

# WACSSO BYLAWS

AS AMENDED AT STATE COUNCIL 2/2023

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# CONTENTS

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1. State Council.....	2
2. State Council Meetings.....	2
3. Executive Committee.....	3
4. President's Duties.....	3
5. Secretary Duties.....	3
6. Councillor Duties.....	3
7. Sub-Committees of WACSSO.....	3
8. Administration.....	5
9. Office.....	8
10. Annual Conference.....	8
11. Intellectual Property.....	8

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## **1.0 STATE COUNCIL**

- 1.1 All official statements (verbal or written) on WACSSO policy or affairs shall be given and/or signed by the President or a nominated representative.
  - 1.1.1 Councillors may only publish statements/letters relating to WACSSO policy or business after obtaining clearance from the President.
  - 1.1.2 Councillors who publish statements/letters on general educational matters in a personal capacity must ensure there is no reference to the internal affairs of WACSSO or to any official position held by the Councillor within WACSSO.
- 1.2 When a Councillor is invited to attend a meeting/s external of their electorate, or in a vacant electorate, a Councillor should note their attendance into either the electorate report, additional report or external committees report at the following State Council meeting shall be lodged.
- 1.3 When the President receives an invitation to attend meetings, other than External Committees, within an electorate, the Councillor shall be advised, unless it is inappropriate due to confidentiality.

## **2.0 STATE COUNCIL MEETINGS**

- 2.1 All Electorate reports for State Council meetings shall be in writing and lodged with the WACSSO Office, at least fourteen (14) days prior to the relevant meeting. Late reports will be listed as the last items of general business and will only dealt with at the meeting if time permits.
- 2.2 Meeting papers for meetings are to be distributed to Councillors with the agenda, no later than seven days prior to the meeting date.
- 2.3 The WACSSO Office will within fourteen (14) days of a State Council meeting distribute a draft of the minutes of that meeting to all members of State Council.
- 2.4 The format for electorate reports is as specified and approved by State Council.

- 2.5 Any emerging electorate issues that arise after the closing of reports may be discussed in General Business with the permission of State Council.

### **3.0 EXECUTIVE COMMITTEE**

- 3.1 A quorum for an Executive Committee meeting shall be five (5).

### **4.0 PRESIDENT'S DUTIES**

- 4.1 The President presents a detailed report on their WACSSO related activities to each State Council meeting.
- 4.2 Responsible for convening meetings of Executive and Senior Executive to deal with matters of corporate governance.
- 4.3 Every three years the President shall undertake the WACSSO Councillor nominee screening process (WACSSO Constitution Rule 18.8.6)

### **5.0 SECRETARY DUTIES**

- 5.1 Following the declaration of the poll, the Secretary shall arrange for the signing of the Code of Conduct for WACSSO State Councillors prior to undertaking any State Councillor duties.

### **6.0 COUNCILLOR DUTIES**

- 6.1 When a Councillor wishes to attend an event or meeting on behalf of WACSSO the proposed attendee must submit a request in writing to the President for prior approval. Failure to obtain permission may imply the Councillor is not representing WACSSO or carrying out WACSSO business.
- 6.2 Councillors must provide proof of membership of an affiliated School Organisation in the electorate they represent to the WACSSO Secretary by 30 April each year.

### **7.0 SUB-COMMITTEES OF WACSSO**

The sub-committees of WACSSO will be

- Senior Executive
- Planning Portfolio
- Public Relations Portfolio
- Training & Development Portfolio

The sub-committees' duties and responsibilities are as stated in each sub committee's Terms of Reference.



- 7.1 The President is the Convenor of Senior Executive, and the Conveners of the Portfolio Sub-Committees shall be the three (3) elected Vice-Presidents, and the deputy convenors shall be the three elected Executive members. Appointment of the Convenor and deputies shall be at the determination of the President. This would occur after WACSSO elections as required by the Constitution. Any extraordinary vacancies that occur, the incumbent would, under normal circumstances, fill the vacated position.
- 7.2 Senior Executive
- 7.2.1 The Senior Executive comprises President; Senior Vice President; and the two Vice Presidents to manage and take responsibility for matters related to corporate governance.
- 7.2.2 The President, or a Vice President, may request the attendance of a deputy convenor to represent a portfolio on Senior Executive when required.
- 7.2.3 Senior Executive is responsible for the review of renewal of WACSSO subscription, membership, Risk Management, WACSSO Policy, affiliation representation on external organisations and makes recommendations to State Council accordingly. External Committee representation shall be prioritised as part of the Annual Strategic Planning Meeting.
- 7.2.4 The Senior Executive is charged with the role and responsibility of representing State Council in liaising and communicating with office staff, including participation in negotiating employment conditions to meet staffing requirements as determined by State Council.
- 7.2.5 Confidentiality of information in relation to staff employment conditions is an absolute necessity. Therefore not all details of transactions may be relayed to State Council, merely the expected outcome.

### 7.3 Portfolios

Each State Councillor will be a member of at least one of the portfolios.

## 8.0 ADMINISTRATION

8.1 All Councillor claim forms must be authorised for payment by the President or the Senior Vice President. Claims submitted by the President are to be authorised for payment by the Senior Vice President.

