

**POLICY 1**

**1. Membership**

Membership of CEFPI Australasia shall consist of the following categories:

- Individual Membership
- Group Membership
- Student Membership
- Educational Membership (Small – under 400 students) and (Large – over 400 students)
- Retired

**2. Individual Membership**

Individuals who are actively employed or staff members of agencies who are involved in planning educational facilities are eligible for membership of CEFPI Australasia

**3. Group Membership**

Organisation such as Federal and State agencies who may influence facility planning shall be eligible for membership of CEFPI Australasia.

Companies providing professional technical services for educational facility planning such as Architects, Engineers, Quantity Surveyors and Educational Consultants are eligible for membership of CEFPI Australasia.

Each Organisation and or company may designate representatives who shall be extended all the rights and privileges of individual members.

**4. Student Membership**

Full time students in areas related to educational facility planning are eligible for individual membership of CEFPI Australasia.

**5. Educational Membership (Small)**

Available to Primary Schools and other small educational institutions with less than 400 students. Each institution may designate two representatives who shall be extended all the rights and privileges of individual members.

**6. Educational Membership (Large)**

Educational Institutions such as Schools, Colleges, TAFE Colleges, and Universities with more than 400 students shall be eligible for Membership of CEFPI Australia.

Each institution may designate three representatives who shall be extended all the rights and privileges of individual members.

**7. Retired**

Individuals who are not actively involved in planning educational facilities and have been members of CEFPI Australasia are eligible for retired membership of CEFPI Australasia.

This category includes members both practising and non-practicing members on maternity, paternity, sickness and carer leave.

## **POLICY 2**

### **1. Board of Directors for CEFPI Australasia**

CEFPI Australasia (The organisation) shall be governed by six directors.

They will include:

- Chair
- Chair Elect
- Past Chair
- Secretary
- Treasurer
- CEFPI International Board Representative

All appointments shall be for a two (2) year term commencing from the Annual General Meeting.

The International Board Representative will have a three (3) year term commencing from the Annual General Meeting of CEFPI International.

The Chair shall preside at all Director's Meetings and Council Meetings. In the Chair's absence the Chair Elect shall chair any such meeting.

The Chair shall direct the activities of the Regional Board of Directors and shall, with the consent of the Board and the Council, appoint committees deemed necessary for conducting the Region's business operations which will include but not be limited to:

- Governance and Finance
- Communication
- Membership
- Sponsorship
- Relationship with other Organisations
- Regional Events and Conferences
- Research and Development
- Awards
- Mayfield Projects

The Chair shall attend International Conferences of CEFPI and costs of travel and accommodation shall be borne by the Region.

The Chair Elect shall substitute for the Chair in his /hers absence. The Chair Elect will also be charged with the duty of promoting membership and supporting Chapters in their activities.

The Past Chair shall assist the Chair as required and provide continuity in the Regional leadership.

The Secretary will be required to ensure that all meetings of the Board and Council, Special General Meetings and Annual General Meeting are minuted and recorded.

The Secretary shall ensure that all correspondence is recorded and appropriate action is taken.

The Secretary shall ensure that all legal requirements of CEFPI Australasia are complied with and the appropriate notices are provided to members.

The Secretary shall ensure that notices of meetings of Board of Directors, Council, Special General Meetings and Annual General Meetings are forwarded to the required parties.

The Treasurer shall receive all monies paid to the Region and ensure it is deposited with the designated financial institution as determined by the Board

The Treasurer shall dispense funds at the direction of the Board of Directors, account for the financial position of CEFPI Australasia at Board meetings and ensure audited accounts are prepared at the end of each fiscal year.

Council Chapter members and Council Affiliated members will be appointed to sub-committees.

### **POLICY 3**

#### **1. Nomination of Chair-Elect**

Nomination for the Chair-Elect shall be made in writing on the appropriate form and submitted to the Secretary and signed by not less than three members eligible to vote, accompanied by the nominee's written consent to serve if elected. The nominee must have served a minimum of two (2) years on Council or the Board.

#### **2. Voting**

Voting for the office of Chair-Elect (if required) will be conducted at the Annual General Meeting.

The Secretary shall prepare a ballot form and issue the form to all members of CEFPI Australasia.

A member of CEFPI Australasia who receives a ballot form and who is entitled to attend and cast a vote at the Annual General meeting may appoint a person whether or not a member of CEFPI Australasia as the member's proxy to attend and vote for that member at the Annual General Meeting.

An instrument appointing a proxy shall be in a form provided with the Ballot paper by the Secretary.

#### **3. Majority**

A nominee shall be elected if he/she receives a simple majority of the votes cast.

### **POLICY 4**

#### **1. Nomination of International Representative, Secretary and Treasurer**

Nominations for the positions of International Representative, Secretary and Treasurer shall be made in writing and submitted to the Secretary and signed by at least two (2) eligible members of CEFPI Australasia.

The nominees for Secretary and Treasurer must have served a minimum of two (2) years on Council.

The International Representative to the International Board shall comply with the eligibility criteria specified by the International By-Laws. In the event of no nominated person complying with the total criteria – the Board will nominate a representative who they consider will represent the Region's members.

## **2. Voting**

If there is more than one nomination for each of these positions the Council will vote on these positions at its first Council Meeting. If there is not a simple majority in favour of one candidate the Chair shall cast his/her vote for one candidate.

## **POLICY 5**

### **1. Dues and Fees**

The Board shall determine the Schedule of Fees.

The Board shall review schedules of fees at least annually and notify the membership three (3) months before the commencement of the fiscal year of any change in the Schedule.

All fees are payable in the equivalent of Australian funds.