

# Constitution and By-laws for the association of Computing Research & Education (CORE)

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## CONSTITUTION

### 1 Name

The name of the Association shall be Computing Research and Education (CORE)

### 2 Definitions

The term *computer science and information technology* shall denote the science, technology, engineering and application of computers and allied technology.

The term *higher education* shall denote Australian and New Zealand universities, institutes of technology, colleges of advanced education, institutes of technical and further education, and similar Australian and New Zealand groups in the public sector, industry and commerce.

The term *research institutes* shall denote the CSIRO and Australian and New Zealand research organizations in the public sector, industry and commerce.

### 3 Purposes

The purposes for which the Association is established are:

- 3.1 to create a professional association of those engaged in computer science and information technology in higher education and research institutes and to facilitate their professional development;
- 3.2 to assist and advance research in computer science and information technology in higher education and research institutes;
- 3.3 to assist and advance teaching in computer science and information technology in higher education;
- 3.4 to provide a forum for those interested in computer science and information technology so as to stimulate discussion of relevant issues; and
- 3.5 to promote co-operation and liaison with other groups and organizations which have related or complementary purposes and activities.
- 3.6 to research, advocate and lobby on behalf of the Computer Science communities in Australia & New Zealand

### 4 The Executive Committee

- 4.1 The Executive Committee of the Association (hereafter referred to as the

*Executive*) shall consist of the President, the Vice-President, the Treasurer and the Immediate past-President. Additional committee members may be co-opted as per item 5.6

- 4.2 The President shall act as Chairperson and Convener of the Executive and will maintain liaison between the Executive and all members of the Association. The President shall also be Chairperson of the Annual General Meeting. In the absence of the President, the other members of the Executive present shall elect one of their number to act as Chairperson of the Executive or of the Annual General Meeting.
- 4.3 No person shall represent themselves as acting for or on behalf of the Association unless so authorized by the Executive.
- 4.4 The Executive shall meet annually shortly before the Annual General Meeting of the Association. The President shall call meetings of the Executive at other times, giving due notice as to date, place of meeting and agenda.
- 4.5 A quorum for a meeting of the Executive shall consist of three (3 ) members of the Executive. Unless otherwise stated in the By-laws, all decisions shall be by a simple majority of those present and voting. In the event of a tied vote, the Chairperson shall have and shall exercise a casting vote.
  - 4.5a. Decisions and actions of the executive shall be minuted and distributed to representatives of the member organisations.
- 4.6 The President shall act as Spokesperson for the Association unless an alternative Spokesperson has been appointed by the Executive or by a General Meeting. The Spokesperson shall make public statements only in accordance with previously agreed policy or, in exceptional circumstances, following consultation with at least two other members of the Executive.
- 4.7 The Executive shall ensure that the policies and resolutions of the Annual General Meeting are put into effect and shall assist the President in carrying on the affairs of the Association between Annual General Meetings.
- 4.8 The Executive may appoint sub-committees of members for specific purposes who shall meet as they see fit or as directed by the Executive and who shall report to the Executive. The President may exercise this power of the Executive and shall report any such actions to the next meeting of the Executive.
- 4.9 The Executive may at any time conduct an email or postal ballot of all financial members regarding any proposed legislative action.
- 4.10 The minutes of all meetings of the Executive shall be made available to members of the Association upon request. An Annual Report summarising the activities of the Executive for the year will be made available to all members of the Association before or during the Annual General Meeting.

## **5 The Officers of the Association**

- 5.1 The elected Officers of the Association shall be the President, the Vice-President and the Treasurer. The Officers shall perform the duties assigned to them by the Executive and by the Annual General Meeting.
- 5.2 The term of office of each member of the Executive shall be the period between

successive Annual General Meetings. Retiring elected Officers are eligible for reelection. The term of office of Executive members and Officers shall commence at the conclusion of the Annual General Meeting.

- 5.3** If a member of the Executive is unable to or fails to perform his or her duties satisfactorily, the Executive may declare the position vacant.
- 5.4** When a vacancy occurs in the office of the President, Vice-President or Treasurer, the Executive shall elect from within its ranks or from the membership a new President, Vice-President or Treasurer as required.
- 5.5** When a vacancy occurs in the office of Treasurer, the President may appoint a temporary Officer to act until the position is filled by the procedure set out in clause 5.4. For the duration of this appointment the temporary Officer will be a member of the Executive.
- 5.6** Additional members may be co-opted at the discretion of the Executive.

