

**ASSOCIATIONS INCORPORATION ACT 1985**

**RULES AND REGULATIONS**

**OF**

**THE AUSTRALASIAN SOCIETY FOR COMPUTERS IN LEARNING IN TERTIARY EDUCATION (ASCILITE)  
INCORPORATED**

1. **NAME**

The name of the association shall be **THE AUSTRALASIAN SOCIETY FOR COMPUTERS IN LEARNING IN TERTIARY EDUCATION (ASCILITE) INCORPORATED** (referred to as "ASCILITE").

2. **DEFINITIONS**

**"Association"** means The Australasian Society for Computers In Learning In Tertiary Education (ASCILITE) Incorporated.

**"Book"** includes any register or other record of information and any accounts or accounting records, however compiled, recorded or stored, and also includes any document.

**"Committee"** means a committee appointed by the Executive of the Association.

**"Executive"** means the Members elected to manage the Association.

**"Executive Member"** means the seven ordinary Members of the Executive.

**"Executive Officer"** means President, Vice President or Treasurer.

**"Meeting"** means any General or Special General meeting of the Association.

**"Member"** means a Member of the Association.

**"Month"** means a calendar month.

**"Public Officer"** means a Public Officer under the Act.

**"Publication"** means paper-based and /or electronic journals and newsletters.

**"Rules"** means the Rules of the Australasian Society for Computers In Learning In Tertiary Education Incorporated as stated in this document.

**“Secretariat”** means an entity (person, company) who is paid by the Society to assist with managing the business of the Society.

**“Society”** means The Australasian Society for Computers In Learning In Tertiary Education Incorporated.

**“Special Resolution”** means a special resolution defined in the Act that is:

- (a) where the rules of the association provide for the membership of the association—a resolution passed at a duly convened meeting of the members of the association if
  - (i) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the association; and
  - (ii) it is passed at a meeting referred to in this paragraph by a majority of not less than three-quarters of such members of the association as, being entitled to do so, vote in person or, where proxies are allowed, by proxy, at that meeting;
- (b) where the rules of the association do not provide for the membership of the association—a resolution passed at a duly convened meeting of the members of the committee of the association if —
  - (i) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the committee; and
  - (ii) it is passed at a meeting referred to in this paragraph by a majority of not less than three-quarters of such members of the committee as, being entitled to do so, vote in person or, where alternates are allowed, by alternates, at that meeting;

**“Tertiary Education”** means universities, institutions of technical and further education and post-secondary educational groups in the public service, industry and commerce.

**“The Act”** means the Associations Incorporations Act 1985.

Words importing the singular include the plurals “their” and “they” and it shall include bodies corporate.

## **SECTION A: OBJECTIVES AND POWERS**

### **3. OBJECTIVES**

The purposes for which the Association as established are to:

- (a) to convene an annual conference and make all necessary decisions and do all things necessary to facilitate the annual conference including but not limited to appointing a convenor to manage the annual conference;
- (b) to facilitate publications and make all necessary decisions and do all things necessary to facilitate such publications including but not limited to appointing a Management Committee, an editor (if necessary), and the setting of guidelines and conditions under which the journal is to operate;
- (c) assist and advance educational uses of computers and allied technology in tertiary education;
- (d) maintain a professional association of those engaged in educational use of technologies and foster their professional interests and facilitate their professional development;
- (e) provide a forum for those interested in technologies that support learning and teaching.
- (f) facilitate improvement of professional practice in the use of computer technology in tertiary education;
- (g) promote and encourage research and evaluation related to the educational use of computer technology in tertiary education; and
- (h) promote co-operation and liaison with other groups and organisations which have complementary purposes and activities.

### **4. POWERS**

The Association has the following powers as conferred by Section 25 of the Association Incorporations Act 1985:

- (a) acquire, hold, deal with, dispose of, any real or personal property; and
- (b) administer and hold property on trust; and

- (c) open and operate bank accounts; and
- (d) invest its money:
  - (i) in any security in which trust monies may, by Act of Parliament, be invested; or
  - (ii) in any other manner authorised by the Rules of the Association; and
- (e) borrow monies upon such terms and conditions as the Association thinks fit, and
- (f) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit; and
- (g) appoint agents to transact any business of the Association on its behalf; and
- (h) enter into any contract it considers necessary or desirable; and
- (i) regulate its own procedure in all matters relating to the exercise of its powers and authorities.

