



AUSTAT

ASSOCIATIONS INCORPORATION ACT 2009.

**THE CONSTITUTION OF THE AUSTRALIAN SOCIETY OF
TEACHERS OF THE ALEXANDER TECHNIQUE (AUSTAT)
INCORPORATED.**

NOVEMBER 2023

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VERSION DETAILS

This version of the AUSTAT Constitution incorporates changes made by AUSTAT AGM 2023. All previous versions of the AUSTAT Constitution or AUSTAT Rules are superseded by this version.v17 draft 4

PART 1 - INTRODUCTORY

1. Name

The Association is to be called The Australian Society of Teachers of the Alexander Technique (AUSTAT) Incorporated (hereinafter referred to as "AUSTAT")



2. Objects

The objects of AUSTAT are:

- a) To establish and maintain standards and codes of professional conduct and integrity amongst Teachers of the F. M. Alexander Technique of Re-Education as outlined in the published works of F. M. Alexander (hereinafter called "the Alexander Technique") and to establish and enforce bye-laws for maintaining such standards and codes.
- b) To establish for Teachers of the Alexander Technique in Australia a professional body which will represent the interests of its Members in all States and Territories.
- c) To enact AUSTAT Teacher Membership by establishing and reviewing an AUSTAT Teacher Training Standard.
- d) To further the exploration of the teaching of the Alexander Technique and to promote and encourage specific projects of research into the Alexander Technique in selected fields.
- e) To encourage members to play a vital and contributing role in the activities of AUSTAT.
- f) To promote within Australia a greater awareness of the value of the Alexander

- Technique.
- g) To maintain close relations with The Society of Teachers of the Alexander Technique (STAT) in the United Kingdom and its affiliated societies with a view to recognising such societies as fellow bodies with full rights of reciprocal membership.
 - h) To endeavour to introduce the Alexander Technique into schools and other places of education and to obtain recognition for its Teacher Members as approved teachers in these institutions.
 - i) To seek publicity for the Alexander Technique in order to promote public awareness of its value and importance.
 - j) To set up and maintain a resources library.
 - k) To seek and receive subscriptions, donations, grants and legacies and to conduct fund raising activities for the purpose of applying the proceeds to achieve any of the objects of AUSTAT.
 - l) To pursue official recognition from appropriate institutions for Alexander Technique Teacher Training.
 - m) To pursue official recognition of the Alexander Technique and the status of AUSTAT's Teacher Members as professional teachers of that Technique by Medical Funds, both Public and Private, and Insurance Companies, so that members of the general public who wish to have lessons in the Alexander Technique may receive some rebate or refund from these institutions for lessons undertaken.
 - n) To do any act or thing, consistent with the objects and the Constitution of AUSTAT and permitted by the Act and the Regulation which, in the opinion of the Council, will promote the best interests of AUSTAT.

3. Interpretation

- (a) In this Constitution, except in so far as the context or subject matter otherwise indicates or requires:

“The Alexander Technique” is a method for applying constructive thought to integrate movement, breath and posture that is based on the writings of FM Alexander.

"AGM" means the annual general meeting of AUSTAT.

“TASC” means the Training Assessment Standing Committee established under Part 5 of this Constitution.

"Council" means the council referred to in Part 4 of this Constitution which is the committee of management of the Association.

"Secretary" means:

- (i) the person holding office under this Constitution as Secretary of AUSTAT; or
- (ii) where no such person holds that office, the Public Officer of AUSTAT.

"Recognised Society" means any Society of Alexander Technique Teachers recognised by AUSTAT in accordance with Rule 16 hereto;

"the Act" means the Associations Incorporation Act, 2009;

"the Regulation" means the Associations Incorporation Regulation, 2010.

“AUSTAT Teacher Training Standard” outlines the essential topics, learning objectives and performance expectations that trainee teachers must achieve during their training program. AUSTAT publishes the Teacher Training Standard on its website. It may not be altered or changed without a vote of AUSTAT Council.

The **“Standard for AUSTAT Approved Teacher Trainers” (SAATT)** provides an accepted and consistent framework to measure and evaluate a person’s suitability for training Alexander Technique teachers. It is published by AUSTAT on its

website. It may not be altered or changed without a vote of the AUSTAT Council.

“**AATT**” refers to an “AUSTAT Approved Teacher Trainer” who has met the conditions of this Constitution and has been approved as such by the Council.

An “**AUSTAT Registered Trainee Teacher**” is a registered person undergoing training with one or more AATTs.

“**Member in good standing**” means any person who has fulfilled the requirements for Membership and who has not voluntarily withdrawn, been found guilty of professional misconduct, or been expelled or suspended by the association. In most associations “good standing” requires the timely payment of dues.

“**Logbook**” refers to the “AUSTAT Registered Trainee Teacher Logbook”. A logbook is an assessment tool that may be provided to AUSTAT Registered Trainee Teachers to assist them in delivering AUSTAT with evidence that they have completed their training with adherence to the AUSTAT Teacher Training Standard.

An “**AUSTAT Assessor**” is a Teacher or Affiliate Member who has completed the AUSTAT online assessor training course. This qualification is for five (5) years from the date of issue of the certificate.

- (b) In this Constitution:
- (i) a reference to a function includes a reference to a power, authority and duty; and
 - (ii) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (c) The provisions of the Interpretation Act, 1987, apply to and in respect of this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under the Act.

PART 2 - MEMBERSHIP

4. Members

“AUSTAT shall consist of Teacher Members, Affiliate members, Lifetime Members, Registered Trainee Teacher Members and Honorary Members.

Lifetime Membership

4 a) A Teacher Member may be given Lifetime Membership status by an ordinary vote of the AGM in recognition of service to AUSTAT. Nominations for Lifetime Membership must be received 45 days before an AGM. Lifetime members have all the rights and privileges of a Teacher Member but shall no longer owe fees or dues.

Affiliate Membership

4 b) A person who is entitled to apply for Teacher Membership under Section 6, or renew membership under Section 13 of this Constitution may apply for non-voting Affiliate Membership to the Secretary AUSTAT. Annual Membership fees are due and payable by Affiliate Members by 1st July of each year. A person's Affiliate Membership will lapse 90 days after the due date, where Membership fees have not been paid.

5. Application for Membership

All applications for membership shall be made in writing to the Secretary of AUSTAT in a form and manner determined by Council.

6. Teacher Members

- (a) A person is entitled to apply to become a Teacher Member of AUSTAT where:
 - i) they have been an AUSTAT Registered Trainee Teacher in good standing, and
 - ii) when their approved-format AUSTAT Registered Trainee Teacher Logbook has been filled out and signed by one or more AATTs and been assessed by the TASC as valid, sufficient, authentic, and current;

or

- (b) where they have completed an AUSTAT Approved Training Course between 2021 to 2026 and have been moderated by an AUSTAT Moderator. [This clause will be repealed at AGM 2027]
- (c) A member of an Affiliated Society may be entitled to Recognition of Current Competency (RCC). They must follow Section 16(e) of this Constitution to gain AUSTAT Teacher Membership.
- (d) Any person may apply to AUSTAT Council for Teacher or Affiliate Membership. The applicant must be able to demonstrate equivalency to the current AUSTAT Teacher Training Standard. The TASC will assess this and:
 - i) AUSTAT Council will set a fee for assessing of any qualification equivalency claim. The fee must be paid in advance and will cover the time needed for the assessment administration costs.
 - ii) An application with fee does not guarantee a positive assessment.
 - iii) Where gaps are found between an applicant's qualifications and the current AUSTAT Teacher Training Standard, the applicant will be issued with a statement of competence and the required criteria listed.
 - iv) Applicants may be required to work with an AATT to address any of the criteria that still need to be met.
 - v) Once all criteria have been assessed by TASC as being met and all assessment fees have been paid, that person may be eligible to join AUSTAT as a Teacher Member with equivalent standing.
 - vi) A person may make multiple applications to become a Teacher Member of AUSTAT. A fee may be payable in each instance.

6.1 Rules applicable

All Teacher and Affiliate Members agree to abide by all rules and bye-laws of AUSTAT, in so far as they may be applicable, and in particular the Code of Professional Conduct as it exists from time to time.

