



P.S.C.I.A. inc

Plumbing, Sheetmetal and Coppersmithing Instructors' Association

CONSTITUTION

NAME:

The teachers of plumbing, sheetmetal and coppersmithing forming this group shall be known as the Plumbing, Sheetmetal and Coppersmithing Instructors' Association of Victoria. (P.S.C.I.A.)

OBJECTIVES:

The objectives of this Association are:

1. To foster a spirit of social goodwill and friendship amongst teachers of the three trades.
2. To encourage the interchange of information and ideas in teaching methods.
3. To foster good relations and mutual assistance between the technical schools and industry.
4. To study the latest trade developments.
5. To assist and advise the right type of student to enter the teaching profession.

MEMBERSHIP:

The membership of the Plumbing, Sheetmetal and Coppersmithing Instructors' Association shall be restricted to: -

1. Persons qualified in the trades of plumbing, sheetmetal and coppersmithing and employed full time or part time in any recognised technical school, college or institute in Victoria or on secondment from any of these positions.
2. Associate membership status to be given to persons not qualified as in item 1 above, but teaching in post Primary schools in the Sheetmetal – Metal Arts area. This associate membership status shall remain valid only while the said person is teaching the abovementioned subjects and will be subject to annual reassessment and renewal at the discretion of the Executive.

Am. Ad. 1988

3. Persons interested in fostering good will and friendship amongst teachers of the three trades, or good relations and mutual assistance between those teachers and industry provided that, nominations of those persons are made in writing to the executive council, and on receiving the nomination the nomination must be submitted to vote at the Annual or General Meeting following.

LIFE MEMBERSHIP:

Life membership can be awarded to financial members having carried out 10 years active official duty and/or actively engaged in propagating the cause of this organisation.

Nomination for life membership must be received by the Secretary not later than 60 days prior to the Annual Meeting. Am. Ad. 1988.

Final selection of life membership to be decided by the Executive Council.

Presentation of the award to be made at the Annual Meeting.

Life members will be exempt from the annual subscriptions and will be eligible to attend all P.S.C.I.A. functions.

EXECUTIVE COUNCIL:

The Executive Council shall be appointed at the annual meeting of each year by the members of the Plumbing, Sheetmetal and Coppersmithing Instructors' Association.

One third of the Executive to be nominated for two years:

Treasurer

1 – TAFE Representative

1 – P.P. Representative

Am. Ad. 1988.

METHOD OF ELECTION:

1. Election of President (Previous Vice-President)
Election of Vice-President
Election of Secretary
Election of Treasurer
2. Election of remaining members of Executive Council
TAFE representatives – 2 minimum
Post Primary representatives – 2 minimum
3. In the event of the remaining members of the Executive Council elected not fulfilling the representative members in any section, the President then can call for nominations from any other section to fulfil all sections.

Any member on election to the Executive Council may hold the office of President for a continuous period of not more than one year.

4. Where a member of the Executive Council is unable to fulfil his obligations to the Association his position be declared vacant. The Executive Council shall have the power to second a financial member of the Association to fill the position declared vacant for the remainder of the year.

HONORARIUMS:

Annual Honorariums shall be: -

1. Secretary
2. Treasurer
3. Secretary – Treasurer

Honorarium shall be determined by the retiring committee and recommended to members for ratification at the Annual Meeting.

AUDITOR:

One Auditor not being a member of the Council shall be appointed by the Executive Council to audit the accounts of the ensuing year.

SCRUTINEERS:

Two scrutineers not being members of the Executive Council shall be appointed at each annual meeting to hold office for the ensuing financial year.

QUORUM:

No business shall be transacted at any council meeting unless a quorum be present. The quorum shall consist of at least 50% plus 1 of the Executive Council members.

MEETINGS:

The Executive Council shall meet as occasion demands on a date or dates to be fixed in consultation between the President and the Secretary, provided that adequate prior notice of such meetings shall be given to all members of the Council whenever possible.

BOOKS:

The Executive Council shall cause books to be kept recording minutes of all meetings and particulars of its finances. These books shall be open for inspection by members at all reasonable times.

BANKING:

All monies will be banked to the account of the P.S.C.I.A. at any Commonwealth Bank Branch. President, Secretary and Treasurer or any two co-jointly to sign and any one endorse.

FEES:

The membership fee shall be determined by the retiring committee and recommended to members for ratification at the Annual Meeting. The fee shall be paid in advance annually and not later than the annual meeting of each year.

Teachers of plumbing, sheetmetal and coppersmithing who are unfinancial during the previous 12 months, shall receive notice of annual meeting only, and shall not receive any further correspondence or copies of publications until financial.

USE OF FEES:

The Executive shall have the power to regulate the application and distribution of all monies paid over to the general funds of the Plumbing, Sheetmetal and Coppersmithing Instructors' Association of Victoria.

TRUST FUND:

A trust fund to provide for a momento to retiring members be set aside and to be reviewed each year at the annual meeting.

FINANCIAL YEAR:

The financial year shall end 14 days prior to Annual Meeting. At each annual meeting, the Treasurer shall present a balance sheet and financial statement, duly audited. Am.Ad. 1988

VOTING:

1. The decision of all questions, with the exception of notices of motion, shall be determined by a majority of votes, and in the case of equality of votes, the President may give a second or casting vote.
2. Associate members will not have voting rights in relation to elections of executive members at Annual Meetings. Am.Ad. 1988

NOTICES OF MOTION:

No clause in this Constitution shall be amended or repealed and no new clause shall be added hereto save by a majority consisting of two-thirds of the members voting.

Twenty-eight days of such notice of motion shall be given to the Secretary, who shall give each member 14 days notice of the motion in writing. Such notice to each member shall be deemed given if posted by prepaid post on the correct date.

VOTING OF A NOTICE OF MOTION:

The Secretary shall issue ballot material to each member with the notice of motion, such ballot shall be secret and all ballot papers shall be returned to the scrutineers and be in their hands by the closing date of the poll.