## **SECTION B: THE RULES AND BY-LAWS**

### **5. EFFECT OF RULES**

- (a) The Rules of the Association must not contain any provision that is contrary to the Act.

### **6. ALTERATION OF THE RULES**

- (a) An alteration to a Rule may be made by a Special Resolution of the Association.

### **7. BY-LAWS**

- (a) The By-laws of the Association must not contain any provision that is contrary to or inconsistent with the Act or the Rules of the Association.
- (b) The Association shall have the power to pass, alter, or rescind By-laws providing for the due management and regulation of the Association.
- (c) Any proposal to accept, alter or rescind By-laws must be passed by Special Resolution.

- (d) By-laws made under the previous rule shall be entered in a book which shall be kept for the inspection of Members and such By-law will be available and circulated to the Association Membership.

## **SECTION C: MEMBERSHIP**

### **8. MEMBERSHIP**

- (a) Members of the Association are an organisation or individual who subscribes to the objects of the Association and who is approved for membership by the Executive.
- (b) Any person or organisation when applying for membership shall do so in writing to the President in the manner specified by the Association unless otherwise determined.
- (c) The Executive may determine that membership will be open at the Annual General Meeting and any person or organisation may join at that meeting.
- (d) Upon the acceptance of the application by the Executive and upon payment of the first annual membership fee the applicant shall be a full Member of the Association.
- (e) A Member must take reasonable steps to support the objects of the Association, perform any functions assigned by the Rules or the By-laws of the Association with reasonable care and diligence, attend all meetings whenever practicable, and undertake such tasks and discharge such other obligations of membership as may be reasonably required by the Association. A Member must refrain from conduct detrimental to the interest of the Association.
- (f) Members, both persons and organisations shall be classified as one of the following:
  - (i) Ordinary Member being a Member who pays the prescribed ordinary membership fee;
  - (ii) Student Member being a Member who is a registered full time student at a tertiary institution who is not in full time employment and who pays the prescribed student's membership fee;

- (iii) Institutional Member being an organisation which has an agreed number of memberships comprising those identified and notified members of the organisation.
  - (iv) Life Member being a Member who receives a life member award from the Executive which entitles the Member to full membership for life;
  - (v) Fellow member being a member who has received a fellow award from the Association.
  - (vi) Affiliated Member shall be any society, organisation, institution or individual accepted by the Executive as an affiliate in order to further the purposes of the Association.
- (g) Only Ordinary, Student, Institutional, Life Members or Fellow Members are financial Members.

#### 9. **RIGHT OF INSPECTION**

Each Member of the Association will have the right of inspection of the Association's records and books.

#### 10. **VOTING/DECISION MAKING**

- (a) Subject to the Act and these Rules, each financial Member of the Association who is present at a meeting of the Association is entitled to one vote, and no more than one vote.
- (b) A Member of the Association who has any direct or indirect pecuniary interest in a contract, or a proposed contract with the Association, must disclose the nature and extent of their interest to the Executive as soon as they become aware of their interest and at the next Meeting of the Association, they must not take part in any decision with respect to that contract.
- (c) Each identified and notified member of an institutional member organisation shall have the same voting rights as an individual member.
- (d) A Member may vote by proxy.

#### 11. **TERMINATION OF MEMBERSHIP**

- (a) The membership of any person may be terminated by resignation or expulsion.
- (b) Any Member may resign from the Association at any time by written notice to the Secretariat. Such resignation shall take effect at the time when the notice is received by the Secretariat, unless a later date is specified in the notice in which case it shall take effect on that later date.
- (c) Expulsion of a member shall be considered by the Executive if the Member behaves in a manner considered to be injurious or prejudicial to the objects or interests of the Association.
- (d) The Secretariat shall notify in writing the Member(s) concerned at least 7 days before consideration of the expulsion. The notification shall include the reasons for the consideration and advice as to the rights of the Member pursuant to this clause.
- (e) The Member concerned shall be given a full and fair opportunity to present their case before any resolution is made to terminate or suspend membership.
- (f) The Member shall have the right to appeal a decision of the Executive that terminates their membership. The appeal shall be made in writing in accordance with the relevant By-law.

## 12. **APPEALS AND CONFLICT RESOLUTION**

- (a) The Association shall pass a By-law:
  - (i) Constituting an Appeals Committee.
  - (ii) Establishing means to assist in the resolution of conflict between Members.
  - (iii) Where a Member, including a member of the Executive, aggrieved by a decision of the Association, including a decision of the Executive, has a right of appeal to the Appeals Committee.

