



# **BY - LAWS**

**Approved at the VPA Board Meeting of 8 September 2011**

**Amended 13 October 2011**

**Victorian Principals Association (Inc.)  
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## **Victorian Principals Association (Inc) By-Laws of the Association**

### **Introduction**

The Rules of the Victorian Principals Association (Inc) were approved at the General Meeting on Friday 30 November 2007.

Under Section 22 of the Rules:

*“Subject to the Act, the Board may make, amend or repeal By-Laws consistent with the Rules, for the internal management of the VPA.”*

Consistent with the Rules the purposes of the Association are to:

- associate and unite its members;
- promote the collective rights and interests of members in the administration of their schools;
- promote affirmative action policies within the Association and its membership, the elimination of sexist language from its documents and the encouragement of the notion of gender balance within its Executive, elected Committees and elected representatives of the Association;
- facilitate the co-operation of members and the expression of their collective opinion upon the matters affecting the interests of education including information about the facilities and courses available at the various institutions throughout Victoria and provision of means for giving mutual assistance on problems arising in the management of their schools;
- seek to improve the conditions of education in Victoria;
- initiate and foster educational thought and practice and co-operate with other educational organisations;
- afford to the Government, Minister for Education of Victoria and Directorate of School Education and its associated statutory authorities, territory institutions and other organisations, public or private, the advice and experience of the Association;
- promote environmentally friendly policies within the Association and its membership;
- represent members in any other matters deemed to be of concern professionally.
- administer the finances of the Association in accordance with all relevant government and statutory requirements on a not-for-profit basis.

*This document contains the current versions of the By-Laws approved at the VPA Board Meeting of 13 October 2011.*

## **BY-LAW**

### 1.0 Fees

#### 1.1 Annual Subscription

### 2.0 Awards

#### 2.1 Years of Membership Certificates

#### 2.2 Outstanding Service Awards

### 3.0 VPA Groups

#### 3.1 Formation of Local Groups

### 4.0 VPA Regional Councilors

#### 4.1 Nomination Process

### 5.0 VPA Council

#### 5.1 Working Parties

### 6.0 VPA Board

#### 6.1 Committees

### 7.0 Election

#### 7.1 Process and Timeline

### 8.0 Accounts

#### 8.1 Annual Budget

#### 8.2 Investment Policy

### 9.0 Affiliations

#### 9.1 Australian Government Primary Principals Association

#### 9.2 Australian Primary Principals Association

#### 9.3 International Confederation of Principals

**NUMBER :** 1. 1  
**TITLE :** ANNUAL SUBSCRIPTION  
**SECTION :** 2.0 Membership, 2.5 Subscriptions  
**RESOLVED :** 2 December 2010

The following constitutes a resolution of the Victorian Principals Association:

*Full Membership  
(Principal Class)*

*The VPA annual subscription rate is \$575.00 including GST.*

*Associate Membership  
(Teacher Class)*

*The VPA annual subscription rate is \$287.50 including GST.*

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**NUMBER** 2.0  
**SECTION** MEMBER AWARDS

**NUMBER** 2.1  
**TITLE** YEARS OF MEMBERSHIP CERTIFICATES

The following constitutes a resolution of the Victorian Principals Association  
*Years of membership certificates will be awarded to paying, full VPA Principal Class Members after 10 years, 15 years, 20 years, 25 years and 30 years of membership, calculated from the year of joining.*

**NUMBER** 2.2  
**TITLE** OUTSTANDING SERVICE AWARDS

The following constitutes a resolution of the Victorian Principals Association  
*A Principal Class Member (Ordinary Member) or former Principal Class Member may be nominated for a Service Award by 5 VPA Principal Class Members (Ordinary Members) for making a significant contribution to VPA under the categories of Professional Development for members, collegiality amongst VPA members, initiatives in Education practice and / or management, advocacy on behalf of members and activities which serve to increase and maintain VPA membership.*

**NUMBER :** 3.1  
**TITLE :** FORMATION OF LOCAL VPA GROUPS  
**SECTION:** 2.0 Membership  
**RESOLVED :** 25 November 2005

The following constitutes a resolution of the Victorian Principals Association:

*That a local VPA Collegiate Group can be formed with a minimum of eight members and as such, will be supported by the Association.*

**NUMBER :** 4.1  
**TITLE :** Nomination of VPA Regional Councillors  
**SECTION:** 8.0 Council, 8.2 Composition of Council  
**RESOLVED :** TBA

The following constitutes a resolution of the Victorian Principals Association :

*To be determined*

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**NUMBER :** 5.1  
**TITLE :** COUNCIL WORKING PARTIES  
**SECTION:** 8.0 Council, 8.2 Duties of the Council  
**RESOLVED :** 13 July 2006

The following constitutes a resolution of the Victorian Principals Association:

*That the main role of the VPA Council Working Parties is to complete specified tasks within a given timeframe in response to needs identified by Council. Working Parties constitute a means by which VPA policies are formulated.*

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**NUMBER :** 6.1  
**TITLE :** BOARD COMMITTEES  
**SECTION:** 13.0 Proceedings of Board, 13.13 Committees of  
**Board**  
**RESOLVED :** TBA

The following constitutes a resolution of the Victorian Principals Association:

*To be determined*

**NUMBER :** 7.1  
**TITLE :** ELECTION PROCESS AND TIMELINE  
**SECTION :** 9.0 Board, 9.5 Election of Board Members  
**RESOLVED :** 13 July 2006

The following constitutes a resolution of the Victorian Principals Association :

*That the Returning Officer of the Australian Electoral Commission shall prepare postal ballot papers and an appropriate envelope for return mailing, such ballot paper and envelope to be posted to all members at least two (2) weeks prior to the closing date for the receipt of ballots.*

*The closing date for receipt of ballots shall be 4.00 pm. 4 weeks prior to the Annual General Meeting.*

*The Returning Officer shall receive the returned ballot envelopes, check that the vote is from an eligible member, then retain the ballot envelopes unopened until after the closing date for the receipt of ballots.*

*The result of the ballot shall be declared, by the Executive Officer, at the Annual General Meeting.*

*All nomination forms and ballot papers shall be filed by the Returning Officer and retained for not less than three (3) months from the ballot closing date.*

**NUMBER :** 8.1  
**TITLE :** ANNUAL BUDGET  
**SECTION:** 17 Finance, 17.5 Budget  
**RESOLVED :** 15 June 2006

The following constitutes a resolution of the Victorian Principals Association

*That an objective of the Finance and Audit Standing Committee specifically, and the Board generally, should be to achieve a financial position of the Association which would be growth-positive over time.*

*The business and operations of the Association will be planned for and carried out with this objective in mind.*

*This policy position, however, does not preclude “spending money to make money”. The purchase of assets to achieve capital growth or income generation is within the purvey and intent of the “growth-positive over time” objective.*

*The total financial position of the Victorian Principals Association, at any particular time, comprises actual cash available, assets at current valuations, and monies owed – less liabilities.*

*Income for the Association is derived from:*

- *Membership subscriptions.*
- *Investment Income*
- *Asset capital growth*
- *Asset-generated income – eg rental income.*
- *Fee- for- Service Income (Including income generated from professional learning activities)*
- *Business Partnerships*
- *VPA Supporters*
- *Other sponsorship*
- *Projects (eg DEECD)*
- *Donations*

*Asset generated income and capital growth have been successful sources of supplementary income. Primarily, it is the Membership subscription category that has been relied upon for the major source of operational income purposes.*

*The Board of the VPA accepts that long-term reliance on Membership Subscriptions as the primary income source may be inadequate due to factors beyond the control of the Association impacting upon the number of potential members, the method of subscription access and competitors gaining traction through industrial advantage.*

*As such, a strategy of investing for asset acquisition in terms of its potential for capital growth and lease or rental returns is considered to be a prudent way forward.*

*An embraced principle of such a strategy, is that appreciating assets should be retained for as long as possible – certainly for a period of time sufficient to offset initial financial outlays needed to secure assets at current market values. A minimum period of two years should be considered for any such offsets to be accumulated.*

*Inherent in the adoption of these principles, is the notion that short-term deficit budgets may need to be countenanced in order to achieve the overall upward-trending position that is the underpinning objective.*

**NUMBER :** 8.2  
**TITLE :** Investment Policy  
**SECTION:** 17 Finance, 17.4 Investment of Funds  
**RESOLVED :** 2 December 2010

The following constitutes a resolution of the Victorian Principals Association

*The investment strategy is to provide for financial independence of the VPA and to generate returns so that association operations are not contingent on membership subscriptions entirely.*

*Long term investment requirements include:*

- *Security*
- *Flexibility*
- *Optimum returns*
- *Limit risk exposure through prudent financial management and diversification.*

*In keeping with these principles, the VPA strategy for long term investment includes:*

- *Property*
- *Diversified portfolio (cash management/term deposits/mortgage trust)*

*Excludes:*

- *Shares*
- *High risk ventures*

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**NUMBER :** 9.1  
**TITLE :** Australian Government Primary Principals Association (AGPPA)  
**SECTION:**  
**RESOLVED :** 2 December 2010

The following constitutes a resolution of the Victorian Principals Association

*The VPA is an affiliated member of the Australian Government Primary Principals Association (A.G.P.P.A.). The VPA shall maintain a commitment to AGPPA as the national organisation and its stated objectives whilst the Constitution and/or Rules of Incorporation of the VPA and AGPPA remain in accord.*

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**NUMBER :** 9.2  
**TITLE :** Australian Primary Principals Association (APPA)  
**SECTION:**  
**RESOLVED :** 13 July 2006

The following constitutes a resolution of the Victorian Principals Association

*The VPA is an affiliated member of the Australian Primary Principals Association (A.P.P.A.). The VPA shall maintain a commitment to APPA as the national organisation and its stated objectives whilst the Constitution and/or Rules of Incorporation of the VPA and APPA remain in accord.*

**NUMBER :** 9.3  
**TITLE :** International Confederation of Principals (ICP)  
**SECTION:**  
**RESOLVED :** 2 December 2010

The following constitutes a resolution of the Victorian Principals Association

*The VPA is an affiliated member (through AGPPA affiliation) of the International Confederation of Principals (I.C.P). The VPA shall maintain a commitment to ICP as the international organisation and its stated objectives whilst the Constitution and/or Rules of Incorporation of the VPA and ICP remain in accord.*