



# Constitution

29 August 2022

RECORDS AND INFORMATION MANAGEMENT  
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and  
Information Management Profession

## DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
1.0				Original RMAA Constitution
2.0	10/11/2010		RIMPA Board	Convert from RMAA to RIMPA Constitution
3.0	09/10/2019		GABA, Board and RIMPA Members	Approved at the 2019 Annual General Meeting.
4.0	30/11/2021		Board and RIMPA Members	Update of clauses. Approved at the 2021 Annual General Meeting.
5.0	29/08/2022		Board and RIMPA Members	Update of clauses. Approved at the 2022 Annual General Meeting.

## INTERPRETATION

If a clause or part of a clause is unenforceable by law, but remains in this Constitution, this Constitution is to be read as if the clause or part of the clause is not included.

## TABLE OF CONTENTS

CHAPTER 1 COMPANY NAME.....	5
CHAPTER 2 DEFINITIONS .....	5
CHAPTER 3 OBJECTS OF THE COMPANY.....	7
CHAPTER 4 INCOME AND PROPERTY OF THE COMPANY .....	7
CHAPTER 5 WINDING UP .....	7
5.1 Liability of members for winding up.....	7
5.2 Dissolution.....	8
CHAPTER 6 MEMBERS .....	8
6.1 Who can become a member?.....	8
6.2 Membership categories.....	8
6.2.1 Corporate.....	8
6.2.2 Practitioner.....	8
6.2.3 Professional .....	9
6.2.4 Allied.....	9
6.2.5 Honorary .....	10
6.2.6 Student.....	10
6.2.7 Life 10	
6.3 Agreement and consent of members.....	10
6.4 Cessation of membership .....	10
6.4.1 Cancellation of membership .....	10
6.4.2 Other cessation of membership .....	11
6.5 Re-instatement of members .....	11
6.6 Certificates of membership .....	11
6.7 Register of members.....	12
CHAPTER 7 FEES .....	12
7.1 Setting of fees .....	12
7.2 Notice of fees .....	12
7.3 Payment of fees .....	12
CHAPTER 8 GENERAL MEETINGS .....	12
8.1 Annual general meeting.....	12
8.1.1 Calling of the AGM .....	12
8.1.2 Business of AGM .....	13
8.2 All General Meetings .....	13
8.2.1 Calling of a general meeting .....	13
8.2.2 Notice.....	13
8.2.3 Location of the meeting.....	14
8.2.4 Chair .....	14

8.2.5 Quorum and adjournment.....	14
8.2.6 Voting.....	15
8.2.7 Proxies.....	15
8.2.8 Members not entitled to vote .....	15
8.2.9 Electronic vote .....	16
8.2.10 Minutes of meetings.....	16
CHAPTER 9 BOARD .....	16
9.1 Board responsibilities.....	16
9.2 Board powers .....	17
9.3 Board composition.....	17
9.4 Appointment of Directors.....	17
9.5 Eligibility of Directors .....	18
9.6 Responsibility.....	18
9.7 Term.....	18
9.8 Transitional Arrangements for 2022 .....	18
9.9 Cessation of Directors.....	19
9.10 Conflict of interest.....	19
9.11 Remuneration of Directors .....	19
9.12 Proceedings of board meetings.....	19
9.13 Vacancies on the Board .....	19
CHAPTER 10 MISCONDUCT.....	20
10.1 Complaint.....	20
10.2 Misconduct.....	20
10.2.1 Member .....	20
10.2.2 Director .....	20
10.2.3 Officer.....	20
10.3 Investigation committee .....	20
10.4 Investigation.....	21
10.5 Penalties.....	21
CHAPTER 11 INDEMNITY .....	22
11.1 Indemnity for Directors .....	22
11.2 Restrictions on indemnity.....	22
11.3 Period of coverage.....	23
11.4 Insurance premiums.....	23

## 1 COMPANY NAME

The name of the Company is the Records and Information Management Practitioners Alliance (RIMPA) Global and will hereinafter be referred to as 'the Company'.

## 2 DEFINITIONS

Accreditation: The process, set by the Board, for admission as a professional member or the awarding of status certification.

Act: The Corporations Act 2001 (Cth).

Allied member: A member who is retired, a first year employed graduate or meets the other required criteria. Members of this category are not entitled to vote unless they are also a Professional member.