## **SECTION D: MANAGEMENT OF THE ASSOCIATION**

### 13. **MANAGEMENT**

- (a) The Management of the Association shall be vested in the Executive.
- (b) The Executive shall be comprised of a President, Vice President, Treasurer and up to seven Executive Members all of whom shall be Members of the Association.
- (c) The Executive shall have the power to appoint such officers as are required to carry out the objectives of the Association, including a Public Officer as required by section 56 of the *Association Incorporation Act 1985*, and may delegate any of its powers to such officers.
- (d) The Executive has the power to co-opt up to three additional members.
- (e) The President, Vice-President and 3 Executive Members will be elected in one year while the Treasurer and 4 Executive Members will be elected the following year.
- (f) Each elected member of the Executive may serve for a term of two years before becoming eligible for re-election.
- (g) Retiring Executive Officers and Executive Members are eligible for re-election, with the exception of the President, who cannot be re-elected for more than two terms consecutively in that role. The term of office of each elected Member of the Executive shall commence at the conclusion of the Meeting at which the Executive Officer or Executive Member is elected.
- (h) If a Member of the Executive:
  - (i) is unable or fails to perform their duties satisfactorily or
  - (ii) acts in a way which is contrary to the objectives of the Association or
  - (iii) by their action brings the Association into disrepute,the Executive may declare the position vacant.
- (i) The Secretariat shall notify in writing the Member of the Executive concerned at least 7 days before such consideration. The notification shall include the reasons for the consideration and advice as to the rights of the Member pursuant to this clause.



- (j) The Member concerned shall be given a full and fair opportunity to present their case before any resolution is made to terminate membership of the Executive.
- (k) The Member of the Executive shall have the right to appeal the decision of the Executive. The appeal shall be made in writing in accordance with the relevant By-law.
- (l) When a casual vacancy arises in the office of President, Vice-President or Treasurer, the Executive shall elect from the remaining Members of the Executive a new President, Vice-President or Treasurer.
- (m) When a casual vacancy arises in a non-office bearer Member of the Executive, the vacancy may be filled by the Executive from the general membership.
- (n) Any casual vacancy filled pursuant to the sections above will remain in force until the next Annual General Meeting.

#### 14. **EXECUTIVE MEETINGS**

- (a) The Executive shall meet regularly to conduct the business of the Association but not less than four times each calendar year.
- (b) The Executive shall meet to decide on matters of policy, general business, tabling of reports from any Committee and any other matter that requires the Executive's decision making powers.
- (c) The quorum shall be five members.
- (d) Notice of meetings shall be given at the previous Executive meeting or by the Secretariat in writing not less than three days, prior to the date of the meeting, to all Executive Officers and Executive Members or in an emergency, by such other notice as shall be ratified by the Executive.
- (e) All meetings of the Executive shall be closed meetings with minutes of all meetings being available for members.
- (f) All members of the Executive have the right to vote at Executive meetings plus any legislation put to the Executive shall be carried by a majority of votes. In the

event of equality of votes, the President shall have a casting vote in addition to a deliberative vote.

- (g) No business of the Association shall be transacted at any Executive meeting unless a quorum is present at the time the meeting proceeds to business, and the quorum shall be present from the beginning to the end of any Executive meeting.
- (h) If, within 30 minutes from the time appointed for a meeting, a quorum is not present, the meeting shall not take place; and it shall be adjourned to a later date and all Members of the Executive shall be given not less than five days written notice of the place, time and day of the adjourned meeting, and the agenda.
- (i) Any Members of the Association having a pecuniary interest in any business arising must declare their interest and either leave the meeting or abstain from voting.

## 15. **OFFICE BEARERS**

- (a) The office bearers of the Association shall be the President, Vice President, and Treasurer, who shall be elected by Members when the office comes up for re-election at the Annual General Meeting.

### 15.1 **PRESIDENT**

- (a) The President or any two other Members of the Executive shall have the power to call a meeting of the Executive.
- (b) The President shall chair all meetings of the Association including Annual General Meetings of the Association except that in the absence of the President or at the request of the President or of a majority of a Meeting, another Member may be elected as Chair for that Meeting.
- (c) The President shall have the prime responsibility for the due observance of these Rules and of any By-laws made hereunder and of all resolutions, decisions and statements of policy and practice made in accordance with these Rules.
- (d) The President shall present the Annual Report of the Association to the Annual General Meeting.