6.2 Post-nominals

- a) Only financial Teacher Members and Lifetime Members may use the post-nominals "mAUSTAT" or "MEMBER AUSTAT" after their names for any purposes associated with their professional standing.
- b) A person who has fulfilled the requirements of section 6(a) (i) and (ii) may use "AUSTAT certified" as post-nominals to indicate that they have met the AUSTAT Teacher Training Standard set down by this Constitution.
- c) Any person who is unfinancial or has resigned, withdrawn or been expelled by AUSTAT must cease to use the "mAUSTAT" and "MEMBER AUSTAT" post-nominals.

6.3 Refusal of renewal of membership

Where a former Teacher or Affiliate Member has been found to have breached the Code of Professional Conduct, the rules of the Society, or its bye-laws, or is deemed by Council to not be in good standing, Council may refuse renewal of that person's membership by a special resolution of councillors.

7. AUSTAT Registered Trainee Teacher

- (a) A person can become an AUSTAT Registered Trainee Teacher when they register with AUSTAT to be trained by an AUSTAT Approved Teacher Trainer/s (AATTs).
- (b) An AUSTAT Registered Trainee Teacher must agree to abide by AUSTAT rules, bye-laws and codes, refrain from suggesting that they are a qualified Alexander Technique teacher and pay a joining fee and membership fees in following years. Council sets the joining and yearly fees to cover administration and other costs.
- (c) AUSTAT will document Registered Trainee Teacher's details and the records kept for a period of not less than ten years.
- (d) Each AUSTAT Registered Trainee Teacher will receive an AUSTAT Welcome Pack and an AUSTAT Registered Trainee Teacher's Logbook.

- (e) The Registered Trainee has the sole responsibility to maintain and complete The Logbook. The Logbook is used to evidence that the Registered Trainee Teacher has completed an entire teacher training course that meets the AUSTAT Teacher Training Standard.
- (f) AUSTAT Registered Trainee Teachers are entitled to attend and speak to items of business but not vote at any General Meeting of AUSTAT.
- (g) The AUSTAT Registered Trainee Teacher must pay a yearly membership fee until they complete their training assessments. In exceptional circumstances (such as maternity leave or financial hardship), on application, AUSTAT Council may waive this fee by ordinary resolution. Otherwise, the AUSTAT Registered Trainee Teacher will be liable for all years' unpaid fees before AUSTAT Teacher Membership is granted.

7.1 Non-AUSTAT Trainee Teacher transfer to AUSTAT Registered Trainee Teacher.

AUSTAT welcomes all people to train with its AATTs. Where a person has previously trained with teachers who are not AATTs and wishes to complete their training as an AUSTAT Registered Trainee Teacher, AUSTAT may provide Recognition of Prior Learning (RPL).

RPL applications will be processed by the TASC on a case-by-case basis, using a procedure set against the AUSTAT Teacher Training Standard.

7.2 AUSTAT Registered Trainee Teacher Logbook

- (a) The AUSTAT Registered Trainee Teacher Logbook is an assessment tool for AUSTAT Registered Trainee Teachers to provide evidence that they have completed a full training to the required current AUSTAT Teacher Training Standard.
- (b) The AUSTAT Registered Trainee Teacher is responsible for the safekeeping of their Logbook and for having each criterion signed by an AATT. Any AATT may sign off criteria; it does not have to be the same AATT for every criterion.

8. Honorary Members

- (a) A non-member may be offered the title Honorary Member of AUSTAT if he or

she has, in the opinion of AUSTAT, performed notable service to AUSTAT or the Alexander Technique. An Honorary Member has the same rights as a Friend of the Society.

- (b) The title is offered to a non-member, if that person has been nominated and seconded for the title by a Teacher Member and a Special Resolution of AUSTAT passes the resolution proposing offer of the title in general meeting.

9. Friend of AUSTAT

- (a) Any person may become a Friend of AUSTAT upon application to the Secretary AUSTAT in any format deemed appropriate by Council.
- (b) A friend of AUSTAT is entitled to:
 - (i) receive any newsletters and information that may from time to time be circulated.

10. Cessation of membership

A person ceases to be a member of the Society if the person:

- (a) dies;
- (b) resigns that membership;
- (c) is expelled from AUSTAT; or
- (d) fails to pay fees due for a period of **three (3)** months from the due date.

11. Resignation of membership

- (a) Any member may resign from AUSTAT by notice in writing sent to the Secretary of AUSTAT. On receipt of such a notice, the resignation is effective and the Secretary shall remove the member's name from the register of members.
- (b) Any such withdrawal is an honourable withdrawal and upon payment of the annual membership fee, the Secretary shall again enter the name of the re-joined member in the register of members.

12. Register of Members

- (a) The Secretary shall establish and maintain a register of Members of AUSTAT.
- (b) The register shall specify:
 - (i) the name and address of each and every person who is a Teacher Member Affiliate or Friend of AUSTAT together with the date on which the person became a Teacher Member, Affiliate or Friend, the category of their Membership and, in the case of Teacher Members and Affiliates, their date of graduation.
 - (ii) the names of the members of the Council who hold the positions of Chairperson, Secretary and Treasurer, the date on which any such member was elected or appointed to such a position and the date on which any such member ceased to hold such a position.
- (c) The register of members shall be kept at the principal place of administration of AUSTAT and shall be open for inspection, free of charge by any member at any reasonable hour.

13. Entrance and Annual Membership Fees

- (a) Entrance and Membership Fees are only payable by Teacher Members, Affiliate Members and Student Members.
- (b) Annual membership fees are due and payable on 1st July in each year.
- (c) Any Teacher Member within his or her first 12 months of qualifying to teach the Alexander Technique shall pay such lesser amount by way of membership fee for the first 12 months of membership as shall from time to time be determined by AUSTAT at the AGM and shall thereafter pay the annual membership fee for Teacher Members.
- (d) Any member, payment of whose annual membership fee is in arrears, shall be deemed to be unfinancial. No unfinancial Teacher Member shall be entitled to vote, stand for office or be co-opted for office, at any meeting or in any ballot amongst

members.

- (e) The entrance fee and annual membership fees shall be reviewed at each Annual General Meeting and determined for the following year.
- (f) The Council may reduce or waive the entrance fee or membership fee on the application of a member or members if, in the opinion of the Council, the grounds of application for such reduction or waiver are adequate.

14. Liability of Members

The liability of a Member of AUSTAT to contribute towards the payment of the debts and liabilities of AUSTAT or the costs, charges and expenses of the winding up of AUSTAT is limited to the amount, if any, unpaid by the Member in respect of Membership of AUSTAT.

15. Resolution of Internal Disputes

Except as herein otherwise provided, in the State of New South Wales, disputes between Members (in their capacity as Members) of AUSTAT and disputes between Members and AUSTAT, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983 (N.S.W.) or similar legislation (if any) in any other State or Territory of Australia.

PART 3 - RECOGNITION OF OTHER SOCIETIES

16. Criteria for Recognition

- (a) AUSTAT shall be able to recognise as a fellow body any other society or professional group of Alexander Technique Teachers if:
 - (i) the society embodies similar training standards and rules of conduct and is based and has jurisdiction outside Australia;
 - (ii) the recognition of the society shall imply rights of reciprocal membership whereby the equivalent of Teacher Members in the society shall be eligible to become Teacher Members subject to the provisions of paragraph (d) (i) to (ii) & (e) (i) –(iv) below and Teacher Members shall be eligible to become members of the society provided that any membership criteria determined by the society shall not exceed in difficulty of fulfillment the provisions of paragraph (d) (i) to (ii) below;
 - (iii) the application for recognition is supported or accompanied by such documents and information as the Council may require including in particular details of the constitution, bye-laws, and any teacher training schools approved by the society.
- (b) The application for recognition shall be made in the manner and form determined by the Council.
- (c) The granting of recognition to any such organisation shall only be passed by a special resolution of Council.
- (d) Any teacher in good standing ¹ of any Recognised Society shall be eligible for AUSTAT Teacher Membership if the applicant:
 - (i) is resident in Australia and
 - (ii) is nominated for membership by two AUSTAT Teacher Members
- (e) The applicant shall forward their application to the Training Assessment Standing Committee (TASC) and:

1.[note: "Member in good standing" means any person who has fulfilled the requirements for Membership and who has not voluntarily withdrawn, been found guilty of professional misconduct, or been expelled or suspended by the association. In most associations "good standing" requires the timely payment of dues.]

