

**Constitution**  
**Art Education Australia**

and

**(Comprising the Statement of Purposes and the Rules)**

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## STATEMENT OF PURPOSES

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### 1 Purposes

1.1 The name of the organisation is **Art Education Australia** herein referred to as the **AEA** or the **Association**.

1.2 **The objectives for which AEA is established are:**

- (a) To represent Members within the national and international Art Education communities.
- (b) To promote cooperation between, and undertake liaison with, similar associations, nationally and internationally and other associations of members of the Art Education Sector.
- (c) To support and promote intellectual freedom, higher order thinking and best practice in learning and teaching within Art Education.
- (d) To encourage and promote all facets of Art education, providing a national focus for all such activity in Australia.
- (e) To provide national forums and opportunities for the exchange of ideas for all stakeholders working in Australia on aspects of Art education, and to provide advice and assistance for all such people.
- (f) To produce publications and other materials as deemed appropriate by Council or by Executive resolution.
- (g) To actively encourage research and investigation in Art Education and provide a forum for exhibitions, presentation of papers and their publication.
- (h) To conduct national and regional conferences for Art Education as deemed appropriate by Council or by Executive resolution.
- (i) To provide consultative services on such aspects of Art Education as are deemed appropriate by Council or by Executive resolution.
- (j) To critically consider, originate, promote and support the implementation of reforms and improvements in laws and government policies affecting Art Education in the tertiary and school sectors.

## 2 Powers

Without limiting rule 10.1(a) of the Rules, AEA has the power:

- (a) to enter into any arrangements, understandings or joint ventures with any person in relation to the management, activities or conduct of AEA or any property or assets of AEA;
- (b) to indemnify persons (as permitted by the Rules), for any loss or damage incurred as a result of having, while undertaking duties or volunteer work for or on behalf of AEA, become liable to pay any amount by way of damages or otherwise to any person;
- (c) to subscribe to, become a member of, affiliate with or co-operate with any other association, club or organisation, whether incorporated or not, whose purposes are altogether or in part similar to that of AEA;
- (d) to buy, sell and deal in all kinds of articles, resources and provisions, for the Members, persons frequenting AEA functions or activities or like associations;
- (e) to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal estate necessary or convenient for the purposes of AEA;
- (f) to sell, improve, lease, dispose of or otherwise deal with all or any part of the property or assets of AEA for the benefit of AEA.

## RULES

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### 1 Name

The name of the association is Art Education Australia, Inc.

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## 2 Definitions and Interpretation

### 2.1 Definitions

In these Rules, unless the contrary intention appears:

**Act** means the *Associations Incorporation Act 1981 (Vic.)* as amended or replaced from time to time.

**AEA** means Art Education Australia Inc.

**AEA Regulations** means any regulations made pursuant to rule 21.

**Annual General Meeting** means a meeting of Members convened in accordance with rule 6.

**Annual Conference** means the annual National conference of AEA, to be held at the time and in the manner determined by the Council from time to time.

**Art Education** means any activities related to the teaching and learning of the visual arts.

**Art Teacher** means any person engaged in the delivery of Art Education.

**Business Day** means a day on which banks are open for business in Victoria excluding a Saturday, Sunday or a Public Holiday.

**Chair** means the chair of the relevant meeting.

**Council** means the governing body of AEA constituted under rule 10.

**Councillor** means a member of the Council.

**Executive** means the members of the Council identified in rule 11.1.

**Executive Member** means a member of the Executive.

**Financial Year** means a 12 month period ending 30<sup>th</sup> April

**General Meeting** means a general meeting of Members convened in accordance with these Rules and includes an Annual General Meeting.

**International Fellow** means any person granted the status of an international fellow of AEA under rule 3.5.

**Member** means a person who is a member of AEA in accordance with these Rules in one of the classes referred to in rule 3.1.

**Office** means the registered office of AEA.

**Public Officer** means the person occupying the office of public officer of AEA pursuant to the Act.

**President** means the person occupying the office of president of AEA pursuant to rules 10 and 11.

**Register** means the register of Members kept pursuant to these Rules.

**Regulations** means the regulations made under the Act.

**Relevant Documents** has the meaning given under the Act.

**Rules** means these rules of AEA.

**Secretary** means the person occupying the office of secretary of AEA pursuant to rule 11 and is the Public Officer.

**Special General Meeting** has the meaning given to it in rule 7.

**Special Resolution** has the meaning given by the Act.

**Statement of Purposes** means the statement of purposes of AEA under section 21(1) of the Act.

**Treasurer** means the person occupying the office of treasurer of AEA pursuant to rule 11.

**Vice-President** means a person occupying a office of vice-president of AEA pursuant to rule 11.

## 2.2 Interpretation

(a) When interpreting these Rules, headings are for convenience only and do not affect interpretation, and unless the context otherwise requires:

(1) words denoting the singular number include the plural and vice versa;

(2) words denoting any gender include all genders;

(3) where a word or phrase is defined, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;

(4) words denoting individual persons include bodies corporate and unincorporated and other entities and vice versa;

(5) a reference to an Annexure is a reference to an annexure to these Rules;

(6) where the approval or like endorsement of the Council or Executive is required under these Rules or an act, matter or thing is subject to the approval, determination or like decision of the Council or Executive under these Rules, then unless otherwise expressly stated in these Rules:

(A) that approval, endorsement, determination or decision can be withheld, made or delayed by the Council or Executive (as the case may be) as it sees fit in its absolute discretion; and

(B) the Council or Executive (as the case may be) is entitled to make its approval, endorsement, determination or decision subject to any condition as it sees fit in its absolute discretion;

(7) when introducing an item or a list of items, the use of the word 'including' or 'includes' does not limit the meaning of the words to which the list relates to those items, or to items of a similar kind; and

- (8) where a power is granted to a person or an office, unless express provision is made to the contrary in the Act, the Regulations, these Rules or AEA Regulations, that power may be exercised by that person or the person occupying that office:
  - (A) at any time; and
  - (B) from time to time.
- (b) A reference in a rule in general terms to a person holding or occupying a particular office or position includes a reference to any person who occupies or performs the duties of that office or position for the time being.
- (c) Where the day on or by which any thing is to be done is not a Business Day, that thing must be done on or by the next succeeding Business Day.
- (d) Where a rule refers to a 'year' in the context of a term of office, that 'year' refers to the period between Annual General Meetings.

