

**Association for Tertiary Education Management
COUNCIL AGENDA
Sunday 24 September 2000, Melbourne**

There will be a meeting of the ATEM Council on Sunday 24 September 2000 from 11.00 am to 4.00 pm in Howqua Room 3 at the Melbourne Convention Centre. The meeting will include a sandwich lunch at 1.00 pm.

You can tell your office that these numbers can be used to leave messages for you while you are at the Annual Conference; Tel: 61 3 9235 8878, Fax: 61 3 9235 8779.

Other important events for Council Members during the Conference are:

Tuesday 26 September

9.00 to 9.45 am Members Forum
9.45 to 10.30 am Annual General Meeting

The timing between these events, and morning tea (Tuesday 10.30 to 11.00 am), is flexible.

ATTENDEES:

Executive:

Warwick Nicoll, President
Maree Conway, Vice-President
Tom Gregg, Vice-President
Richard Easter, Association Treasurer
Margie Cole, Association Secretary
Liz Watson, Councillor at Large
Lorraine Perry, Councillor at Large

Branch Presidents:

Jenny Coggins, Canberra
Alan Tilley, New South Wales
Lorraine Parker, New Zealand
Margie Cole, Northern Territory
Paul Abernethy, Queensland
John Przybilla, South Australia (vice Ion Wallace)
Annabel Tyson, Tasmania
Susan Gould, Victoria
Chris Jeffrey, Western Australia

In Attendance:

Giles Pickford and Peter Scardoni, Association Secretariat
Jim McLauchlan (for ATEM Foundation item)

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AGENDA

1. Apologies and President's Welcome

BP Ion Wallace has apologised. The President will welcome members, especially those attending their first meeting (Alan Tilley, Annabel Tyson, Susan Gould).

2. Minutes

The Minutes are on the web site under the heading 'Meetings' in the members only section. The relevant minutes are, in chronological order:

Council Meeting 13 May 2000

Executive Teleconference 12 July 2000

Executive Teleconference 10 August 2000.

Recommendation: that the Council Minutes of 13 May 2000 and the Executive Teleconference of 10 August be confirmed.

3. Action Sheet

The consolidated action sheet is attached. It includes any item arising out of any previous meeting where either no action, or partial progress, has been made.

4. Annual Conference

Sue Gould and Lorraine Perry will table, and speak to, a general report on Conference 2000.

5. ATEM Foundation

Jim McLauchlan has been invited to attend for this item. A position paper prepared by the Secretariat and Piper Alderman Lawyers is attached.

6. The Journal of Higher Education Policy and Management

6.1 Draft Policy – A new draft policy on the ATEM Journal, prepared by VP Maree Conway is attached.

6.2 Appointment of Joint Editors - A recommendation from the Secretariat will be tabled at the meeting.

Recommendation:

(a) that the Draft Policy be approved and posted on the Web in the section called ‘ATEM Policy’;

(b) that Council appoint the two Joint Editors recommended at the meeting for a two year term and they be offered an Honorarium of \$500 per edition, per person.

7. Strategic Plan

The President prepared a revision of the strategic plan for May Council. Council resolved (C00/4) to make changes to the plan and clear it with Council before publishing it on the web. The re-worded plan is now up on the web and members have been asked for comment. There has been no feedback.

For noting.

8. Conference 2001

Jenny Coggins will report on progress with the 2001 Conference in Canberra.

9 Conferences 2002 and 2003

At the May Meeting the President was authorised to invite the Queensland and South Australian Branches to hold the Annual Conference in 2002 and 2003 respectively. A proposed by-law, setting out the rights and obligations of Council and Branches in organising a Conference is attached. It was prepared by the Secretariat and is based on the Conference Manual.

10. Membership Campaigns

At its May Meeting Council resolved inter alia (C00/5) that:

10.1 ‘The Secretariat prepare a more detailed paper’ on next year’s membership campaign. The application of e-commerce solutions to this area were canvassed amongst the Executive and all Branches. Unanimous approval was expressed. The Secretariat is

currently in the process of implementing these changes and Peter Scardoni will be able to give a verbal progress report at the meeting.

For noting.

10.2 'That Branches consider adopting a common annual fee...' Council needs to recommend an Association-wide Annual Fee for 2001 to the Annual General Meeting. The Treasurer will lead discussion on this item.

For discussion.

11. Association Secretary's Report

11.1 The Association Secretary has prepared a draft of the 1999 Annual Report. A copy is attached.

Recommendation: that the 1999 Annual Report be received and tabled at the Annual General Meeting.

11.2 Elections for one Vice-President, the Association Secretary, and one Councillor at Large, were conducted in July by the Returning Officer, Giles Pickford. There was only one nomination for each vacancy. The following people have been declared elected unopposed:

Vice-President: Maree Conway
Association Secretary: Margie Cole
Councillor at Large: Pat Allen.

For noting.

12. Treasurer's Report

12.1 The Treasurer has produced a composite report on the finances of the Council and of each Branch for the year January to December 1999. A copy will be posted to members when ready. The next reporting year will be January 2000 to 31 March 2001.

Recommendation: that the Treasurer's Report be adopted.

12.2 Peter Scardoni will report on progress with the Finance Manual.

13. Vice-President's Report

13.1 Maree Conway has prepared a report on grants and awards. The document is not appropriate for posting on the web. It will be tabled at the meeting.

Recommendation: that the report be adopted.

13.2 The development of CPEP can no longer be carried by Maree Conway.
For discussion.

14. Secretariat Contracts

With the authority of the previous meeting, the Treasurer has negotiated two new contracts for both Giles Pickford and Peter Scardoni. Copies will be tabled at the meeting.

For noting.

15. New Branches

There is nothing yet to report on Hong Kong. However, members in Fiji have resolved that they wish to be constituted as a Chapter of the New Zealand branch. For discussion.

16. International Affiliates

Council has been invited to nominate a delegate to attend the AUA Conference in 2001 as the ATEM representative. Bearing in mind that ATEM now has a formal agreement with AUA, it is important that the delegate be able to progress that agreement. Attendance by a Council member would therefore be appropriate. In the past funding has not been provided to support such travel, with the Council calling from expressions of interest from ATEM members who were travelling to the UK at the same time as the conference. The Council may wish to reconsider this policy as well.

To further our affiliation with AACROA it is recommended that the Council Member who attends the 2001 AAUA Conference should call on AACROA and formally propose affiliation.

Recommendation: that Council nominate its representatives at the AUA and AAUA Conferences next year.

16. Members' Forum

The two Councillors at Large have prepared a paper on the conduct of the Members' Forum, to be held on Tuesday 26 September from 9.00 am to 9.45 am.. A copy is attached.

Recommendation: that the paper on the Members' Forum be adopted.

17. Cross Sectoral Issues Group

A request has been received from a potentially large group of new members interested in forming a special interest group in ATEM concerned with Cross Sectoral Issues. A copy is attached.

Recommendation: that the Cross Sectoral Issues Group be recognised as an Association-wide special interest group in ATEM and given assistance by the Secretariat in meeting its aims.

18. Policy Concerning Public Comment

The question of policy concerning Public Comment was raised at the last meeting. An up-dated version of an older policy is now on the Web under the Heading 'Policy' in the side menu. A copy will be tabled the meeting. For noting, unless questions are raised by members.

19. Reports From Branches

19.1 Each Branch President is asked to bring a copy of the Annual Report which they gave to their own Branch AGM., for tabling at Council and at the Association AGM

19.2 At the last meeting, Branch Presidents were asked to report to this meeting on any follow up that they have initiated with significant institutions which have not yet become Corporate Members. Current Corporate Members are displayed on the web under the heading 'Corporate Members' in the side menu.

20. Other Business

21. Next Meeting

It is recommended that Council meet again on Saturday 12 May 2001 at the Wentworth Street Travelodge in Sydney.

22. Closure

Suggested closure: before 4.00 pm.

GP 15/9/00

Attachment 1

CONSOLIDATED ACTION SHEET

Items yet to be completed are in plain type. *Completed items are italicised.* If a Council Member has completed an action listed below, he or she should inform the Secretariat.

President: Warwick Nicoll

C00/2 Write to Working Party on the ATEM Foundation conveying the matters covered in Council's Resolution on the ATEM Foundation.

C00/7 Congratulate NZ Branch on 1999 Conference and ask for Final Accounts and list of sponsors.

