

The Constitution of the Queensland Council of Deans of Education

(formerly the Qld Deans of Education)

1. NAME

The name of the Council shall be "The Queensland Council of Deans of Education". The initials QCDE 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 Queensland Council of Deans of Education.

"DEANS OF 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. Provides a direct link to the Australian Council of Deans of Education through the chair or nominated representative,
- d. Encouraging and supporting research in education,
- 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, QCDE shall organise an annual meeting of members during which the annual business session shall be conducted. In conjunction with the ACDE may 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, QCDE shall be an association of the Deans of Education in Queensland as defined in Section 2 of this Constitution.

6. ADMISSION OF MEMBERS

The admission of members shall be decided upon by the Committee of the QCDE which shall cause a register of membership to be kept. Office bearers are drawn only from the current members of the year in which elections are held.

7. SUBSCRIPTIONS

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

8. AFFILIATIONS

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

9. 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 6 persons listed in the register of membership of the Council.

10. OFFICE BEARERS

The office bearers of the Council shall be:

- a. Chair
- b. Deputy Chair/ Treasurer/ Secretary who shall be delegated the responsibilities of Chair during the Chair's absence and shall, keep and maintain general records and correspondence of the Council, and oversee the maintenance of the Council's web site and shall receive all monies and deposit the same in a bank approved by the 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 election

11. THE COMMITTEE

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

12. VACANCIES

If the office of Chair, Deputy Chair, Secretary/Treasurer becomes vacant, the 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 Members becomes vacant prior to the calling of an Annual Business Session, the Committee shall fill the vacancy by invitation and appointment of a person on the membership register of the Council.

13. EQUITY REPRESENTATION

The QCDE 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 Brisbane-based and Regional universities. The QCDE 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.

14. FINANCE

The Committee shall control the finances of the Council. The Committee shall pass or ratify all accounts for payment and any disbursements and will be responsible for designating who the signatories to the cheque or cheques shall be. 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 Committee. An appropriate person who is not a member of the Committee shall be appointed as the Council Auditor at the Annual Business Session

15. 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.

16. VOTING RIGHTS

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

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.

19. 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 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.