

# AUSTRALIAN COUNCIL OF DEANS OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

## CONSTITUTION

### 1. NAME

The name of the association shall be "The Australian Council of Deans of Information and Communications Technology". "The Deans of ICT" will be used as the short title for the association where abbreviation is appropriate.

### 2. INTERPRETATIONS

In this Constitution, unless the context otherwise requires:

**"ICT"** includes any combination of

Computer Science,  
Information Systems,  
Information Technology,  
Software Engineering,  
Electronic Engineering,  
Computer Systems Engineering,  
Telecommunications Engineering, and  
any other ICT related disciplines.

**"Council"** means The Australian Council of Deans of Information and Communications Technology.

**"Executive"** means the committee established by the Council to manage its business between Council meetings.

**"Deans of ICT"** shall include such persons as each Member University determines, for example: Dean of Faculty, Executive Dean, Head or Dean of School/Department or any other senior position of direct responsibility for ICT in an Australian university.

**"University"** refers to an Australian university that offers an award course in ICT.

**"Member University"** refers to a University that has paid its annual subscription or, within the first three months of the financial year, has paid the previous year's subscription.

**"Financial Year"** commences on 1 January and ends on 31 December.

**"ACPHIS"** refers to the Australian Council of Professors and Heads of Information Systems.

**"ACS"** refers to the Australian Computer Society.

**"AIIA"** refers to the Australian Information Industry Association.

**"CORE"** refers to Computing Research and Education Association of Australasia.

“EA” refers to Engineers Australia.

### **3. MISSION**

To promote and advance ICT education, research and scholarship on behalf of Australian universities.

### **4. OBJECTIVES**

- a. To provide a forum for leaders of ICT education to discuss and address matters of mutual concern and national importance.
- b. To provide integration and synergy for all relevant university groups concerned with ICT education consistent with the mission.
- c. In collaboration with relevant groups, raise the profile of the ICT Profession amongst school students and the community in general.
- d. To monitor the state of ICT education and scholarship, in terms of adequacy of programs and resources and quality of outcomes.
- e. To initiate and conduct reviews consistent with the mission.
- f. To consult with and offer advice to industry, universities and governments on matters relating to ICT education and research.
- g. To collect and disseminate information about University ICT faculties and schools.
- h. To maintain strong links with industry, ACS, AIIA, ACPHIS, CORE, EA and other relevant bodies to further the mission.
- i. To liaise, where appropriate, with related organisations both within Australia and overseas.
- j. To make statements on relevant issues to government inquiries, professional bodies, the media and the general community.
- k. To raise general community awareness on the need for and value of high-quality ICT education and research.
- l. To support ACS, AIIA and other relevant bodies in raising the status of the ICT profession.
- m. To promote research and research training in ICT.

### **5. POWERS**

Council has the power to:

- a. Open and operate bank accounts
- b. Appoint an Executive Officer, or other persons, to undertake its day-to-day business; and
- c. Do all such things as are conducive or incidental to the attainment of its Objectives.

### **6. MEMBERSHIP AND MEETINGS OF COUNCIL**

Members of Council shall be Member Universities represented by a Dean of ICT.

A Member of Council unable to attend may nominate an Alternate.

Member Universities, particularly those with more than one ICT faculty, school, or department, may nominate additional representatives to attend Council; these additional persons would attend as Observers.

Council will normally meet once each calendar year; this meeting will be called the Annual Conference of the Council. The Annual conference will occur in a venue to be recommended to Council by the Executive. Other meetings will be held as required.

The quorum for voting at Council meetings shall be one half of the number of Members of Council plus one.

## **7. OFFICE BEARERS AND MEETINGS OF THE EXECUTIVE**

Council shall elect from its members a President and a Deputy President. The Deputy President shall be the President-elect. Council shall also elect three other members to the Executive. Each of these individuals shall serve as the Council's representatives on relevant and appropriate bodies. Any Council member standing for election at the Annual Council Meeting must be present in person.

The term of office for elected Office Bearers shall be two years, unless Council determines otherwise. Office Bearers are eligible for re-election at the conclusion of their term with the exception of the president if there is a serving president-elect.

Elections will be determined by majority vote; each member shall vote by show of hands.

Council may appoint an Executive Officer or other person(s) to conduct the day-to-day business of Council and its Executive. Conditions of appointment, including term of office, duties and remuneration, will be determined by Council, on the recommendation of the President.