Branch Presidents

C00/5 Follow through with non-renewing Corporate Members using the Corporate Members page in the Web Site as background

C00/5 Consider adopting a common membership fee throughout Australia, and use discounted PD Program fees as an incentive instead of reduced membership fees.

Hon. Secretary: Margie Cole

C99/44.11 Produce ATEM Annual Report in association with ATEM Secretariat.

Hon Treasurer: Richard Easther

C99/38 Prepare Finance Manual in consultation with Branches, ensuring that Branch Accounts and Financial Statements and Structures should reflect those of the Association to facilitate consolidation.

Exec 8/00, item 6 Present up-dated budget to September Council.

C00/10 Submit 1999 consolidated accounts to Auditor.

C00.12 Draw up new contracts for Giles Pickford and Peter Scardoni.

VP Maree Conway

C99/44.5 Establish a CPEP Steering Committee with terms of reference as outlined in 10.2 of Document 5.

C99/44.6 Apply to DETYA for funding.

C00/11 Prepare Executive Summary of Members Survey for ATEM Matters.

Councillors @ Large: Liz Watson and Lorraine Perry

C99/44.12 Implement operation of the Members Forum as per document agreed at Council.

BP Susan Gould and Councillor at Large Lorraine Perry

Exec Teleconferences 12/7 and 10/8 Present up-dated report on Annual Conference to September Council

Councillor @ Large: Liz Watson

Exec 6 Review and implement changes to the awards process in consultation with VP Conway and Jeremy Callaghan of Waikato University

ATEM Foundation Jim McLauchlan

C00/2 Approach Peter Hogan of Ansett re provision of two tickets to AUA and AAUA Conferences as part of contribution of a Foundation Partner.

Association Secretariat: Giles Pickford and Peter Scardoni

C99/44.19 Follow up on development of Marketing Plan and report to Executive
Contact: Jan McAdam at Swinburne University.

C99/44.16 Implement Conference Follow Up Plan, publish Plenaries and send to AVCC and NZVCC. (NOTE: There are no plenaries on the Web to publish)

C99/46 Add the Resolution Register to the Web Site. (NOTE: Secretariat recommends that this task is going to be very time consuming and so far has a low priority. The Register is a printed document which has not been kept up to date. What is listed includes every resolution ever passed, even procedural ones).

Exec Tele 5.3 Make contact with AACRAO with a view to forming a strategic alliance. (NOTE: In view of the fact that our first approach did not receive a response, the Secretariat believes that AACROA should be visited by the member of Council attending AAUA in 2001).

C00/3 ATEM Journal

(a) Thank Helen Sjoman and Pat Miller be thanked for their work on the Journal and inform them that their resignation with effect from December 2000 is accepted with regret;

(b) Thank Ian Dobson for the work he has done as Business Manager of the Journal and invite him to continue with a revised role to be defined by the Executive Committee;

(c) Thank Arthur O'Neill for his long term contribution to the Journal, and thank other members of the Editorial Board and ask if they wish to continue;

(e) Call for expressions of interest from two members who wish to assume the mantle of Joint Editors from January 2001, the call for expressions of interest to go out in the next 'ATEM Matters';

(f) Raise the question of the need for an honorarium with the present editors;

(g) Draw up a contract covering the work of both the Joint Editors and the Business Manager for consideration at September Council, the contract to include the need for an annual report and audited financial statements; (NOTE: The Secretariat believes that the adoption of a formal Council Policy on the Journal would be preferable to a contract. See the attachment to item 6 below).

C00/4 Implement changes to the Strategic Plan. Submit words for new Objectives 4 and 5 to Executive Teleconference in August

C00/5 Submit ideas for e-commerce to Executive Teleconference after canvassing Branches.

C00/5 Revise New Members Brochure.

C00/5 Draw Ansett discount to the attention of members.

C00/6 Forward names of potential sponsors to Victorian Branch.

C00/6 Forward entire resolution to Victorian Branch.

C00/8 Request formal submissions re 2002 Conference from Queensland Branch and 2003 from South Australian Branch.

Exec Teleconf 10/8 Visit Sean Magee in Sydney to assist in developing the Foundation.

C00/9 Conduct 2000 elections as per schedule.

C00/10 Issue invoices to Branches for 2000 levies.

Council, September 2000: Item 5 ATEM Foundation

On 1 September 2000 The Secretariat drove to Sydney and visited Sean Magee, Director of Corporate Finance, Asia Growth Funds Management Pty Ltd and Robert Postema, Partner of Piper Alderman, Lawyers.

There we assisted in clarifying a number of questions that were holding up further development of the Foundation. These were:

(a) The nature of the Foundation (Trust or Company). After hearing all the pros and cons we recommend to Council that a Charitable Company is preferable to a Trust structure. It is more readily understood by the commercial world and is able to operate in all States of Australia. Whereas a Trust needs to be constituted in each State and Territory. Piper Alderman have drawn up draft articles for a Charitable Company and they are attached.

(b) The need to set up a mirror Company in New Zealand. This is required because of the ruling given by Internal Revenue in NZ that tax deductibility would not be granted to a Charitable Company set up in Australia. Tax deductibility is relatively easy to get in New Zealand.

(c) Conversely, tax deductibility is hard to get in Australia. The Administrative Staff College at Mt Eliza is the body most similar to ATEM that we could find in the Schedules to the Tax Act. ATEM will need to use all its influence to get tax deductibility in Australia under the provisions of this Schedule to the ACT. We should make approaches through DETYA (now a Corporate Member), and ACT Politicians such as the President of the Senate.

(d) We spent some time talking about presentation and introduced Sean Magee to our web site. He agreed that we need a brief glossy prospectus to launch the Foundation, but concurred that the web would stand us in good stead for the very broad details that it covers: which would reduce the need for a longer and more expensive prospectus.

(e) Magee expressed a lot of interest in getting to know more about Australian Higher Education, and we agreed to assist him find his way around the scene. His record in New Zealand is enough to make us very sure that he can deliver on his goals here in Australia.

A brief bio-note on Seam Magee is attached for the information of those Council Members who have not met him yet.

The draft articles for the Charitable Company follow after.

Giles Pickford and Peter Scardoni
Association Secretariat

ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT FOUNDATION

POSITION PAPER

Background

The Association for Tertiary Education Management Inc (ATEM) wishes to make arrangements for improving the standard of tertiary education in Australia through improvements in tertiary education management and administration.

To achieve this objective, ATEM desires to establish a charitable foundation to be known as the 'Association for Tertiary Education Management Foundation' (Foundation). We have been asked to provide advice in general terms as to the nature of the vehicle that should be established to act as Foundation. Our advice is couched in brief and general terms having regard to the intent to use this as a briefing paper for the members of ATEM and in particular its Board. It is not intended to be a detailed legal exposition or to provide detailed taxation advice.

Charities

For a Foundation to be charitable, it must fall within the established legal framework for charities. Broadly speaking, there are four categories of charitable purposes. Relevantly, one of those purposes is the advancement of education.

In addition to the requirement for a charitable purpose, the charity must also generally be for the public benefit, being both beneficial in and of itself and directed to a sufficiently broad section of the community.

We consider that the proposed charitable objects enumerated in the draft constitution referred to below would fall within the conventional legal charitable framework.

Type of Vehicle

Traditionally, charities have been established by means of:

- ~~is~~ a trust (either by virtue of an express trust or by will);
- ~~is~~ an incorporated association; or
- ~~is~~ a company limited by guarantee.

For many years, trusts were considered to be the vehicle of choice for charities. The concept is familiar to many people and there is a well-established body of law in relation to the operation of trusts. A lesser number of charities have been established as incorporated associations. While either of these vehicles may be suitable for charities with a state based focus, they do not work well for charities that have a national focus. This is because, once the trust or association is established or incorporated, it is

necessary to effectively register in each other state and territory to carry on business throughout Australia. There are other claimed difficulties with the use of incorporated associations. However, it is beyond the scope of this paper to consider them in any detail.

In recent practice, the majority of charities with a national focus have been incorporated as companies limited by guarantee. This form of vehicle overcomes the need to, in effect, separately register to do business in the various states or territories. It also provides the members with a limitation on liability (to the extent of the amount of the guarantee).

For the reasons set out in the previous paragraph, we have tended to advise that charities should be established as a company limited by guarantee. We recommend the Foundation also be established as a company limited by guarantee.

Taxation Framework

The taxation framework within which charities operate has been overhauled with effect from 1 July 2000. Two aspects need to be considered.