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### 3 Membership

#### 3.1 Classes of Membership

The classes of Membership are:

- (a) **Individual Membership** - open to any person who is in the opinion of the Executive:
  - (1) an Art Educator in the tertiary or school sector;
  - (2) a practising or professional artist or crafts person; or
  - (3) any person directly or indirectly involved with Art Education;
- (b) **Institutional Members** - open to educational institutions satisfying relevant credentials and standing requirements set by the Executive from time to time;
- (c) **Affiliated Organisations** - shall be national, state or territory Art Education organisations affiliated with the AEA.
  - (1) Affiliation fees are five percent (5%) of subscription fees (up to maximum of 100 members) received by the affiliated organisation from its members.
  - (2) Affiliation fees must be forwarded to the Treasurer of the AEA with the nomination of State Vice Presidents, no later than March 31 each year.
  - (3) Affiliated organisations are entitled to present one percent (1%), rounded to the nearest whole number, of their membership number as delegates to the Annual General Meeting of the AEA, up to a maximum of four delegates.

- (4) Notwithstanding clause 7.4(c), each Affiliated Organisation is entitled to present a minimum of two delegates to the Annual General Meeting of the AEA.
- (5) Approval for a national, state or territory Art Education organisation to become an affiliate of the AEA will be determined upon application to Council.
- (6) Applications for Affiliation should include:
  - (A) a copy of the constitution of the organisation;
  - (B) a statement of the aims of the organisation, which should be in harmony with those of the AEA;
  - (C) the current membership number;
  - (D) details of membership fees charged;
  - (E) an outline of publications and activities;
  - (F) a list of executive officers and members of the governing body of the organisation; and
  - (G) current registered address
- (e) **Corporate members** shall be those organisations having current paid up membership rates as determined from time to time by Executive.
  - (1) Approval for a corporate organisation to become a member of AEA will be determined upon application to Executive:
  - (2) a copy of mission statement/charter of organisation may be required upon request
  - (3) an outline of corporate services and products
  - (4) a list of executive officers and members of the governing body of the organisation.
- (f) **Honorary Life Membership** as designated by council.

### 3.2 MEMBERSHIP RIGHTS AND PRIVILEGES

- (a) **Individual Members** of the AEA receive all publications and information disseminated by the Institute, may vote at the Annual General Meeting of the Institute, and are eligible to hold office in the AEA.
- (b) **Institutional Members** of the AEA receive all publications and information disseminated by the Institute.
- (c) **Affiliated Organisations** receive all publications and information disseminated by the Institute. Through their delegates, they may

cast votes at the Annual General Meeting equal in number to five percent (5%), rounded to the nearest whole number, of their membership number as of the previous March 31 up to a maximum of 20 votes.

- (1) Delegates of an organisation affiliated with the AEA shall vote as representatives of their affiliated organisation.
  - (2) Each State Vice President or their appointed representative shall attend the Annual General Meeting of the Institute, as set out in section eight.
- (d) **Corporate Members** shall receive all publications and information disseminated by the Institute.

### 3.3 Council Policy

The Executive on behalf of Council may from time to time make or amend policy imposing or clarifying eligibility criteria for the classes of Membership described in rule 3.1. All such policy or amended policy will be binding on all relevant persons from the time it is made (provided that to the extent such policy or amended policy would otherwise disentitle a Member from continuing to be a Member in the same class, that policy has no effect in relation to that Member).

### 3.4 Admission

- (a) A person becomes a Member on payment of the annual subscription, payable under these Rules and the entry of that person's name in the Register by the Membership Officer.
- (b) An application of a person for Membership shall be made in writing in substantially the form set out in Annexure A or as otherwise prescribed by the Council from time to time.
- (c) On becoming a Member, the person will be issued with a membership number.
- (d) Upon an application not being approved by the duly designated person or committee, the Council, shall, with as little delay as possible:
  - (1) notify the person in writing that they are not approved for Membership; and
  - (2) refund to such person any annual subscription already paid.
- (e) A right, privilege or obligation of a person by reason of their Membership:
  - (1) is not capable of being transferred or transmitted to another person; and
  - (2) terminates upon the cessation of their Membership, whether by death, resignation or otherwise.

### **3.5 Honorary Life Membership**

- (a) The Council may by Two-thirds Resolution bestow the privilege of Honorary Life Membership upon any person who in the opinion of the Council has made a significant contribution to AEA.
- (b) Honorary Life Members are entitled to all the privileges of Membership including the right to vote but shall be exempt from the payment of the annual subscription.
- (c) Honorary Life Members are entitled to receive the minutes of Council meetings.
- (d) Honorary Life Members are not eligible to stand for or hold any office of AEA.

### **3.6 International Members**

International Members have only such benefits as:

- (a) the Act requires; and
- (b) the Council determines from time to time, which may include the benefit to receive journals, articles, leaflets produced by AEA.

### **3.7 International Fellows**

- (a) The Council may by Two-thirds Resolution bestow the privilege of International Fellow on any person who in the opinion of the Council is a distinguished art educator or artist resident outside Australia.
- (b) The Council may from time to time bestow on, or revoke from, an eligible person, the status of International Fellow.
- (c) International Fellows are not Members, and therefore are not entitled to any of the privileges of Membership.
- (d) International Fellows have only such benefits as the Council determines from time to time, which may include the benefit to receive journals, articles and leaflets produced by AEA.
- (e) International Fellows will be encouraged to contribute to AEA publications and presentations.

### **3.8 Patrons of AEA**

- (a) The Council may invite any person, whether or not a Member, to be a patron of AEA.
- (b) Patrons have such rights and obligations as are agreed between them and the Council.

### **3.9 Register**

- (a) The Membership Officer shall keep and maintain the Register in which shall be entered the full name, address and date of entry of the name of each Member and the Register shall be available for inspection by Members at the Office during normal business hours.
- (b) The Register may be maintained in any manner or form as the Membership Officer sees fit, so long as it is readily convertible to written or printed form.
- (c) All persons may treat the Register as complete and accurate and nothing done in good faith based on the completeness and accuracy of the Register shall be rendered ineffective, void or voidable by any subsequently discovered omission from, or inaccuracy in, the Register.

### **3.10 Resignation of Members**

- (a) A Member may resign by giving written notice to the Executive.
- (b) A resignation notified under rule 3.9(a) is effective upon receipt of the notice by the Executive.
- (c) After the receipt of a notice referred to in rule 3.9(a), the Membership Officer shall as soon as possible after the next Council meeting, make in the Register an entry recording the date on which the Member from whom the notice was received, ceased to be a Member.