The Executive shall comprise: the President; the Deputy President; the Immediate Past President (if still a Dean of ICT); three elected members (one of whom shall take on the duties of Treasurer); and the Executive Officer. The Executive may coopt additional members if the Executive so desires. Coopted members of the Executive do not have voting rights at Executive meetings.

Nominations for election shall be called at least twenty-one days prior to the due election date, which will normally be the first day of the Annual Conference. Nominations may be received up to noon on that day or as otherwise decided by Council.

Should any member of the Executive cease to be a Dean of ICT, they will relinquish office as soon as practicable.

The Executive shall fill any vacancy that occurs on an interim basis until the next Council meeting, at which time an election for the position will be held and the term of office approved. (If the position of President is vacant, the Deputy President will assume the role of President and an election for Deputy President shall occur.)

The Annual Meeting of the Executive shall be the meeting following the Annual Conference of the Council. The Annual Meeting of the Executive shall

determine the main lines of policy of the Council, shall have the power to direct the management of the Council's affairs, and, subject to this constitution, shall regulate the Council's proceedings.

Ordinary meetings of the Executive shall be convened by the Executive Officer at least four times per year. The Executive Officer shall keep and maintain general records of the Executive. A schedule of ordinary meetings of the Executive shall be issued no later than one month after the Annual Meeting of the Executive. Ordinary meetings of the Executive may be held by electronic means such as teleconferencing.

The quorum for conducting business at a meeting of the Executive shall be one half of the members of the Executive plus one. The President or Deputy President must be in attendance.

Within the twelve-month period wherein the normal four Ordinary and one Annual meetings of the Executive are held, any member of the Executive who is absent for three or more of those meetings shall be automatically excluded from the Executive and the position will be declared vacant.

## **8. FINANCE**

The Council's assets and income shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to members except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

The Council shall be registered in the Australian Business Register as an Unincorporated Organisation.

The Council will be registered for GST.

An Annual Budget, Audited Financial Statements, and a List of Universities (together with their membership status) shall be prepared by the nominated Treasurer for Council's approval and be circulated in advance of the Annual Conference of the Council.

Council shall operate a cheque account and any other account deemed appropriate for the efficient conduct of its affairs. All disbursements of money other than petty cash shall be by cheque on the Council's bankers signed by two approved signatories.

Each Member University shall bear the cost of attendance of its representative(s) at Council meetings. Observers shall be required to pay for attributable meeting costs. Secretarial and administrative costs of Council and Executive shall be met by the Council.

An appropriate person who is not a Council member shall be appointed Auditor.

## **9. SUBSCRIPTIONS**

The annual subscription to be paid by Member Universities shall be agreed by Council at least six months in advance.

The annual subscription shall be paid within three months of the commencement of the Financial Year.

## **10. VOTING RIGHTS**

- a. Each Member University shall have one vote.
- b. The President shall have a deliberative vote. In the event of a tied vote, the motion shall be declared lost.
- c. Executive members shall have the right to one deliberative vote on each issue/election being decided at an Executive meeting.

## **11. NON MEMBERSHIP**

Universities that have failed to renew their subscription within three months of the commencement of the Financial Year shall not:

- a. Have a representative elected to hold office or membership of the Executive,
- b. Be entitled to vote on matters of the Council,
- c. Be chosen in a role for which an ACDICT representative has been requested,
- d. Be listed in any application for funding or sponsorship organised by ACDICT.

## **12. WINDING UP**

In the event of changed circumstances in which continuation of the Council is no longer of interest or benefit to Member Universities, a two-thirds majority of votes taken at a Council meeting may recommend disbandment of the Council. Such recommendation shall be communicated to all Member Universities and after the lapse of at least one month shall be considered at an Extraordinary Business Meeting of Member Universities.

If disbandment is endorsed at the Extraordinary Business meeting, the amount that remains after such disbandment and the satisfaction of all debts and liabilities shall be transferred to Member Universities on a pro-rata basis or to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

The quorum for conducting business at an Extraordinary Business Meeting shall be one half the number of Member Universities plus one.

## **12. AMENDMENTS**

Amendments to this Constitution may be made only by a two-thirds majority of votes cast at a meeting of Council. Proposed amendments must be presented in writing to the President not less than one month before a scheduled Council meeting so that they may be sent with recommendations from the Executive to all Member Universities at least fourteen days before such a meeting.

### Amendment History

Original version adopted by Council – 25 July 2008

Amendments accepted by Council – 23 July 2009

Revised version accepted by Council – 16 September 2010

Revised version accepted by Council – 25 July 2011