

**NATIONAL ASSOCIATION
OF
PROSPECTIVE STUDENT ADVISERS**

1. NAME OF THE ASSOCIATION

The name of the Association is "National Association of Prospective Student Advisers" hereinafter referred to as "The Association".

2. MEANING OF SPECIFIC TERMS

- 2.1 "Prospective Student"** means any person who may at some time in the future qualify for admission to a tertiary education institution (university or college of advanced education, TAFE or private college).
- 2.2 "Prospective Student Adviser"** means any person as defined in 4 below whose duties are primarily concerned with personally passing on information or offering guidance or advice about study in a tertiary education institution to prospective students.
- 2.3 "Schools"** means those educational institutions offering courses which can lead to qualification for admission to a tertiary education institution.

3. AIMS AND OBJECTIVES OF THE ASSOCIATION

3.1 The Aims of the Association are

- 3.1.1** To provide a forum for the development and communication of a national perspective on issues relating to the provision of information and advice to prospective tertiary students
- 3.1.2** To provide support in the area of professional development

3.2 The Objectives of the Association are

- 3.2.1** To provide points of contact for the exchange of information on relevant issues.
- 3.2.2** To encourage the use of the title "Prospective Student Adviser" nationally, to replace the current range of titles
- 3.2.3** To coordinate a biennial conference
- 3.2.4** To establish links with equivalent overseas and relevant local organisations.
- 3.2.5** To encourage strict ethical standards by all members so that the interests of prospective students are foremost.

3.2.6 To encourage schools to adopt a uniform approach to all tertiary education institutions so that prospective students have access to information on all available courses.

4. MEMBERSHIP

4.1 Ordinary Members

Ordinary membership is open to any person employed by a tertiary education institution or related agency as approved by the Association, the majority of whose duties involve personally passing on to prospective students information and offering guidance or advice about study in a tertiary education institution.

The Management Committee will determine who meets the criteria specified.

4.2 Associate Members

Associate Membership is open to any person whose duties are partly, but not primarily concerned with personally passing on information about study in a tertiary education institution to prospective students.

The Management Committee will determine who meets the criteria specified.

4.3 Application for Membership

All applications for membership shall be submitted on an Application Form to the Management Committee for approval.

The Application will contain Name, Address, Title, When appointed to present position, Employer, Duties.

5. CHAPTERS

5.1 The membership of each State and Territory will constitute a Chapter of The Association.

5.2 The Chapters will be named according to the State or Territory in which they are located e.g. The New South Wales Chapter.

6. RIGHTS OF MEMBERS

6.1 Ordinary Members shall be entitled to the following rights.

6.1.1 To contest elections for and to hold positions on the Management Committee of The Association.

6.1.2 To vote at all elections and ballots of The Association.

7. SUBSCRIPTIONS AND FINANCIAL MEMBERSHIP STATUS.

- 7.1 Membership subscriptions will be payable on an annual basis, financial membership being from January 1 to December 31.
- 7.2 Membership subscriptions will be due on January 1 of the year for which membership is paid.
- 7.3 The Management Committee shall recommend to a General Meeting the amount of Annual Subscriptions for Membership.
- 7.4 Members shall be considered financial only if the appropriate subscription for the period determined has been paid and accepted by the Management Committee. Persons who are unfinancial shall not be entitled to the rights of membership as defined under Section 6 of this Constitution.

8. MANAGEMENT COMMITTEE.

- 8.1 The Management Committee shall consist of eight members, these being one representative from each State and Territory (Queensland, New South Wales, Victoria, Tasmania, South Australia, Western Australia, Australian Capital Territory and Northern Territory).
- 8.2 Members of the Management Committee shall be elected from within the State or Territory Chapter and the elected Management Committee Member will be notified to the General Meeting of The Association at the Biennial Conference.
- 8.3 Each Member of the Management Committee will hold office for two years. The two years period will commence at the closing of a Biennial Conference and finish at the closing of the next Biennial Conference.
- 8.4 Five Members of the Management Committee will constitute a quorum. No motion shall be carried or question be resolved at any meeting of the Management Committee unless a quorum of Committee Members is present at the time the vote is taken.
- 8.5 The Chairperson of the Management Committee will be elected by the Members Elect of the Management Committee during the period of the Biennial Conference and will take office at the closing of that Conference. The Chairperson will be known as Convenor.
- 8.6 The Secretary and Treasurer will be elected by the Members Elect of the Management Committee during the period of the Biennial Conference and will take office at the closing of that Conference.
- 8.7 The Management Committee will meet twice yearly by tele-conference hook-up.
- 8.8 Notice of Meeting will be sent by mail by the Secretary to reach members of the Management Committee no less than ten days prior to the Meeting.
- 8.9 A casual vacancy which may occur on the Management Committee due to retirement or resignation will be filled by the Chapter which the retiring or resigning Committee Member represents. The person elected to fill a casual vacancy shall hold office for the residue of the former member's term of office.