Alternate Director: A person appointed as a Director by a Director and approved by the Board, to exercise some or all the Director's powers for a specified period.

Annual General Meeting (AGM): The meeting of Members held annually in accordance with the Act and this Constitution.

Board: The recognised group of people who jointly oversee the activities of the Company.

Certificate: The certificate issued to a member who has achieved professional membership status.

Chair: Holds the most power and authority on the Board and provides leadership to the Company. The chair of the Board ensures the Company's duties to members are being fulfilled by acting as a link between the Board and the CEO.

Chief Executive Officer (CEO): A person employed in the role of managing the strategic and operational activities of the Company.

Charter/Terms of Reference: A formal written statement of the roles and responsibilities of a committee.

Committee: A specialist group of people formed for a specific function or particular focus as determined by the Board.

Company: The Records and Information Management Practitioners Alliance (RIMPA) Global.

Company Secretary: A person appointed to manage the financial and legal responsibilities of the Company.

Continuing professional development (CPD): The program for structured continuing professional development required to be undertaken by members as part of the recognition of professional status.

Corporate member: A company with at least one (1) nominee. Members of this category are not entitled to vote.

Delegations of authority register: A register assigning authorisations of officers of the Company.

**Director:** A person elected by members (elected Director) or a person appointed as a specialist by the Board (appointed Director) to manage the business of the Company, in accordance with this Constitution.

**Executive Committee:** The company executive, made up of the Chair, Vice-Chair, another Director voted onto the committee by the board and the CEO.

**Fees:** Financial charges payable to the Company including but not limited to membership fees, penalties, certificate replacements, liability of members for winding up, publications, training and mentoring.

**Full time:** A full time employee who has ongoing employment and works on average 38 hours each week.

**General Meeting (GM):** A meeting in accordance with the Act and this Constitution.

**Governance framework:** Formal documents that guide the governance of the Company. It includes but is not limited to this Constitution, Charters, Policies, Procedures and Guidelines.

**Honorary member:** A member who has been presented with honorary membership. Members of this category are not entitled to vote.

**Investigator:** An independent party asked to review and provide a report on findings from an investigation, appointed by the investigations committee in response to a complaint made.

**Life member:** A member who is recognised of their dedication and continued support to the Company and for commitment to professional membership. Members of this category are entitled to vote.

**Member:** A person who has a specific membership with the Company, whose name appears on the register of members is eligible in accordance with this Constitution.

**Officer:** A nominated person charged with undertaking activities and making decisions on behalf of the Company.

**Ordinary resolution:** A resolution which can only be passed by gaining the majority of supporting votes cast by members entitled to vote.

**Practitioner member:** A member who works in the industry but has not yet satisfied the relevant accreditation for Professional membership. Members of this category are not entitled to vote.

**Professional member:** A member who has satisfied the relevant accreditation and annual CPD requirements in holding the status of either Associate, Chartered or Fellow. Members of this category are entitled to vote.

**Register of members:** The register detailing all members of the Company.

**Resolution:** A formal and firm decision made about a subject, also refer to ordinary resolution and special resolution.

**Special resolution:** A resolution which can only be passed by gaining at least 75% of supporting votes cast by members entitled to vote.

**Student member:** A member who is undertaking studies in the information and records management domain and working less than 25 hrs per week. Members of this category are not entitled to vote.



### 3 OBJECTS OF THE COMPANY

- (a) Advance and connect the records and information management profession, through:
  - (i) Promoting excellence, integrity, advocacy and professionalism amongst members, non-members and the records and information management profession
  - (ii) Continuing to build a communication platform to effectively engage with members
  - (iii) Advocating to stakeholders, lawmakers, regulators, and the public on the value of information management and of information professionals
  - (iv) Educating and encouraging members about their responsibilities as members and to prescribe the standards of professional conduct
  - (v) Educating members, related professional industries, vendors, and the public to support, promote, protect, and maintain the profession
  - (vi) Maintaining and collaborating on legislative, economic, and social matters affecting the Company's objects
  - (vii) Affiliating with organisations with similar objects
  - (viii) Maintaining a knowledge base for members regarding the best practice approaches for the records and information management profession
  - (ix) Promoting and facilitating the study of records and information management subjects for the profession and related industries
  - (x) Publishing items of interest or advantage to members.

