

**TASMANIAN ASSOCIATION  
OF STATE SCHOOL ORGANISATIONS Inc.  
(TASSO)**

**BY-LAWS**

**1. The Management Committee**

- (a) Each member of the Management Committee will acknowledge their acceptance of and comply with the TASSO Code of Conduct.
- (b) Successful nominees to the TASSO Management Committee will be required to have a current Registration to Work With Vulnerable People (Children Related Activity). The cost of the application or renewal to be covered by TASSO.
- (c) Duty Statements shall be provided for all Officers and Regional Delegates of TASSO, reviewable annually by the Management Committee.
- (d) The Management Committee shall be authorised to pay honorariums to the President.
- (e) The Management Committee is to maintain a Policy Document.

**2. Management Committee Meetings**

- (a) Notice of items for inclusion in the Agenda of a meeting of the Management Committee shall be forwarded to reach the senior office staff at least fourteen (14) days before the date of each meeting.
- (b) A staff member shall forward to each member of the Management Committee an Agenda containing matters to be dealt with at that meeting together with copies of reports to be presented at that meeting.
- (c) No matter shall be dealt with at a Management Committee meeting unless notice has been given in accordance with these By-Laws. The Management Committee may deal with any matters without notice, if in the opinion of the majority of delegates present the matter is of an urgent nature.
- (d) No record of the proceedings of any Management Committee meeting shall be made by any person other than a member of the Management Committee or a person authorised by them to do so. Only the

appropriate person shall relay information and decisions of the Management Committee.

### **3. Regions**

- (a) The regions of the Association shall be the North, the North-West and the South.
- (b) Regional Coordinators shall be responsible for the convening of regional meetings at least once each term.
- (c) Regional operating costs will be funded from TASSO budget as authorised by the Management Committee.
- (d) All member schools within each region shall be notified of regional meetings.

### **4. Annual General Meeting (AGM)**

- (a) Written notice of each AGM shall be forwarded to each Member Association, Life Member and Management Committee member provided that accidental omission to give notice shall not invalidate the AGM.
  - (b) Notice of Motion to be dealt with at the AGM must be lodged with the Public Officer eight (8) weeks prior to the date of the AGM.
  - (c) Notices of Motion may be submitted to an AGM by a Member Association, Life Member or the TASSO Management Committee.
  - (d) An Agenda paper containing all motions, list of nominated candidates, and other matters to be dealt with at the AGM shall be forwarded to each Member Association, Life Member and Management Committee Member not later than twenty-one days (21) days prior to AGM.
  - (e) AGM Notices of Motion shall be presented to the Management Committee who shall have the power to return any notice of motion to the sender with the advice that it requires alteration, deletion or addition before it can be accepted as an AGM Agenda item.
- (e) Proxy votes shall be given to an attending delegate or the TASSO Secretary.

## **5. Certificates of Appreciation**

The Management Committee shall have the power to present Certificates of Appreciation for outstanding service.

## **6. Election of Officers**

- (a) Nomination forms shall be forwarded to all affiliated school associations when they are invited to submit Motions to the AGM.
- (b) All candidates shall submit, together with their nomination form, a resume of relevant experience for the respective position.
- (c) Candidates nominating for President shall have served a minimum of one year on the State Committee.

## **7. Election of Regional Delegates**

- (a) Nomination forms shall be forwarded to all affiliated school associations when they are invited to submit Motions to the AGM.
- (b) All candidates shall submit, together with their nomination form, a resume of relevant experience for the respective position.
- (c) All affiliated school associations will be entitled to nominate a member of their association or committee to be a Regional Delegate.