- (e) The President shall have such other powers, functions and duties as the Executive may delegate or prescribe.
- (f) The President, together with the Vice President and the Secretariat, shall prepare the agenda for all General Meetings and Special General Meetings of the Association.

### 15.2 **VICE PRESIDENT**

- (a) The Vice President shall have such other powers, functions and duties as the President or Executive may delegate or prescribe.
- (b) The Vice President shall assume the role of President in times when the president is unable to carry out their role.

### 15.3 **SECRETARIAT**

- (a) To conduct the correspondence of the Association.
- (b) To have the custody of all records, documents and the seal of the Association.
- (c) To keep full and accurate minutes of all proceedings of the Association.
- (d) To maintain a membership list comprising the names, addresses and telephone numbers of all current Members of the Association.
- (e) To update all Association documents when changes occur, e.g. to the Rules or By-laws.
- (f) To keep, update and have approved by the Association, job descriptions for all office holders.
- (g) To establish a filing system to keep the historical records of the Association in good and accessible order.
- (h) To ensure that all Members receive copies of new operating procedures.
- (j) Circulate the agendas and notices of Meetings to all Members within the required period.
- (k) To do such things as directed by the Executive or prescribed by the By-laws.

#### 15.4 **TREASURER**

- (a) To receive and bank all monies for the Association and account for the same. The Treasurer's receipt will be sufficient discharge in respect of any payments made to the Association.
- (b) To make all payments under the order of the Executive.
- (c) To keep an account of all monies received and disbursed in a book open to the inspection by the Members of the Association at any meeting thereof.
- (d) To prepare a written statement showing the progress and the financial position of the Association for each Executive meeting.
- (e) To prepare an annual budget for the Association.
- (f) To prepare and compile the annual financial statements of the 30<sup>th</sup> June of each year in accordance with the approved accounting standards and to present the accounts at the Association's Annual General Meeting.
- (g) To do such things as directed by the Executive or prescribed by the By-laws.

16. **COMMITTEES**

- (a) The Executive may from time to time appoint from the Members of the Association such committees as it may deem necessary and may delegate or refer to them such of the powers and duties as the Executive may determine.
- (b) Each committee appointed under sub-clause 16 (a) will report its proceedings to the Executive and will conduct its business in accordance with the directions of the Executive.

17. **POWER TO CO-OPT**

- (a) The Executive shall have the power and obligation to co-opt Members to the Executive being any person or persons from its own membership or such other group, co-operative, association or body as may in the opinion of the Executive be necessary to ensure that the Association has adequate expertise and representation to ensure that the Association's objectives and activities can be properly carried out.

**SECTION E: MEETINGS OF THE ASSOCIATION**

18. **MEETINGS OF THE ASSOCIATION**

- (a) At meetings of the Executive, Annual General Meetings and any Special General Meetings of the Association the guidelines as set out in the Rules and By-laws of the Association are to be used as to how meetings will be conducted.

In addition to the meetings of the Executive there shall be two other types of meetings.

- (i) An Annual General Meeting and
  - (ii) Special General Meetings
- (b) Only financial Members shall be eligible to vote at Annual General Meetings or Special General Meetings.
  - (c) Resolutions of the above meetings will be tabled at the subsequent meeting of the Executive as decisions of that Meeting.

- (d) The Annual General Meeting of the Association shall be held on any day of the annual conference at a time and place to be determined by the Executive. A minimum of 1 month's notice of the date of any General Meeting shall be given. In the event that the Annual General Meeting cannot be held at the conference, the Executive shall nominate an alternate time to hold the Annual General meeting.
- (e) The business of the Annual General Meeting shall be to:
  - (i) Confirm the minutes of the preceding Annual General Meeting.
  - (ii) Receive the President's report for the year since the last Annual General Meeting which summarises the activities of the Executive for the year.
  - (iii) Receive the Treasurer's report and the financial statements for the previous financial year and approve the budget for the following year.
  - (iv) Elect Executive Officers and Executive Members as required.
  - (v) Announce the commencement of the term of elected Members.
  - (vi) Approve and alter the Rules and By-laws.
  - (vii) Conduct any other business placed on the agenda before the commencement of the meeting.
- (f) A Special General Meeting shall be called by the Secretariat and held within one month of receipt of a directive from the Executive or a written request from 20 financial Members or 5% of all the financial Members of the Association, whichever shall be the greater specifying the business to be conducted at the meeting.
- (g) Written notice at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the Special General Meeting and shall be distributed to all Association Members and otherwise publicised as appropriate.
- (h) A quorum at any Annual General Meeting or Special General Meeting shall be 20 financial Members.

