

Australian Collaborative Education Network Limited

Chapter By-laws

Last amended ACEN Board meeting Sept 6, 2017

1. Definitions

“ACEN”: an acronym of “Australian Collaborative Education Network Limited ABN89 834 663 369”

“Board”: the Board of Directors of the “Australian Collaborative Education Network Limited ABN89 834 663 369”

“Constitution”: the registered constitution of “Australian Collaborative Education Network Limited ABN89 834 663 369”

“Director”: a director of “Australian Collaborative Education Network Limited ABN89 834 663 369”

“Member”: a member of “Australian Collaborative Education Network Limited ABN89 834 663 369”

“WIL”: an acronym of “Work Integrated Learning”

2. Introduction

ACEN is a company limited by guarantee founded in 2013 to promote and enhance WIL throughout Australia, to facilitate the development and sharing of knowledge and practice in WIL for the improvement of the student experience, to strengthen partnerships and relationships within the higher and vocational educational sectors for the provision of WIL opportunities, to foster and facilitate research and scholarship initiatives in WIL, and for anything ancillary to the Objects referred to in rule 0 to 0 of the Constitution. ACEN has five regional chapters within Australia.

3. ACEN Chapters

- (a) Victoria-Tasmania
- (b) South Australia-Northern Territory
- (c) Western Australia
- (d) Queensland
- (e) New South Wales-Australian Capital Territory

4. Roles of the Chapters

- (a) The role of each Chapter is to:
 - (i) promote the adoption and practice of Work Integrated Learning (WIL) within its jurisdiction; and
 - (ii) provide regular opportunity for WIL practitioners, researchers and industry associates to collaborate to share knowledge and skills; and
 - (iii) facilitate the professional development of WIL practitioners, researchers and industry associates; and
 - (iv) support the activities of ACEN; and
 - (v) comply with the provisions of ACEN's Constitution; and

- (vi) comply with the provisions of these By-Laws.

5. Chapter Committees

(a) Size:

- (i) The minimum number for a Chapter Committee is three (3).
- (ii) A Chapter committee can be any number greater than three (3).

(b) Election of a Chapter Committee

- (i) Every two (2) years and at least one (1) calendar month before the ACEN Annual General Meeting scheduled for the year in which the Chapter election is held, each Chapter will elect the membership of its Chapter Committee for the following two (2) year period.
- (ii) A meeting to elect a Chapter Committee will be facilitated by ACEN's Administrator.
- (iii) The following positions are to be elected at each Chapter election:
 - (A) Chairperson
 - (B) Deputy Chairperson
 - (C) Secretary
 - (D) Committee members (unlimited)
- (iv) The first Chapter election under these By-Laws will be in 2017.
- (v) A Voting Member or Representative of a Voting Member who wishes to stand for election to a Chapter Committee must be nominated by two (2) Members eligible to stand for election or to have a Representative of a Voting Member stand for election. The number of vacancies is determined in advance by the chapter and must be conveyed to ACEN Admin five (5) days prior to the call for nominations.
- (vi) The nomination form shall be in writing, contain the consent of the Member or Representative who is a candidate to be elected to a Chapter Committee and be signed by the nominated Voting Member or Representative of the Voting Member and the nominating Voting Members or Voting Member Representatives.
- (vii) Each Chapter Secretary shall forward all nomination forms received to admin@acen.edu.au by not later than the close of business five (5) days prior to the date scheduled for the meeting to elect members of the Chapter Committee.
- (viii) The election of Chapter Committee members is to be decided by a simple majority of those Chapter members eligible to vote at a General Meeting of ACEN who are present in person or by proxy at a Chapter meeting or by telephone or by Internet-enabled communication.
- (ix) In the event of a tied vote, the meeting Chairperson, or in the Chairperson's continuing absence fifteen (15) minutes after the scheduled starting time for the meeting, the Chapter Secretary, shall have a casting vote.

The meeting can be by teleconference.

- (A) A Member may appoint a proxy to vote on their behalf.
- (B) The method to be used to appoint a proxy is as described in Clause 27 of the Constitution.

(C) The voting rights of a proxy are those rights specified in Clause 26 of the Constitution.

(c) Chapter Committee Membership

- (i) Chapter Committee members must be either a staff member at a Member university (Full or Limited) or an Individual Member of ACEN.
- (ii) Membership of a Chapter Committee of those duly elected will commence immediately following completion of the next ACEN Annual General Meeting and end at the completion of the second ACEN Annual General Meeting following.
- (iii) In the event that a member of a Chapter Committee resigns or is unable to fulfil their role as a Chapter Committee member, the Chapter Committee Executive may appoint a replacement to serve out the remainder of the resigning member's term.
- (iv) The Chapter Executive may consist of a Chairperson, Deputy Chairperson, Secretary, one Chapter nominee as a Director of ACEN, and one other elected Member.
- (v) There must always be a Chairperson. In the event that a Chapter is unable to fill the Chair, the ACEN Board may co-opt a Member to be the Chairperson until the next ACEN Annual General Meeting.
- (vi) The Chapter Committee will nominate one member of that Chapter Committee to represent the Chapter on the Board
- (vii) In the event that an Executive position cannot be filled, the Chairperson may co-opt another Chapter Committee member to that position.
- (viii) A Chairperson may co-opt up to two (2) Members to serve until next General Meeting to fill vacancies on the Chapter Committee of which they are the Chairperson.

(d) Chapter Committee Meetings

- (i) Any member of a Chapter Committee Executive may demand a meeting of that Chapter's Committee.
- (ii) Where a purpose of a Chapter Committee meeting is to elect Committee Members or a delegate to the ACEN Board, at least fourteen (14) days' notice of such a meeting must be given to Chapter Members. For all other Chapter Committee meetings, at least two (2) days' notice of a Chapter Committee meeting must be given to Committee members.
- (iii) Each Chapter must hold a General Meeting in September of every second year to elect a Chapter Committee. The first such meeting is to be held in September, 2017.
- (iv) Commencing in October 2017, every two years each Chapter Chairperson must notify ACEN in writing to the Secretary the name and contact details of their Chapter's nominee Director.
- (v) A meeting may be conducted in an electronic forum.
- (vi) A quorum at a Chapter Committee meeting will be half the number of Chapter Committee members, plus one.
- (vii) Decisions of the Chapter Committee will be by a simple majority of those Chapter Committee members present.
- (viii) In the case of an equality of votes pursuant to a vote under this By-Law, the Chairperson of the Chapter Committee will have a second or casting vote.

- (ix) The Secretary of a Chapter Committee shall keep and distribute to all Chapter Committee members true and accurate minutes of each meeting.
- (x) To ensure meetings are quorate and that all members contribute to committee tasks, it is expected that Chapter Committee members will attend a minimum of seventy-five per cent (75%) of meetings in each calendar year.
- (xi) The Chairperson may give special consideration to members who cannot attend meetings and/or other activities during semester periods due to conflicting teaching and other commitments at their respective universities.
- (xii) Where a Chapter Committee member is unable to attend a Chapter Committee meeting, he or she must advise the Chapter Secretary promptly.

(e) Dispute resolution

In the event of a dispute that cannot be resolved by a Chapter, ACEN's Board will determine the matter.

(f) Reasonable expenses to be reimbursed

Reasonable expenses incurred by a Chapter in the conduct of the roles specified in these By-Laws and in accordance with ACEN's published "Guidelines for Chapter Spending" as amended from time to time will be reimbursed by ACEN on supply of receipted evidence of such expenses.

6. Amendment of these By-Laws

Only ACEN's Board may amend these By-Laws.