

## **1. NAME OF THE INCORPORATED ASSOCIATION**

**LABNETWEST Incorporated**

## **2. OBJECTS OF THE INCORPORATED ASSOCIATION**

Provide interaction between Science Technicians  
The promotion of ideas and solutions to practical problems  
Facilitate Professional Development and a support network  
Encourage the exchange of information with other scientific groups

The property and income of the Incorporated Association shall be applied solely towards the promotion of the objects or purposes of the Incorporated Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Incorporated Association, except in good faith in the promotion of those objects or purposes.

## **3. QUALIFICATIONS FOR MEMBERSHIP**

- a) Membership of the Incorporated Association is open to those persons or schools described in Definitions 4, 6 & 7. The Committee shall have the discretion to refuse or revoke a Membership that they consider is not in the Incorporated Association's best interest.
- b) The Committee shall have the discretion to provide assistance and support to any deserving Member or ex Member in any form that is relevant to that Member's situation.

## **4. REGISTER OF MEMBERS**

- A current Register of Members shall be kept and updated by the Secretary and will record commencement and cessation dates.
- Members will have the option to have their postal address, residential address, email address or other contact details on the Committee's copy of the Membership List.
- Members may request a copy of the Membership List and a fee may be charged
- It will be an offence for a Member to disclose information from the Office Holder's Register or the Membership List for a purpose not directly connected with the affairs of the Association. The Committee may ask for a Statutory Declaration form from the member requesting a copy of the Membership List stating the reason for the request (E.g. advertising)

## **5. SUBSCRIPTIONS**

Subscriptions shall be determined by the Management Committee, and cover the period of a school year i.e. 1<sup>st</sup> January to 31<sup>st</sup> December.

Annual subscriptions shall be made to the Treasurer.

Full Member's annual subscriptions may be paid by their employer – a W.A. Independent School or College. The subscription shall be a sole payment covering up to five (5) Science Technicians in that particular W.A. School or College.

Affiliate Member schools shall pay the same annual subscription as for Full Members.

Associate Members shall pay their own annual subscription.

Previous members who have not paid their annual subscription by the commencement of Term Two shall be deleted from the Member's Register and cease to be a member for that current year.

## **6. COMMITTEE OF MANAGEMENT**

The Committee shall be known as the Management Committee and comprise of a minimum of three (3) persons:

Chairman  
Secretary  
Treasurer

The Management Committee is to establish and manage the affairs of the Incorporated Association and shall be elected during the Annual General Meeting held within 6 months of end of the financial year.

The Management Committee will serve a term of office of one year from 1<sup>st</sup> January to 31 December. Elections shall be held at the Annual General Meeting for the following year.

The nominations for the Management Committee positions shall be:

- a) In writing and delivered to the Secretary not less than 2 working days before the Annual General Meeting
- OR
- b) In person at the Annual General Meeting

The nominee's consent must accompany the nomination and they must be present at the Annual General Meeting. Each nomination shall be proposed and seconded at the Annual General Meeting. Voting shall only be by Full Members and any Associate Members in Acting Committee positions who are present at that Annual General Meeting.

A Management Committee position can become vacant during the year if a Management Committee member:

- ceases to be a member of the Association

- resigns by notice in writing delivered to the Chairperson or, if the Chairperson resigns, to another Management Committee member, and that resignation is accepted by the Committee
- is absent from 3 consecutive Management Committee meetings
- dies
- becomes permanently incapacitated by mental or physical ill-health
- is convicted of an offence under the Incorporations Act
- is the subject of a resolution passed by a general meeting of members terminating his/her appointment as a Committee member

The position may remain unfilled at the discretion of the Management Committee members or the Management Committee may invite another Full Member or an Associate Member with previous LABNETWEST Committee experience into an acting Committee position for the remainder of that Committee's term.

Each Management Committee member is entitled to one deliberate vote, but in the event of a tied decision the Chairman may use discretion to either:

- a) Cast the deciding vote  
OR
- b) Present the issue to the Full Members at the next meeting

The Management Committee quorum shall comprise of a minimum of three (3) members.

The Management Committee shall meet or communicate by email as often as necessary to ensure a Members' Meeting takes place, and the procedure and order of the Management Committee meeting shall be determined by the Chairman.

#### Roles:

The Chairman shall:

- a) Preside at both Management Committee and Member's Meetings
- b) If unable to attend any meeting, then the Vice Chairman (providing one is elected) shall conduct that meeting
- c) If neither of the above are able to attend any meeting, then the Management Committee may appoint another Management Committee member to conduct that meeting

The Secretary shall:

- a) Take and record full and correct minutes of all meetings and distribute them to appropriate Members by email within 21 days after the meetings
- b) Continually update the current Membership Register
- c) Record and reply to correspondence; keep originals on file and present an update at every meeting

- d) Give to all Members not less than 21 days notice of an Annual General Meeting and that notice must specify-
  - (a) When and where the Annual General Meeting is to be held
  - (b) The particulars and order in which business is to be transacted, as follows-
    - (i) First, the consideration of the accounts and reports from the Committee
    - (ii) Second, the election of Committee Members to replace outgoing Committee Members
    - (iii) Third, any other business requiring consideration by the Association at the general meeting

The Treasurer shall:

- a) Be responsible for the receipt of all monies paid or received on behalf of the Incorporated Association and shall issue receipts for those monies in the name of the Incorporated Association
- b) Pay all monies received into an account in the name of the Incorporated Association
- c) Make payments on behalf of the Incorporated Association
- d) Keep proper accounting records which shall be audited annually after the end of the financial year by a qualified accountant

## **7. QUORUM AND PROCEDURES AT MEMBER'S MEETINGS**

The quorum at the Members' Meeting shall be 15% of the current financial Full Members.