- (i) provide documented evidence of their current local Alexander Technique society membership.
 - (ii) complete the AUSTAT Recognition of Current Competency (RCC) procedure.
 - (iii) Where TASC identifies training gaps, the applicant will be instructed by TASC on the steps required for full qualification equivalence. This will allow applicants to orient themselves to Australian legislation, insurance requirements, and the AUSTAT Professional Code of Conduct.
 - (iv) Once equivalence is reached the person may be offered AUSTAT Teacher Membership.
- (f) Any Recognised Society shall cease to be recognised by AUSTAT if by notice in writing to the Secretary of AUSTAT, such Society terminates its affiliation with AUSTAT.
- (g) AUSTAT in general meeting may terminate its affiliation with a Recognised Society if:
- (i) such Society adopts any change to its constitution or bye-laws that has the result of making its standards for approval of training, rules of conduct, membership admission criteria, or other rules substantially different from those in force when recognition was granted; and
 - (ii) such Society fails to provide adequate explanation or to rectify said changes to the satisfaction of Council within 60 days of receipt of notice sent by the Council inviting said Society to explain or rectify same;
 - (iii) in default of satisfactory explanation or rectification of such changes a resolution to terminate affiliation with such Society is passed at a general meeting of AUSTAT.

PART 4 -THE COUNCIL

17. Constitution and Membership

The Council shall consist of:

- (a)
 - (i) The Chairperson;
 - (ii) past Chairpersons who shall retain membership of the Council until the conclusion of the second AGM following their retirement from office;
 - (iii) a Treasurer, Secretary and not less than one nor greater than five ordinary Members all to be chosen from the Teacher Members
and
 - (iv) The Chairperson of the Training Assessment Standing Committee
- (b) Any casual vacancies occurring amongst the members of the Council may be filled by the Council co-opting another Teacher Member provided that the Teacher Member co-opted agrees to hold office for the unexpired term of his or her predecessor. Council shall notify all Teacher members of any such co-option by the next general communication to the members.
- (c) For the purposes of this Constitution, any Teacher Member so co-opted shall be deemed to be a duly elected member.

18. Powers of Council

The Council:

- (a) shall be entrusted by the Members of the Society with the general management and administration of the affairs of AUSTAT;
- (b) shall implement the general policy of AUSTAT and the decisions taken by its Members at the AGM;
- (c) may exercise all such functions as may be exercised by AUSTAT other than those functions that are required by this Constitution to be exercised by the Training Assessment Standing Committee or by a general meeting of Members of AUSTAT;
and
- (d) has power to perform all such acts and do all such things as appear to the Council

to be necessary or desirable for the proper management of the affairs of AUSTAT.

19. Election of Council

- (a) Election of members of the Council shall be held at the AGM of AUSTAT.
- (b) Every financial Teacher Member shall be entitled to nominate and vote separately for the office of Chairperson and for the members of the Council. To be valid, postal votes must be delivered to the Secretary at least 24 hours prior to the time stated for the commencement of the AGM.
- (c) All nominations for election shall be made in writing and delivered to the Secretary not less than 45 days prior to the date of the AGM. Each nomination shall be proposed and seconded by a Teacher Member and shall be accompanied by a written consent to the nomination by the nominee.
- (d) If insufficient nominations are received, then nominations may be taken and seconded orally at the AGM provided that any person nominated is present at the meeting and consents to the nomination or such person has given written consent to the person nominating him or her.
- (e) Elections will take place for:
 - (i) the office of Chairperson;
 - (ii) the offices of Treasurer, Secretary and all further elected members of Council.
- (f) Balloting lists shall be prepared by the Secretary, one for the office of Chairperson and one for the other four members of the Council who are to be directly elected by the AGM and, when called for, one under the provisions of clause 19(0) and all names of the nominees shall be in alphabetical order showing the names of the proposers and seconders for each nominee.
- (g) Members shall be elected to serve on the Council until the second following AGM. At the first following AGM, half the council will resign. At each subsequent AGM, elections will be held for half the council by rotation. Any eligible Teacher Member may stand for re-election in the normal manner for up to, but not more than, two consecutive terms.
- (h) Election of the Chairperson shall be completed and the result declared prior to the

- election of the Council members. Proxy votes may be used.
- (i) Should two or more candidates for the office of Chairperson or for any other position on the Council receive an equal number of votes, then the names of those candidates for the undecided position shall be solely and separately re- submitted to the Teacher Members for decision. If they then receive an equal number of votes the Chairperson presiding over the AGM shall have a casting vote.
 - j) If a Teacher Member wishes to stand for re-election after a second consecutive term of office he or she must stand separately for the right to be a candidate for election prior to the election of the Chairperson and all other members of the Council at the AGM, and he or she must attract two thirds of the votes cast in such circumstances. If subsequently elected to the office of Chairperson or member of the Council this member shall be deemed to be serving the first term of office and may thereafter stand for re-election in the normal manner.
 - (k) A Teacher Member may be nominated for:
 - (i) The office of Chairperson;
 - (ii) The office of Treasurer;
 - (iii) The office of Secretary;
 - (iv) Ordinary member;
 - (v) Any two or more of such offices.
 - (l) When voting, a Teacher Member shall mark only one name for the office of Chairperson, one name for the office of Secretary, one name for the office of Treasurer and mark only a maximum of five names for the other elected positions of the Council. Each mark will count as one vote and election to office will be by those who receive the greatest number of votes in diminishing order until all positions are filled.
 - (m) An elected member of the Council, in special circumstances, may nominate an eligible Teacher Member to attend a meeting to represent his or her responsibilities on the Council at any time during his or her term of office. Any Teacher Member so nominated shall be deemed to be an elected member for the purposes of that meeting
 - (n) The ballot for the election of office-bearers and ordinary members of the Council shall be conducted at the AGM in such usual and proper manner as the Council may direct.

- (o) Should there be only one nomination for any position, that position will be put to secret ballot and the nominee will be required to receive at least 50% of the vote to be elected.

20. Meeting and Quorum

- (a) The Council shall meet as often as it thinks fit to conduct the affairs of AUSTAT provided that there shall not be less than four meetings of the Council between each AGM.
- (b) Any two members of the Council may summon a meeting of the Council by written application to the Secretary. A meeting summoned in this manner must be held within one month of the request being received by the Secretary.
- (c) Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairperson shall have a second or casting vote.
- (d) The quorum necessary for the transaction of the business of the Council shall, unless otherwise herein provided, be:
 - (i) Four members; or
 - (ii) Three members and one member nominated by an elected member to attend a meeting to represent his or her responsibilities on the Council in accordance with Rule 19(m);
 - (iii) Able to be convened by telecommunications link-up between members.
- (e) No business shall be transacted by the Council unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall be dissolved.

21. Ordinary Resolution of Council

A resolution of the Council is an Ordinary Resolution if it is passed by a majority of the votes of members of the Council present at the meeting.

22. Special Resolution of Council

A resolution of the Council is a special resolution if it is passed by a majority which comprises not less than four members of Council as, being entitled under this Constitution so to do, vote at a Council meeting with a quorum consisting of not less than five members.

23. Voting and Decisions

- (a) Unless otherwise expressly provided for herein, questions arising at a meeting of the Council shall be determined by Ordinary Resolution.
- (b) Each member present at a meeting of the Council (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (c) Any act or thing done or suffered, or purporting to have been done or suffered, by the Council, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Council.

24. Secretary

- (a) The Secretary's duties shall include keeping accurate records of:
 - (i) all appointments of office-bearers and members of the Council;
 - (ii) the names of Council members present at a Council meeting or a general meeting; and
 - (iii) minutes of proceedings at all Council and general meetings of AUSTAT.
- (b) The Secretary shall maintain and review the list of eligible Board members in accordance with Rule 31 hereto.
- (c) The Secretary shall ensure that the minutes of proceedings at a meeting are put before the Chairperson of the meeting or before the Chairperson of the next succeeding meeting after the minutes have been passed by the meeting for signature by that Chairperson.
- (d) The Secretary shall, at the request of any member forward to him or her, at the discretion of the Council, a copy of the minutes or part thereof of Council meetings. Such request is deemed to lapse at the date of each AGM unless renewed by the member at the time.

