

# THE AUSTRALIAN DEANS OF BUILT ENVIRONMENT AND DESIGN

## Rules of the Association

### 1. NAME

1.1 The name of the association is “The Australian Deans of Built Environment and Design”.

1.2 The initials “ADBED” will be used as the short title for the association where abbreviation is appropriate.

### 2. INTERPRETATION

2.1 In these rules –

“**Association**” means The Australian Deans of Built Environment and Design.

“**Built Environment and Design**” means the group of disciplines that share a pedagogical, scholarship and research paradigm and forming Division 12 of the Australian and New Zealand Standard Research Classification, 2008.

“**Dean**” means a person employed by a Member as a Dean of Built Environment and Design, and includes an executive dean, head, dean of faculty, dean of school or other person having responsibility for teaching and research activities in Built Environment and Design at a Member university.

“**Executive**” means the committee established by the Association to manage its business between meetings.

“**Member**” means an Australian university which offers a university award course in Built Environment and Design disciplines and agrees to become a member of the Association.

“**Member Representative**” means a Dean who is nominated by the relevant Member as provided in rule 6.1.

“**Secretary**” means the person appointed by a resolution of the Association as Executive Officer. The Secretary may be a person employed by a Member, but must not be a Member Representative on the Association.

### 3. OBJECTS

3.1 The objects of the Association are to promote and advance Built Environment and Design education, research and scholarship in Australia on behalf of Members, and specifically –

- (a) to provide a forum for leaders of Built Environment and Design education to discuss matters of mutual concern and national importance;
- (b) to monitor the state of Built Environment and Design education and scholarship, in terms of adequacy of programs and resources and quality of outcomes;
- (c) to support and appropriately respond to the distinctive nature of the diverse Built Environment and Design disciplines;
- (d) to initiate and conduct reviews relevant to its objects;
- (e) to undertake consultations with and offer advice to universities, government and industry on matters relating to Built Environment and Design education and research;
- (f) to collect and disseminate information about Built Environment and Design faculties and schools;
- (g) to maintain strong links with relevant professional bodies such as DIA, AIA, AIB, AIQS, AIPM, AILA, PIA and other relevant bodies including international accrediting and registration bodies to further its objects;
- (h) to collaborate and support the work of single discipline academic groups in Built Environment and Design disciplines such as AASA, IDEA, AUBEA, ACUADS, ANZAPS and others;
- (i) to liaise, where appropriate, with related organisations both within Australia and overseas;
- (j) to make statements on relevant issues to government inquiries, professional bodies, the media and the general community;
- (k) to raise general community awareness on the need for and value of high-quality Built Environment and Design education and research;
- (l) to support relevant bodies in raising the status of the Built Environment and Design professions;
- (m) to promote research and research training in Built Environment and Design;
- (n) to promote the validity of practice-based research in Built Environment and Design disciplines in University settings.

#### **4. POWERS**

- 4.1 The Association has the power to:
- (a) open and operate bank accounts;
  - (b) appoint an Executive Officer; who shall assist the Executive to undertake the day-to-day business of the Association; and
  - (c) do all such things as are conducive or incidental to the attainment of its Objects.

#### **5. MEMBERSHIP**

- 5.1 An Australian university which offers a university award course in a Built Environment and Design discipline is eligible to be a Member of the Association (“**an Eligible Member**”).
- 5.2 An Eligible Member becomes a Member of the Association by agreeing in writing to become a Member and to pay any subscription fee determined in accordance with rule 8.
- 5.3 A Member may resign from the Association by giving 30 days written notice of resignation to the Secretary.
- 5.4 The Executive of the Association may terminate a Member’s membership if the Member –
- (a) ceases to offer a university award course in a Built Environment and Design discipline; or
  - (b) has annual subscription fees in arrears for at least 3 months.

#### **6. MEETINGS**

- 6.1 Each Member shall be entitled to nominate one Dean to act as that Member’s representative (“**Member Representative**”) and vote at meetings.
- 6.2 In the case of Members having more than one Dean in Built Environment and Design, the Dean not acting as the Member Representative may attend meetings as an observer and may have rights of audience and debate, but may not vote on any resolutions.
- 6.3 General meetings of the Association shall be held at least twice each calendar year, in a venue to be agreed by the Member Representatives. A Dean may attend a meeting in person or by teleconference.
- 6.4 A Member whose Member Representative is unable to attend may nominate an alternate to act as the Member Representative at the meeting.

