

**Proposed changes to the Rules of The English Teachers Association of Queensland,
Incorporated**

For consideration at the Annual General Meeting, March 2020

Background

ETAQ's Rules (ie its constitution) were last revised in 2011. Expert advice is that organisations such as ETAQ should review their constitutions on a fairly regular basis (say, every 3-5 years) to ensure that the document remains consistent with the way that the organisation needs to function as environmental conditions change.

Proposed Change 1

Proposal: Amend paragraph e of **Rule 3 Powers**, by replacing the following words:

'managers, clerks, secretaries, servants, workmen' with

'employees, contractors'

Reason: To update to modern usage.

Proposed Change 2

Proposal: In paragraph u of **Rule 3 Powers**, delete the word 'patriotic'

Reason: The term patriotic is no longer relevant to our organisation and such a donation would not match with ETAQ's current objectives.

Proposed Change 3

Proposal: Delete paragraph v in **Rule 3 Powers**, which currently reads as follows and re-number the following paragraph accordingly:

'To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged'

Reason: This power is no longer relevant to the organisation.

Proposed Change 4

Proposal: In **Rule 5 Patron**, delete one sentence and add another.

Delete: 'Nominations for Patron shall be submitted in writing to the Secretary one calendar month prior to the Annual General Meeting'.

Add: 'The Management Committee may invite suitable people to stand for election as Patron.'

Reason: To better match current practice around invitations to eminent members of the English community to stand as patron.

Proposed Change 5

Proposal: In sub-paragraph v in paragraph b of **Rule 13 Management Committee**, change the final office bearer from:

'Membership Secretary' to 'Professional Learning Director'

Reason: To reflect the movement to membership being managed through the website by the Administration Officer, as well as the important role played by the Professional Development Sub-Committee within the organisation.

Proposed Change 6

Proposal: In paragraph j of **Rule 13 Management Committee** replace the requirement to conduct a formal meeting of 'in every two calendar months' to at least 'in every three calendar months'

Reason: To increase the flexibility of the association to meet its requirements by allowing for differently styled meetings e.g. strategic planning or sub-committee work.

Proposed Change 7

Proposal: In paragraph m of **Rule 13 Management Committee** replace ‘ill’ with ‘in’

Reason: To correct an error.

Proposed Change 8

Proposal: In sub-paragraph ‘i’ in paragraph a of **Rule 15 Duties and Powers of Office Bearers**, and with each subsequent use of the same word (paragraphs a, b, d and e of **Rule 17 Meeting Procedure**) replace ‘Chairman’ with ‘Chairperson’.

Reason: To reflect modern usage.

Proposed Change 9

Proposal: Replace paragraph e of **Rule 15 Duties and Powers of Office Bearers** (re Membership Secretary) with the following:

e. Professional Learning Director:

- i. The Professional Learning Director is to lead the Professional Learning Sub-Committee and oversee all actions intended to conduct professional learning in the name of ETAQ.
- ii. He/she shall liaise with the Management Committee regarding calling for regular meetings of the Professional Learning Sub-Committee, in order to plan professional learning events in the name of ETAQ.
- iii. He/she shall be subject to the general direction of the Management Committee, and carry out its instructions and decisions insofar as they come within the ambit of his/her duties. He/she shall consult the President on emergent matters and also those requiring attention between meetings.
- iv. Immediately on relinquishing his/her office, the Professional Learning Director shall deliver or cause to be delivered to the President all records of activities of the Professional Learning Sub-Committee, for which he/she is responsible.
- v. From time to time the actual performance of some of these duties may be delegated to an Administration Officer or other such person employed by The Association.

Reason: To reflect the movement to membership being managed through the website by the Administration Officer, as well as the important role played by the Professional Development Sub-Committee within the organisation.

Proposed Change 10

Proposal: In paragraph e of **Rule 20 Branches** delete the following and adjust the numbering thereafter:

‘The Treasurer of The Association shall remit to the Branch Management Committee a capitation fee. Such fee shall be determined from time to time by the Management Committee.’

Reason: Originally, branches were responsible for all mailing to their own members and for managing the registration of professional development events. These functions are now carried out centrally, with events managed and funded through the website by the Administration Officer.

Proposed Change 11

Proposal: In paragraph h of **Rule 20 Branches** delete the final sentence:

‘On receipt of this information, the capitation fee shall be forwarded to the Branch.’

Reason: Same reasoning as for Proposed Change 10.