25. Treasurer

- (a) The Treasurer shall be responsible for:
 - (i) the collection of membership subscriptions;
 - (ii) presenting to the AGM an audited statement of income and expenditure and a balance sheet for the previous year ended 30 June;
 - (iii) ensuring all money due to AUSTAT is collected and received and that all payments authorised by AUSTAT are made; and
 - (iv) keeping correct books and accounts showing the financial affairs of AUSTAT including full details of all receipts and expenditure connected with the activities of AUSTAT.
- (b) The financial year of AUSTAT shall end on the 30th of June in each year whereupon the accounts of AUSTAT shall be professionally audited.

26. Sub-Committees

- (a) The Council may, at its discretion, delegate such duties and authority as it may determine to any sub-committee of members of the Council or other Teacher Members or Affiliate Members of the Society.
- (b) Any such sub-committee shall be bound to confine itself within the limits set by Council at the time of the delegation, shall report to Council at intervals determined by Council and shall be dissolved after receiving notice of a resolution by Council.

27. Casual Vacancy

For the purposes of this Constitution, a casual vacancy in the office of a member of the Council occurs if the member:

- (a) dies;
- (b) ceases to be a member of AUSTAT;
- (c) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
- (d) resigns office by notice in writing given to the Secretary;

- (e) is removed from office under rule 28;
- (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- (g) is absent without the consent of the Council from all meetings of the Council held during a period of 6 months.

28. Removal of member of Council

- (a) AUSTAT in general meeting may by resolution remove any member of the Council from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (b) Where a member of the Council to whom a proposed resolution referred to in clause (a) relates makes representations in writing to the Secretary or Chairperson (not exceeding a reasonable length) and requests that the representations be notified to the members of AUSTAT, the Secretary or the Chairperson may send a copy of the representations to each member of AUSTAT or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

PART 5- Training Assessment Standing Committee (TASC)

29. Constitution and Membership

- (a) The TASC shall typically consist of three (3) Teacher or Affiliate Members who serve for two (2) consecutive years. The inaugural TASC shall consist of a member appointed for three years, a member for two years and a member for one year. Upon each member's retirement they will be replaced on a rotational basis by a member with no less than two years tenure to ensure continuous familiarity with the work at hand.

One committee member, who shall be appointed Chair, will be a Teacher Member with at least ten (10) years teaching experience and/or significant experience in training teachers of the Alexander Technique.

- (b) All TASC members shall have a current AUSTAT Assessor qualification or equivalent

30. Powers of the TASC

The TASC has the authority to:

- (a) Recommend the Council approve or disapprove any application by a Teacher Member to become an AATT, with or without any conditions that the TASC may reasonably impose.
- (b) Recommend that Council withdraw approval for an existing AATT based on criteria set down in Item 41.
- (c) Liaise with the AUSTAT Complaints Committee or Professional Misconduct Committee, upon their request, in the case of any complaint related to the professional conduct of an AATT or applicant for AATT accreditation.
- (d) Recommend to Council that a graduating AUSTAT Registered Trainee Teacher be admitted as an AUSTAT Teacher Member or Affiliate Member after a satisfactory assessment of the applicants' completed AUSTAT Registered Trainee Teacher Logbook.

- (e) Recommend to Council that a person be admitted to AUSTAT as a Teacher Member after a satisfactory assessment of the applicant's completed AUSTAT Recognition of Prior Learning (RPL) Logbook or AUSTAT Recognition of Current Competency (RCC) Logbook, and
- (f) Recommend that Council review the criteria used in the AUSTAT Registered Trainee Teacher Logbooks, the RPL or the RCC.

31. Selection of TASC Members

- (a) The Council shall maintain a list of Teacher and Affiliate Members with current AUSTAT Assessor qualifications who are eligible for membership of the TASC.
- (b) The Council shall also maintain a list of Teacher Members with ten or more years of teaching experience and/or significant experience in training teachers of the Alexander Technique who are eligible for the position of Chair of TASC.
- (c) The Council shall invite Members from the appropriate list(s) to join the TASC to fill vacancies as required. No Member shall be appointed to the TASC if that person:
 - 1) is a party to an unresolved dispute or situation of a serious nature concerning any aspect of their professional life; or
 - 2) is a member of the same family as a member already selected or already serving on TASC.
- (d) The term of TASC membership will be two years
- (e) If a TASC member ceases to be a member of AUSTAT, the Council will appoint a new member.
- (f) If any matter before the TASC relates directly or indirectly to a current TASC member, that member shall suspend their membership of the TASC until such time that the matter is no longer before the TASC or recuse themselves from any consideration of the matter by the TASC. In such circumstances the Council will co-opt a member temporarily until the particular matter is no longer before the committee.

- (g) Any eligible member whose term as a TASC member expires, or who resigns or ceases to be a member of TASC for any reason, may indicate to Council at any time after ceasing to be a TASC member that they are willing to have their name again placed on the eligibility list.

32. Meeting and Quorum

- (a) The TASC may meet as often as it thinks fit to carry out its business.
- (b) The quorum necessary for the transaction of business of the TASC shall be all three (3) Members.
- (c) Any meeting of the TASC can be convened by telephone/internet link-up between Members.

33. Chairperson: Election, Duties and Responsibilities

- (a) The first matter of business for each newly constituted TASC shall be the election of the Chairperson;
- (b) The Chairperson shall:
 - (i) Collect and distribute input by TASC Members and keep necessary records.
 - (ii) Ensure that the TASC deals promptly and efficiently with all matters before it.
 - (iii) Keep Council and person(s) concerned in any matter before the TASC informed of proceedings.
 - (iv) Be the official contact point for the TASC.
 - (v) Bring recommendations of the TASC to Council
 - (vi) Rule on the timing of disclosure of issues and information, given that confidentiality of matters before the TASC may need to be maintained from time to time.

34. Voting and Decisions

- (a) Questions arising at any meeting of the TASC must be decided by consensus.

- (b) Where the TASC cannot reach a consensus on any matter, the TASC may refer the matter to Council. Council must make a unanimous decision. If this is not possible, expert mediation/conflict resolution must be sought.
- (c) Where Council disagrees with a recommendation from the TASC, the AUSTAT Council Chair must move a motion of disagreement. Where this motion is not unanimous, then expert mediation/conflict resolution may be sought in the absence of a resolution by consensus.
- (d) Any act or thing done or suffered, or purporting to be done or suffered by the TASC is valid and effectual notwithstanding any defect that may afterwards be discovered in the selection or qualification of any member of the TASC.

35. Removal of Member of TASC

The AUSTAT Council may, by resolution, remove any member of the TASC before the expiration of the member's term of office.

PART 5A Training Teachers of the Alexander Technique

36. Standard for AUSTAT Approved Teacher Trainers

- a) AUSTAT Council will maintain and review “The Standard for AUSTAT Approved Teacher Trainers” (SAATT). Reviews of the SAATT shall occur regularly and at least every five years.
- b) The SAATT shall set down the skills, knowledge, and experience expected of an AATT.
- c) The AUSTAT Council’s reviews of the SAATT shall consider copyrighting or licensing requirements. Council may delegate the TASC, an appropriately qualified individual, or another standing committee to conduct the reviews and make recommendations to Council.
- d) Every five years AUSTAT Council may publish the updated SAATT in a journal regularly published by Council.
- e) Council may provide any person with a current copy of the SAATT on request. This can be accomplished by post, electronic download from the AUSTAT website, or other relevant services.

37. AUSTAT Assessor Course

- a) AUSTAT Council may maintain, develop and review an online training course on assessment, named the “AUSTAT Assessor Course”.
- b) All AUSTAT committee Members, AATTs, Trainer Applicants and AUSTAT Assessors must complete the course to carry out their duties. This is to ensure that any AUSTAT assessment process is valid, reliable, flexible and fair in line with the principles of assessment.
- c) AUSTAT Council will maintain a list of those who attempt and complete the course and a list of those who hold a certificate of completion.
- d) An AUSTAT Assessor certificate remains valid for five years at Council’s discretion.
- e) All AUSTAT Council and TASC members must hold the AUSTAT Assessor qualification to vote or be part of a quorum.

- f) AUSTAT Council may review and modify the AUSTAT Assessor Course at any time.