9. POWERS OF THE MANAGEMENT COMMITTEE.

The Management Committee shall have the power to:

- 9.1 Recommend to the Biennial Conference aims and objectives of The Association
- 9.2 Promote, assist in promoting, and secure the holding of meetings, conventions, conferences, workshops, and fora for the benefit of the membership of The Association.
- 9.3 Print and publish, or secure the printing and publication of any books, brochures, leaflets, newsletters or any other matter that is consistent with the achievement of the aims and objectives of The Association.
- 9.4 Approve applications for both categories of membership
- 9.5 Determine the level of subscription charges for both categories of membership.
- 9.6 Conduct elections as required.
- 9.7 Approve expenditure consistent with the aims and objectives of The Association.
- 9.8 Recommend changes to the Constitution for approval by the members at the Biennial conference.

10. EXECUTIVE COMMITTEE.

An Executive Committee, consisting of the Convenor, Secretary and Treasurer shall have power to act on behalf of the Management Committee subject to ratification at the next meeting of the Management Committee.

11. BIENNIAL CONFERENCE.

- 11.1 A Conference shall be held in November every second year beginning in 1992. The State or Territory in which the next Conference will be held will be decided at each Conference.
- 11.2 The Chapter hosting the Conference will be responsible for arranging the venue, dates, speakers and agenda of the Conference, in association with the Executive Committee and for giving appropriate notification to members.
- 11.3 **The Biennial Conference will conclude with a General Meeting of Members.** The order in which business of the General Meeting is to be transacted is:
 - 11.3.1 to confirm the minutes of the previous General Meeting.
 - 11.3.2 to receive the Annual Report of the Management Committee.
 - 11.3.3 to receive and consider the income and expenditure statement for the period since the previous General Meeting.

11.3.4 to declare Management Committee members as elected by chapters for the two years following the closing of the Conference.

11.3.5 to transact any other business.

11.4 If No Biennial Conference Held.

If a Conference is not held in accordance with the above then the Management Committee will make alternative arrangements for a General Meeting.

11.5 Quorum for General Meeting.

11.5.1 No motion shall be carried or question be resolved at any general meeting unless a quorum of one third of all Members is present at the time the vote is taken.

11.5.2 No motion shall be carried or question be resolved at any general meeting unless a quorum of Members representing at least three States or Territories is present at the time the vote is taken.

11.6 At any General meeting each Member should be permitted one vote on each question decided. The convenor shall exercise an additional casting vote when a decision is tied.

12 FINANCES.

12.1 All financial transactions shall be recorded and records maintained by the Treasurer.

12.2 A Statement of Income and Expenditure for the year ending June 30 shall be presented by the Treasurer to the Management Committee at the next meeting of that Committee after June 30. The Statement shall be audited and presented to the next General Meeting for endorsement.

12.3 The income of The Association shall be applied solely towards the promotion of its aims and objectives. No part of the income may be paid or otherwise distributed, directly or indirectly, to any member or members except in good faith in the promotion of these objectives.

13 CHANGES TO THE CONSTITUTION

13.1 The Constitution may be changed by resolution at a Biennial Conference.

13.2 Notice of Motion of a proposed change to the Constitution must be advised to the Secretary 28 days prior to the date of the Conference.

13.3 A motion proposing a change to the Constitution must be carried with 60% of the members present voting for the change.

14. WINDING UP

14.1 The Association may be wound up by a unanimous vote at a general meeting.

14.2 If the Association is wound up all funds on hand will be divided equally between all Chapters.

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The Constitution above was adopted at the 1992 Annual General Meeting of the Association at Jamberoo Valley Lodge 11/11/92.