### 4 INCOME AND PROPERTY OF THE COMPANY

- (a) Income and property of the Company is applied solely towards the promotion of the objects of the Company
- (b) No portion of the income or property of the Company is paid or transferred to members, except for payment to members or officers in return for services rendered, goods supplied or reimbursement for expenses incurred in accordance with the delegations of authority register.

### 5 WINDING UP

#### 5.1 Liability of members for winding up

- (a) The liability of the members is limited by guarantee
- (b) Each member contributes an amount up to \$6.00 (AU) [the guarantee] if the Company is wound up, for:
  - (i) Costs, charges, and expenses of winding up the Company
  - (ii) Payment of the Company's debts and liabilities.

## 5.2 Dissolution

- (a) Subject to the Corporations Act and any other applicable Act, and any court order, any surplus assets that remain after the company is wound up:
  - (i) Must not be distributed to a member or a former member of the company
  - (ii) Must be distributed to a body or bodies with objects like the Company, selected by a member vote by special resolution at or before the dissolution of the Company or
  - (iii) If the members do not make a selection in accordance clause 5.2(a)(i), the Company applies to the Federal Court of Australia for a decision.

## 6 MEMBERS

### 6.1 Who can become a member?

- (a) Any individual or corporate entity that supports the purposes of the company through profession, qualification, corporate service, or related experience.
- (b) All membership applications are assessed by the Company and any decision to accept or reject an application is final

### 6.2 Membership categories

- (a) The categories of membership are:
  - (i) Corporate
  - (ii) Practitioner
  - (iii) Professional
  - (iv) Allied
  - (v) Honorary
  - (vi) Student
  - (vii) Life.
- (b) The number of members is unlimited
- (a) The Board can add, rename, or remove membership categories as required.

#### 6.2.1 Corporate

- (a) Any company with at least one (1) nominee, applies to the Company to be a corporate member
- (b) A corporate member or nominee is not entitled to vote.

#### 6.2.2 Practitioner

- (a) Any person may apply to the Company to be a practitioner member
- (b) A practitioner member is not entitled to vote.



### 6.2.3 Professional

- (a) There are three professional member statuses:
  - (i) Associate
  - (ii) Chartered
  - (iii) Fellow.
- (b) The Board determines the criteria for professional member status
- (c) A person is eligible for membership when the criteria is met
- (d) A person applies to the Company to change their member status in accordance with the Status upgrade membership application form
- (e) Applications for Associate status are assessed by the CEO
- (f) Applications for Chartered and Fellow status are assessed by a committee(s)
- (g) A change in membership status may result in a change in membership fee
- (h) A professional member must participate in the CPD program. A professional member who does not complete required CPD within 45 days of the due date forfeits their professional membership status
- (i) A professional member may use the following post-nominal letters:
  - (i) Associate ARIM
  - (ii) Chartered MRIM
  - (iii) Fellow FRIM
  - (iv) Life:
    - a. Life ARIM
    - b. Life MRIM
    - c. Life FRIM.
- (j) A professional member is entitled to vote on resolutions and elections.

### 6.2.4 Allied

- (a) A person applies to the Company to be an allied member if the member:
  - (i) Has retired
  - (ii) Is a first year employed graduate
  - (iii) A person with an interest in the industry and not directly involved
  - (iv) Is on extended leave
  - (v) Is experiencing hardship.
- (b) Allied memberships under (a)(iii), a(iv) and a(v) are at the discretion of the CEO and granted repeatedly for periods of up to two (2) years
- (c) Professional members under an allied membership maintain their professional member status and rights

- (d) An allied member is not entitled to vote, except for a professional member on an allied membership.

#### 6.2.5 Honorary

- (a) The Board presents and revokes the distinction of honorary member
- (b) An honorary member is not required to pay any annual subscriptions
- (c) An honorary member is not entitled to vote on resolutions and elections.

#### 6.2.6 Student

- (a) Any person, undertaking full time or part time studies in the information and records management domain or similar and not working full time (less than 25 hours per week), applies to the Company to be a student member
- (b) A student member is not entitled to vote on resolutions and elections.

#### 6.2.7 Life

- (a) The Board presents and revokes the distinction of life member to any person who is a professional member
- (b) A life member is not required to participate in the CPD program
- (c) A life member is not required to pay the annual subscription
- (d) A life member is entitled to vote on resolutions and elections.