## **8, 9 & 10 MEETINGS**

Members' meetings shall occur once per school term or at the discretion of the Committee. All financial members will be notified by email 15 working days prior to Members' meetings.

Voting at all meetings shall be by Full Members only and any Associate Member in an acting Committee position, in person at that meeting, raising their hand to indicate their assent or denial. A majority vote will be sufficient to pass or deny a general motion.

A general meeting may be convened at any time if 20% of the Membership requires it.

The Incorporated Association shall go into recess over the school Christmas holiday period.

## **11. FINANCIAL MANAGEMENT**

Financial management of the Incorporated Association is vested in the Management Committee.

The subscription year will be 1 January and conclude on 31 December the same year. The approval of Full Members is required annually for the reimbursement of monies which are to be paid to any member who provides services to the group.

The approval of Full Members is required for the spending of items not related to Member's meeting or Association expenses.

The Bank Account shall be in the name of the Incorporated Association and both the Chairman and the Treasurer shall be the signatories.

The Treasurer's responsibilities are set out in 6.

## **12. FINANCIAL YEAR**

The financial year will commence on 1 October and conclude on 30 September the following year.

## **13. INTERVALS BETWEEN GENERAL MEETINGS**

The Annual General Meeting shall occur within 6 months of the end of the financial year.

## **14. AMENDING THE CONSTITUTION**

This Constitution shall be amended by:

- a) The giving of a written notice by email of the proposed amendment(s) 21 days before the Annual General Meeting
- b) The amendment(s) shall accepted or denied by a vote of 75% of Full Members and any Associate Member in an acting Committee position, in person at that Annual General Meeting
- c) The Constitution shall be reviewed annually

## **15. CUSTODY AND USE OF COMMON SEAL**

The Incorporated Association's Common Seal shall be kept by the Secretary and only be actuated by the account signatories.

## **16. CUSTODY OF DOCUMENTS**

All relevant, current records, books, documents and securities shall be kept by the Secretary and the Treasurer. Other records and resources shall be maintained in the Library.

## **17. INSPECTION OF RECORDS**

Any Member, by prior arrangement with the full Management Committee, may at any reasonable time, inspect the documents of the Incorporated Association in the presence of a Management Committee member.

## **18. RESOLUTION OF DISPUTES RELATING TO THE RULES**

Resolution of disputes between members or members and the Committee will be dealt with in the following steps:

1. The Committee will only address disputes presented in writing
2. An attempt at resolution will be made informally through a face to face meeting involving mediation
3. If the dispute remains unresolved the Committee will then consider an appeal presented in writing
4. If the dispute is still unresolved the Committee will refer the dispute to the State Administrative Tribunal

## **19. DISSOLUTION**

Dissolution shall occur when 75% of Members vote to dissolve the Incorporated Association at a general meeting.

In the event that the Incorporated Association is dissolved, any monies left after all debts are discharged must be given or transferred to another association incorporated under the Act which has similar objectives and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the Members.

## DEFINITIONS USED IN THIS CONSTITUTION

1. **“Incorporated Association”** means LABNETWEST Incorporated
2. **“Member”** means the person whose name and signature appear on the Application Form or a school that has applied for Affiliated Membership.
3. **“Membership”** means:
  - a. being a current financial member
  - b. all the members of the Incorporated Association
4. **“School Science Technician”** means a person employed by a Western Australian Independent (non government) School or College, which offers secondary education. The School Science Technician/s provide/s support to science teaching staff.
5. **“Full Membership”** means a person described in 3a & 4 whose name and signature appear on the Full Membership Application Form and who is entitled to:
  - a) one vote on any issue
  - b) nominate themselves or another Full Member for a Committee position.
6. **“Associate Membership”** means a person whose name and signature appear on the Associate Membership Application Form and:
  - a) Was a Full Member but has since left employment in the Independent School system and is now engaged in another related scientific area.
  - b) An isolated Science Technician, who is not employed in a Secondary School or College, but is performing a similar role in an educational environment and has no other means of support
  - c) Is not entitled to vote on any issue.  
Cannot nominate for or hold any Management Committee position unless a Management Committee position is vacant and the current Committee requests an Associate Member who has past LABNETWEST Committee experience to nominate for or fill that vacant position on an ‘Acting’ basis.
7. **“Affiliate Membership”** means a school whose name and appropriate signatory appear on the Affiliate Membership Application Form and:
  - a) The school does not employ a Science Technician: therefore LABNETWEST supplies information and support to that school.
  - b) Affiliate Membership is relinquished once a Science Technician is employed at that school.
  - c) Conditions of 6c and 6d apply.

8. **“Membership Register”** means the record of Members’ details necessary for the efficient running of the Incorporated Association and shall be the responsibility of the Secretary and the Treasurer.
9. **“Membership Subscription”** means the annual fee paid to retain membership.
10. **“Management Committee”** means the persons elected to manage the affairs of the Incorporated Association.
11. **“Attendance Register”** means the logbook used at Members’ meetings to record the names of those members and visitors present.