### **3.11 Subscriptions**

- (a) The Executive on behalf of Council may from time to time determine, in respect of any class of Membership other than Honorary Life Membership and International Fellows, that subscriptions shall be payable as annual subscriptions or as other types of subscriptions so payable, and the date from which the subscription become payable.
- (b) The Executive on behalf of Council may determine a different subscription for different categories of persons within any class of Membership and if so determined shall define such different categories of persons within the class of Membership from time to time.
- (c) Unless the Executive on behalf of Council generally or in any specific case determines otherwise, annual subscriptions are payable in advance on or before 1 January each year.
- (d) A Member is to be regarded as a financial Member of AEA from the time the Member pays all monies due to AEA, or any other earlier time as determined by the Executive on behalf of Council.

### **3.12 Termination of Membership**

- (a) A Member's Membership of AEA terminates:

- (1) upon non-payment of subscriptions as provided in rule 3.11(c);
  - (2) if the Member is expelled pursuant to these Rules; or
  - (3) if the Member dies, is wound-up or ceases to exist.
- (b) Upon the termination of Membership, the Membership Officer shall record this fact and the date of termination in the Register.
- (c) Should a Member fail to renew Membership after the later of two months from the due date and the mailing of two reminder notices, such Membership will terminate and the Membership Officer shall record this fact in the Register.
- (d) The Council may restore any person whose name has been so removed to his or her former status in AEA on such terms and conditions as the Council thinks fit.

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## **4 Discipline of Members**

### **4.1 Discipline, suspension and expulsion of Members:**

The Council may by resolution:

- (a) suspend a Member from Membership for a period of time; or
  - (b) expel a Member from AEA,
- if the Council is of the opinion that the Member:
- (c) has wilfully refused or neglected to comply with these Rules;  
or
  - (d) has been guilty of conduct prejudicial to the interests of AEA.

### **4.2 Procedure for discipline of Members**

- (a) A resolution of the Council under rule 4.1 does not take effect unless:
  - (1) at a Council meeting held in accordance with rule 4.2(b), the Council confirms the resolution; and
  - (2) where the Member exercises a right of appeal to AEA in General Meeting under this rule, AEA in General Meeting confirms the resolution.
- (b) A meeting of the Council to confirm or revoke a resolution passed under rule 4.2(a) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the Member in accordance with rule 4.2(c).

- (c) For the purposes of giving notice in accordance with rule 4.2(b), the Secretary must, as soon as practicable, cause to be given to the Members a written notice:
  - (1) setting out the resolution of the Council and the grounds on which it is based;
  - (2) stating that the Member, or his, her or its representative, may address the Council at the meeting to be held pursuant to rule 4.2(b);
  - (3) stating the date, time and place of that meeting; and informing the Member that he, she or it may do one or more of the following:
    - (A) attend the meeting;
    - (B) give to the Council before the date of that meeting a written statement seeking the revocation of the resolution; and
    - (C) informing the Member that, if at that meeting, the Council confirms the resolution, he, she or it may not later than 48 hours after that meeting, give the Executive Officer, a notice to the effect that he, she or it wishes to appeal to AEA in General Meeting against the resolution.
- (d) At a meeting of the Council to confirm or revoke a resolution passed under rule 4.1, the Council must:
  - (1) give the Member, or his, her or its representative, opportunity to be heard; and
  - (2) give due consideration to any written statement submitted by the Member; and
  - (3) shall determine by resolution whether to confirm or to revoke the resolution.
- (e) If at the meeting of the Council, the Council confirms the resolution, the Member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he, she or it wishes to appeal to AEA in General Meeting against the resolution.
- (f) If the Secretary receives a notice under rule 4.2(e), he, she or it must notify the Council and the Council must convene a General Meeting of AEA to be held within 21 days after the date on which the Executive Officer received the notice.
- (g) At a General Meeting of AEA convened under rule 4.2(f):

- (1) no business other than the question of the appeal may be conducted;
  - (2) the Council may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
  - (3) the Member, or his, her or its representative must be given an opportunity to be heard; and
  - (4) the Members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (h) A resolution is confirmed if, at the General Meeting, not less than two-thirds of the Members present and voting vote in favour of the resolution. In any other case, the resolution is revoked.

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## 5 Grievance procedure

### 5.1 Disputes and mediation

- (a) A **Dispute** is any dispute under these Rules between:
- (1) a Member and another Member; or
  - (2) a Member and AEA.

### 5.2 Dispute and mediation process

- (a) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties to the dispute.
- (b) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within a further 10 days, hold a meeting in the presence of a mediator.
- (c) The mediator must be:
- (1) a person chosen by agreement between the parties; or
  - (2) in the absence of agreement:
    - (A) in the case of a dispute between a Member and another Member, a person appointed by the Council; or
    - (B) in the case of a dispute between a Member and AEA, a person who is a mediator appointed or employed by

the Dispute Settlement Centre of Victoria (Department of Justice).

- (d) A Member can be a mediator.
- (e) The mediator cannot be a party to the dispute.
- (f) The parties to the dispute must, in good faith, attempt to settle the dispute in the mediation.
- (g) The mediator, in conducting the mediation, must:
  - (1) give the parties to the mediation process every opportunity to be heard;
  - (2) allow due consideration by all parties of any written statement submitted by any party; and
  - (3) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (h) The mediator must not determine the dispute.
- (i) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

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## 6 Annual General Meetings

### 6.1 As a rule

- (a) *AEA shall in each calendar year convene an Annual General Meeting of its Members within 5 months of the close of the financial year.*
- (b) The Annual General Meeting shall be in addition to any other General Meeting that may be held in the same year but may be held in conjunction with a General Meeting.
- (c) An Annual General Meeting of the Members shall be held on such day as the Council determines, but subject to rule 6.1(a) shall be at the time of the National Conference.
- (d) The Annual General Meeting shall be specified as such in the notice convening it.
- (e) No business shall be included in a notice of Annual General Meeting or be transacted unless it is approved by the Council/Executive or unless notice of a motion in relation to it is signed by no fewer than 20 Members and such notice is received at

the Office not less than 28 days prior to the day appointed for holding such meeting.

## **6.2 Business at Annual General Meetings**

As a rule, the Annual General Meeting of the AEA will be held during the National Conference of the Institute.

In the event that it is decided not to hold a National Conference in a given year, then the nominated State Executive will ensure that an Annual Meeting is held via Phone linkup and / or at another event where a sufficient number of members to form a quorum may be present.