## **6 Meetings**

- 6.1** An Annual General Meeting of the Association shall be held within the advertised period of each Annual Conference. The time and place of the Annual General Meeting will be determined by the Conference Committee.
- 6.2** In exceptional circumstances, the Executive may call a Special General Meeting.
- 6.3** A General Meeting shall consist of the financial members in attendance at the Annual General Meeting or at a Special General Meeting. A General Meeting shall be the legislative and policy-making body for the Association. A General Meeting may delegate its authority to the Executive between meetings.
- 6.4** Notice of the time and place of any General Meeting shall be sent to all financial members by the Treasurer at least two months in advance of the meeting.
- 6.5** A General Meeting shall have the power to -
  - Approve and alter the constitution. This power may only be exercised at an Annual General Meeting.
  - Make and amend By-laws.
  - Elect the Executive of the Association.
  - Elect the Association's Auditor, who shall be a member of a professional accounting body or a qualified accountant.
  - Approve the budget.
  - Direct and review the general affairs of the Association.
- 6.6** 10 financial ordinary members or 25% of the total financial ordinary membership of the Association, whichever shall be the less, shall constitute a quorum for General Meetings.
- 6.7** Unless otherwise specified by the Constitution or By-laws, decisions at a General Meeting shall be by simple majority of those present and voting.

## **7 The Annual Conference**

The Association shall hold an Annual Conference. The Executive shall appoint a Convener to manage each Annual Conference. The organization of this conference shall be governed by the By-laws of the Association.

## **8 Finances**

- 8.1** Annual dues shall be set by the General Meeting in accordance with the Association's needs.
- 8.2** The Executive shall prepare a set of accounts each year, shall have these audited by the Association's Auditor and shall present these accounts to members at the Annual General Meeting.
- 8.3** The Treasurer shall receive dues and other payments and shall be responsible for keeping accounts. The Executive shall determine those persons whose signatures shall be recognized to operate the Association's accounts. Cheques, bills, authorities and other instruments authorizing payment from the Association's accounts shall be signed by at least two of the signatories.
- 8.4** All revenue received by the Association shall be used entirely for the aims of the Association.
- 8.5** No part of the income of the Association shall be paid to any member of the Association except that Officers, committee members and others may be reimbursed for necessary expenses. Employees shall be reasonably compensated for services in carrying out the Association's aims.
- 8.6** The Executive shall recommend to the Annual General Meeting a budget for the current financial year. When approved, this budget shall govern the financial commitment of the Association for that year.
- 8.7** The Association may receive grants and donations and may deposit and expend these according to terms laid down by the donor and acceptable to the Executive.

## **9 Publications**

- 9.1** The Executive may establish official publications of the Association. The term publication shall be taken here to include both traditional print media and nontraditional electronic media.
- 9.2** The Executive shall have the power to appoint an editor or editors for any publication established and to set guidelines and conditions under which they are to operate.
- 9.3** No publication may be either implicitly or explicitly represented as an official Association publication except with the written approval of the Executive.

## **10 Membership**

- 10.1** All members must accept the purposes of the Association described in Section 3.
- 10.2** Members are classified follows

- Member Organization - any organization or institution (excluding libraries) which pays the prescribed organization membership fee. A member organization may appoint one (1) representative who may speak

and vote on its behalf and act as a member for the purposes of items 4 and 5.

## **11 Revision and Amendments to the Constitution**

- 11.1** Amendments to the constitution may be proposed by the Executive, or by a special committee appointed by the President and reporting to the Executive, or by any 10 financial ordinary members or 25% of the total financial ordinary membership of the Association, whichever shall be the less,
- 11.2** All proposed amendments must be in the hands of the Executive no less than three months prior to the date of the Annual General Meeting.
- 11.3** All proposed amendments must be submitted by the Executive to the members of the Association in their original form (as received by the Executive), together with any recommendation of the Executive. This distribution should accompany the notice of the Annual General Meeting.
- 11.4** Proposed amendments to the Constitution are voted on at the Annual General Meeting by those present who wish to vote and those not present who submit a postal vote. The adoption of amendments is by simple majority.
- 11.5** An amendment to the Constitution shall become effective at the close of the meeting at which it is adopted.

## **12 Dissolution of the Association**

The Executive shall have no power to dissolve the Association except by a ballot of all financial members. Proposals for dissolution shall conform to the rules of constitutional amendments. A simple majority of all financial members shall be required for dissolution of the Association. In the event of dissolution, all funds and property shall be transferred to a like minded non-profit association as decided by the Executive and in keeping with Australian association laws.