38. AUSTAT Approved Teacher Trainer (AATT)

- a) An AATT is a Teacher Member of AUSTAT who has the written authority of the AUSTAT Council to train AUSTAT Registered Trainee Teachers.
- b) Council may set the tenure for AATTs from time to time to at least five years.
- c) An AATT may use the trademarks, logos and name of AUSTAT Inc in association with their Alexander Technique services. When an AATT's tenure has expired, they are no longer authorised to use these trademarks and logos in connection with any Teacher Training and no longer have the written authority of the AUSTAT Council to train AUSTAT Registered Trainee Teachers.
- d) An AATT is the only entity that may use the phrase "AUSTAT Approved" with their Alexander Technique Teacher Training services.
- e) Council may develop an AATT contract from time to time. An AATT's recognition and approval by Council depends on the AATT agreeing to and meeting the contract terms.

39. Application by a full Teacher Member to become an AUSTAT Approved Teacher Trainer

- a) Any Teacher Member or Lifetime Member of AUSTAT in good standing¹ wishing to apply for AATT accreditation will be provided with details of the application requirements. The applicant must provide a completed application containing detailed documentary evidence that they meet the Standard for AUSTAT Approved Teacher Trainer (SAATT). The applicant must use the AUSTAT forms provided and submit appropriate supportive evidence of meeting the assessment criteria.
- b) The onus for the provision of sufficient evidence will be on the applicant.
- c) The applicant must possess an AUSTAT Assessor qualification [see 37 above].
- d) The TASC will make an assessment and determination of the application.
- e) The application paperwork will contain full guidelines and requirements for providing evidence against each criterion, along with the decision-making rules that will be applied to each evidence item, and the applicants' rights, including the right of appeal,

- f) Application results will be sent to AUSTAT Council for ratification, after which Council will notify the applicant.

40. Extension of Tenure

AUSTAT Council may offer AATTs an option to renew their qualification six months before their tenure is due to expire. Renewing AATTs must demonstrate that during their tenure they have been training only AUSTAT Registered Trainee Teachers, undertaken AUSTAT continuing professional development and been actively involved with AUSTAT.

41. Withdrawal of Approval

AUSTAT reserves the right to withdraw approval from an AATT for a period determined by Council, where it is proven that:

- a) The AATT has trained a person to be an Alexander Technique teacher who has yet to register as an AUSTAT Registered Trainee Teacher.
- b) The AATT has a professional misconduct complaint upheld by the AUSTAT Complaints Committee.
- c) The AATT has breached their contract with AUSTAT
or
- d) Where it can be argued that the AATT's actions may bring AUSTAT into disrepute.

PART 6 - FITNESS TO PRACTICE AND DISCIPLINARY PROCEEDINGS

42. Fitness to Practice

- (a) In the event of the Council receiving information suggesting that the fitness to practice of a Teacher Member may be seriously impaired by virtue of illness or injury, the information shall first be considered by a sub-committee of the Council appointed for that purpose ("The Health Committee").
- (b) If it appears from the evidence that a question does arise whether the Teacher Member's fitness to practice is seriously impaired, the member is then informed of this and invited to respond. The Teacher Member may be invited to submit a report or reports from at least one health professional of the Teacher Member's choice. The Health Committee may invite the Teacher Member to submit to an examination by at least one health professional of the Health Committee's choice.
- (c) Upon receipt of the report or reports of the health professionals or in the event of the Teacher Member concerned refusing to be examined or provide a report, the Health Committee shall proceed to determine on the evidence before it whether the Teacher Member's fitness to practice is seriously impaired by virtue of illness or injury.
- (d) The Health Committee shall then refer its determinations, together with reasons therefore, to the Council, which may after proper consideration and at its discretion:
 - (i) take no further action;
 - (ii) direct that the Teacher Member's continued membership be conditional on his or her compliance, for a period not exceeding three years, with such requirements as the Council may think fit to impose for the protection of members of the public or of the profession or in the interests of the Teacher Member;
 - (iii) direct that the Teacher Member's membership of AUSTAT be suspended for a period not exceeding twelve months;
 - (iv) direct that the Teacher Member resign from or cease to be a member of

AUSTAT.

43. Professional Misconduct

- (a) In the event of the Council receiving complaints related to professional conduct, such complaints should be referred to the Chairperson of the Complaints Committee.
- (b) In the event of a member resigning before the complaints investigation is complete, it shall be noted in the next AUSTAT communication with the membership that that member has resigned whilst an allegation of professional misconduct was being investigated.
- (c) In the event of a member who has resigned with an allegation of professional misconduct outstanding applying for readmission, that applicant be advised that AUSTAT may seek to satisfy itself as to the professional standing and acceptability of the applicant.

44. Complaints Committee

- (a) The Council must establish a committee, known as the Complaints Committee, to deal with complaints related to professional conduct.
 - [i] Complaints may be submitted by members or non-members of the society, but the Complaints Committee will normally not deal with complaints put forward by a third party, who is not the parent or guardian of the aggrieved party, unless compelling reasons are offered why it should do so.
- (b) The Complaints Committee will consist of three (3) teachers who normally serve for three (3) consecutive years. The Chairperson of the Committee shall be a teacher member of no less than seven (7) years standing.
- (c) The Complaints Committee will be appointed from among the teacher members of the Society by the AUSTAT Council at its second meeting following each Annual General Meeting.
- (d) The inaugural committee shall consist of a member appointed for three years, a member appointed for two years, and a member appointed for one year. Upon

- each member's retirement, he or she will be replaced on a rotational basis by a member with three years tenure to ensure continuous familiarity with the work at hand.
- (e) Membership of the Complaints Committee precludes membership of the Professional Conduct Committee.
 - (f) If, for any reason, a member withdraws from the Complaints Committee, a teacher member may be co-opted for the remainder of that member's term.
 - (g) At the outset of a complaint investigation, any member of the complaints Committee who is closely associated with the complainant or the teacher complained about may elect to stand down. With regards to each complaint to be investigated, each member of the complaints Committee should, at the outset of the inquiry, declare to the complainant and the member whose conduct is complained of, any prior or present association that the Complaints Committee member has or has had with either person. If the complainant or the member whose conduct is complained of object to any Complaints Committee member investigating a particular complaint, the Complaints Committee member who is objected to should consider standing down from that particular inquiry. If any Complaints committee member should so stand down, the Committee may co-opt a further teacher member of not less than 7 years standing to take his or her place for the duration of that particular inquiry.
 - (h) If the complaint arises in a different state from that in which the Complaints Committee is based, it may co-opt a teacher member of suitable seniority to assist with the complaint investigation. In such cases, the Committee may have a membership of four [4].
 - (i) The Committee may seek appropriate professional assistance such as professional mediator or conciliator advice from appropriate professional or statutory bodies.
 - (j) Where the Committee finds the possibility that Serious Professional Misconduct exists, it shall pass the matter on to the Professional Conduct Committee.
- a) The Committee does not have the authority to impose sanctions. However, the Committee may suggest the complainees re-consider the challenged behaviour, and may suggest that the complainees receive supervision, further education and/or training or counselling, or suggest where appropriate that an apology be

made to the complainant.

- (l) Decisions of the Committee shall be made by consensus.
- (m) The Committee shall base its activities on the **Constitution** and **Professional Code of Conduct** of the Society, the rules of procedural fairness, guidelines established for the operation of the Committee and policies agreed by the AUSTAT membership.
- (n) The Complaints Committee will not enter into correspondence with lawyers acting on behalf of the complainant or the teacher whose conduct is complained of. Members will represent themselves in formal or informal dealings with the Complaints Committee. Members will agree by virtue of taking out membership of AUSTAT to agree to abide by this procedure.

45. Professional Conduct Committee

- (a) The Professional Conduct Committee shall be appointed by the Council of AUSTAT as required, to deal with allegations of serious professional misconduct referred to it by the Complaints Committee.
- (b) The Professional Conduct Committee shall consist of two teacher members, one with at least seven years' experience and a lay member with appropriate qualifications and experience.
- (c) With regards to each complaint to be investigated, each member of the Professional Conduct Committee should at the outset of the hearing or investigation declare to the complainant and the member whose conduct is complained of, any prior or present association that the Complaints Committee member has or has had with either person.