The ordinary business of any Annual General Meeting shall be the following:

- (a) to confirm the minutes of the preceding Annual General Meeting and any General Meeting held since that meeting;
- (b) to receive the annual report of the Council;
- (c) to receive and consider the statement submitted by the Council in accordance with s30(3) of the Act;
- (d) to receive the auditor's report; and
- (e) to elect Councillors in accordance with these Rules.

An Annual General Meeting may also transact any other business special business) of which notice is given in accordance with rule 6.1(e).

## **7 Special General Meetings**

### **7.1 Terminology**

All General Meetings other than the Annual General Meeting shall be called Special General Meetings.

### **7.2 The Executive convening a Special General Meeting**

The Executive may, whenever it thinks fit, convene a Special General Meeting:

### **7.3 Members requisitioning a Special General Meeting**

- (a) The Council shall, on the requisition in writing of a minimum of 5 Members entitled to vote, convene a Special General Meeting.
- (b) The requisition for a Special General Meeting must:
  - (1) state the objects of the meeting;
  - (2) be signed by the Members making the requisition; and

- (3) be addressed to the Secretary at the Office.
- (c) The Special General Meeting must be held within three months of the date on which the requisition is received at the Office, but if it is not, the Members requisitioning it may convene the Special General Meeting themselves, and recover all reasonable costs in doing so from AEA.
- (d) If a Special General Meeting is convened by Members under rule 7.3(c), it must be convened in the same manner, as nearly as possible, as that in which Special General Meetings are ordinarily convened by the Council.
- (e) Any notice convening a Special General Meeting will be notified in writing to all Members.

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## **8 Notice of General Meetings**

- (a) The Council must, at least 14 days (or, if a Special Resolution has been proposed, at least 21 days) before the date fixed for holding a General Meeting, cause to be sent by prepaid post, facsimile or electronic transmission, to:
  - (1) each Individual Member;
  - (2) the auditor of AEA,at his, her or its address appearing in the Register or otherwise known by AEA, a notice stating the place, date and time of the General Meeting and the nature of the business to be transacted at the General Meeting.
- (b) No business except that set out in the notice convening the General Meeting may be transacted at the General Meeting.
- (c) A member intending to bring any business before any meeting may notify in writing or by electronic transmission the Secretary of that business. The Secretary must include that business in the notice calling the next General Meeting.

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## **9 Proceedings at General Meetings**

### **9.1 Quorum**

- (a) No item of business shall be transacted at a General Meeting (except the election of a Chair and the adjournment of the meeting) unless a quorum of Members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- (b) A quorum shall consist of twice the number of elected Executive officers plus one.

- (c) If within 30 minutes from the time appointed for the commencement of a General Meeting, a quorum is not present, the meeting,
  - (1) if convened upon the requisition of Members under rule 7.3 shall be dissolved; and
  - (2) in any other case it shall stand adjourned to a mutually agreed time and place within 30 days. If at such adjourned meeting a quorum is not present the meeting shall be dissolved.

## **9.2 Chair**

- (a) The President, or in his or her absence, either Vice-President shall preside as Chair at each General Meeting.
- (b) If none of the people listed in rule 9.2(a) are present and willing to act as the Chair, the Members present shall elect one of their number to act as Chair for that meeting.

## **9.3 Adjournment**

- (a) The Chair of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the General Meeting to a later date.
- (b) No business shall be transacted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (c) If a General Meeting is adjourned a notice of the adjourned meeting shall be given as in the case of Rule 8.

## **9.4 Voting**

- (a) Only Members in the Individual Membership, Honorary Life Membership and those eligible to vote according to 3.2C are entitled to vote at a General Meeting. Each such Member is entitled to 1 vote.
- (b) A resolution proposed and seconded at a General Meeting must first be determined on a show of hands.
- (c) Unless before or on the declaration of the show of hands a poll is demanded:
  - (1) a declaration by the Chair that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost; and
  - (2) an entry to that effect in the minutes of AEA,is conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

- (d) All votes must be given personally or by proxy.
- (e) Where the votes on a question are equal, the Chair of the meeting may exercise a second or casting vote.

### **9.5 Poll**

- (a) If at a General Meeting a poll (a confirmation of the vote) on any question is demanded by at least 4 Members:
  - (1) it must be taken at that meeting in the manner the Chair directs; and
  - (2) the resolution of the poll must be treated as a resolution of the meeting on that question.
- (b) A poll that is demanded:
  - (1) on the election of the Chair or on a question of an adjournment, must be taken immediately; and
  - (2) on any other question, must be taken at the time the Chair directs.

### **9.6 Proxies**

- (a) Each Member is entitled to appoint another Member as his or her proxy by notice given to the Secretary not later than one business day before the time of the General Meeting for which the proxy is appointed.
- (b) The notice appointing the proxy must be in the form as specified in Annexure B or such other form approved by the Council or Executive at any time. If required by the Member appointing, direction of the proxy vote shall also be indicated on this form.
- (c) Prior to the counting of votes, the Chair will declare the number of proxy votes received.

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## **10 Council**

### **10.1 Powers of Council**

- (a) The Council is the governing body of AEA through the nominated State Executive, thus the nominated State Executive acts as the Council of AEA in all events except at the AGM or a Special General Meeting. The Executive acting as the Council:
  - (1) shall control and manage the business and affairs of AEA;
  - (2) may, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by AEA other than those powers and functions that are required by

these Rules to be exercised by General Meetings of the Members; and

- (3) subject to these Rules, the Regulations and the Act, has power to perform all such acts as appear to the Executive to be necessary to the proper management of the business and affairs of AEA.
- (b) The Executive shall meet a minimum of six times from Annual General Meeting to Annual General Meeting at such times and places as the Executive shall determine.
- (c) On behalf of Council, the Executive shall ensure AEA takes out public liability and product liability and directors and officers liability insurance policies, on terms the Council thinks fit.

### **10.2 Role of Council, through the elected State Executive**

- (a) To decide broad policy on means of achieving the objects of the Institute within any limits laid down in this Constitution;
- (b) To receive monies from all appropriate sources including fees, subscriptions and levies, and allocate part or all of these monies in such manners as the Executive deems fit;
- (c) To be responsible for the two-way communication with InSEA members in Australia, including the dissemination of information from the Regional and World Councils and the distribution of InSEA NEWS;
- (d) To be responsible for the nomination, from among AEA membership, of the Australian representative(s) to InSEA/SEAPAC Regional Council;
- (e) To make such regulations and do all such things as it deems necessary for the proper governing of the Institute.

