



## **The Constitution of the New South Wales Council of Deans of Education**

(formerly the NSW Teacher Education Council)

TEC Constitution adopted 21st December 1987 - Amended 5th June 2007  
Amended NSW CDE Constitution adopted 6th June 2011

### **1. NAME**

The name of the Council shall be "The New South Wales Council of Deans of Education". The initials NSW CDE or NCDE may be used as the short title for the Council where abbreviation is appropriate.

### **2. INTERPRETATIONS**

In this constitution, unless the context otherwise requires:

"COUNCIL" means the New South Wales Council of Deans of Education.

"DEANS OF TEACHER EDUCATION" means those Deans, Heads of School, or persons in higher education holding the most senior position of direct responsibility for the development, implementation and monitoring of teacher education programs.

### **3. PURPOSE**

The purpose of the Council is to promote the continued development of education programs and research, including pre-service and in-service teacher education programs, by such means as:

- a. Providing a forum in which Deans of Education and others concerned with education meet to share information about education,
- b. Facilitating collaboration in education including facilitating collaboration of special interest groups within education,
- c. Encouraging and supporting research in education,
- d. Establishing mechanisms for monitoring the quality and status of education in New South Wales,
- e. Debating education issues of policy and administration,
- f. Providing independent professional comment and advice to Government and other agencies on issues in education,
- g. Providing an informed public voice on matters associated with education,
- h. Affiliating with other organizations with interests in education.

### **4. SERVICES**

In order to fulfil the stated purpose of the Council, NSW CDE shall organise an annual meeting of members during which the annual business session shall be conducted and shall provide other services such as a quarterly newsletter, occasional seminars, annual conference and symposium.

### **5. MEMBERSHIP**

In order to fulfil the stated purpose of the Council, NSW CDE shall be an association of the Deans of Education in New South Wales and the Australian Capital Territory as defined in Section 2 of this Constitution, as well as life members.

### **6. ADMISSION OF MEMBERS**

The admission of members shall be decided upon by the Executive Committee of the NSW CDE which shall cause a register of membership to be kept.

**7. LIFE MEMBERSHIP**

The nomination of a candidate for Life Membership shall be the right of the Executive Committee on the recommendation of any member. The Nominee shall have been a Member of the Council, although life membership has no direct relation with retirement from active employment as an educator.

The honour is awarded for outstanding service over an extended period to the New South Wales Council of Deans of Education. Such nominations must be supported by sufficient evidence of outstanding service as to enable all members who are not fully aware of the nominee's service to make an accurate assessment of the qualifications and service of the nominee.

The ratification of election of a person to Life Membership of the NSW CDE shall be the prerogative of the Council at the Annual General Meeting.

The Executive Committee will make its recommendation to the membership prior to the Annual Business Session. Election to Life Membership shall normally be by means of a show of hands or an electronic or postal vote of the membership after a recommendation. The election of a Life Member shall be announced at the Annual Dinner of the NSW CDE immediately following the election.

**8. SUBSCRIPTIONS**

Annual subscriptions to be paid by members or their sponsoring institutions shall be fixed at the Annual Business Session of the Council.

**9. AFFILIATIONS**

The Council may affiliate with such other bodies; local, State, National or International as may be desirable in order to further its purpose.

**10. THE ANNUAL BUSINESS SESSION**

The meeting of the members at the Annual Business Session shall determine the main lines of policy of the Council, shall have the power to direct the management of the Council's affairs and subject to this constitution shall regulate the Council's own proceedings. The quorum for conducting business at the Annual Business Session shall be ten persons listed in the register of membership of the Council.

**11. OFFICE BEARERS**

The office bearers of the Council shall be:

- a. President, who shall be the Chief Executive Officer of the Council and preside at all meetings of the Council and its Executive Committee,
- b. Vice-President, who shall be delegated the responsibilities of President during the President's absence,
- c. Secretary who shall keep and maintain general records and correspondence of the Council, and oversee the maintenance of the Council's web site.
- d. Treasurer, who shall receive all monies and deposit the same in a bank approved by the Executive Committee, payout monies in payment of obligations of the Council and present an audited financial report to a meeting of members at the Annual Business Session. The office bearers shall be elected by the meeting of members at the Annual Business Session and shall hold office for the period of time between annual elections. Incumbent office bearers of the Council are eligible for re-election provided that a maximum period of two consecutive years is served in one position. An office bearer who is not a Dean of Education will be entitled to seek reimbursement from the NSW CDE for their Institution of travel expenses to attend Executive Meetings.