### 6.3 Agreement and consent of members

- (a) All members
  - (i) Are bound by the Company's code of conduct
  - (ii) Must pay all fees invoiced by the Company
  - (iii) Must provide the Company with the required information to complete the register of members
  - (iv) Agree to the Company storing the required information in the register of members
  - (v) Agree to the Company disclosing membership information upon request or by publication, where the information does not breach privacy legislation unless a member specifically advises they do not consent to such disclosure
  - (vi) Agree to maintain personal membership details.
- (b) All people, including non-members, representing the Company in any capacity are bound by the Company's member code of conduct.

### 6.4 Cessation of membership

#### 6.4.1 Cancellation of membership

- (a) Occurs when a member gives notice to the Company to cancel
- (b) Takes effect immediately, unless the notice provides otherwise

- (c) Are not accepted if a complaint has been lodged against that member and the investigation or disciplinary actions is in progress
- (d) Upon acceptance of the cancellation, the register of members is updated.

#### 6.4.2 Other cessation of membership

- (a) Other cessation occurs when:
  - (i) A member dies
  - (ii) The member ceases to have capacity at law
  - (iii) A professional member does not meet requirements of the CPD Program
  - (iv) A member has not paid their membership renewal fee within 45 days past the due date
  - (v) A membership is forfeited due to disciplinary action.
- (b) The Company provides a notice of cessation to the member
- (c) The cessation of a membership takes effect immediately
- (d) Upon cessation, the register of members is updated.

#### 6.5 Re-instatement of members

- (a) A person:
  - (i) Who has been removed from the register of members
  - (ii) Who has cancelled as a member
  - (iii) Whose membership of the Company has been forfeited
  - (iv) Who has otherwise ceased to be a member.applies to the Company for re-instatement.
- (b) The CEO assesses a request for re-instatement:
  - (i) Where cessation has occurred for disciplinary reasons, the Board assesses the request for reinstatement.
- (c) The Company gives notice of its decision for re-instatement and the decision is final
- (d) The Company and the Board determine terms and conditions for re-instatement.

#### 6.6 Certificates of membership

- (a) All members attaining professional member status are issued with a certificate of membership
- (b) The certificate of membership is signed by an authorised Company signatory
- (c) The Company can alter, cancel, or issue new certificates of membership
- (d) If a certificate of membership is defaced, lost, or destroyed it may be replaced upon the payment of a fee, unless a fee exemption is approved by the CEO.

## 6.7 Register of members

- (a) A register of members is kept
- (b) All members are captured into the register of members
- (c) The register of members contains the following required information:
  - (i) The member's name
  - (ii) The member's contact details
  - (iii) The date the member was entered into the register of members
  - (iv) The membership category
  - (v) The date the Professional member status was attained.
- (d) A member who ceases to be a member is removed from the register of members after seven (7) successive years of cessation.

## 7 FEES

### 7.1 Setting of fees

- (a) The Board set and vary the fees and payment conditions for members
- (b) The fees are reviewed annually.

### 7.2 Notice of fees

- (a) The Company must notify members of the:
  - (i) Fee amount
  - (ii) Due date
  - (iii) Method of payment.
- (b) A non-receipt, or accidental omission of a fee notice does not affect the obligation to pay the fee.

### 7.3 Payment of fees

- (a) All fees paid to the Company by members are non-refundable
- (b) Non-payment of a fee by a member may result in the addition of late fees
- (c) Non-payment of a fee by a member will result in the membership being forfeited.

## 8 GENERAL MEETINGS

### 8.1 Annual general meeting

- (a) The Company holds the annual general meeting (AGM) before the 30 November each year.

#### 8.1.1 Calling of the AGM

- (a) The chair calls the AGM.