### **10.3 Composition of Council**

Council shall consist of the following elected positions:

- President
- National Vice President
- Treasurer
- Secretary
- Membership Officer

and the following appointees or representatives:

- a Vice President from each state and territory
- InSEA/SEAPAC Representative(s)
- Journal Editor
- Research Council Chairperson
- Conference Director

#### **10.4 Election to Council / Executive**

- (a) Elections will be held for Council/Executive biennially in the form of a “slate” put forward by State Affiliates, for the positions of President, National Vice-President, Treasurer, Secretary and Membership Officer.
- (b) In the circumstance that no nominations for Executive are received by the due date and the current Executive has held office for two consecutive terms, the current Executive can renominate for a further term of office (two consecutive years). This may continue until such time as another affiliate body nominates for council.
- (c) Each state Vice President shall be selected annually from and by the delegates representing Affiliated Organisations from within his/her state or territory and present at the Annual General Meeting.
- (d) In the event of there not being an Affiliated Organisation for a particular state or territory, then Council shall appoint a state or territory Coordinator from amongst the membership of the Institute residing in that state or territory.
- (e) Nominations for Council/Executive officers (President, National Vice-President, Treasurer, Secretary and Membership Officer) shall be received in writing by the Secretary no later than 14 days prior to the relevant Annual General Meeting.
- (f) Council will appoint the Conference Director(s), the Journal Editor(s), and the Research Council Chairperson.
- (g) The InSEA/SEAPAC Representative(s) are elected by Australian/Pacific members of the International Society for Education through Art (InSEA).

#### **10.5 The Annual Meeting of Council**

The Annual Meeting of Council for the year passed shall be held during the National Conference for that year, unless it is resolved not to hold a National Conference in a year, the date of the Annual Meeting of Council for that year shall be prescribed if possible at the preceding Annual Meeting.

In the event that it is decided not to hold a National conference in a given year, then the nominated State Executive will ensure that an annual meeting is held via Phone linkup or at another event where a substantial majority of the council may be present.

#### **10.6 Term of office**

- (a) The Executive may reside in a state for two consecutive terms.
- (b) In the event in any given year, that there are no new nominations for Executive from any of the affiliate organisations, then the Council on behalf of the membership may request that the current

Executive (if it's members are agreeable) remain in office until another Affiliate body nominates for Executive at a subsequent AGM or Special General Meeting

#### **10.7 Nomination and election**

Nominations of candidates for election to Council must be:

- (a) in the form set out in Annexure C or any other form approved by the Council at any time;
- (b) accompanied by the written consent of the affiliates whose names will be on the nomination form Annexure C. This must be delivered to the Secretary not less than 14 days prior to the relevant Annual General Meeting.
- (c) A candidate for election to Council must be a financial Member at the time of the nomination and at the time of the election.
- (d) Only Individual Members are eligible for nomination and election to Council.

#### **10.8 Vacancy of office on Council**

The office of a Councillor (and Executive Member if that Councillor is an Executive Member) becomes vacant if the person:

- (a) resigns as a Councillor by written notice to the Council; fails to attend 3 consecutive meetings of the Council without leave of the Council (whether given before or after that absence) and is removed from office by resolution of the Council;
- (b) is removed in the circumstances contemplated by rule 0; or
- (c) ceases to be a Member.

#### **10.9 Casual vacancies**

The Council has the power at any time and from time to time to appoint any Individual Member who is a financial Member at that time, to fill a casual vacancy on the Council. The term of office of a casual vacancy will be until the completion of the next Annual General Meeting.

#### **10.10 Removal from office by General Meeting**

- (a) AEA in General Meeting in accordance with the Act may by resolution remove any Councillor before the expiration of his or her term of office and appoint another Individual Member who is a financial Member at that time in his or her stead, to hold office until the expiration of the term of the removed Councillor.
- (b) Where the Councillor to whom a proposed resolution referred to in rule 0 makes representations in writing to the President and requests that the representations be notified to Members, the President may either:

- (1) send a copy of the representations to each Member; or
- (2) make them available or read them out at the meeting.

### **10.11 Removal from office by Council**

- (a) The Council in accordance with the Act may by Two-thirds Resolution (conducted by secret ballot, if required under rule 12.6), remove any Councillor (whether or not an Executive Member) before the expiration of his or her term of office and appoint another Individual Member who is a financial Member in his or her stead to hold office until the expiration of the term of the removed Councillor.
- (b) A Councillor removed pursuant to rule 10.11(a) does not have a right of appeal to a General Meeting.

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## **11 The Executive**

### **11.1 Composition**

- (a) The Executive shall consist of:
  - (1) the President
  - (2) the National Vice-President
  - (3) the Secretary
  - (4) the Treasurer
  - (5) the Membership Officer

each of whom (subject to rule 10.4(b)) shall be elected at an Annual General Meeting. The Executive shall also include the following non-elected members, if residing in the home state of the Executive:

- (6) the InSEA/SEAPAC representative
- (7) the Journal Editor
- (8) the NAAE Representative will be the President of AEA or the President's Nominated representative
- (9) Any other member deemed appropriate for secondment by the Executive

No Councillor may hold more than one position on the Executive.

### **11.2 Functions of the Executive**

The Executive:

- (a) Shall act as the governing body of AEA (subject to rules 10.1 and 10.2)
- (b) shall discuss, plan and evolve strategic directions of AEA in consultation with the Council. Proposals will be brought to the Council for discussion and consideration; and
- (c) has the responsibility to make recommendations to the Council concerning essential matters for the proper management of the business and affairs of AEA.

### **11.3 Frequency of meetings**

The Executive shall meet a minimum of 6 times each year at such places and such times as the Executive may determine.

### **11.4 Quorum**

The quorum for an Executive meeting shall be three Executive Members present in person or by teleconference.

### **11.5 Casual vacancies on the Executive**

The Council has the power at any time and from time to time to appoint any Councillor who is not already an Executive Member, to fill a casual vacancy on the Executive (including the President)

### **11.6 Appointment of acting Secretary, acting Treasurer**

The Council may from time to time appoint any financial Member to be an acting Secretary or acting Treasurer to fulfil some or all of the duties of these offices.

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## **12 Proceedings of Executive**

### **12.1 General procedure**

- (a) The Executive may meet for the dispatch of business as outlined in the standing orders.
- (b) The standing orders may be amended by the Executive as and when it determines.

### **12.2 Non-scheduled Executive meetings**

- (a) A non-scheduled Executive meeting may be convened by the President or by any four Members of the Executive.
- (b) The Secretary shall give notice to all Members of any non-scheduled Executive meeting specifying the general nature of business to be transacted.