6.5 The quorum for the Association meetings shall be one half of the number of Members plus one.

6.6 Each Member shall have one vote. Except as otherwise specified in these rules, all resolutions shall be passed by simple majority vote of all Member Representatives present at the meeting under rule 6.3. In the case of an equality of votes, the resolution is not passed.

6.7 The President holding office under rule 7 chairs the meeting and shall ensure that adequately detailed minutes of the meetings are prepared and circulated to Members.

## **7. OFFICE BEARERS**

7.1 At the first general meeting of the Association, the Member Representatives shall elect from their number a President and a Deputy President, and three other Member Representatives (“**Office Bearers**”) to form the Executive of the Association.

7.2 The term of office for all elected Office Bearers shall be two years, except that the term of office of the first Deputy President elected under clause 7.1 shall be 18 months.

7.3 All Office Bearers are eligible for re-election upon the expiry of their term of office. The election shall be held at the next meeting of the Association.

7.4 For succession purposes, election to the position of Deputy President shall, on each occasion, occur at a meeting of the Association six months prior to the expiry of the terms of office of other Office Bearers. Once elected, the Deputy President holds office for two years in accordance with clause 7.2.

7.5 Nominations for election of Office Bearers shall be called by the Secretary at least 14 days prior to the election date. Nominations may be received up to 24 hours prior to the election date and time. The Deputy President may nominate for the role of President along with all other Member Representatives of ADBED when the term of office of the President ends.

7.6 Election of Office Bearers is by simple majority vote of all Member Representatives present at the meeting under rule 6.3.

7.7 An Office Bearer may resign by notice in writing to the Secretary. If any of Office Bearers ceases to be a Dean at the Member University which appointed that person to represent it, they will immediately relinquish the Office Bearer position.

7.8 Any casual vacancy created under rule 7.7 or otherwise shall be voted upon at the next meeting of the Association, and the person elected to the casual vacancy shall be an Office Bearer for the balance of the two year term. If there is a casual vacancy in the position of President, the Deputy President shall assume the role of

President and, despite clause 7.5, shall be eligible to stand for election as President for the following two year term in accordance with rule 7.3.

## **8. SUBSCRIPTION FEES**

8.1 The Association may impose an annual subscription fee on Members only by a resolution passed by at least three quarters of all Members.

8.2 The initial fee to be imposed shall be determined at a meeting of the Association by a resolution by simple majority of all Member Representatives present.

8.3 The amount of the annual subscription fee to be paid by a Member in each subsequent calendar year shall be determined by a resolution by simple majority of all Member Representatives present at the last meeting of the Association in each year. Members shall be presented with a statement of proposed expenditure for the following year.

8.4 The annual subscription fee shall be paid within three months of the commencement of each calendar year. Once paid, an annual subscription fee is not refundable, even where membership ceases under rule 5.4(a).

## **9. RELATIONSHIP OF MEMBERS**

9.1 Nothing in these rules creates a partnership, joint venture, employment or agency relationship between the Members.

9.2 The Association shall not assume any legal or contractual obligations or liabilities on behalf of any or all of its Members, except by written agreement with each affected Member.

9.3 In the event that the Association determines by resolution of Members to make a public statement or submission, a Member may make a written request to the President that it be noted in the statement or submission that the Member does not support the statement or submission. The President must comply with the Member's request.

## **10. AMENDMENT OF RULES**

10.1 These rules may be amended, repealed or added to by a resolution passed by at least three quarters of all Members.

10.2 Any Member may propose an amendment to these rules by written notice to the President at least 28 days prior to a meeting of Member Representatives.

10.3 The President must provide written notice of the proposed amendments to Members at least 14 days prior to the meeting of Member Representatives at which the amendments may be voted upon. The President may provide recommendations or comments from the Executive on the proposed amendments.

## **11. WINDING UP**

11.1 In the event of changed circumstances in which continuation of the Association is no longer of interest or benefit to Members, a proposal for the winding up of the Association must be put to the Members.

11.2 The President must convene an Extraordinary Business Meeting to discuss the proposal to wind up the Association. The President must provide at least 28 days written notice of the Extraordinary Business Meeting to the Members.

11.3 The quorum for the meeting shall be three quarters of the total number of Members.

11.4 A resolution to wind up the Association must be passed by at least three quarters of the Member Representatives present at the meeting.

11.5 If the resolution is passed, the funds remaining in the Association bank accounts following the satisfaction of all debts and liabilities shall be distributed to the Members in equal proportions.