Constitution

Name:
The name of the association shall be the Preschool Directors Association of South Australia Inc.

Aims:
The aims of the association are
1. To work and advocate for quality early childhood education
2. To provide support for preschool directors in the performance of their duties
3. To work in cooperation with officers of the Department of Education and Children's Services for the best management of preschools
4. To assist the professional development of directors through the organisation of conferences, seminars and other professional activities
5. To establish and maintain close links with early childhood leaders and professional bodies across Australia and overseas
6. To support research in early childhood education

Membership:
The following persons shall be eligible for full membership:
1. All Department of Education and Children's Services personnel currently working as preschool directors,
2. Directors currently in seconded positions,
3. Persons who are currently holding leadership or project officer positions within Department of Education and Children's Services primarily concerned with early childhood education.
4. Persons currently on leave who held the position of preschool director "immediately prior" to the commencement of their leave.
5. Persons taking out full membership of the association must meet one of the above criteria and have worked as a Director within the last 12 months.

A full member may attend all meetings and conferences and is eligible to vote at the Annual General Meeting and Special General Meetings.

Associate membership may be granted to the following persons upon application:
1. Persons holding the position of officers of the Department of Education and Children's Services primarily concerned with early childhood education, who have not been a preschool director within the last three years.
2. Preschool teachers
3. Persons involved in early childhood in an administrative capacity
4. Persons who have previously held full membership
5. Persons involved in early childhood education in tertiary institutions

An associate member may attend all meetings and conferences and is eligible to vote at the AGM and Special General Meetings.

Resignation:
A member may resign from membership of the Association by giving written notice to the secretary or public officer of the Association. Any member so resigning shall be liable for any outstanding subscriptions which shall be recovered as a debt to the Association.

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Expulsion of a member:
1. Subject to giving a member an opportunity to be heard or make a written submission, the committee may resolve to expel a member upon a charge of misconduct detrimental to the interest of the association.
2. Particulars of the charge shall be communicated to the member at least one calendar month before the meeting of the committee at which the matter shall be determined.
3. The determination of the committee shall be communicated to the member, and in the event of an adverse determination the member shall, subject to subrule 4, cease to be a member 14 days after receipt of the determination.
4. A member may appeal to the Association in a general meeting against an adverse determination by notifying the secretary or public officer of the Association in writing of their intention to do so within 14 days after the receipt of the determination.

Finance:
Subscription:
The annual subscription for full and associate membership shall be determined by the committee and ratified at the Annual General Meeting. Subscription shall be annual and run from Annual General Meeting to Annual General Meeting. New members may join at any time. Subscriptions paid between January and the Annual General Meeting will carry to the next Annual General Meeting.

Auditor:
An auditor shall be appointed at the Annual General Meeting. An audit shall be carried out annually.

Assets and Income:
The assets and income of the association shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bonafide compensation for services rendered or expenses incurred on behalf of the organisation.

Borrowing powers:
1. Subject to this rule the Association may borrow money from banks or other financial institutions upon such terms and conditions as the Committee sees fit, and may secure the repayment by charging the property of the Association.
2. Subject to section 53 of the Act, the Association may invite and accept deposits of money from any person on such terms and conditions as may be determined by the Committee from time to time.

The seal:
The Association shall have a common seal upon which its corporate name shall appear in legible characters. The seal shall not be used without the express authorisation of the Committee and any use of the seal shall be recorded in the minute book of the Association. The affixing of the seal shall be witnessed by the secretary of the Association. The seal shall be kept in the custody of the secretary or such other persons as the Committee may from time to time decide.

Committee:
Officers:
The officers of the Preschool Directors Association of South Australia Inc. Executive will be:
1. President
2. Two Vice Presidents
3. Secretary
4. Treasurer
5. Immediate Past President

Committee:
There shall be a committee of not more than 16 members in addition to the officers.

Meetings:
1. Executive: The executive shall meet at the discretion of the President
2. Committee: The committee shall meet on a regular basis not less than 8 meetings a year
3. Annual General Meetings: Shall be held at a time to be determined by the committee
4. General meetings: are to be held at times and places determined by the committee provided that at least 2 general meetings are held each year.

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5. Special meetings: Can be called by the committee at any time provided that the date and time of the meetings is advertised in at least one newsletter before the meeting is held unless the committee considers an emergency meeting should be held to discuss very urgent business.

**Quorum at Meetings:**
At general meetings and special meetings the quorum shall be half plus one of the total elected committee.

**Duties of Officers:**
The President shall preside at all meetings. In the absence of the President the Vice President, the Immediate Past President or a person elected by those attending shall preside.
The secretary shall keep a roll of members and all minute books and other records necessary for the conduct of the affairs of the Association.
The Committee shall produce a regular newsletter for members.
The treasurer shall receive and keep account of all subscriptions paid by members and present a duly audited balance sheet at the Annual General Meeting.
The Treasurer shall pay all accounts of the Association.
Every three years auditing information shall be forwarded to the Office of Business and Consumer Affairs.

**General:**
**Amendments to the Constitution:**
1. Amendments to this constitution may be made at an Annual General Meeting or at a special meeting called for that purpose by the Committee.
2. Notice of amendments shall be in the hand of the secretary 30 days before the Annual General Meeting or Special Meeting and all members shall be notified by courier or post 10 working days before the Annual General Meeting or Special Meeting.
Details of the Association are contained in Standing Orders.

**Standing orders:**
1. **Officers:**
   Other than the Immediate Past President (ex officio) all officers are to be elected for a term of two years and may renominate for a further term.
2. **Committee:** may be made up of the following:
   (a) Officers elected as above
   (b) Portfolio Groups, each Portfolio Group has a Convener who is a member of the Committee.
   (c) Co opted members. Provided the maximum members are not exceeded, the Committee may co opt additional members as required.
   (d) One member from criteria 2,3,4 of Membership
All Committee members shall be full financial members of the association.
3. **Portfolios:**
   Committee members will be appointed to portfolio areas at the Annual General Meeting, or at other times as deemed relevant.

**Area Representatives:**
There shall be area representatives nominated by members of the Association to support communication processes.

**Ad Hoc Committees:**
The Committee may establish an Ad Hoc Committee for any purpose. A person from the current committee will be appointed as Conveners of the Ad Hoc Committee.

**Winding up:**
**Procedure:**
1. Such action can be taken only at a Special Meeting called for that purpose.
2. In the event of the Association being wound up, all monies belonging to the Association will be paid into the Lillian de Lissa Scholarship Trust.

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