



WATSSA

West Australian Technical Support in Schools Association



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ASSOCIATION BY LAWS

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1 INFORMATION

1.1 ASSOCIATION NAME

The name of the Association shall be West Australian Technical Support in Schools Association and shall be registered as an Incorporated body in accordance with the Associations Incorporation Act 1987.

1.2 TERMS USED

Term	Meaning
WATSSA	West Australian Technical Support in Schools Association
DOE	Department of Education

1.3 FINANCIAL YEAR

1.3.1 The Associations' financial year shall align with the Australian Financial Year of July 1st to June 30th of every calendar year.

2 DECLARATION

This document, and the Associations Constitution are the governing documents of the Association. Both documents include additional summaries of the obligations arising from the Associations Incorporation Act 2015 and any other explanatory material.

Rules outlined in this document must never contradict any rules, laws or regulations outlined in the Associations Incorporation Act 2015 or the Associations Constitution. In the event of a contradiction, rules from the Associations Incorporation Act 2015 and then from the Constitution must be applied in that order.



3 MEMBERSHIP

3.1 MEMBERSHIP REGISTRATION

3.1.1 All online registration forms for membership must include the following applicant declaration:

- *I, the individual registering, agree to abide by the Association's Constitution and its By-Laws. I agree that, failure to uphold these documents will result in Disciplinary action, as outlined in Part 4, Division 2 of the Associations Constitution. I also agree to act in the best interest of the Association and will never act on or agree to anything outside my scope, or without prior permission from the relevant Committee or Executive Member.*

4 DISCIPLINARY ACTIONS, DISPUTES AND MEDIATION

Guidance Note: Terminology

The term "member" in Section 4 of the By-Laws refers to a member who has:

- a) a pending proposal to suspend or expel their membership.
- b) had their membership suspended or expelled by the committee.

4.1 SUSPENSION OR EXPULSION

4.1.1 The committee may decide to suspend a member's membership or to expel a member from the Association if:

- a) the member breaches any rule outlined in the Associations Constitution
- b) the member breaches any By-Laws
- c) the member acts detrimentally to the interests of the Association.
- d) the member is found guilty of breaking any Australian or International Laws.
- e) the member breaches any rules, regulations or laws outline in the Associations Incorporation Act 2015.

4.1.2 The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.

4.1.3 The notice given to the member must state:

- a) when and where the committee meeting is to be held; and
- b) the grounds on which the proposed suspension or expulsion is based; and



- c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral or both submissions to the committee about the proposed suspension or expulsion.

4.1.4 At the committee meeting, the committee must:

- a) give the member, or the member's representative, a reasonable opportunity to make written, oral or both submissions to the committee about the proposed suspension or expulsion; and
- b) ask the member, or the member's representative after they have made their submission(s), to leave the meeting.
- c) give due consideration to all submissions and evidence.
- d) Decide –
 - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - (ii) whether or not to expel the member from the Association

4.1.5 A decision of the committee to suspend the member's membership or to expel the member from the association takes immediate effect.

4.1.6 The committee must give the member written notice within 7 days after the committee meeting at which the decision is made, including:

- a) the committee's decision
- b) the reason for the decision
- c) the members right to a mediator as outlined in by-law 4.1.7

4.1.7 A member whose membership is suspended or who is expelled from the association may, within 14 days after receiving notice of the Committee's decision under by-law 4.1.6, give written notice to the secretary requesting the appointment of a mediator under rule 24 of the Associations Constitution.

4.1.8 If notice is given under by-law 4.1.7, the member who gives the notice and the committee are the parties to the mediation.

4.2 CONSEQUENCES OF SUSPENSION

4.2.1 During the period, a member's membership is suspended, the member-

- a) Loses any benefits or rights (including voting right) arising as a result of membership; and
- b) Is not entitled to a refund, rebate, relief, or credit for membership fees paid, or payable to the Association.

4.2.2 When a member's membership is suspended, the Membership Coordinator must record in the register of members –

- a) that the member's membership is suspended; and
- b) the date on which the suspension takes effect; and



c) the period of the suspension

4.2.3 When the period of the suspension ends, the Membership Coordinator must record in the register of members that the member's membership is no longer suspended.

5 MEETINGS

5.1 CONDUCT AT MEETINGS

5.1.1 No member shall use objectionable language or be guilty of any unbecoming conduct at any Association meeting.

5.1.2 Any member who, in the opinion of the Chairperson of the meeting, is guilty of objectionable language or unbecoming conduct at any meeting, may be called upon by the Chairperson to retract and apologise for the behaviour.

5.1.3 Where a member refuses to retract and apologise when called upon to do so by the Chairperson of the meeting, the Chairperson may exclude the member from further participation in the meeting and order the member to withdraw from the meeting.

5.1.4 Notwithstanding any apology or retraction, the Management Committee may take disciplinary action against any member who breaches by-law 6.3.1.

6 VERSION CONTROL

Version Number	Last Modified	Effective Date	Author	Notes
1.0	03/05/2019	01/07/2019	Shaun Barnett	Original By-Laws
1.1	18/11/2019	01/01/2020	Shaun Barnett	Updated By-Laws to align with version 2 of the Associations Constitution.
1.2	29/08/2021	02/09/2021	Shaun Barnett	Updated By-Laws to align with version 3 of the Associations Constitution and rules.
1.3	24/10/2022	24/11/2022	Shaun Barnett	Updated to align with new classes of membership within the updated constitution.



Appendices

Appendix A Appendix Title