### 8.1.2 Business of AGM

- (a) The consideration of the annual financial report, Chairs report, and Auditor's report
- (b) The confirmation of elected Directors
- (c) The appointment of the Auditor
- (d) The fixing of the Auditor's remuneration
- (e) Members resolution(s) where:
  - (i) The resolution meets the criteria of the Act and:
    - a. Is in writing
    - b. Sets out the wording of the proposed resolution
    - c. Is signed, proposing to move the resolution, by the lesser of
      - i. one hundred (100) members who are entitled to vote at the AGM
      - OR
      - ii. five per cent of the members who are entitled to vote at the AGM
    - d. Is provided to the Board one (1) months before the AGM.
  - (f) The Company calls for member resolutions 45 days before the AGM
  - (g) Subject to the Act, the Company will distribute to members a copy of a member resolution that meets the requirements in clause 8.1.2(e)(i) at the same time as notice is given of the AGM under clause 8.2.2
  - (h) The Company is not obliged to accept, distribute or include in the business of an AGM any member resolutions that do not satisfy the requirements of clause Error! Reference source not found. Error! Reference source not found.
  - (i) Accepted valid resolutions are distributed to members
  - (j) No other member resolutions are accepted during the AGM.

## 8.2 All General Meetings

### 8.2.1 Calling of a general meeting

- (a) A general meeting is called by:
  - (i) The Board
  - (ii) A Director or
  - (iii) Five per cent (5%) of voting members.

### 8.2.2 Notice

- (a) Notice of the meeting is provided to all members at least 21 days prior
- (b) The notice is sent to members via the preferred method in the register of members or as otherwise determined by the Board
- (c) The notice states:

- (i) The place, date, and time for the meeting (including a virtual meeting link if required)
  - (ii) Agenda
  - (iii) Valid member resolutions (if any)
  - (iv) Special resolutions (if any)
  - (v) Proxy entitlements.
- (d) A non-receipt, or accidental omission of a notice of the meeting does not invalidate the proceedings of the meeting
- (e) A notice is considered as delivered when:
- (i) Delivered via email or electronic communication; within 24 hours of the delivery date and time
  - (ii) Delivered via mail, within fourteen days of the posted date.
- (f) The Company reserves the right to cancel, defer or amend a notice for the meeting.

### 8.2.3 Location of the meeting

- (a) A meeting is held either in person, virtually or a combination of both
- (b) The Board decides the appropriate format for the meeting in time for notification of the meeting details to the members
- (c) Where the meeting is held in person, or a combination of in person and virtual, the Board agree on and advise members of a suitable location for the in-person meeting with advice on how to participate virtually to the meeting
- (d) Where the meeting is held virtually, the Board will agree on and provide members advice on how to participate virtually to the meeting.

### 8.2.4 Chair

- (a) The meeting is presided by the Chair
- (b) Where the chair or vice chair are not present within 30 minutes after the time appointed for the meeting, the members at the meeting and their proxies by majority elect one (1) Director to chair the meeting
- (c) The chair at any time during the meeting can excuse themselves as the chair and nominate another Director in their role.

### 8.2.5 Quorum and adjournment

- (a) A representation of five percent (5%) of members entitled to vote is considered a quorum for the meeting. A member entitled to vote is one who holds appropriate status in accordance with clause 6.1 and is present at the meeting, or is a member appointed as a proxy of an entitled member in accordance with clause 6.1
- (b) If a quorum is not present within 30 minutes of the commencement of the meeting, the meeting is dissolved, unless the chair of the meeting adjourns the meeting to another date, time, and place



- (c) If a quorum is not present within 30 minutes after the commencement of an adjourned meeting, the meeting is dissolved.

#### 8.2.6 Voting

- (a) Every member present (in person or virtual) and entitled to vote has one (1) vote
- (b) A valid proxy is entitled to vote and has one (1) vote
- (c) A resolution put to vote at the meeting is decided by a show of hands, unless a poll is demanded
- (d) A poll is demanded by:
  - (i) At least five (5) members entitled to vote on the resolution
  - (ii) Members with at least five per cent (5%) of the votes that may be cast on the resolution on a poll or
  - (iii) The chair of the meeting.
- (e) Where a poll is demanded:
  - (i) The Board appoints a panel of scrutineers of two (2) professional members
  - (ii) The scrutineers examine all votes and:
    - a. Accepts valid votes
    - b. Rejects votes for:
      - i. Members who are not entitled to vote or
      - ii. Failed to follow the voting instructions.
- (f) A resolution is considered passed if the resolution meets the necessary votes for the type of resolution
- (g) All resolutions and voting decisions of members are captured in the meeting minutes
- (h) In the case of an equality of votes, the chair has the casting vote.