The first aspect is the income tax status of a charity. If the Foundation is established for charitable purposes, then it may apply for an Australian Business Number (ABN) and proceed to endorsement as an income tax exempt entity. This means that the entity is entitled to:

- an exemption from income tax; and
- broadly speaking, GST free status for supplies and input tax credits in relation to the GST free supplies it makes. The entity can also apply separately for exemptions from federal and state taxes such as stamp duty.

The second aspect is the tax deductible status of the charity. Registration as a charity for income tax purposes does not automatically entitle the charity to receive tax deductible donations or gifts. That status (known as deductible gift recipient status or DGR) must be separately applied for. Key features of this status are that:

- there must be a separate gift fund (that may nevertheless be part of the Foundation); and
- the gift fund may only receive gifts and charitable donations. Sponsorship and other commercial revenue will not qualify for deductible status. However, there is nothing to stop the Foundation setting a separate gift fund to receive gifts and charitable donations which is quarantined from sponsorship and other commercial activities of the Foundation.

We note that the Australian Taxation Office is of the view that most charities do not qualify for DGR status (any longer). To qualify, a charity must fall within one of the

enumerated general categories or alternatively must be specifically listed in the relevant parts of the tax legislation.

We believe the Foundation will not qualify within the available general categories. Therefore, if ATEM, through the Foundation, wishes to pursue DGR status, it will be necessary to cause the Foundation to be specifically listed in the relevant parts of the tax legislation. *We emphasize that this will require political lobbying and political influence.* In that regard, we understand that ATEM has good contacts with government. These contacts will be vital to making the case to the Federal Government for ATEM to be listed.

The Way Forward

Having regard to the length of time it is likely to take to obtain DGR status, we discussed with you an approach of in the first instance establishing the Foundation as a charity for income tax purposes. This will at least give the Foundation the advantage of the income tax exemption. We understand that it will be practicable for the Foundation to operate through corporate sponsorship arrangements pending, and even after, the Foundation achieves DGR status.

Constitution

If the Foundation is to be incorporated as a company limited by a guarantee, it will be necessary for the Foundation to have a constitution. We have prepared a draft constitution for consideration. It is in a form that is typical for charities but tailored to the particular circumstances of the Foundation (particularly as regards the charitable objects and the appointment of directors). This is a discussion draft only. We expect ATEM may have particular requirements that it will wish to reflect in the constitution. We look forward to working with ATEM to achieve the desired constitution.

Conclusion

As we have discussed and as is evident from this paper, we recommend that the Foundation be incorporated as a company limited by guarantee. We look forward to working with you to arrange for endorsement of the Foundation as an income tax exempt charity. In addition, we would be happy to work with you in whatever way we can in your pursuit of deductible gift recipient status for the Foundation.

Piper Alderman Lawyers

September 2000

ASSOCIATION FOR TERTIARY EDUCATION MANAGEMENT FOUNDATION

ACN

CONSTITUTION

PART 1 - PRELIMINARY

1. Name

The name of the company is the Association for Tertiary Education Management Foundation (Company).

2. Nature

The Company is a public company limited by guarantee.

3. Replaceable rules

The replaceable rules in the Corporations Law do not apply to the Company.

4. Objects

The objects of the Company are:

4.1 to generally improve the standard of tertiary education in Australia through improvement in tertiary education management and administration;

4.2 to facilitate members and non-members sharing information and ideas in the area of tertiary education management and administration;

4.3 to formulate principles of best practice, promote and undertake research, gather data, and disseminate information on best practice, research results and data gathered to agencies and professionals in the area of tertiary education management and administration;

4.4 to provide education and training to persons in the area of tertiary education management and administration in order to improve the efficiency and quality of tertiary institutions and tertiary education in Australia;

4.5 to provide facilities for education and training to persons in the area of tertiary education management and administration and to improve the standard, efficiency and quality of tertiary education in Australia;

4.6 to maintain and improve the level of professional competence and practice in the field of tertiary education administration and management; and

4.7 to encourage increasing and outstanding contributions to tertiary education management and administrative practice.

5. No distribution to members

51. The Company's income and assets must be used solely to promote the Company's objects.

5.2 The Company must not pay or distribute any profits, income or assets to the members.

5.3 This does not prevent the Company paying in good faith:

5.3.1 reasonable remuneration to a member or other person for services rendered to the Company;

5.3.2 for goods supplied to the Company in the ordinary course of the promotion of the Company's objects;

5.3.3 reasonable interest on money lent by a member to the Company, or reasonable rent for premises let by a member to the Company; or

5.3.4 out-of-pocket expenses incurred on behalf of the Company in the ordinary course of the promotion of the Company's objects.

6. Limited liability

6.1 The liability of the members is limited.

6.2 If the Company is wound up, a present or past member must contribute to the Company's property an amount sufficient:

6.2.1 to pay the Company's debts and liabilities and the costs, charges and expenses of the winding up; and

6.2.2 to adjust the rights of the contributories among themselves.

6.3 However, a member or past member need not contribute more than \$10.

6.4 A past member need not contribute if not a member at any time during the year ending on the day of the commencement of the winding up.

6.5 On a winding up, any surplus must be given to an institution:

6.5.1 which has objects similar to the Company's objects; and

6.5.2 which cannot distribute its income and assets to its members.

The members may decide the institution. If they do not do so, the Supreme Court of the Australian Capital Territory may decide the institution.

6.6 If clause 6.5 cannot be given effect, any surplus must be given to a public university or other charitable public institution that has education as at least one of its objects.

PART 2 - MEMBERSHIP

7. Categories

7.1 The Company has the following categories of membership:

7.1.1 full membership, available to natural persons 18 years or older;

7.1.2 associate membership, available to natural persons younger than 18 years; or

7.1.3 corporate membership, available to bodies corporate (including incorporated associations).

7.2 The Company may create sub-categories of membership, and may decide the rights attached to those sub-categories. Those rights must be consistent with this constitution.

8 Applications for membership

8.1 Any natural person or body corporate may apply for membership.

8.2 The applicant must:

8.2.1 complete the application form provided by the Company and give it to the Company;

8.2.2 state the category of membership for which the applicant applies;

8.2.3 consent to the Company obtaining police reports on the applicant;

8.2.4 agree to be bound by this constitution; and

8.2.5 send with the completed application form, payment of the entrance fee and the first annual membership subscriptions for the category of membership applied for.

8.3 The Board must consider the application at its first meeting after receipt of the application. The Board may accept or reject the application, or defer the application for any time.

8.4 The Company must, as soon as reasonably practicable, notify the applicant whether the application is accepted or rejected.

8.5 The applicant becomes a member of the Company if:

8.5.1 the Board accepts the application; and

8.5.2 the applicant pays the entrance fee and the first annual membership subscriptions for the category of membership granted.

8.6 The company secretary must record the name of each successful applicant in the register of members.

9 Resignation

9.1 A member, who does not owe any money to the Company, may resign membership by giving notice of resignation to the Company.

9.2 The company secretary must record the resignation in the register of members.

10 Termination

A member's membership ceases if:

10.1 the member's annual subscription is 12 months in arrears;

10.2 the member is a natural person and becomes an insolvent under administration;

10.3 the member is a body corporate, and a resolution is passed to wind it up (otherwise than for reconstruction or amalgamation), or becomes an externally-administered body corporate; or

10.4 the Board expels the member under the following clause.

11 Expulsion etc

11.1 If the Board considers that a member has not complied with this constitution, or has acted in a manner which is unbecoming to a member or prejudicial to the interests of the Company, it may:

11.1.1 expel the member;

11.1.2 suspend the member for a specified period; or

11.1.3 fine the member as they think fit.

11.2 The Board may do so only if:

11.2.1 at least 14 days before the Board meeting, the Company gives the member:

(a) written particulars of the relevant act or omission;

- (b) notice of the date, place and time of the Board meeting; and
- (c) notice that the member may attend and be heard at the Board meeting or make written submissions to the Board; and

11.2.2 the Board hears the member or consider the member's written submissions at the Board meeting.

11.3 The company secretary must:

11.3.1 record the expulsion, suspension or fine in the register of members; and

11.3.2 advise the member of the decision accordingly.

12 Subscriptions

12.1 All members must pay to the Company any annual subscriptions and fees fixed by the Board. The Board may fix different annual subscriptions and fees for different categories and sub-categories of members.