- (c) A non-scheduled Executive meeting may deal with any business.

### **12.3 Quorum**

- (a) Any three Members of Executive constitute a quorum for transacting the business of a Executive meeting.
- (b) No business may be transacted at an Executive meeting unless a quorum is present.
- (c) If within 15 minutes of the time appointed for a Executive meeting a quorum is not present, the Chair may adjourn the meeting to a later date.

### **12.4 Chair**

- (a) The President will Chair a meeting of the Executive.
- (b) If the President is not present within 30 minutes after the time appointed for the meeting, a Vice-President shall be entitled to take the Chair.
- (c) If there is no Vice-President present within 30 minutes after the time appointed for the meeting, or he or she is unwilling to act as Chair, the Executive present shall choose one of their number to be the Chair at that meeting.

### **12.5 Voting**

- (a) Questions and motions arising at a meeting of the Executive shall be decided by a show of hands.
- (b) Each elected member of Executive present at a meeting of the Executive, including the Chair is entitled to one vote, and in the case of equality of votes on any question, the Chair may exercise a second or casting vote in addition to his or her own deliberative vote.
- (c) Subject to these Rules, a resolution shall only be considered to have been passed concerning any question arising at a meeting of the Executive if a majority of votes cast at the meeting in respect of that resolution are cast in favour of it.

### **12.6 Ballot**

- (a) Any Executive member may require that any question or motion at a meeting of the Executive in relation to the appointment of a Chair or the appointment or removal of a member of Executive or other person appointed by the Executive, be determined by secret ballot.
- (b) The secret ballot shall be conducted in such a manner as the Chair sees fit.

## **12.7 Usual business at meetings of the Executive**

The usual business at a meeting of the Executive is:

- (a) to confirm the minutes of the last meeting;
- (b) to deal with any items retained on the agenda from the last meeting;
- (c) to receive reports from the President, Membership Officer and Treasurer;
- (d) to receive reports from Executive members charged with responsibility for agenda items;
- (e) to discuss correspondence received and correspondence to be sent;
- (f) to organise General Meetings and other functions; and
- (g) such other business as may be notified to Executive members or raised at the meeting.

## **12.8 Observers at meetings of Executive**

Members and persons other than the Executive may attend meetings of the Executive, but do not have voting rights and may not speak at the meeting unless permitted by the Chair.

## **12.9 Notice**

Proposed dates of Executive meetings for the year must be published by the Secretary after the first Executive meeting after the Annual General Meeting. The Secretary must give notice of each meeting and the agenda to each Executive member at least 3 days before the meeting. Failure to give such notice does not invalidate the meeting or anything transacted at the meeting. The Secretary must distribute the minutes within 10 days of the Executive meeting.

## **12.10 Written resolutions of the Executive**

- (a) If a quorum of the Executive assent to a document containing a statement to the effect that an act, matter or thing has been done or resolution has been passed that act, matter, thing or resolution is to be taken as having been done at or passed by a meeting of the Executive.
- (b) For the purposes of rule 12.10(a):
  - (1) the meeting is to be taken to have been held on the day on which, and at the time at which, the document was last assented to by the Executive;

- (2) two or more separate documents in identical terms each of which is assented to by one or more are to be taken as constituting one document; and
  - (3) an Executive member may signify assent to a document by signing the document or by notifying AEA of the member's assent in person or by post, facsimile transmission, telephone or other method of written, audio or audio visual communication.
- (c) Where an Executive member signifies assent to a document otherwise than by signing the document, the member must by way of confirmation sign the document at the next meeting of the Executive attended by that member, but failure to do so does not invalidate the act, matter, thing or resolution to which the document relates.
- (d) Where a document is assented to in accordance with rule 12.10(a), the document is to be taken as a minute of a meeting of the Executive.

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### **13 The Secretary**

- (a) The Council may appoint one or more assistant secretaries to fulfil all or some of the duties of the Secretary.
- (b) The Secretary shall attend all General Meetings, Council meetings and Executive meetings and shall keep minutes thereof as required by these Rules.
- (c) The Secretary shall cause minutes to be duly entered in documents provided for the purpose:
  - (1) of the names of the persons present at each meeting; and
  - (2) of all resolutions, reports and proceedings of all meetings of AEA, Council, the Executive

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### **14 Accounts, records and financial matters**

- (a) The Treasurer shall maintain the accounting and other financial records which AEA is required to keep by law.
  - (1) The Treasurer must cause to be collected and received all monies due to AEA and ensure all payments are authorised by AEA.
  - (2) Such records shall be retained for not less than seven years after the completion of the transaction to which they respectively relate.
- (b) Members may inspect Relevant Documents of AEA, but subject to the Act, the Council may from time to time impose restrictions as to the time at

which and manner in which a Member may inspect Relevant Documents of AEA.

- (c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Executive.
- (d) The Treasurer shall prepare or cause to be prepared, financial reports in accordance with the law.
- (e) Every financial report referred to in rule 15(d) must be accompanied by statement signed by the accounts manager and Treasurer stating that the details in the report are a true representation of the affairs of AEA.
- (f) Investment of funds of AEA may only be invested in one or more of the following ways:
  - (1) with a trading bank or savings bank operating under Commonwealth legislation;
  - (2) with a State bank;
  - (3) with a money market corporation;
  - (4) in a cash management trust;
  - (5) with a credit union; or
  - (6) with a building society.
- (g) Any two persons (whether or not Councillors) acting pursuant to a power conferred by the Council from time to time under this rule 15(g), have authority to transmit funds in the name of AEA.

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## **15 Audit**

### **15.1 Appointment of auditor**

The Council shall appoint an auditor.

### **15.2 Remuneration of auditor**

The remuneration of the auditor shall be determined from time to time by the Council.

### **15.3 Qualifications of auditor**

The auditor shall be a member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants or any body described in section 1280 of the Corporations Act and shall be registered as a company auditor under section 1280 of the Corporations Act.

#### **15.4 Role of auditor**

The auditor shall examine the accounts and records of AEA not less than once in each Financial Year and the auditor shall attend upon relevant Councillors for such purposes and on such occasions as are arranged with the Council and such Councillors. The audit program shall be drawn up by the auditor and in the preparation of the program shall have regard to modern practice and the auditing standards issues from time to time by registered Australian Accounting bodies and the advisory notes for auditors which may be issued by the Council from time to time.