- (i) No business shall be transacted at any meeting of the Association unless a quorum is present at the time the meeting proceeds with the proposed business and quorum shall be present from the beginning to the end of any meeting.
- (j) If, within 30 minutes from the time appointed for a meeting, a quorum is not present, then the doors shall be closed and all members present shall constitute a quorum for that meeting.

## **SECTION F: FINANCE & PROPERTY**

### **19. FINANCE**

- (a) All monies received shall be deposited into the Association's bank account at such bank as shall be determined from time-to-time by the Executive.
- (b) The Association may borrow money from such banks or financial institutions and in such amounts as shall be approved from time-to-time by the Executive but the Association must not allow its borrowings at a particular time to exceed, in total, an amount equal to the current market value of all of its assets.
- (c) The current market value of the property of the Association shall be the capital value determined by the Valuer-General of South Australia.
- (d) Notwithstanding the provisions of this section the Executive may authorise the Treasurer or other such persons who may be approved by the Executive to retain such sum or sums by way of petty cash, or operating expenditures, as it shall deem appropriate and make expenditure therefrom subject to such conditions that the Executive may prescribe.
- (e) The financial year of the Association shall be from 1st July in any year to 30th June of the following year.

### **20. ACCOUNTS**

- (a) The Executive must, as soon as practicable after the end of a financial year, ensure that financial statements are prepared in respect of that financial year.
- (b) If the Association is a Prescribed Association it will comply with all regulations required by the Authority.

### **21. FINANCIAL PROCESSES & MANAGEMENT**

- (a) The Society will comply with the following financial provisions in the interests of transparency and sound management:
- (i) **Online banking access privileges:** The ASCILITE Executive Officers (President, Vice President and Treasurer) will be registered with the bank as "Authorising Users" and the Secretariat registered as a "General User" or the equivalent. Only Authorising Users will be able to approve and process payments.
  - (ii) **Access to bank statements:** ASCILITE Executive Officers will have ongoing access to inspect, but not debit or credit, the ASCILITE bank accounts through internet banking.
  - (iii) **Invoice approvals:** Copies of all invoices and expense claims will be provided to the Treasurer for approval and will only be processed once written approval has been provided. The Secretariat will retain copies of all invoices received by email and scan any invoice received by mail in order to send copies to the Treasurer for approval. The Treasurer will review invoices against the ASCILITE approved budget before approval is granted.
  - (iv) **Regular Executive reporting:** The Secretariat will conduct monthly reconciliations of cheque and credit card accounts and send these to the ASCILITE Treasurer, President and Vice President. Reconciliations of other accounts (such as term deposits) will be included as formal notification from the bank or financial institution permit. The Treasurer, in consultation with the Executive, will monitor the monthly reports in relation to ASCILITE's budget forecast approved by members at the Annual General Meeting each year.
  - (v) **Payment authorisation:** Authorisation of payments will only be performed by Authorising Users. The Secretariat will submit invoices to the Treasurer for approval and, once approved in writing, the Secretariat will then post payments online for processing/authorising by the Treasurer. In the absence of the Treasurer, the President will process payments. The Secretariat cannot independently process transactions.
  - (vi) **Reconciliation as an annual exercise:** An annual reconciliation of accounts will be performed by a chartered accountant to ensure that a final and complete view of the Society's finances are made available to the Executive and Members.



- (b) **Provision for audit of accounts:** The Society will undertake an audit of any year's accounts subsequent to a formal motion being carried at an Executive or Annual General Meeting.

## 22. **INCOME AND PROPERTY OF THE ASSOCIATION**

- (a) The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred directly or indirectly by dividend, bonus or otherwise to any Member of the Association.
- (b) Nothing in the above position of this section shall prevent the payment in good faith to a Member of the Association of:
  - (i) reasonable remuneration of a Member of the Association for work done by the Member for or on behalf of the Association;
  - (ii) any payments or dispositions that are incidental to activities carried on by the Association in accordance or consistently with its objects; or
  - (iii) reimbursement of any expenses incurred by the Association paid by a Member.