12.2 The first annual subscription is due on becoming a member. In each subsequent year, annual subscriptions are due on 1 July.

PART 3 - PROCEEDINGS OF MEMBERS

13 One member

If the Company has only one member:

13.1 it may pass a resolution by the member recording it and signing the record; and

13.2 the rest of this Part does not apply.

14 Annual general meetings

14.1 Subject to the Corporations Law, the Company must hold annual general meetings:

14.1.1 within 18 months after its registration; and

14.1.2 at least once in each calendar year and within 5 months after the end of its financial year.

14.2 The business of the annual general meeting may include any of the following, even if not referred to in the notice of meeting:

14.2.1 the confirmation of the minutes of the last annual general meeting;

14.2.2 the consideration of the annual financial report, directors' report and auditor's report;

14.2.3 the election of directors;

14.2.4 the appointment of the auditor; and

14.2.5 the fixing of the auditor's remuneration.

15 Who may call meetings of members

15.1 A director may call a general meeting, when and where the director decides.

15.2 The Board may call a general meeting, when and where the Board decides.

15.3 Subject to the Corporations Law, the Board must call a general meeting on the request of:

15.3.1 members with at least 5% of the votes that may be cast at the general meeting; or

15.3.2 at least 100 members who are entitled to vote at the general meeting.

15.4 The request must:

15.4.1 be in writing;

15.4.2 state any resolution to be proposed at the meeting;

15.4.3 be signed by the members making the request; and

15.4.4 be given to the Company.

15.5 Separate copies of a document setting out the request may be used for signing by members if the wording of the request is identical in each copy.

15.6 The Board must call the meeting within 21 days after the request is given to the Company. The meeting is to be held not later than 2 months after the request is given to the Company.

15.7 Members may call a general meeting as the Corporations Law allows.

16 How to call meetings of members

16.1 At least 21 days' notice must be given of a general meeting. However, unless prohibited by the Corporations Law, the Company may call on shorter notice:

16.1.1 an annual general meeting, if all the members entitled to attend and vote at the annual general meeting agree beforehand; and

16.1.2 any other general meeting, if members with at least 95% of the votes that may be cast at the meeting agree beforehand.

16.2 Notice of a meeting must be given to members, directors and the auditor.

16.3 A notice of a general meeting must:

16.3.1 set out the place, date and time for the meeting;

16.3.2 state the general nature of the meeting's business;

16.3.3 if a special resolution is to be proposed at the meeting - set out an intention to propose the special resolution and state the resolution; and

16.3.4 contain a statement setting out the following information:

(a) that the member has the right to appoint a proxy; and

(b) that the proxy need not be a member of the Company.

16.4 Non-receipt of notice of a meeting, or failure to give proper notice of a meeting to a person entitled to receive it, does not invalidate anything done at the meeting if:

16.4.1 the failure was accidental;

16.4.2 the person gives notice to the Company that the person waives proper notice or agrees to the thing done at the meeting; or

16.4.3 the person attends the meeting and:

(a) does not object at the start of the meeting to the holding of the meeting; or

(b) if the notice omitted an item of business, does not object to the consideration of the business when it is presented to the meeting.

17 Membership at a specified time

For the purpose of a particular general meeting, the Board may decide that the members at a specified time before the meeting are taken to be the members at the time of the meeting.

18 Quorum

18.1 A quorum for a general meeting is 5 full members. The quorum must be present at all times during the meeting.

18.2 In determining whether a quorum is present, the chairman must count full members, proxies, attorneys and any other persons entitled to vote. If an individual is attending both as a member and as a proxy or attorney or in any other capacity, the chairman must count the individual only once.

18.3 If a quorum is not present within 30 minutes after the time appointed for the meeting:

18.3.1 if the meeting was called on the request of members or by members, the meeting is dissolved; and

18.3.2 any other meeting is adjourned to any day, time and place the Board decides.

18.4 If a quorum is not present within 30 minutes after the time appointed for a meeting resumed after an adjournment, the meeting is dissolved.

19 Chairman

19.1 The chairman of the Board is entitled to chair all meetings of members.

19.2 If there is no chairman of the Board, or if the chairman is not present within 10 minutes after the time appointed for the meeting or is unable or unwilling to act, the deputy chairman of the Board may chair the meeting. If there is no deputy chairman, or if the deputy chairman is not present within 10 minutes after the time appointed for the meeting or is unable or unwilling to act, the directors present must elect one of themselves to chair the meeting. If they do not do so, the members present must elect a person to chair the meeting.

19.3 If the chairman is unable or unwilling to chair a part of the meeting, the deputy chairman may chair that part. If there is no deputy chairman, or the deputy chairman is unable or unwilling to act, the directors present must elect one of themselves to chair that part. If they do not do so, the members present must elect a person to chair that part.

20 Regulation of meetings

The chairman may regulate a general meeting in any way consistent with this constitution.

21 Adjournment

21.1 The chairman may adjourn a general meeting to any day, time and place.

21.2 The chairman must adjourn a general meeting if the members present with a majority of votes at the meeting agree or direct the chairman to do so. The chairman may adjourn the meeting to any day, time and place.

21.3 When a meeting is adjourned, new notice of the resumed meeting must be given if the meeting is adjourned for more than one month.

21.4 Only unfinished business is to be transacted at a meeting resumed after an adjournment.

22 How members make decisions at meetings

22.1 A general meeting makes a decision by passing a resolution. A resolution is passed if more than 50% of the votes cast by the members entitled to vote are in favour of the resolution (unless the law requires a special resolution).22.2 A special resolution is passed if:

22.2.1 notice of the meeting set out an intention to propose the special resolution and stated the resolution; and

22.2.2 it is passed by at least 75% of the votes cast by members entitled to vote on the resolution.

23. How voting is carried out

23.1 Unless a poll is properly demanded, a resolution put to the vote at a general meeting must be decided on a show of hands.

23.2 If a poll is properly demanded, the result of the poll is the resolution of the meeting.

23.3 A declaration by the chairman that a resolution is passed, or passed by a particular majority, or lost, and an entry to that effect in the minutes, are sufficient evidence of that fact, unless proved incorrect.

24 Polls

24.1 A poll may be demanded on any resolution.

24.2 A poll may be demanded by:

24.2.1 at least 3 members entitled to vote on the resolution; or

24.2.2 the chairman.

24.3 The poll may be demanded:

24.3.1 before a vote is taken;

24.3.2 before the voting results on a show of hands are declared; or

24.3.3 immediately after the voting results on a show of hands are declared.

24.4 A demand for a poll may be withdrawn.

24.5 A poll demanded on a matter other than the election of a chairman or the question of an adjournment must be taken when and how the chairman directs.

24.6 A poll on the election of a chairman or the question of an adjournment must be taken immediately.

24.7 A demand for a poll does not prevent the meeting dealing with other business.

25 How many votes a member has

25.1 At a general meeting:

25.1.1 on a show of hands, each full member present (in person, by proxy or attorney) has one vote; and

25.1.2 on a poll, each full member present (in person, by proxy or attorney) has one vote.

25.2 Notwithstanding the previous sub-clause, a member is not entitled to vote if the member owes any money to the Company, except subscriptions for the current financial year.

25.3 An associate member does not have a vote.

25.4 The chairman has a casting vote.

25.5 The chairman or other person may disregard any vote by a member who is not entitled to vote.

26 Challenging a right to vote

26.1 A challenge to a right to vote at a general meeting may only be made:

26.1.1 before the meeting, to the Board; or

26.1.2 at the meeting, to the chairman of the meeting.

26.2 The challenge must be decided by the Board or the chairman (as the case may be). The Board's decision or the chairman's decision is final.

27 Proxies and attorneys

27.1 A member, who is entitled to vote at a general meeting, may vote on a show of hands and on a poll:

27.1.1 personally;

27.1.2 by proxy; or

27.1.3 by attorney.

27.2 A proxy or attorney need not be a member of the Company.

27.3 A member may appoint a proxy or attorney for all or for particular meetings of members.

27.4 An appointment of a proxy or attorney must be in a form approved by the Board.

27.5 An appointment of a proxy is valid if it is signed by the member making the appointment and it contains the following information:

27.5.1 the member's name and address;

27.5.2 the Company's name;

27.5.3 the proxy's name or the name of the office held by the proxy; and

27.5.4 the meetings at which the appointment may be used.