#### 8.2.7 Proxies

- (a) A proxy is appointed by a member where they are unable to attend the meeting.
- (b) A member can only be a proxy for one other member.
- (c) A proxy is appointed by a member in accordance with the Proxy Nomination procedure
- (d) A proxy has the same rights as a member entitled to vote at the meeting
- (e) A proxy is appointed for the nominated meeting
- (f) Where the appointment of proxy form specifies how to vote in a resolution, the proxy must vote as specified
- (g) The appointment of a proxy is only valid when it has been signed and lodged with the Company two (2) business days prior to the meeting
- (h) In the event of death of the appointer, a proxy vote is invalid.

### 8.2.8 Members not entitled to vote

- (a) A member who:
  - (i) Does not hold voting status in accordance with clause 6.1 or
  - (ii) Has not paid their membership renewal fee within 30 days past the due date or
  - (iii) Has ceased to be a member
- (b) Is not entitled to vote on a resolution either personally or by proxy at a meeting and is not counted in a quorum.

### 8.2.9 Electronic vote

- (c) The Board may submit a resolution(s) to members by means of an electronic vote
- (d) An electronic vote has the same force and effect as a resolution passed at the meeting
- (e) An electronic vote can be facilitated to pass special resolutions
- (f) A notice is provided to members on the conditions of the electronic vote
- (g) The Board appoints a panel of scrutineers of two (2) professional members
- (h) The Company delivers voting papers (or the electronic equivalent) to members who are entitled to vote at the meeting
- (i) The scrutineers examine all votes and:
  - (i) Accepts valid votes
  - (ii) Rejects votes for:
    - a. Members who at the date and time of the meeting were not entitled to vote or
    - b. Failed to follow the voting instructions.
- (j) The scrutineers report to the chair the results of the vote
- (k) A notice of results is provided to members.

### 8.2.10 Minutes of meetings

- (a) Minutes for the meeting are taken including:
  - (i) The names of those present at the meetings
  - (ii) The resolutions and voting decisions.

## 9 BOARD

### 9.1 Board responsibilities

- (b) The Board is responsible for:
  - (i) The overall governance, management, and strategic direction of the Company
  - (ii) Monitoring the operational and financial position of the Company
  - (iii) Driving organisational performance to deliver value to members
  - (iv) Identifying and overseeing the controls and monitoring of risks

- (v) Overseeing and evaluating the performance of the CEO.

## 9.2 Board powers

- (a) The Board has the powers to undertake any activities for which they are responsible for except where the Act or this Constitution defines as being required at a general meeting.
- (b) The Board may delegate and revoke any of their powers (including this power to delegate) to a Director, Committee, the CEO, or an employee of the Company
- (c) The Board has the powers to establish, amalgamate, or dissolve groups such as Branches, Chapters, Committees, Working Groups and Communities of Practice.
- (d) The Board has the powers to establish one (1) or more subcommittees consisting of the members of the Company the Board considers appropriate
- (e) The Board has the powers to execute documents in accordance with the delegations of authority register
- (f) All powers, where delegated by the Board, are recorded in the delegations of authority register.
- (g) The Board has the powers to appoint or remove officers of the company (including the CEO) in accordance with agreed contractual terms and conditions and the Board Charter.

## 9.3 Board composition

- (a) The Board must have a minimum of eight (8) and a maximum of twelve (12) Directors
- (b) The Board composition must include:
  - (i) At least five (5) and up to seven (7) elected Directors
  - (ii) At least three (3) and up to five (5) appointed Directors
  - (iii) A majority of elected Directors
- (c) The Board elects one (1) Chair and one (1) Vice Chair of the Board from the elected and appointed Directors who holds office in accordance with the Board Charter
- (d) Where the Board does not hold the minimum number of Directors, the Board has a period of six (6) months after the AGM or the Director's departure to replace the Director.

## 9.4 Appointment of Directors

- (a) Elected Directors are appointed via an election of all professional members in accordance with the election procedure as approved by the Board, or, appointed to fill a casual vacancy that arises in accordance with clause 9.13
- (b) Appointed Directors are appointed by ordinary resolution of the Board in accordance with the Board Charter
- (c) An Alternate Director is appointed by a director and approved by the Board, to exercise

some or all the Director's powers for a specified period or as otherwise notified by the Board.