## 23. **DISPOSAL OF REAL PROPERTY**

- (a) The Association will not dispose of any real property unless the disposal is approved by a special resolution.

## **SECTION G: MISCELLANEOUS**

### 24. **SEAL OF THE ASSOCIATION**

- (a) The Association shall have a common seal upon which its corporate name shall appear in legible characters.
- (b) The seal shall not be used without the express authorisation of the Executive, and every use of the seal shall be recorded in the minute book of the Association. The affixing of the seal shall be witnessed by the President.

### 25. **MANNER IN WHICH THE ASSOCIATION MAY BE WOUND UP**

The manner in which the Association may be wound up is as follows:

- (a) Voluntarily:
  - (i) the Association passes a special resolution.
- (b) By the Supreme Court on the following grounds:
  - (i) that the Association has by special resolution passed that it be wound up by the Supreme Court.
  - (ii) that the Association is unable to pay its debts.
  - (iii) that the Supreme Court is satisfied that it would be in the best interests of Members or creditors of the Association if the Association were to be wound up.
  - (iv) that the Supreme Court is of the opinion that it is just and equitable that the Association be wound up.

**26. DISTRIBUTION OF ASSETS UPON WINDING UP**

If at the completion of a winding up of the Association there remain any surplus assets, such surplus assets will be used as directed by a Special General meeting.

**27. AFFILIATION**

The Executive may:

- (a) Make application for affiliation with such organisations and associations whose objects are consistent with those of the Association and as the Executive from time to time thinks fit.
- (b) Elect representative(s) to attend meetings of such organisations and associations aforesaid.
- (c) Invite representative(s) from such organisations and associations aforesaid to attend any meetings of the Executive or of the Association.

**28. CIRCUMSTANCES NOT PROVIDED FOR**

(a) If any circumstances arise as to which these Rules are:

(i) silent

(ii) incapable of taking effect, or

(iii) incapable of being implemented according to their strict provision

the Executive will have the power to determine what action may be taken to best give effect to the objects of the Association and to ensure its efficient administration.

(c) Every act of the Executive taken in good faith under this clause will be as valid and effectual as if specifically authorised by these Rules.

## **BY-LAWS**

### **1. Appeals**

- (i) Where a member, including a member of the Executive, is aggrieved by a decision of the Association, including a decision of the Executive, then that member has a right of appeal to an Appeals Committee.
- (ii) On receiving written notice of the dispute and intention to appeal, the President shall convene an appeals committee comprising a Chair and two other association members which may be members of the Executive.
- (iii) The Committee shall be established as soon as is reasonably possible after the dispute has been drawn to the attention of the Executive through receipt of the written notice.
- (iv) The Committee shall hear the dispute within 10 days of its establishment and will deliver its decision within 7 days of the completion of its hearing.
- (v) The decision of the committee shall be final.
- (vi) In exercising its powers of adjudication, the rules of natural justice will be observed.

### **2. The Annual Conference**

- (a) Accompanying the notice of the Annual General Meeting the Secretariat shall cause to be distributed a call for Conference Proposal Committees to be formed for the Annual Conference two years hence. Any member or group of members of the Society may form a Conference Proposal Committee.
- (b) A Conference Proposal Committee will be recognised by the Society upon the receipt by the Secretariat of a statement to the following effect:
  - (i) stating that in the Conference Proposal Committee that is being formed, 50% of the committee members plus one additional member are members of the Society who must each sign the statement;
  - (ii) stating the name of the Proposed Conference Convener that the Conference Proposal Committee supports. The Proposed Conference Convener must be a member of the Proposed Conference Committee; and

- (iii) stating the city or town in which an Annual Conference organised by the Proposed Conference Convener would be held, and
  - (iv) providing evidence of the support of the university from a senior leadership position, if the proposal comes from a university-based committee, for the proposal.
- (d) The Executive shall have the responsibility of appointing a Conference Organizing Committee for each Annual Conference that shall also include the ASCILITE President, Vice-President, Treasurer and Secretariat as ex officio members.
- (e) Each Conference Organizing Committee shall be announced at the Annual General Meeting in the year before the Annual Conference for which it shall have responsibility. A Conference Organizing Committee need not be one of the Proposed Conference Committees although normally this shall be the case.
- (f) A Conference Organizing Committee shall include a Convener and additional members responsible for management of finance, proceedings editing and program coordination.
- (g) The Convener may co-opt additional members to the Conference Organizing Committee as necessary.
- (h) The Convenor shall make such regular reports on the progress of the conference including the budget as shall be required by the Executive.
- (i) The powers of a Conference Organizing Committee shall only relate to the Conference for which it has been appointed. Its powers and obligations shall be:
  - i. to set a date for the Conference which shall be notified to the Executive at least twelve months prior to that date;
  - ii. to determine the Conference fee in conjunction with the Executive, which shall be sufficient to meet all projected expenses associated with the Conference. Except where specifically authorised by the Executive, the general funds of the Society shall not be available to meet Conference expenses;
  - iii. to provide the Executive with a draft Conference Budget;
  - iv. to arrange a venue and accommodation for participants in the location selected by the Executive;
  - v. to determine the Conference duration and program;