# **BY-LAWS**

## **1 Nominations and Elections**

- 1.1** Voting for elections shall be by ballot at the Annual General Meeting (hereafter referred to as the AGM).
- 1.2** The four candidates to be elected to the Executive at any election, other than the President and Treasurer, shall be the four candidates receiving the largest number of votes.
- 1.3** Only financial members may vote.
- 1.4** Each Executive shall appoint a Returning Officer for the AGM which terminates its term of office.
- 1.5** Accompanying the notice of an AGM the Treasurer shall send to all members of the Association -

- A list of the current Executive members retiring but eligible and offering for re-election.
  - A call for further nominations.
- 1.6** If after the close of nominations the number of nominations exceeds the number of vacancies for any position, the Returning Officer shall immediately forward appropriate voting papers to those financial members who by the closing date for nominations requested them.
- 1.7** In the event that the number of nominations is less than or equal to the number of vacancies to be filled for a position, all nominees for the position shall be appointed, and any further vacancies shall be filled by nomination and if necessary ballot at the AGM.
- 1.8** Nominations must be made in writing to the Returning Officer by the due date. All nominations must have a separate proposer and seconder and be agreed to by the nominee in writing. The proposer, seconder and nominee must all be financial members of the Association.
- 1.9** The President shall appoint a Tellers Committee comprising the Returning Officer plus two or more members. The Tellers Committee shall count the ballots.
- 1.10** 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.

## **2 Voting on Constitutional Amendments**

Any financial member unable to be present at the AGM may request a postal vote for constitutional amendments that will be voted on at that Meeting. The request must be received by the Returning Officer no less than one month prior to the date of the Meeting. The actual postal vote must be received by the Returning Officer by the day before the AGM.

## **3 Voting**

Except as provided in By-laws 1 and 2, voting shall be by show of hands, provided that a General Meeting may by show of hands require any vote to be by secret ballot.

## **4 The Annual Conference**

**4.1** At each Annual Conference the President shall cause to be distributed a call for Conference Proposal Committees for the Annual Conference following the next. Any member or group of members of the Association may form a Conference Proposal Committee. A Conference Proposal Committee will be recognized by the Association upon the receipt by the President of a statement to the following effect -

- Stating the members of the Conference Proposal Committee that is being formed. All such members must be financial members of the Association and must sign the statement.

- Stating the Proposed Conference Convener that the Conference Proposal Committee supports. The Proposed Conference Convener must be a member of the Conference Proposal Committee.
- Stating the city or town in which an Annual Conference organized by the Conference Proposal Committee would be held.
- Stating the approximate date and duration of the Conference The date should normally be in in the period from late January to early February.

**4.2** The Executive shall have the responsibility of appointing a Conference Committee for each Annual Conference. Each Conference Committee shall be announced at the AGM in the year before the Annual Conference for which it shall have responsibility. A Conference Committee need not be one of the Proposed Conference Committees although normally this shall be the case.

**4.3** A Conference Committee shall consist of a Convener and such other members as the Executive may appoint.

**4.4** The Convener may co-opt additional members to the Conference Committee as necessary.

**4.5** The Executive will approve the Conference program on the advice of the Conference Committee and the Chairman of the Editorial Board of the Australian and New Zealand Computer Science Communications.

**4.6** The powers of a Conference Committee shall only relate to the Conference for which it has been appointed. Its powers and obligations shall be -

- To recommend a date for the Conference which shall be notified to the Executive for confirmation at least six months prior to that date.
- To determine the Conference fee which shall be sufficient to meet all projected expenses associated with the Conference. Except where specifically authorized by the Executive, the general funds of the Association shall not be available to meet Conference expenses.
- To arrange the conference program for approval by the Executive.
- To solicit workshop and seminar papers and obtain appropriate speakers.
- To publish a Conference proceedings in a publication as determined by the Executive.
- To arrange a venue and accommodation for participants in the place selected by the Executive.
- To arrange Conference publicity.
- To collect Conference fees and manage them so as to meet the properly incurred Conference expenses therefrom.
- To provide the Executive with a detailed financial statement of all receipts and payments associated with the Conference together with a cheque for the balance, if any, of funds remaining within six months after the Conference.
- 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 shall be provided to the Executive for archival purposes.
- Unless otherwise authorized by the Executive the powers of the Conference Committee shall cease on completion of its obligations.

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