If the complainant or the member whose conduct is complained of objects to any Professional Conduct Committee member investigating a particular complaint, the Professional Conduct Committee member who is objected to should consider standing down from that particular inquiry. If any Professional Conduct Committee member should so stand down, the Committee may co-opt a further teacher member of not less than 7 years standing to take his or her place for the duration of that particular inquiry.

- [i] The Professional Conduct Committee may proceed by way of hearing or

by way of examination or both. The procedure that the Professional Conduct Committee adopts should be left to that Committee to determine.

- (d) If the Professional Conduct Committee is satisfied that on the balance of probabilities, Serious Professional Misconduct has occurred, it should take into account any mitigating circumstances.

- (e) Further actions:

If the Professional Conduct Committee is not satisfied that serious professional misconduct has occurred, it may still suggest to the complainee ways of improving his or her teaching practice.

If at the conclusion of proceedings, the Professional Conduct Committee is satisfied that, on the balance of probabilities, serious professional misconduct has occurred it may:

- (i) impose no sanction;
 - (ii) require the complainee to desist the challenged behaviour, require that the complainee receive supervision, further education and/or training or counselling;
 - (iii) issue a censure when the Committee has determined that there has been a violation of the Professional Code of Conduct but the damage done to another person is not sufficient to warrant more serious action;
 - (iv) direct that the teacher's continued membership will depend on his/her complying with such requirements as the Committee may think fit to impose for a period not exceeding one year;
 - (v) inform the complainee of the likely consequences of further offences or a failure to improve and, if appropriate, what improvement is required over a period not exceeding one year;
 - (vi) direct that the teacher's membership of AUSTAT be suspended for a period not exceeding six months or;
 - (vii) direct by unanimous vote that the teacher be expelled from AUSTAT. The committee may specify a minimum time before the member can apply for readmission to AUSTAT.
- (f) The Professional Conduct Committee shall report on its investigations and findings to the Council within thirty (30) days of its ending.

- (g) If either complainant or complainee is dissatisfied with the outcome of the hearing of the Professional Conduct Committee, he/she can take the matter to arbitration.

46. Appeals Procedure

- a) In the case of complainant or complainee being dissatisfied with the findings of the Professional Conduct Committee that person shall have the right to take the case to Professional Arbitration.
- b) All members agree that the decision of such arbitration shall be binding.
- c) The arbitrator may make a decision as to costs at the determination of a hearing. Such a direction may order either party to pay the reasonable costs of the other party.

PART 7-GENERAL MEETINGS

47. Annual General Meeting

- (a) With the exception of the first AGM of the Association, AUSTAT shall, at least once in each calendar year and within the period of six months after the expiration of each financial year of AUSTAT, convene an AGM of its members.
- (b) AUSTAT shall hold its first AGM:
 - (i) within the period of 18 months after its incorporation under the Act; and
 - (ii) within the period of six months after the expiration of the first financial year of AUSTAT.
- (c) Sub-clauses (a) and (b) have effect subject to any extension of permission granted by the Commission under section 26(3) of the Act.

48. Notice and business of AGM

- (a) The AGM shall, subject to the Act be held at a time and places determined by the Council and may be able to be convened by telecommunications link-up between two or more major population centres.
- (b) The Secretary shall summon the AGM and circulate the time and places of that meeting to all members. Such notice shall be given at least three months before the date of the meeting or such lesser period as the Council, in exceptional or unforeseen circumstances, may deem necessary.
- (c) Any Teacher Member shall be entitled to move any motion at the AGM in which case he or she shall give notice thereof in writing to the Secretary at least 45 days prior to the date of such a meeting.
- (d) At least one month prior to the date of the AGM the Secretary shall give notice to all members of the business to be transacted thereat together with a copy of the Balance Sheet and Accounts and together also with a list of the persons who have been proposed for election to the Executive Council and for the office of Chairperson.

- (e) The business of the AGM shall be:
 - (i) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (ii) to receive the report of the Chairperson on the past year's activities;
 - (iii) to receive the statement of receipts and expenditure, assets and liabilities and charges on property (if any) which is required to be submitted to members pursuant to Section 26(6) of the Act;
 - (iv) to elect the members of the Council in accordance with the provisions of Rule 19;
 - (v) to review and set the AUSTAT Entrance and Annual Membership Fees;
 - (vi) to consider any resolution of which due notice has been given as hereinbefore provided;
 - (vii) to consider any resolution or amendment to a resolution which has been submitted in writing prior to the commencement of the AGM and which has then been accepted by the Chairperson at his or her discretion; the Chairperson may permit amendments to proposed resolutions or amendments of resolutions to be proposed orally from the floor during the meeting.
 - (viii) to attend to any general business.

49. Special General Meetings

- (a) All general meetings of AUSTAT other than the Annual General Meeting are called Special General Meetings.
- (b) The Council may, whenever it thinks fit, convene a Special General Meeting of AUSTAT, which may be able to be convened by telecommunications link-up.
- (c) The Council shall, on the requisition in writing of not less than five per cent of the total number of Teacher Members or ten Teacher Members, whichever is the greater, convene a Special General Meeting of AUSTAT.

- (d) A requisition of members for a Special General Meeting:
 - (i) shall state the purpose or purposes of the meeting;
 - (ii) shall be signed by the members making the requisition;
 - (iii) shall be lodged with the Secretary; and
 - (iv) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (e) If the Council fails to convene a Special General Meeting to be held within one month after the date on which a requisition of members for the meeting is lodged with the Secretary, anyone or more of the members who made the requisition may convene a Special General Meeting to be held not later than three months after that date.
- (f) A Special General Meeting so convened shall be convened as nearly as practicable in the same manner as Special General Meetings are convened by the Council.
- (g) At a Special General Meeting convened by a member or members, the members personally present shall determine whether such meeting was reasonably necessary or desirable and, should a majority so decide, the member or members calling the meeting shall be entitled to be reimbursed by AUSTAT for the reasonable expense so incurred provided however that in no case shall the amount recoverable from AUSTAT exceed the amount which, in the opinion of Council, would be incurred by AUSTAT had the meeting been called by Council.

50. Notice for Special General Meetings

- (a) Except where the nature of the business proposed to be dealt with at a Special General Meeting requires a special resolution of AUSTAT, the Secretary shall, at least 14 days before the date fixed for the holding of the meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying:
 - (i) the place(s), date and time of the meeting; and
 - (ii) the nature of the business proposed to be transacted at the meeting.

- (b) Where the nature of the business proposed to be dealt with at a Special General Meeting requires a special resolution of AUSTAT, (other than a special resolution to amend the objects and Constitution of AUSTAT), the Secretary shall, at least 21 days before the date fixed for the holding of the meeting, cause a notice to be sent to each member specifying:
 - (i) the place(s), date and time of the meeting;
 - (ii) the nature of business proposed to be transacted at the meeting; and
 - (iii) the intention to propose the resolution as a special resolution.
- (c) A member desiring to bring any business before a Special General Meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a Special General Meeting given after receipt of the notice from the member.

PART 7A - PROCEDURE FOR GENERAL MEETINGS

51. Attendance at Meetings

- (a) All Members shall be entitled to attend General Meetings.
- (b) No other persons shall be entitled to attend General Meetings except that the Chairperson or Council may invite any person to address the meeting or to be present at the Meeting for such purposes as Council may deem appropriate.

52. Quorum

- (a) No item of business shall be transacted at a general meeting unless a quorum of members entitled under this Constitution to vote is present during the time the meeting is considering that item.
- (b) Ten per cent of the financial Teacher Members present in person (being members entitled under this Constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (c) If within thirty minutes after the appointed time for the commencement of a general meeting a quorum is not present, the meeting shall be dissolved except in the event of the dissolved meeting being the AGM when the following rules will apply:
 - (i) the AGM shall be adjourned to a time, date and place as determined by those members present;
 - (ii) written or oral notice of the adjourned AGM shall be given to all members who have sent apologies for not being present at the meeting.

53. Presiding Member

- (a) The Chairperson shall preside at each general meeting of AUSTAT.
- (b) If the Chairperson is absent from a general meeting or unwilling or unable to act, the members present shall elect one of their number to preside as acting Chairperson for the meeting.