#### **15.5 Access by auditor**

The auditor shall have access to the books and accounts of AEA at all times and shall make such report to the Council as the auditor considers necessary.

#### **15.6 Report by auditor**

The auditor shall make a report to the Members at each Annual General Meeting on every relevant financial report before each Annual General Meeting during the term of office of the auditor and shall state in the report whether in his or her opinion:

- (a) the balance sheet or equivalent (with notes thereto) and statement of income and expenditure or equivalent are properly drawn up so as to give a true and fair view of the state of AEA's financial affairs for the relevant Financial Year (or other date appropriate to the period covered by such balance sheet and statement) and of the financial results of its services for the period ended on that date;
- (b) the accounting and other records examined by the auditor have been properly maintained; and
- (c) the financial statements are in accordance with the accounting standards issued from time to time by recognised Australian Accounting bodies.

#### **15.7 Attendance at General Meetings**

The auditor may attend and make a report direct to the Members in a General Meeting of any matter coming within the scope of the auditor's duties.

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### **16 Amendment of the Statement of Purposes and these Rules**

The Statement of Purposes and these Rules shall not be altered except in accordance with the Act.

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### **17 Winding up or cancellation of incorporation**

In the event of the winding up or the cancellation of the incorporation of AEA, the assets of AEA must be disposed of in accordance with the provisions of the Act.

## **18 Notices**

(a) A notice may be served by or on behalf of AEA on a Member by:

- (1) delivering it personally;
- (2) posting it by prepaid post;
- (3) facsimile; or
- (4) electronic transmission and by placing the notice on the AEA website,

to the Member at his or her address shown in the Register or the address, facsimile number or electronic address supplied by the Member for giving notices.

(b) Where a notice is:

- (1) posted, it is regarded as given to the person at the time at which it would have been delivered in the ordinary course of post;
- (2) faxed, it is regarded as given to the person at the time it is sent provided the sender's fax machine does not produce a message indicating that it was not sent in its entirety;
- (3) sent by electronic means, it is regarded as given to the person at the time it is sent provided the sender's machine does not produce a message indicating that it was not sent in its entirety; and
- (4) placed on the AEA website, it is regarded as given to the person at the time it is placed.

(c) No:

- (1) General Meeting, meeting of the Council, meeting of the Executive or meeting of a Working Party;
- (2) act, proceeding or business of any such meeting; or
- (3) proceeding, matter, thing or circumstance unrelated to a meeting,

is or will be rendered voidable or invalid merely because of:

- (4) the failure of any person to receive notice; or
- (5) any other procedural irregularity.

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## **19 Source of funds**

The funds of AEA shall be derived from annual subscriptions, other subscriptions, donations and such other sources as the Council determines.

## **20 AEA Regulations**

### **20.1 AEA Regulations made by Council / Executive**

The Council / Executive may make, amend, add to, rescind, and replace any AEA Regulations concerning any aspect of Membership, governance, management, operation and activities of AEA, but to the extent of any conflict between these Rules and the AEA Regulations, these Rules shall prevail.

### **20.2 Effectiveness and promulgation of AEA Regulations**

Any AEA Regulations made, and any amendment, addition, rescission and replacement, shall:

- (a) have effect on and from the date it is made unless otherwise stated in the relevant instrument; and
- (b) be promulgated to those affected, provided that failure to bring it to the attention of any person shall not render it or anything done in accordance with it void, voidable or ineffective.

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## **21 Indemnity and insurance**

### **21.1 Indemnity**

To the extent permitted by law, AEA may:

- (a) indemnify a person who is or has been a Councillor against liability incurred by that person in his or her capacity as such a Councillor to any person other than AEA; and
- (b) indemnify a person who is or has been a Councillor against a liability for costs and expenses incurred by that person in his or her capacity as such a Councillor in defending proceedings, whether civil or criminal, in which judgement is given in favour of that person or in which that person is acquitted or in connection with an application, in relation to such proceedings, in which the Court grants relief to that person,

in so far as such liability is not covered by a contract of insurance taken out by any person for the benefit of such Councillor.

### **21.2 Insurance**

AEA may pay, agree to pay, or reimburse another person who has paid, a premium in respect of an insurance contract for the benefit of a person who is or has been a Councillor against a liability incurred by that person as a Councillor, except in circumstances prohibited by law.

## **22 Transitional provisions**

These Rules shall be read and construed in such manner that:

- (a) every Councillor in office before the adoption of these Rules shall continue in office subject to, and shall be deemed to have been appointed under, these Rules, subject to:
- (b) every Executive Member in office before the adoption of these Rules shall continue in office subject to, and shall be deemed to have been appointed under, these Rules;
- (c) any register maintained by AEA immediately before the adoption of these Rules shall be deemed to be a register maintained pursuant to these Rules; and
- (d) unless the contrary intention appears in these Rules, all persons, things and circumstances appointed or created by or under the constituent documentation of AEA in force before the adoption of these Rules shall continue to have the same status, operation and effect after the adoption of these Rules

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**Annexure A – Membership Application form**
**ART EDUCATION AUSTRALIA INC.**

ABN 14 080 398 009

**MEMBERSHIP APPLICATION FORM / TAX INVOICE**

Dr/ Mr/ Mrs/Ms (surname) \_\_\_\_\_

(first name) \_\_\_\_\_

School / Institution \_\_\_\_\_

Postal Address \_\_\_\_\_

Suburb / Town \_\_\_\_\_

Postcode \_\_\_\_\_

Phone (bh) \_\_\_\_\_

(ah) \_\_\_\_\_

Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**I wish to be a member of AEA and on becoming a member, I agree to be bound by the rules of AEA.**

**Please sign:**

---

**Membership**

Please tick one

Rate

Individual

Institutional

Affiliated Organisations

Corporate

**I enclose a cheque** for \$ \_\_\_\_\_ payable to **Art Education Australia** Inc. ABN : 14 080 398 0097

**Please post to Art Education Australia, C/O AEV, SRC, 150 Palmerston Street, Carlton, 3053 Victoria.**

or **Fax** to AEA (03) 9349 2050

including your : Order no. \_\_\_\_\_ and payment of \$ \_\_\_\_\_ will follow

or **Charge** my Bankcard / Visa / Mastercard (please circle one)

---

Name on card \_\_\_\_\_

Expiry Date \_\_\_/\_\_\_

Signature: \_\_\_\_\_

*You will be issued with a tax invoice/receipt, a membership number.*

## Annexure B – Proxy form

# ART EDUCATION AUSTRALIA INC.

ABN 14 080 398 009

## PROXY FORM

I, \_\_\_\_\_ (name) AEA Number: \_\_\_\_\_

of \_\_\_\_\_ (address)

being a member of Art Education Australia Inc., hereby appoint the chairperson of the meeting;  
or

\_\_\_\_\_ (name of proxy, if not the chairperson) AEA Number: \_\_\_\_\_

of \_\_\_\_\_ (address of proxy, if not the chairperson)

as my proxy to vote for me on my behalf at the General Meeting of the Members of AEA to be held at [time] on [date] and at any adjournment of that meeting. My proxy is directed to vote for me on my behalf in accordance with the directions below, or if no directions have been given, as he or she sees fit.