## 9.5 Eligibility of Directors

- (a) Eligibility of an elected Director and appointed Director is in accordance with the Board Charter.

## 9.6 Responsibility

- (a) A Director, Chair and Vice Chair are responsible for activities in accordance with the Board Charter.

## 9.7 Term

- (a) The term of a director is for two (2) years
- (b) The term of the Chair and Vice Chair is for two (2) years (subject to being a current Director).
- (c) To ensure continuity of the Board, all elected Directors are managed through staggered election timeframes:
  - (i) Where three (3) or more Directors are up for re-election, the Executive Committee alters the timeframe by reducing or extending the time of the current or following term by one (1) year.
- (d) The term of a director commences and concludes at the end of the calendar year following the AGM.
- (e) A Director can sit a maximum of three (3) consecutive terms
- (f) Where a Director has served three (3) consecutive terms, they may renominate for election to the board after a two (2) year absence from the Board (unless they are allowed to renominate under 9.7(g))
- (g) A Director becomes ineligible for re-election at the conclusion of the third term of two (2) years, unless the Board agree to extend the eligibility to stand for a further term where they:
  - (i) deem the Director is high performing (as per the Board Performance Assessment process) and essential to the execution of the strategy over the next term or
  - (ii) are unable to source a suitably skilled replacement to an appointed Director

## 9.8 Transitional Arrangements for 2022

- (a) Transitional arrangements for the company moving from state based elected Directors with three (3) year terms to nationally elected Directors with two (2) year terms are
  - (i) The current Executive Committee will see out their existing elected terms
  - (ii) Current appointed Directors will see out their existing appointed terms
  - (iii) All remaining elected Director positions will be up for election at the next election (2022) and their terms cease as per clause 9.7(d).

## 9.9 Cessation of Directors

- (a) The cessation of Directors is in accordance with the Board Charter. or as per Clause 6.4 or 10 of this document.

## 9.10 Conflict of interest

- (a) A conflict of interest (actual, potential, or perceived) is when:
  - (i) A Director has a private, financial, or other interest in an activity being undertaken by the Company
  - (ii) The interest could conflict with the performance of the Director's duties.
- (b) Where a director has a conflict of interest, the Director must declare as soon as identified, the nature of the conflict to the Company
- (c) After declaration, the Board must agree on the action appropriate to the nature of the conflict of interest.

## 9.11 Remuneration of Directors

- (a) Appointed Directors may be remunerated for their service as a Director of the Company and such remuneration:
  - (i) Is subject to Board approval
  - (ii) Must be inclusive of all fees relating to the work undertaken by the appointed Director.
- (b) Elected Directors
  - (i) Are not eligible for remuneration in their role as a Director of the Company
  - (ii) The Company pays all approved out of pocket expense incurred by elected Directors in undertaking activities on behalf of the Company.

## 9.12 Proceedings of board meetings

- (a) All meetings of the Board are in accordance with the Board Charter.

## 9.13 Vacancies on the Board

- (a) If there are insufficient nominations received to fill all Elected Director positions on the Board, or an elected Director resigns or is otherwise removed from their position during their term, these positions are deemed casual vacancies.
- (b) The Board may appoint any professional member to a casual vacancy that occurs in the position of Elected Director.
- (c) Any casual vacancy may only be filled for the remainder of the Elected Director's term.

## 10 MISCONDUCT

### 10.1 Complaint

- (a) A complaint can be lodged with the Company about a member, director, or an officer of the company in relation to professional misconduct
- (b) All complaints are assessed and investigated in accordance with the Complaint and Grievance Policy.

### 10.2 Misconduct

#### 10.2.1 Member

- (a) Member misconduct is when a member has:
  - (i) Obtained admission to the membership of the Company by improper means, including making a false declaration
  - (ii) Breached this Constitution, Code of Conduct or Policies of the Company or
  - (iii) Pleaded guilty or been found guilty of (with or without conviction), an offence before any court which in the opinion of the Board is inconsistent with the professional values of the Company or expected conduct of a member.
  - (iv) Failed to comply with a reasonable request made by the Company.