27.6 The Board may decide to accept a proxy even if it contains only some of that information.

27.7 Unless otherwise specified in the appointment, the proxy or attorney may:

27.7.1 agree to short notice for the meeting;

27.7.2 even if the appointment directs how to vote on a particular resolution:

(a) vote on an amendment to the particular resolution, a motion not to put the particular resolution or any similar motion;

(b) vote on a procedural motion, including a motion to elect the chairman, to vacate the chair or adjourn the meeting;

27.7.3 speak at the meeting;

27.7.4 subject to the Corporations Law, vote ; and

27.7.5 demand or join in a demand for a poll.

27.8 Subject to the Corporations Laws, if a person represents 2 or more members, that person has only one vote on a show of hands.

27.9 A later appointment of a proxy or attorney revokes an earlier one if both appointments could not be validly exercised at the meeting.

27.10 An appointment may specify the way a proxy or attorney is to vote on a particular resolution. A proxy may vote only as directed.

27.11 An appointment of a proxy is effective only if the Company receives the appointment (and any authority under which the appointment was signed or certified copy of the authority) at least 48 hours before the meeting or resumed meeting, unless the Board decides to reduce that time. These requirements also apply to an appointment of an attorney.

27.12 Unless the Company receives written notice of the matter before the start or resumption of a meeting, a vote by a proxy or attorney is valid even if:

27.12.1 there is a Transmission Event in respect of the member;

27.12.2 the appointment of the proxy or attorney is revoked; or

27.12.3 the member revokes the authority under which the proxy was appointed by a third party.

27.13A proxy or attorney may take part in a general meeting even if the appointor is present. However, if the appointor votes on a resolution, the proxy or attorney must not vote.

PART 4 - DIRECTORS

28 Number of directors

28.1 There must be at least 3 directors and no more than 9 directors.

28.2 The Company in general meeting may increase or reduce the number of directors.

29 Qualification of directors

A director need not be a member of the Company.

30 Appointment of directors

30.1 The provisions of:

30.1.1 clauses 30.2, 30.3 and 30.4 apply for so long as ATEM is a member of the Company; and

30.1.2 clauses 30.5 to 30.16 and clause 31 apply if ATEM is not a member of the Company.

30.2 When this clause applies and subject to relevant consents to act as a director being tendered in accordance with the Corporations Law:

30.2.1 ATEM may appoint, remove or replace up to 5 of its officers to be directors of the Company; and

30.2.2 the director(s) appointed under clause 30.2.1 may appoint up to an additional 4 persons to be directors of the Company for such term as the appointing directors may determine.

30.3 For the purpose of clause 30.2:

30.3.1 ATEM may appoint a person as a director of the Company for the term for which they are an officer of ATEM and replace the appointee at the end of that term with the appointee's replacement as an officer of ATEM; and

30.3.2 the first directors of the Company are the persons specified in the application for registration of the Company as directors (being officers of ATEM).

30.4 If the office of a director of the Company appointed under clause 30.2 is vacated by law or clause 32:

30.4.1 if the person to be replaced is an ATEM appointee, ATEM may replace the director; and

30.4.2 otherwise, the Board may replace the director,

with a person who consents to act as a director and for the balance of the term of the director who is replaced.

30.5 Casual vacancies The Board may appoint a director or replace a director (departing director) with a person who has given the Company a signed consent to act as a director before being appointed.

30.6 General meeting The Company in general meeting may appoint a director.

30.6.1 A person is eligible for election as director at a general meeting only if:

(a) the person is a director retiring under clause 31 and notifies the Company that he or she is available for re-election; or

(b) the person has signed a consent to nomination and lodged it at the Company's registered office.

30.6.2 The Company must accept these notices and nominations up to 35 Business Days (or in the case of a meeting that shareholders requested the Directors to call, 30 Business Days) before the general meeting. The Directors may decide to accept these notices and nominations closer to the date of the general meeting.

30.7 Without limiting sub-clause 30.6, a person who has attained the age of 72 years is eligible for election as a director until the next annual general meeting, only if the Company gives notice to shareholders as required by the Corporations Law and the Company in general meeting passes a resolution as required by the Corporations Law.

30.8 Elections The Board may decide that the appointment of directors is to take place by ballot rather than by voting at a general meeting. In that case at least 21 days before the annual general meeting, the Company must send to each full member the following voting material:

30.8.1 a ballot paper listing the candidates in alphabetical order with a square opposite the name of each candidate;

30.8.2 an envelope marked "ballot paper";

30.8.3 a card requiring the name and signature of the member;

30.8.4 an envelope addressed to the Company;

30.8.5 a notice stating the date and time by which the Company must receive the ballot paper; and

30.8.6 any other voting instructions the Board thinks fit.

30.9 Non-receipt of any voting material, or accidental failure to send any voting material to a full member, does not invalidate the postal ballot or the election.

30.10 A full member votes in an election by marking the ballot paper in accordance with the voting instructions, placing the ballot paper in the envelope marked "ballot paper" and sealing it, placing that envelope and the completed card in the envelope addressed to the Company, and giving it to the Company or handing it to the company secretary.

30.11 The ballot closes at 10am on the day before the annual general meeting.

30.12 The company secretary must keep all ballot papers until the ballot closes. After the ballot closes, the company secretary must hand them unopened to the returning officer.

30.13 The Board must appoint a returning officer (who may be the company secretary) and 2 scrutineers.

30.14 The returning officer must count all votes properly recorded, and must hand

30.15 The chairman declares the results of the election at the annual general meeting.

30.16 The newly elected directors take office from the end of the annual general meeting.

31 Term of office

31.1 The following directors automatically retire at the end of each annual general meeting:

31.1.1 any director appointed by the Board or the Company in general meeting since the last annual general meeting;

31.1.2 any director who has attained the age of 72 years unless the Australian Securities and Investment Commission declares that the provisions of the Corporations Law requiring mandatory annual retirement do not apply to the Company or its directors;

31.1.3 one third (or if that is not a whole number the next lowest number) of the other directors;

31.1.4 any director for whom this would be the third annual general meeting since his or her last election.

31.2 The directors who must retire under clause 31.1.3 are those directors who were appointed on registration or who have been longest in office since their last election. If they become directors on the same day, they may agree who retires. If they do not agree, they must select by lot who retires.

32 Vacation of office

A director ceases to be a director if:

- 32.1 the Corporations Law so provides;
- 32.2 the director resigns as a director by notice to the Company;
- 32.3 the Company in general meeting removes the person as a director;
- 32.4 the director is absent, without the consent of the Board, from 3 Board meetings over any 6 month period; or
- 32.5 the director automatically retires under the previous clause.

33 Alternate directors

- 33.1 A director may appoint an alternate for a specified period.
- 33.2 The appointor may terminate the alternate's appointment at any time.
- 33.3 An appointment or termination is effective only if:
 - 33.3.1 it is in writing;
 - 33.3.2 the appointor signs it; and
 - 33.3.3 the Company is given notice of it.
- 33.4 The alternate need not be a member or director of the Company.
- 33.5 The alternate is entitled to notice of Board meetings.
- 33.6 If the appointor is not present, the alternate may:

33.6.1 attend the Board meeting, count in the quorum, speak, and vote in the place of the appointor;

33.6.2 exercise any other powers (except the power to appoint an alternate) that the appointor may exercise.

33.7 A person must not act as an alternate for more than one director.

33.8 If the appointor ceases to be a director, the alternate cannot exercise the appointor's powers.

33.9 Where:

33.9.1 an appointor ceases to be a director; and

33.9.2 that appointor's alternate purports to do an act as a director;

that act is as valid, in relation to a person dealing with the Company in good faith and for value and without actually knowing that the appointor has ceased to be a director, as if the appointor had not ceased to be a director.

33.01 While acting as a director, an alternate is an officer of the Company and not the agent of the appointor.

34 Remuneration

34.1 Unless the Company in general meeting otherwise decides or the director is an employee of the Company, a director is not entitled to remuneration.

34.2 However, if a director performs extra or special services for the Company, the Company may pay to the director any special remuneration the Board decides.

34.3 The Company must pay travelling and other expenses that a director properly incurs on the Company's business.

35 Director's interests

35.1 Subject to the Corporations Law, a director may:

35.1.1 hold an office or place of profit (except as auditor) in the Company, on any terms the Board decides;

35.1.2 hold an office or otherwise be interested in any related body corporate or other body corporate in which the Company is interested; and

35.1.3 retain benefits for doing so.