54. Voting and Making of Decisions

- (a) Upon any question arising at a general meeting of AUSTAT a member has one vote only.
- (b) All votes shall be given personally or by proxy but no member other than the Chairperson may hold more than 5 proxies.
- (c) In the case of an equality of votes on a question at a general meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A question arising at a general meeting of AUSTAT shall be determined on a show of hands unless the meeting decides that it should be by secret ballot.
- (e) Unless a poll is demanded before or on the declaration of the show of hands, a declaration by the Chairperson that a motion has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of AUSTAT, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (f) At a general meeting of AUSTAT, a poll may be demanded by the Chairperson or by not less than seven members present in person or by proxy at the meeting.
- (g) Where the poll is demanded at a general meeting, the poll shall be taken:
 - (i) immediately in the case of a poll which relates to the election of the Chairperson of the meeting or to the question of an adjournment; or
 - (ii) in any other case, in such manner and at such time before the close of the meeting as the Chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

55. Special Resolution of AUSTAT

A resolution of AUSTAT is a Special Resolution if it is passed by at least three quarters of those members of AUSTAT as, being entitled under this Constitution so to do, vote in person or by proxy at a general meeting.

56. Proxies and Postal Votes

- (a) Unless expressly excepted by the Act, the Regulation or this Constitution, all Teacher Members may vote on any resolution proposed at a general meeting either personally, or by proxy, in which case the proxy form must be submitted to the Secretary 24 hours prior to the commencement of the meeting.
- (b) The notice appointing the proxy shall be in the form set out in Appendix 1 to this Constitution.
- (c) Proxy forms may be delivered to the Secretary by post, or by such other services and arrangements as may be scheduled beforehand by Council.

For such services or arrangements to be scheduled they must be detailed in the Notice of Business for the relevant General Meeting. Where possible they should be detailed also in other publications of the Society. Notices of Business are provided for in Rules 45 and 47.

57. Schedule 3 Postal Ballots

- (a) AUSTAT may hold a Schedule 3 Postal Ballot to determine any issue or proposal independently of a General Meeting, other than an appeal to a General Meeting against removal from office or expulsion (in so far as this Constitution allows for such appeal).
- (b) A Schedule 3 Postal Ballot is to be conducted in accordance with Schedule 3 to the Regulation.

58. Adjournment

- (a) The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where a general meeting is adjourned for 14 days or more, the Secretary shall give

written or oral notice of the adjourned meeting to each member of AUSTAT who has sent an apology for not being present at the meeting stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- (c) Except as provided in this Rule, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

PART 8 - MISCELLANEOUS

59. Bye-Laws

- (a) AUSTAT shall from time to time through its AGM make, repeal and amend all such bye-laws as it shall deem necessary for the internal management and well being of AUSTAT.
- (b) Notice of the proposed bye-law, repeal or amendment must be given in writing at least 45 days prior to the AGM to the Secretary who shall then notify all members of AUSTAT at least one calendar month prior to the AGM subject to provision of rule 45 (e)(vii).
- (c) A bye-law shall be made, repealed or amended if it is passed by a special resolution of AUSTAT.

60. Insurance

- (a) The Society shall effect and maintain insurance pursuant to Section 44 of the Act
- (b) In addition to the insurance required under sub-paragraph (a) AUSTAT may effect and maintain other insurance if the Council deems it necessary or appropriate.

61. Funds - Source

- (a) The funds of AUSTAT shall be derived from entrance and annual membership fees, donations and, subject to any resolution passed by AUSTAT in general meeting, such other sources as the Council determines.
- (b) All money received by AUSTAT shall be deposited as soon as practicable and without deduction to the credit of AUSTAT's bank account.
- (c) AUSTAT shall, as soon as practicable after receiving any money, issue an appropriate receipt.

62. Funds - Management

- (a) Subject to any resolution passed by AUSTAT in General Meeting, the funds for

AUSTAT shall be used in pursuance of the objects of AUSTAT, in such manner as the Council determines.

- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two members of the Council or one member and one employee, being a member or an employee authorised to do so by the Council.

63. Alteration of objects and Constitution

The objects and Constitution of AUSTAT shall not be altered except by special resolution at a general meeting of AUSTAT. Notice of the proposed alteration must be given in writing at least 45 days prior to the meeting to the Secretary who shall notify all members of AUSTAT at least one calendar month prior to the meeting.

64. Common Seal

- (a) The common seal of AUSTAT shall be kept in the custody of the public officer.
- (b) The common seal shall not be affixed to any instrument except by the authority of the Council and the affixing of the common seal shall be attested by the signatures of 2 members of the Council.

65. Custody of books etc.

Except as otherwise provided by this Constitution, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to AUSTAT.

66. Inspection of books etc.

The records, books and other documents of AUSTAT shall be open to inspection, free of charge, by a member of AUSTAT at any reasonable hour.

67. Service of Notices

- (a) For the purpose of this Constitution, a notice may be served by or on behalf of

AUSTAT upon any member personally or by sending it by post to the member at the member's address shown in the register of members.

- (b) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of this Constitution to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

68. Surplus Property

- (a) The income and property of AUSTAT shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of AUSTAT.
- (b) In the event of AUSTAT being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Council in accordance with their powers to any fund, institution or authority which is a non-profit organisation.
- (c) Any such distribution of surplus property must be approved by the Commissioner for Consumer Affairs.

69. Founding Members

The first Constitution of AUSTAT before it achieved incorporation was provisionally accepted by the AGM held in January 1985. The founding members of AUSTAT, being the members of the unincorporated Society at that time were as follows:

Andrea Beesley, Mary Cerny, Judy Champ, Jeremy Chance, Rosemary Chance, David Dalziel, Rosie Duzeman, Terry Fitzgerald, Agneta Hagelin, Robert Macleod, Rosslyn Mcleod, Marion Miller, Graham Pearl, Chris Raff, Eric Von Nida, Linda Von Nida, Brian Warren, Erika Whittaker, Sam Wilson, and Duncan Woodcock.

The first Council elected to office by the unincorporated Society was: ~

Chairperson & Treasurer:	Terry Fitzgerald
Secretary	Rosemary Chance
Members:	Andrea Beesley
	Mary Cerny
	Jeremy Chance



AUSTAT

**ASSOCIATIONS INCORPORATION ACT
2009.**

**CONSTITUTION OF THE AUSTRALIAN SOCIETY OF
TEACHERS OF THE ALEXANDER TECHNIQUE (AUSTAT)
INCORPORATED.**

Bye-Laws

November 2023

Bye-Law 1. AUSTAT CODE OF PROFESSIONAL CONDUCT

INTRODUCTION

One of the Objects of AUSTAT is to establish and maintain standards and codes of professional conduct and integrity amongst our Members. The purpose of this code of Professional Conduct (“the Code”) is to establish and maintain such standards.

The conduct of any one Member may affect, not only a particular pupil, but also the reputation or standing of the Profession. Every Teacher, Affiliate and Trainee Teacher, accordingly, has a legitimate interest and concern in maintaining professional standards.

The Code provides a common standard of Professional conduct for all Teachers, Affiliates and Trainee Teachers to follow as well as providing guidance both for them and the public.

In the absence of a Code of Professional Conduct or ethics, our right to claim to be identified, recognised and treated by the public as a Professional Association would, to a substantial degree, be forfeited.

Teachers may find it helpful to seek advice from the Council on matters concerning conduct or the Code or the disciplinary procedures contained in the Rules of AUSTAT.

This Code is a bye-law of AUSTAT. By becoming a Teacher member, Affiliate or Trainee Teacher of AUSTAT, Members are bound to observe the Code and to submit to the disciplinary procedures concerning its enforcement which are contained in the Rules of AUSTAT.

CODE OF PROFESSIONAL CONDUCT

This Code does not purport to be a complete Code of Professional Ethics or to specify all forms of professional misconduct which may lead to disciplinary proceedings in accordance with the rules of AUSTAT. To do this would be impossible because, from time to time, new forms of professional misconduct may come to light. It could be said, however, that if a teacher in the pursuit of his or her profession has done or omitted to do something with regards to it which would be reasonably regarded as disgraceful or dishonourable by his or her colleagues, then that would amount to serious professional misconduct.

The following paragraphs designate areas of professional conduct as well as personal behaviour comprising conduct derogatory to the reputation of the Profession, which need to be considered. Throughout this Code, the word “pupil” means any person under the instruction of an Alexander Teacher or Trainee Teacher.