#### 10.2.2 Director

- (a) Director misconduct is when a director has:
  - (i) Breached this Constitution, Code of Conduct or Policies of the Company
  - (ii) Pleaded guilty or been found guilty of (with or without conviction), an offence before any court which in the opinion of the board is inconsistent with the professional values of the Company or expected conduct of a member or
  - (iii) Failed to comply with a reasonable request made by the Company.

#### 10.2.3 Officer

- (a) Officer misconduct is when an officer has:
  - (i) Breached this Constitution, Code of Conduct or Policies of the Company
  - (ii) Pleaded guilty or been found guilty of (with or without conviction), an offence before any court which in the opinion of the Board is inconsistent with the professional values of the Company or expected conduct of a member or
  - (iii) Failed to comply with a reasonable request made by the Company.

### 10.3 Investigation committee

- (a) The Board appoints the investigator to determine the:
  - (i) Validity of the complaint and
  - (ii) Outcomes.
- (b) The investigation committee must consist of:



- (i) The CEO
  - (ii) One (1) Director
  - (iii) Company Secretary
  - (iv) Other specialist(s).
- (c) At least one (1) member of the investigation committee must not be a member
- (d) Where a member of the investigation committee has a conflict of interest, that member must declare as soon as identified and be replaced with an alternative committee member.

## 10.4 Investigation

- (a) All complaints lodged with the Company are reported to the investigation committee
- (b) Once a complaint has been lodged and verified by the investigator, the investigator completes the investigation and provides an investigation report to the investigation committee
- (c) The investigation committee reviews the investigation report and acts in accordance with the Complaint and Grievance Policy
- (d) All complaints will be provided natural justice and the right to appeal in accordance with the Complaints and Grievance Policy.

## 10.5 Penalties

- (a) The following penalties may be imposed by the Board:
  - (i) Forfeit membership
    - a. Where a member's membership is forfeited:
      - i. The Company must record the member's resignation in the register of members in accordance with clause 6.7
      - ii. The member must pay all money owing.
  - (ii) Suspend membership
    - a. Where a member's membership is suspended:
      - i. The Board must advise in writing:
        - a. The period of suspension
        - b. Terms and conditions as to re-instatement of membership.
      - ii. The Company must record the member's suspension in the register of members in accordance with clause 6.7
      - iii. The member must pay all money owing
      - iv. During suspension, the Member does not maintain voting rights where the member is a professional or life member
      - v. The member must maintain conduct in accordance with the

governance framework.

- (iii) An official statement
- (iv) Lowering of member status and/or removal of any designation
- (v) Payment of all or any of the costs and expenses reasonably incurred by the Company in the investigation and determination of any matter arising under clause 10.1.

## 11 INDEMNITY

### 11.1 Indemnity for Directors

- (a) In relation to any conduct of a director that is within their roles and responsibilities as Director of the Company, the Company protects a Director against:
  - (i) Any personal liability incurred by the Director
  - (ii) Any liability for legal costs or expenses incurred in defending proceedings.
- (b) The Company makes (or agrees to makes) payment for costs and expenses incurred by an officer in defending of proceedings provided an agreement is made to repay the amount on terms and conditions imposed by the Board
- (c) All clauses are limited by the restrictions imposed in clause 11.2.

### 11.2 Restrictions on indemnity

- (a) The Company does not indemnify a director against:
  - (i) A liability owed to the Company
  - (ii) A liability for certain pecuniary penalty orders or compensation orders
  - (iii) A liability that is owed to someone other than the Company and did not arise out of conduct in good faith
  - (iv) A liability that arises out of a breach of a director's duties under the Act, or conduct that is outside of the scope and/or authority of their role as a Director of the Company
  - (v) Legal costs if the costs are incurred in defending or resisting:
    - a. Proceedings where the Director is found to have a liability for which they could not be indemnified in clause 11.2.
    - b. Criminal proceedings where the Director is found guilty
    - c. Proceedings brought by ASIC or a liquidator for a court order if the grounds for making the order are found by the court to have been established.

### 11.3 Period of coverage

- (a) The Company imposes a limit on the indemnity of Directors to seven (7) years after the Director is no longer a director.

### 11.4 Insurance premiums

- (a) The Board determines whether the Company will pay the premium for a director's indemnity insurance policy
- (b) The Company will not pay an insurance premium for an officer against a liability arising out of:
  - (i) Conduct involving a wilful breach of duty in relation to the Company
  - (ii) A contravention of the Act.