35.2 If, and only if, a director discloses the director's interest and complies with section 195 of the Corporations Law, and the Company complies with Chapter 2E of the Corporations Law:

35.2.1 the director (or a Spouse, parent or child of the director, or any entity in which the director or a Spouse, parent or child of the director has an interest) may contract or make an arrangement with the Company (or a related body corporate or a body corporate in which the Company is interested) in any matter in any capacity;

35.2.2 the director may be counted in a quorum for a meeting considering that contract or arrangement;

35.2.3 the director may vote on whether the Company enters into the contract or arrangement, and on any matter involving the contract or arrangement;

35.2.4 the director may sign for the Company, or attest the affixing of the common seal to, any document in respect of the contract or arrangement;

35.2.5 the director may retain benefits under the contract or arrangement; and

35.2.6 the Company cannot avoid the contract or arrangement for that reason.

35.3 This clause does not affect the duty of a director:

35.3.1 who has a direct or indirect interest in a contract or proposed contract with the Company to declare the nature of the interest at a Board meeting; or

35.3.2 who holds an office or possesses property whereby, directly or indirectly, duties or interests might be created in conflict with the director's duties or interests as director, to declare at a Board meeting the fact and the nature, character and extent of the conflict.

PART 5 - PROCEEDINGS OF DIRECTORS

36 Circulating resolutions

36.1 The Board may pass a resolution without a Board meeting being held, if all the directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.

36.2 Separate copies of a document may be used for signing by directors, if the wording of the resolution and statement is identical in each copy.

36.3 The resolution is passed when the last director signs.

36.4 Passage of the resolution must be recorded in the Company's minute book.

37 Meetings

37.1 The Board must meet at least 3 times in each year.

37.2 The Board may meet, adjourn and otherwise regulate its meetings as it decides.

37.3 A Board meeting may be held using any technology consented to by all the directors. The consent may be a standing one. A director may only withdraw consent within a reasonable period before the meeting.

37.4 If a Board meeting is held by telephone link-up or other contemporaneous audio or audio visual communication, a director (who has stated that he or she is present) is taken to be present unless the director states to the chairman that the director is disconnecting his or her telephone or communication device.

38 Calling meetings

38.1 Any director may call a Board meeting.

38.2 On the request of any director, the company secretary must call a Board meeting.

39 Notice

39.1 Notice of a Board meeting must be given to each director and each alternate.

39.2 The notice:

39.2.1 must specify the day, time and place of the meeting;

39.2.2 must state the business to be transacted; and

39.2.3 must be given at least 48 hours before the meeting, unless all directors otherwise agree.

39.3 Non-receipt of notice of a meeting, or failure to give notice of a meeting to a director or an alternate, does not invalidate anything done at the meeting if:

39.3.1 the failure was accidental;

39.3.2 the director or alternate gives notice to the Company that he or she waives the notice or agrees to the thing done at the meeting; or

39.3.3 the director or alternate attends the meeting.

40 Quorum

40.1 The quorum for a Board meeting is 3 directors, unless the Board otherwise decides.

40.2 In determining whether a quorum is present, the chairman must count alternates.

40.3 The quorum must be present at all times during the meeting.

40.4 If there are not enough directors in office to form a quorum, the remaining directors may act only:

40.4.1 to call a general meeting of the Company; or

40.4.2 in an emergency.

41 Chairman and deputy chairman

41.1 The Board may elect a director as chairman for any period it decides.

41.2 The Board may elect a director as deputy chairman for any period it decides.

41.3 The Board may remove the chairman or deputy chairman.

41.4 The chairman is entitled to chair each Board meeting.

41.5 If there is no chairman, or if the chairman is not present within 10 minutes after the time appointed for the meeting or is unable or unwilling to act, the deputy chairman may chair the Board meeting. If there is no deputy chairman, or if the deputy chairman is not present within 10 minutes after the time appointed for the meeting or is unable or unwilling to act, the directors present must elect one of themselves to chair the meeting.

41.6 If the chairman is unable or unwilling to chair a part of the meeting, the deputy chairman may chair that part. If there is no deputy chairman, or the deputy chairman is unable or unwilling to act, the directors present must elect one of themselves to chair that part.

42 Decisions of Board

42.1 Subject to clause 35.2, each director has one vote.

42.3 A resolution of the Board is passed by a majority of votes cast by the directors.

42.3 The chairman has a casting vote, if the chairman has a personal deliberative vote.

PART 6 - DIRECTORS' POWERS

43 General powers

43.1 The business of the Company is managed by or under the direction of the Board.

43.2 The Board may exercise all the powers of the Company except any powers that the Corporations Law or this constitution requires the Company to exercise in general meeting.

44 Execution of documents

44.1 The Company may execute a document without a common seal if the document is signed by:

44.1.1 2 directors of the Company; or

44.1.2 a director and a company secretary of the Company.

44.2 If the Company has a common seal, it may execute a document if the seal is fixed to the document and the fixing of the seal is witnessed by:

44.2.1 2 directors of the Company; or

44.2.2 a director and a company secretary of the Company.

44.3 The Company may execute a document only if authorised by the Board or by a committee of directors (or directors and members) authorised by the Board to do so.

44.4 The Board may decide how negotiable instruments (including cheques) may be signed, drawn, accepted, endorsed or otherwise executed.

44.5 This clause does not limit the ways in which the Company may execute a document (including a deed).

45 Committees and delegates

45.1 The Board may delegate any of its powers (including this power to delegate) to a committee of directors or directors and members (including associate members under 18 years) or to one director.

45.2 The Board may revoke or vary that delegation.

45.3 A committee or delegate must exercise the powers delegated subject to any directions of the Board. The effect of the committee or delegate exercising a power in this way is the same as if the Board exercised it.

45.4 Part 5 of this Constitution applies with the necessary changes to meetings of a committee. However, a committee member, who is not a director, does not have a vote.

46 Attorneys and agents

46.1 The Board may appoint any person to be the attorney or agent of the Company for any purpose, for any period and on any terms (including as to remuneration) the Board decides.

46.2 The Board may delegate any of its powers (including the power to delegate) to an attorney or agent.

46.3 The Board may revoke or vary:

46.3.1 the appointment; or

46.3.2 any power delegated to the attorney or agent.

PART 7 - EXECUTIVE OFFICERS

47 Company secretary

47.1 The first company secretary of the Company is the person specified in the application for registration of the Company as company secretary.

47.2 The Board may appoint a company secretary, for any period and on any terms (including as to remuneration) the Board decides.

47.3 Subject to any agreement between the Company and the company secretary, the Board may remove or dismiss the company secretary at any time, with or without cause.

47.4 Unless the Board otherwise decides, the company secretary is the public officer of the Company.

48 Indemnity

48.1 To the extent permitted by the Corporations Law, the Company:

48.1.1 must indemnify each person who is or has been an Officer of the Company against any liability incurred by the person as an Officer of the Company;

48.1.2 may pay a premium for a contract insuring an Officer of the Company against that liability.

48.2 Subject to the Corporations Law, the Company may enter into an agreement or deed with an Officer of the Company under which the Company must do all or any of the following:

48.2.1 keep a set of the Company's books (including minute books) and allow the Officer and the Officer's advisers access to the books for any period agreed;

48.2.2 indemnify the Officer against any liability incurred by the Officer as an Officer; or

48.2.3 keep the Officer insured for any period agreed in respect of any act or omission by the Officer while an Officer.

PART 8 - RECORDS

49 Register

The Company must keep a register of members in accordance with the Corporations Law.

50 Inspection

The Company must allow inspection of any register of members only as required by the Corporations Law.

51 Evidence of register

Unless proved incorrect, the register of members is sufficient evidence of the matters shown in the register.

52 Minute book

52.1 The Company must keep minute books in which it records within one month:

52.1.1 proceedings and resolutions of meetings of the members;

52.1.2 proceedings and resolutions of Board meetings (including meetings of a committee of directors);

52.1.3 resolutions passed by members without a meeting; and

52.1.4 resolutions passed by directors without a meeting.

52.2 The Company must ensure that minutes of a meeting are signed within a reasonable time after the meeting by one of the following:

52.2.1 the chair of the meeting; or

52.2.2 the chair of the next meeting.

52.3 The Company must ensure that minutes of the passing of a resolution without a meeting are signed by a Director within a reasonable time after the resolution is passed.

53 Evidence of minutes

A minute that is so recorded and signed is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.