8.2 A “candidate elect” may be reimbursed for attendance as an observer at one State Council meeting for expenses incurred. A “candidate elect” claim form may be authorised for payment by the President or Senior Vice President.

8.3 The following maximum rates of reimbursement shall apply to a councillor working within the boundaries of their electorates in which they reside.

#### 8.3.1 Travel

The most economical and practical method of transport be used. Reimbursement to President, State Councillors and staff using their private vehicles for official WACSSO business will be paid an amount being 100% of the current Australian Taxation Office per km vehicle allowance. The total mileage claimable is to be calculated at the rate applicable to the claimant home base. Reimbursement of vehicle travel will not exceed the cost of an advance purchase air fare for the same journey.

##### 8.3.1.1 Taxi/Ride Share

Councillors may claim Taxi or ride share fares at the following rates:

- Up to the maximum distance to/from approved meeting accomodation and travel venues.

8.3.1.2 Where a Councillor represents an electorate but lives within the confines of another electorate boundary, any travel costs incurred in carrying out their role would be at the discretion of the President.

### 8.3.2 Accommodation

WACSSO office will make appropriate reservations at an approved hotel or motel for President, Immediate Past President and Councillors that reside outside a 50 km radius of the meeting venue who are attending State Council and other meetings.

President, Immediate Past President and Councillors who reside within a 50km radius of the meeting venue shall not be entitled to accommodation for meetings other than Annual Conference, unless they are required for official WACSSO business in which case accommodation can be authorised by the President.

Councillors who reside within a 30-50 km radius of the meeting venue shall be entitled to accommodation on the Saturday night only of State Council meetings (other than Annual Conference).

Where a WACSSO Senior Vice President or Vice President resides within 30km radius of the meeting venue, they shall be entitled to accommodation on the Saturday night only of State Council meetings (other than Annual Conference)

President, Immediate Past President and State Councillors who qualify for accommodation will not be expected to share accommodation.

President, Immediate Past President and State Councillors choosing to arrange their own accommodation elsewhere may claim reimbursement:

- for hotel/motel accommodation a maximum in accordance with the current Australian Taxation Office reasonable accommodation allowances as set out in the relevant Ruling Table 1 salary band.
- for private accommodation a maximum of 50% of the rate as above.

WACSSO office will only book approved accommodation. State Councillors who fail to notify WACSSO Office of non-attendance at least three days to any meeting will be responsible for any cost incurred due to cancellation. In the event of an emergency situation beyond the Councillor's control the President may overturn this ruling.

### 8.3.3 Meals

8.3.3.1 Reimbursement of out-of-pocket expenses for meals to President, Immediate Past President and State Councillors and WACSSO Staff will be in accordance with the current Australian Taxation Office reasonable meal allowances as set out in the relevant Taxation Ruling Table 1 salary band.

8.3.3.2 President, Immediate Past President and Councillors who reside within a 50km radius of the meeting venue shall be entitled to breakfast at the meeting venue on the Saturday and Sunday mornings.

### 8.3.4 Incidentals

- President, Immediate Past President and Councillors may claim reimbursement for incidental costs incurred carrying out WACSSO business
- Any Councillor travelling interstate to represent WACSSO will be given a daily allowance inclusive of incidental expenses in accordance with the current Australian Taxation Office reasonable meal allowances as set out in the relevant Taxation Ruling Table 1 salary band.
- Travel allowances for interstate travel may be paid in advance.
- Any additional legitimate expenses must be substantiated by a justification and/or receipt/s and will be paid in arrears subject to approval by the President.

### 8.3.5 Childcare

President, Immediate Past President and Councillors may claim expenses for childcare for Annual Conference, State Council or other WACSSO delegated official business and may claim reasonable out-of pocket expenses.

Childcare receipts must include the name and contact details of the carer. Childcare allowance is not claimable where the councillor, carer and child reside at the same address. Arrangements must be pre-approved by the President and will be paid in arrears.



- 8.3.6 All claims relating to President, Immediate Past President and Councillor expenses are to be lodged with the WACSSO Office no later than three (3) months following the date the expense was incurred.
- 8.3.7 WACSSO will deduct monies owing from the President, Immediate Past President or Councillors from any subsequent claim. Where no claim is submitted within 90 days of the expense being incurred an invoice will be issued for payment.
- 8.4 Where WACSSO's representation attracts any form of remuneration, this must be paid directly to WACSSO, not to the individual. The individual may then claim expenses as per the relevant section of these by-laws.
- 8.5 Notwithstanding the by-laws as established by State Council, from time to time, the President in conjunction with the Senior Vice President may authorise payments other than those described where extenuating circumstances exist.

## **9.0 OFFICE**

- 9.1 The WACSSO office will operate between such hours as determined by State Council or as directed by the President.

## **10.0 ANNUAL CONFERENCE**

- 10.1 During the period of the Annual Conference no person shall distribute paper/material to delegates without prior approval of the President or the State Council.
- 10.2 State Council shall be responsible for approving the Annual Conference budget, registration fee, venue. State Council will set the strategic direction of conference.

## **11.0 INTELLECTUAL PROPERTY**

- 11.1 Councillors are not entitled to use intellectual property for any purpose other than WACSSO business.
- 11.2 WACSSO retains intellectual property rights over any material produced by the President, Past President and Councillors within the course of carrying out their duties.

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