### VOTING DIRECTIONS:

### PROXIES:

All Individual and Concession Members entitled to vote at the General Meeting are entitled to appoint a proxy to attend and vote instead of the Member. Members are entitled to appoint only 1 proxy. If 2 or more proxies from the same Member are presented in respect of the meeting, the last valid proxy received by the Executive Officer shall be valid.

To be valid a Member appointing a **proxy** must ensure that:

- the proxy is a Member; and
- that a signed copy of the notice of proxy is given to the Secretary no later than one business day before the time for the General Meeting.

\_\_\_\_\_  
Members Signature

\_\_\_\_\_  
Date



## **ANNEXURE – D - Authorised List Of Duties And Activities**

### **ART EDUCATION AUSTRALIA**

In addition to duties specified in the Constitution, in cooperation with other Council officers:

**1. The President shall:**

- (a) be spokesperson for the AEA, both nationally and internationally;
- (b) oversee the work of other Council and Executive officers;
- (c) report to the Annual Meeting of Council about the general performance of the Executive and its level of achievement over the previous year in relation to the aims of the Institute as described in section three of the Constitution;
- (d) report to the Annual General Meeting of the AEA;
- (e) each year set a closing date for the reception of business items for the Annual Meeting of Council and for the Annual General Meeting of the AEA from eligible persons;
- (f) shall represent or nominate a representative of the Association on the NAAE and report to the Executive on the activities of the NAAE;
- (g) shall be responsible for the ongoing review and implementation of all plans and policies;
- (h) ensure Policy Statements are developed, reviewed and published; and
- (i) perform other duties as assigned by Executive resolution.

**2. Each State Vice President shall:**

- (a) prepare and present to the Annual General Meeting of the AEA a report on developments in Art Education in his/her state or territory including:
  - current membership numbers
  - current fees
  - current state executive list
  - current postal address;
- (b) with Executive approval, act as spokesperson for the AEA within his/her state or territory;
- (c) be familiar with, the activities of any AEA activity within his/her state or territory; and
- (d) perform other duties as assigned by Executive resolution.

**3. The National Vice President shall:**

- (a) assist the President's role and the honorary Secretary's role;
- (b) assist the State VPs in the preparation of the state reports for the Annual General Meeting.

**4. The Honorary Treasurer shall:**

- (a) keep books of account, and provide the Executive with accurate up to date reports of the Institute's financial position;
- (b) close the books for each year on 30 April of that year;
- (c) ensure that by 30 April each year, each Affiliated Association declare to the AEA how many eligible persons are associated with it and forward a cheque for the appropriate affiliation fee to the AEA at that time;
- (d) ensure that the auditor's report is prepared in time for presentation to the Council Meeting;
- (e) prepare and then present to the Council Meeting and to the Annual General Meeting of the AEA a budget for the next financial period as set by Council or, failing Council, by Executive Resolution.

**5. The Honorary Secretary shall:**

- (a) assist the President's role as spokesperson by preparing submissions for assistance and support from other organisations, in pursuance of the aims of the Association;
- (b) ensure that the Journal Editor, the Research Council Chairperson and the Conference Directors report to Council in a manner, and at such times, as required by Council;

- (c) maintain records of the correspondence of the Association;
- (d) prepare papers and other materials for Council, Executive and Annual General Meetings;
- (e) inform individual members and affiliated organisations of the closing date for reception of business items for the Annual General Meeting, including nominations for Council;
- (f) unless otherwise directed by Executive resolution, list as items for consideration by the Annual Meeting of Council or by the Annual General Meeting of the AIAE, only those items received by the closing date as set by the President;
- (g) report at least 6 times per year to the President on subjects raised in the correspondence of the Association;
- (h) collect the reports of other Council officers and distribute these, as appropriate, to Executive, Council and Annual General Meetings;
- (i) maintain records concerning national, state and territory Art Education organisations and shall inform Vice Presidents of these matters as appropriate; and
- (j) perform other duties as assigned by Executive resolution.

**6. The Membership Officer shall:**

- (a) maintain a register of members, with 6 monthly status reviews to the Executive;
- (b) maintain lists of contact persons in Art Education in Australia;
- (c) prepare and present a membership report to the annual meeting of Council and to the Annual General Meeting of the Association, according to Schedule 3;  
and
- (d) perform other duties as assigned by Executive resolution.

**7. The Journal Editor shall:**

- (a) be responsible for producing a minimum of two editions of the AEA Journal annually, according to AEA Journal Editorial Policy;
- (b) appoint such persons as are required to assist in the publication of the Journal;
- (c) produce a publication schedule and a program budget for the year prior to the first edition as part of the annual report to Council according to rule 6.2(b);
- (d) produce a report according to rule 6.2(b);
- (e) secure advertising/sponsorship to support production of the Journal; and
- (f) perform other duties as assigned by Executive resolution.

**8. Each National Conference Director shall:**

for the Conference for which s/he is responsible and in accordance with Schedule 5:

- (a) select and lead the Conference Subcommittee responsible for the organisation, management and conduct of the national Conference, preferably within 5 months of the end of AEA's financial year;
- (b) present to the Executive an audited financial statement of Conference income and expenditure no later than six months after the completion of the Conference;
- (c) report to the Executive on the progress of Conference planning;
- (d) present a Director's Post Conference Report and evaluation on the Conference to Council;
- (e) aim to produce a profit which will contribute to the AEA operational budget;  
and
- (f) perform other duties as assigned by Executive resolution.

**9. The Research Council Chairperson shall:**

- (a) organise seminars for the Research Council;
- (b) ensure the dissemination of appropriate research materials to AEA members;
- (c) produce an annual report of the Research Council activities for the Council Meeting and the Annual General Meeting of the Association, according to rule 6.2(b);
- (d) organise a research component of the Annual Conference;
- (e) report to the Executive on Research Council activities.