54 Financial records

54.1 The Company must keep the financial records required by the Corporations Law.

54.2 The financial records must be audited as required by the Corporations Law.

55 Inspection

Unless authorised by the Board or the Company in general meeting or the Corporations Law, a member is not entitled to inspect the Company's books.

PART 9 - NOTICES AND INTERPRETATION

56 In writing

Notice must be in writing and in English, and may be given by an authorised representative of the sender.

57 Notice to members

57.1 The Company may give notice to a member:

57.1.1 personally;

57.1.2 by sending it by post to the address of the member in the register of members or the alternative address (if any) nominated by the member; or

57.1.2 by sending it to the fax number or electronic address (if any) nominated by the member.

57.2 A notice to a member is sufficient, even if the member (whether or not a joint member) is dead, mentally incapacitated, an infant, bankrupt or an externally-administered body corporate, and the Company has notice of that event.

58 Notice to directors

The Company may give notice to a director or alternate director:

58.1 personally;

58.2 by sending it by post to the director's or alternate director's usual residential or business address or any other address nominated by them;

58.3 by sending it to the fax or electronic address (if any) nominated by them, if all the directors have consented to the use of that technology under the Corporations Law;

58.4 if a notice calling a meeting - by sending it to the fax or electronic address (if any) nominated by the director or alternate, only if all the directors have consented to the use of that technology; or

58.5 if any other notice - by sending it to the fax or electronic address (if any) nominated by the director or alternate.

59 Notice to the Company

A person may give notice to the Company:

59.1 by leaving it at the Company's registered office;

59.2 by sending it by post to the Company's registered office; or

59.3 by sending it to the fax or electronic address (if any) of the Company's registered office.

60 Addresses outside Australia

A notice sent by post to or from a place outside Australia must be sent by air mail.

61 Time of service

61.1 A notice sent by post within Australia is taken to be given 1 day after posting.

61.2 A notice sent by post to or from a place outside Australia is taken to be given 2 days after posting.

61.3 A notice sent by fax, or other electronic means, is taken to be given on the day after it is sent (if the sender's transmission report shows that the whole notice was sent to the correct facsimile number or electronic address).

62 Interpretation

In this constitution, unless the context otherwise requires:

62.1 subject to the next clause, a word has the same meaning as it has in the Corporations Law;

61.2 singular includes plural and plural includes singular;

62.3 words of one gender include both other genders;

62.4 reference to legislation includes any amendment to it, any legislation substituted for it, and any statutory instruments issued under it and in force;

62.5 reference to a person includes a corporation, a firm and any other entity;

62.6 headings do not affect interpretation; and

62.7 the Company must not exercise any power in contravention of the Corporations Law.

63 Definitions

In this constitution:

ATEM means the Association for Tertiary Education Management Inc.

Board means the board of directors of the Company and may include alternate directors;

Business Day means any day except a Saturday or Sunday or other public holiday in the Australian Capital Territory;

Company means Association for Tertiary Education Management Foundation or such other name as the Company may adopt from time to time;

Officer has the same meaning as in section 9 of the Corporations Law;

Spouse of a person means that person's husband, defacto husband, wife, or defacto wife;

Transmission Event means:

- (a) if the member is an individual - death, bankruptcy, or becoming of unsound mind or becoming a person whose property is liable to be dealt with under a law about mental health; or
- (b) if the member is a body corporate - the winding up or deregistration of the member, or the succession by another body corporate to the assets and liabilities of the member.

AGREEMENT OF MEMBERS

The following person(s), being the person(s) who consented to become a member / members of the Company in the application for the Company's registration, agree to the terms of this constitution.

Dated

Name and address of person who
consented to become a member

Signature

(a) New Draft Policy on the ATEM Journal

1 Background

ATEM has always published a Journal. The recent members survey confirmed that members want the Association to continue to publish a scholarly journal. This document outlines the current arrangements associated with editorship, operation and publication of the Journal. It is intended to provide Council members, both existing and new, with information about the Journal and its operations.

2 Editors and Editorial Board

Council approves the appointment of editors for a renewable term of office of three years. The nature of this volunteer assignment means that co-editors are usually appointed. The division of duties between co-editors is decided by the incumbents.

An agreement detailing responsibilities of both ATEM and the Journal is signed by the ATEM President and the Journal editors each time the term of office of the editors commences or is renewed.

The Editorial Board is appointed by the editors, with advice to Council for noting. The Editorial Board is reviewed by the Editors at least annually.

Editors receive an honorarium of \$500 per edition per person. This honorarium is reviewed annually as part of the annual budget cycle.

At least one editor or the Journal's Business Manager (see Item 3 below) attends each Council meeting to provide a report on the Journal's activities, plus an annual financial statement.

The editors are responsible for negotiating renewals of the publishing contract with Carfax, with Council approving those negotiations before a new contract is signed.

3 Business Manager

The Journal's Business Manager is appointed by the Council, on the recommendation of the editors, for a renewal term of office of three years.

The Business Manager is responsible for maintaining the Journal's accounts, including ensuring those accounts are audited annually according to the schedule set by the ATEM Treasurer, payment of invoices, and provision of a financial statements annually to the appropriate Council meeting. The Business Manager is also the first point of contact with Carfax for logistical arrangements with the Journal distribution.

4 Reporting to Council

A report on the Journal's activities and a copy of the current bank statement is provided to each Council meeting. A report on current subscriptions is also included in this report. An annual financial statement and accounts are provided at the appropriate Council meeting.

5 Journal Distribution

The ATEM Secretariat provides Carfax with address labels for distribution of each issue of the Journal. The Secretariat and Business Manager also negotiate appropriate fee-for-service distribution support such as distribution of miscellaneous copies to new ATEM members, and maintaining mailing details for recipients of complimentary copies of the Journal. Such arrangements are reported to Council as part of its regular reporting.

6 Other Activities

From time to time, the editors the Journal may organise related activities, such as Writers Workshops. These workshops are intended to provide novice authors with advice and guidelines on how to prepare an article for publication in a scholarly journal. The workshops are usually held in conjunction with the Annual Conference.

7 Feedback

Feedback from members about the Journal is obtained from regular surveys of members undertaken by ATEM.

(b) Appointment of Joint Editors

A recommendation will be made at the meeting. A bulky hard copy submission will be tabled and passed around earlier in the meeting for perusal by members.

It is the only acceptable submission that has been received subsequent to the advertising of the vacancy in 'ATEM Matters' just after the May Council Meeting.

Council, September 2000: Item 9 Conferences 2002 and 2003

Set out below is a proposed by-law consisting of a form of agreement between Council and a Branch laying down the rights and obligations of both parties concerning the management of the Annual Conference.

1 Definitions

In these by-laws:

‘Association’ shall mean the Association for Tertiary Education Management.

‘Council’ shall mean the Council of the Association for Tertiary Education Management.

‘Executive Committee’ shall mean the Executive Committee of the Association

‘Branch’ shall mean any Branch of the Association for Tertiary Education Management which is appointed by Council to manage the Annual Conference.

‘Association Secretariat’ shall mean the management unit appointed by Council to manage the day to day affairs of the Association.

‘ATEM Conference Manual’ shall mean the manual posted on the ATEM Web Site in May 2000, as amended from time to time.

‘Conference’ shall mean the Annual Conference of the Association for Tertiary Education Management.

2 Conference Manual

Whereas the Conference Manual is not prescriptive, being intended to give a Branch guidelines on how to manage a Conference: the items listed in this by-law are prescriptive and they set out the areas where Council and a Branch are bound to act in accordance with the by-law.

3. Professional Conference Organiser

A Branch shall appoint a professional conference organiser after calling for tenders. Council shall be informed of the name and contact details of the professional conference organiser.

4. Dates

The dates for the Conference shall be determined by the Branch and forwarded to Council. Once the dates are known the Association President will inform the Association’s international affiliates of these dates.

5. Conference Committees

The Branch shall appoint an Organising Committee and a Finance Sub-Committee. The membership of the former will include an Association Vice-President. The membership of the latter will include the Association Treasurer. The Organising Committee will submit a report to each meeting of the Council and of the Executive Committee. The Report will include a budget showing projected income and expenditure. The budget must include provision for free travel and accommodation for the Association Patron and free accommodation for the appointed representatives of AUA, AAUA and any other international affiliate of the Association.

6 Registration Fee

The Conference Registration Fee will be proposed by the Finance Sub-Committee to the Organising Committee and presented to Council for approval.