- vi. to solicit papers and obtain appropriate speakers;
- vii. to arrange Conference publicity;
- viii. to collect Conference fees and manage them to meet the properly incurred Conference expenses there from;
- ix. to collect membership fees on behalf of the Society, where these are paid at the time of registering for the conference. The contact details of new members shall be passed to the Secretariat within one week of receipt of fees. All membership fees shall be passed onto the Secretariat within 30 days of conclusion of the Conference;
- x. to provide monthly financial reporting to the Executive commencing at least six months prior to the Conference and to provide the Executive with a reconciled financial statement of all receipts and payments associated with the Conference together with the transfer to ASCILITE of the balance of all remaining funds within six months after the Conference;
- xi. to assemble material associated with the Conference which shall include the conference program, list of participants, a collection of conference papers, and reports. A copy of this material, in its entirety, shall be provided electronic format to the Secretariat for archiving purposes;
- xii. to publish the Conference proceedings in online/electronic format for distribution and access at the Annual Conference; and
- xiii. unless otherwise authorised by the Executive, the powers of the Conference committee shall cease on completion of its obligations contained in clause 2(i) of the By-Laws.
- xiv. The Conference Committee can request the Executive for an advance of funds to assist with the costs of setting up the conference, to an amount to be agreed in consultation with the Executive.
- xv. Where there is a disagreement concerning the conference between the Conference Convenor and the Executive, then the executive decision shall prevail and there will be no appeal from that decision.

### **3. AWARDS**

- (a) The Society may provide awards for exemplary use of electronic technologies in teaching and learning in tertiary education. An awards committee shall:
  - (i) be appointed to manage the process of the Annual ASCILITE Awards;
  - (ii) prepare an online record of nominees and winners; and

- (iii) provide a copy of all documentation in electronic formats to the Secretariat for archiving purposes.

#### **4. POLICIES AND PROCEDURES - ELECTION PROCESS FOR EXECUTIVE**

- (a) Elections shall be by ballot and the results shall be announced at the Annual General Meeting.
- (b) The candidates to be elected to the Executive at any election shall be the candidates receiving the largest number of votes.
- (c) Only financial members may vote.
- (d) Prior to the election, the Secretariat (as the Returning Officer) shall send to all members of the Society:
  - (i) a list of the current Executive Officers and Executive Members retiring but eligible and offering for re-election;
  - (ii) a call for nominations; and
  - (iii) the date by which nominations must be received by the Returning Officer. If, after the close of nominations, the number of nominations exceeds the number of vacancies for any position, the Returning Officer shall send out to all financial members, a link to the voting form with statements from each candidate. Voting will close 15 working days after the election opens.
- (e) In the event that the number of nominations is less than or equal to the number of vacancies to be filled, all Nominees for the positions shall be appointed and any further vacancies shall be filled by co-option.
- (f) In the event that the number of nominations is more than the number of vacancies to be filled, then all financial members shall be entitled to vote for the positions and the candidates with the greatest number of votes shall be appointed to the positions.
- (g) Nominations must be made in writing to the Returning Officer by the due date. All nominations must have a separate Proposer and Secunder and be agreed to by the Nominee in writing. The Proposer, Secunder and Nominee must all be financial members of the Society.
- (h) The President shall appoint a Tellers Committee comprising the Returning Officer plus up to two members to determine the outcome.

- (i) In the event of tied votes for the final vacancy for any position the person elected shall be determined by lot by the Returning Officer.
- (j) In the event of elections of Executive Members under Clause 4 becoming unevenly spread across odd and even years, then those Executive Members gaining the greatest number of votes shall be elected for a term of two years and the other members shall be elected for a term of one year.