A. The teacher-pupil relationship

1. A Teacher's obligation to a pupil is based primarily on the contractual relationship between them. The Teacher, however, does have a duty to act with reasonable skill and care in accordance with the standards of the profession.
2. A Teacher should clearly explain the nature of the contract with the pupil; in particular, the proposed number and duration of the lessons, the amount of the fees (including cancellation fees, if any) and method of payment.
3. A Teacher should clearly explain the nature of the work and procedures to be followed during the course of lessons and ensure that the consent of the pupil is obtained. In the case of a pupil under the age of eighteen years the consent of the pupil's parent or guardian should be obtained.
4. A Teacher should not make any kind of medical diagnosis of or prescribe treatment for a pupil unless qualified to do so. Recommendations to other appropriate qualified practitioners may be made where the pupil's problems or difficulties appear to be outside the scope of the Alexander Technique.
5. During the course of a lesson in the Alexander Technique, a Teacher should not introduce other practices or disciplines, even if he or she is qualified to do so, except with the prior consent of the pupil involved.
6. A pupil affords the Teacher privilege access to confidences. Good practice depends upon the maintenance of trust between teacher and pupil and the understanding by both that a professional relationship will be strictly observed. In this situation the teacher must exercise great care and discretion so as not to damage this relationship. Any action which breaches this trust may give rise to a case of serious professional misconduct. Three particular areas may be identified in which this trust may be breached:
 - (i) A Teacher enters into a sexual relationship with a pupil; or an emotional relationship with a pupil which disrupts that pupil's family life or otherwise damages or causes distress to the pupil or family. Any abuse by a teacher of his or her professional position in order to pursue such a relationship may raise a question of serious misconduct.
 - (ii) A teacher improperly discloses information which is obtained in confidence from or about a pupil. It is a teacher's duty to refrain from

disclosing to any third party information about a pupil which is learnt directly or indirectly in a professional capacity as a teacher of the Alexander Technique. The death of a pupil does not absolve a teacher from this obligation.

There are, however, the following exceptions to this rule:

- a) if the disclosure is done with the knowledge and consent of the pupil and it is in the interests of the pupil to do so;
 - b) if the disclosure is to another teacher to whom the pupil has been referred or who is giving lessons to the pupil, and it is in the interests of the pupil or for the protection of that teacher;
 - c) if the law requires such information to be disclosed;
 - d) if the disclosure is necessary for the purpose of research, training or education in furtherance of the objects of AUSTAT as laid down in the Rules of AUSTAT, provided that no reference should be made as to the identity of the pupil concerned, and care is taken that the pupil's identity is not otherwise made known.
- (iii) A teacher abuses his or her professional position by improperly exerting influence upon a pupil in order to acquire personal gain or services, other than the agreed fee; for example: persuading a pupil to lend money or to alter a will in the teacher's favour.

7.A teacher should give due attention to the safety of a pupil in a lesson or a workshop.

B. The Teacher's Responsibilities To Colleagues

1. It is improper for a teacher to disparage, whether directly or indirectly, the personality, professional skill, knowledge, qualifications or work of any other teacher; such disparagement may raise a question of serious professional misconduct. Even if such disparagement were justified, it would tend to undermine the confidence of the public in the profession. It is, however, proper for a teacher, after careful consideration and in good faith, to express a professional opinion differing from that of a colleague, provided it is done in an appropriate context.

2. A teacher should not solicit or canvass the pupils of a colleague.
3. A teacher has a duty, where the circumstances so warrant, to inform the council about a colleague whose conduct or behaviour may have raised a question of serious professional misconduct or whose fitness to practise may be seriously impaired by reason of illness or injury.
4. When in a position of authority over other teachers, a teacher shall make their best endeavours to ensure that those under his or her direction are afforded every reasonable opportunity to advance their knowledge and experience.

C. The Teacher's Responsibilities To The Profession

1. A teacher may not train any person to teach the Alexander Technique unless first having applied for and obtained the written authority of the Council.
2. The protection of the public as well as the public reputation of the profession require that every teacher should observe proper standards of personal behaviour. For this reason, a teacher's conviction of a criminal offence may lead to disciplinary proceedings even if the offence is not directly connected with the profession. In particular, the following areas of personal behaviour may raise a question of serious professional misconduct and lead to disciplinary proceedings:
 - i. personal misuse or abuse of alcohol or other drugs leading to convictions and which may indicate habits which are discreditable to the profession or be a source of danger or distress to pupils; it would be regarded as particularly serious if a teacher performed or attempted to perform his or her professional duties whilst under the influence of alcohol or drugs.
 - ii. any conviction for criminal deception, forgery, fraud, theft or any other offence involving dishonesty;
 - iii. any conviction for assault or indecent behaviour; such behaviour would be regarded as particularly serious if committed in the course of the teacher's professional duties.
3. A teacher may advertise his or her services to the public by notice or announcement, published in an appropriate newspaper, journal,

magazine or other media or displayed in an appropriate establishment, provided that such advertising is informative and educative and is factual and not misleading.

- (i) In any advertisement in which group classes or lessons are offered or referred to, it should be clearly stated that they are to be introductory classes or lessons only, save in the case of group lessons being offered to advanced pupils, or with the authority of the Council.
- (ii) A teacher may distribute or circulate pamphlets or leaflets intended to inform and educate the public about the nature of the Alexander Technique and the work entailed in the learning and practise of it. In this regards, emphasis should be placed on the re-educational aspects of the work and claims as to cures should be avoided.
- (iii) A teacher who publishes or writes a book or article or delivers a lecture or participates in a broadcast on the Alexander Technique should ensure that:
 - a. he or she possesses the necessary knowledge, skill or experience for any such purpose;
 - b. no information or material is published or presented in a manner that misrepresents the Alexander Technique or AUSTAT.
- (v) In any publication, literature, material or presentation referred to in paragraphs (iii) and (iv) above, reference should be made to AUSTAT, its address and telephone number.
- (vi) a teacher, for the purpose of promoting directly or indirectly any commercial product or service may only personally endorse the product or service and shall not warrant that AUSTAT or the profession has endorsed the product or service.

Bye-Law 2 - Continuing Professional Development Stream

1. A teacher member who participates in the Continuing Professional Development program prescribed by the Society, and who meets all the requirements of Byelaw 2, will be known as Teacher Member (participates in CPD). Teacher members who participate in CPD are encouraged to hold current indemnity insurance and a first aid certificate.
2. AUSTAT Council will determine a schedule of approved CPD activities at its Council Meetings. This schedule will be evaluated and reviewed in an ongoing basis.
3. It is the teacher member's responsibility to keep accurate and up-to-date records of their Continuing Professional Development activities and to provide these to Council on request.
4. The schedule of approved activities may be altered by a majority vote of Council.
5. Council or a standing committee appointed by Council will administer the Continuing Professional Development Program.

Appendix-Proxy Forms

Annual General Meeting
XXTH DAY THE XX OF 20XX

FORM of APPOINTMENT of PROXY

I
(full name in block letters)

of:
being a financial Teacher Member of AUSTAT,
HEREBY APPOINT:

Name:
(full name in block letters)

of:

being a financial Teacher Member of AUSTAT, as my proxy to vote for me on my behalf at the
Annual General Meeting of the Association to be held on the: XXTH day of XX, 20XX
and at any adjournment of that meeting.

* My proxy is authorised to vote in favour of / against (delete as appropriate) the motion (insert
details)

Motion 1:

.....
(repeat if more than one motion)

.....
(signature of Teacher Member appointing proxy)

.....
(Date)

* to be inserted if desired.

Notes:

- 1. The Teacher Member appointing the proxy may either:

- direct the proxy how to vote on specific resolutions as detailed below (these proxies will not be counted for amendments, amended motions or polls) or
 - give a general discretion to the proxy to exercise his/her voting rights (these proxies will be counted for amendments, amended motions and polls)
2. A proxy vote may not be given to a person unless that person is a Financial Teacher Member of AUSTAT.
 3. Please e mail proxy forms to reach: The Secretary of AUSTAT secretary@austat.org.au by:
No later than Friday XXXXXXXX
 4. Proxies may also be faxed up to Saturday XXXXX to: The Secretary Fax:
 5. No member, other than the Chairperson, may hold more than five (5) proxies.