**12. THE EXECUTIVE COMMITTEE**

All members of the NSW CDE shall serve as the Executive Committee of the Council responsible to the meeting of members at the Annual Business Session for the conduct of the affairs of the Council between meetings, and shall have the power, subject to this constitution, to regulate its own proceedings and convene general meetings of members.

The Executive Committee shall comprise:

- The President
- The Vice-President
- The Secretary
- The Treasurer
- The Immediate Past President
- The NSWCODE Conference Organiser for the current year
- The Dean or a representative of each member Institution.

Members of the Executive Committee shall participate in the proceedings of the Executive Committee and undertake such tasks as determined by that committee from time to time.

### **13. VACANCIES**

If the office of President, Secretary/Treasurer becomes vacant, the Executive Committee shall elect from its remaining members a person to fill the vacancy until the next Annual Business Session.

If the office of any one of the Executive Members becomes vacant prior to the calling of an Annual Business Session, the Executive Committee shall fill the vacancy by invitation and appointment of a person on the membership register of the Council.

### **14. EQUITY REPRESENTATION**

The NSWCODE shall through its procedure, subcommittees, working parties and nominees strive to ensure effective equity of representation for women and other target groups under current Equal Employment Opportunity legislation, and for Sydney-based and non-capital universities. The NSWCODE Executive Committee shall have the power to nominate representatives and to co-opt additional members to any committee of sub-committee or working party in order to ensure that these equity representation provisions are effectively addressed, and shall report on such actions to the general membership.

### **15. FINANCE**

The Executive Committee shall control the finances of the Council. The Executive Committee shall pass or ratify all accounts for payment and any disbursements not ratified by the Executive Committee will be the personal responsibility of the signatories to the cheque or cheques concerned. All disbursements of money other than petty cash shall be by cheque on the Council's bankers signed by the Secretary/Treasurer and one other person approved by the Executive Committee.

An appropriate person who is not a member of the Executive Committee shall be appointed as the Council Auditor at the Annual Business Session.

### **16. TRANSFER OF OFFICE**

All books, records and assets of the Council, with the exception of Council affairs in the process of being finalised, shall be handed over to the incoming Secretary/Treasurer within twenty one days of the termination of the Annual Business Session and the balance shall be transferred within two months of the same.

### **17. VOTING RIGHTS**

- a. The President shall have both a deliberative vote and a casting vote at all meetings of the Council and its Executive. In general, it is expected that the President when exercising the right of placing a casting vote shall vote in favour of the status quo. When this is not so the President shall explain to the members of the Council at the next Annual Business Session the reason for the action taken.
- b. Executive Committee members shall have the right to one deliberative vote on each issue/election being decided at an Executive Committee meeting or at a general meeting of members.
- c. Life Members are not entitled to vote on Council matters.

### **18. WINDING UP**

In the event of changes circumstances in which continuation of the Council is no longer of interest or benefit to members a simple majority of votes taken at the Annual Business Session may recommend to members disbandment of the Council. Such recommendation shall be communicated to all persons listed in the register of members and after a lapse of at least one month, shall be considered by members at an

Extraordinary Business Session. If disbandment is endorsed at the Extraordinary Business Session the distribution of monies and other assets shall be determined concurrently. The quorum for conducting business at an Extraordinary Business Session shall be the lesser of ten or one half plus one of those persons listed in the register of membership of the Council.

**29. AMENDMENTS**

Amendments to this constitution may be made only by a two-thirds majority of votes cast at the Annual Business Session. The texts proposed of amendments must be presented in writing to the Secretary so that they may be sent with recommendations from the Executive Committee to all members at least one month before such a meeting. Members unable to attend the Annual Business Session may vote on the proposed amendment/s by correspondence.