based membership, notice must be sent to a representative at the school or institution via post, electronic or facsimile transmission.

34. **Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

35. **Custody and Inspection of Books and Records**

(1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

(2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request, at the discretion of the Executive, provided that the member can prove that the information is required for Association business.

(3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association at the discretion of the Executive, provided that the member can prove that the information is required for Association business.

36. **Accounts and Auditors**

(1) The funds of the Association shall comprise all subscriptions and any additional funds that may accrue from the activities of the Association.

(2) All subscriptions, additional funds and donations to general funds of the Association shall be lodged in a bank account or Credit Union in the name of the Association.

(3) Signatories for the Association account shall be not less than three of the Executive office holders. The account may be operated by signatures of any two of the signatories.

(4) There shall be a petty cash amount available to the Secretary and members of the Executive, the amount to be decided by resolution of the Executive, but not to exceed $200.

(5) At the Annual General Meeting auditors shall be appointed for the ensuing year, for the purposes of auditing the Association accounts and statements, and presenting them at the Annual General Meeting.

(6) The auditor/s shall be non-member/s.
(7) The financial year of the Association shall be from 1\textsuperscript{st} July to the 30\textsuperscript{th} June of the following year.

(8) The Association is registered for accounting purposes for the Goods and Services Tax

(9) The Association is registered with the Australian Taxation Department

(10) The Association Australian Business Number is 97 353 363 318

37. **Regulations and Alterations of Constitution.**

(1) The Executive shall have power to make regulations as to matters not provided for in this Constitution, and to vary such regulations.

(2) No motion for changing the Constitution shall be entertained except at the Annual General Meeting or at a Special General Meeting called for that purpose, and such motion shall require it to be supported by the votes of three-fourths (3/4) of the Full Members present and voting. Notice of such motion shall be given to and by the Executive at least one month before the Meeting and the terms of the motion shall be stated in the circular calling the Meeting, to be sent not less than twenty one (21) days before the date of the meeting.
APPENDIX 1

APPLICATION FOR MEMBERSHIP OF THE
DESIGN AND TECHNOLOGY TEACHERS ASSOCIATION VICTORIA BOARD

ABN: 97 315 356 383

I, .................................................. , of .................................. choose to become a
(name and occupation) (address)

member of the Design and Technology Teachers Association Victoria Board

In the event of my admission as a member of the DATTA Vic Board, I agree to be bound by the rules of the Association for the time being in force.

........................................
Signature of Applicant Date

I, .................................................. , a member of the Association, DESIGN AND TECHNOLOGY TEACHERS ASSOCIATION VICTORIA

nominate the applicant, who is personally known to me, for membership of the Association Board.

........................................
Signature of Proposer Date

I, .................................................. , a member of the Association, DESIGN AND TECHNOLOGY TEACHERS ASSOCIATION VICTORIA

second the nomination of the applicant, who is personally known to me, for membership of the Association Board.

........................................
Signature of Seconder Date
APPENDIX 2

FORM OF APPOINTMENT OF PROXY FOR MEETING OF
DESIGN AND TECHNOLOGY TEACHERS ASSOCIATION VICTORIA

ABN: 97 315 356 383

I, ..........................................................................................................................  
(name)

of .......................................................................................................................  
(address)

being a member of ..............................................................................................

DESIGN AND TECHNOLOGY TEACHERS ASSOCIATION VICTORIA

appoint .................................................................................................................
(name of proxy holder)

of .......................................................................................................................  
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to:

☐ vote for me on my behalf at the Annual/Special* General Meeting of the Association  
(insert details of resolution).

OR

☐ I authorise my proxy to vote on my behalf at their discretion in respect of the following  
resolution (insert details of resolution).

to be held on-

.................................  
(date of meeting)

and at any adjournment of that meeting.


Signed
Date

* Delete if not applicable
APPENDIX 3

SCHEDULE OF MEMBERSHIP FEES AND VOTING RIGHTS

DESIGN AND TECHNOLOGY TEACHERS ASSOCIATION VICTORIA

ABN: 97 315 356 383

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>1 member voting right</td>
<td>$99.00</td>
</tr>
<tr>
<td>Associate</td>
<td>not in paid employment/student/first year teacher/retired</td>
<td>$66.00</td>
</tr>
<tr>
<td>Schools and Institutions</td>
<td></td>
<td></td>
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<tr>
<td>Primary School</td>
<td>2 voting rights for the school (determined by the school)</td>
<td>$132.00</td>
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<td>P-10 School</td>
<td></td>
<td>$242.00</td>
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<tr>
<td>Secondary School</td>
<td>3 voting rights (determined by the school)</td>
<td>$396.00</td>
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<tr>
<td>Tertiary Institution</td>
<td>1 voting right (determined by the institution)</td>
<td>$132.00</td>
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