7 Sponsors

The Association Secretariat shall keep a register of Conference Sponsors including their contact details and areas of special interest. The register will be cumulative from the Conference held in Wellington in 1999, and will be made available to the Branch when requested. The Association Secretariat will assist the Branch in approaching potential sponsors of a Conference.

8 Insurance

The Branch must organise insurances to cover costs should the Conference be disrupted in any way. The details of the insurance policy shall be provided to the Association Secretariat.

9 Disputes

In the event of there being a dispute between any of the parties about the provisions of this by-law, the will of Council shall prevail.

Council, September 2000: Item 17 Cross Sectoral Issues Group

Memorandum

To: ATEM Council

From: Paul Abela, Co-ordinator, Articulation and External Links, University of Western Sydney

SUBJECT: FORMATION OF AN ATEM CROSS-SECTORAL ISSUES GROUP

Date: 7 August, 2000

This memorandum is to request that the ATEM Council support and endorse the establishment of a cross-sectoral issues group within the ATEM. It is further recommended that the cross-sectoral issues group report to the ATEM Council.

Background

Paul Abela, Articulation Coordinator at the University of Western Sydney, sent an invitation *via* the ATEM e-mail list in May 2000 inviting members to register their interest in participating in a cross-sectoral issues group. Sixty three responses were received from members in Australia and New Zealand. As a consequence, an articulation issues e-mail list was established through the ATEM.

An initial meeting was held of available interested members on the 21st July at Victoria University of Technology. Please see the attached notes of the meeting.

Rationale

An increasing number of ATEM members work in positions where a major focus of their activity is cross-sectoral. There are currently no support networks for such staff to exchange ideas, seek advice, or to collaborate in developing policy frameworks to structure their work. While many who undertake such activities are employed in academic positions a significant number are general staff. Indeed, it appears, based on anecdotal evidence, that the majority of such activities are held by general staff.

Cross-sectoral activity is increasing, as a consequence of increased attention at policy and institutional levels. ATEM members who undertake such work will need support.

Objectives and proposed activities

It was agreed to request that the ATEM Council endorse the establishment of a cross-sectoral issues group within ATEM with the following objectives:

- ?? To promote discussion on, and contribute to, cross-sectoral issues and policy at local and international levels;
- ?? To participate in lobbying to facilitate cross-sectoral collaboration within the tertiary education sector;
- ?? To facilitate cross-sectoral activity within the ATEM, the cross-sectoral issues group and its members; and,
- ?? To provide a resource for staff involved in cross-sectoral activity through e-mail discussions, organised activities and other resource sharing mechanisms.

It was further agreed that:

- ?? an interest group session scheduled at the ATEM conference on pathways be instead focussed on the cross-sectoral issues group. This interest group session is to be facilitated by Leesa Doughney, from Victoria University of Technology
- ?? the possibility of holding a national conference on cross-sectoral issues be explored. It was suggested that it may be possible to hold such a conference back-to-back with the 2001 ATEM conference

International focus

Those present at the initial meeting held at VUT agreed that a cross-sectoral issues group be international in scope, rather than Branch-based. This is because the level of cross-sectoral activity varies from Branch to Branch, and practitioners have much to learn from collaborating with their colleagues at an international level. Such collaboration is possible *via* e-mail, and at international ATEM forums. This is not to preclude Branch-based activities or structures in the future.

As the ATEM Council is the only international structure within the ATEM it is most appropriate that the cross-sectoral issues group be constituted by, and report to, it.

Recommendations

1. that the ATEM Council endorse the establishment of a cross-sectoral issues group.
2. that the cross-sectoral issues group report to the ATEM Council
3. that Paul Abela be appointed interim convenor of the cross-sectoral issues group until the committee forms
4. that an open call be made to ATEM members to participate in a co-ordinating committee for the cross-sectoral issues group, and that all members who nominate be accepted as members of the co-ordinating committee

5. that the ATEM Council review the cross-sectoral issues group co-ordinating committee, office bearers, objectives and schedule of activities at its May meeting in 2001

Leesa Doughney (VUT) and Paul Abela (UWS)

Council, September 2000: Item 19 Branch President's Reports

Northern Territory

The Northern Territory Branch has been active again this year, and is endeavouring to attract new members, and to raise the profile of ATEM and the professionalism of the Branch.

We have had a fairly active Professional Development Timetable, with more activities planned for the remaining months of the year.

In February, ATEM brokered a Skillpath "**Dealing with Negative Attitudes**" one day seminar, and attracted 19 registrations. This was well received, but ongoing frustration with reconciling accounts with Skillpath have resulted in a lack of desire to pursue further activities with Skillpath.

In March, the NT President hosted an **NT ATEM Launch/Lunch**, where a presentation about ATEM and what it had to offer was made. This focussed on an on-line demonstration of the ATEM website, and aimed at both educating prospective members about ATEM and its potential, and to encourage existing members to gain maximum benefits from their Association. It also allowed the Branch Executive to be introduced to members, and to provide an opportunity for questions to be asked of us. The Branch provided a complimentary light lunch in an attempt to encourage attendance. Thirty people attended, with a couple of new members resulting.

In August, we ran a repeat of the 1999 Hilary Langford "**Changes, Challenges and Leadership**" 2-day program. This was again an excellent program, and very well received by the 20 participants. We are planning another iteration of this course in 2001. We were able to amortise some of the costs by encouraging the Northern Territory University and Batchelor Institute to contract Hilary for other programs, and this kept the ATEM costs down. However, we ran the program at a loss, partly due to inaccurate costings, but also because GST was not taken into account.

In September, we held another of the **Guest Speaker Series**, with 30 registrations for Helen Hayes' lunchtime talk on 'Universities Today: Knowledge Dinosaurs or Corporate Businesses?' Helen is the PVC(IR) at the University of Melbourne and won a 1999 Telstra Business Woman of the Year award. Participants found her talk fascinating, but struggled to come to terms with the size of UM compared to NTU!

The Branch hoped to develop a **Legal Issues Seminar** this year, but has put this in abeyance for the short term due to the difficulty in finding a suitable person to run this. The Northern Territory University does not have a legal officer, and the Executive agreed with the Queensland Branch's advice that such a session needed to be run by a qualified lawyer. The Queensland Branch has assisted by sending us video tapes of their Legal Series, and the Executive will view these to get a better feel of what issues such a session would need to cover, and how best we could offer it in Darwin. Thanks to the Queensland Branch (Bob Brownlie and Roger Byrom on this).

The NT Branch has provided **Travel Grants** to assist two members in attending the ATEM Conference in Melbourne, by paying their Early Bird Registration Fees. Two other NT Branch members are utilising their respective institutions' corporate member registrations to assist in defraying the relatively high Conference travel costs. As is usual, following the conference, the delegates will be invited to share their experiences with other Branch members as a professional development exercise, and to hopefully whet some appetites for future conferences.

The current NT Branch Executive was elected in December 1999, but will remain in office for longer than twelve months as we adjust to the AGM and financial year requirements which resulted from incorporation. There are some new members on the Executive, which is healthy and augurs well for the future, and we are slowly attracting participation from "non traditional areas" for our PD activities. I would like to specifically mention the enthusiasm and dedication of incoming Treasurer, Viv Topham, and thank her for her efforts in tightening up the finances of the Branch. With the imposition of GST and incorporation, it was a critical year to have someone of Viv's calibre join the team.

MARGIE COLE
Branch President (NT)

Queensland Branch

Last year continued the trend of a fall in membership numbers. Recruitment of new members in 2000 remained poor. Despite low membership numbers, an ambitious first half-year program has been completed and the second half-year program is under way. Copies of the program are available at this meeting. Numbers at events have been variable this year with several events cancelled but with others in high demand and even being repeated. We remain hopeful of a strong return of interest. I stated last year that I felt workloads in universities were continuing to increase with staff find it more difficult to spend time attending and funding tighter. The Queensland Branch has been approached by one university to make a submission on how it may support the university's internal training activities. The Branch has taken the opportunity to not only

respond to the particular university but has also written to other universities identifying ATEM (Qld)'s long term role within the staff training arena.

I continue to be Branch President until the 2001 AGM but will then step down. 2002 will require high energy levels to run the Association Conference. I have offered to be Chair of the Conference Planning Committee for 2002 and there is a tremendous opportunity for a group of younger members to be part of a planning group. Some more meat has been placed on the 2002 conference. It is intended to operate a two-tier process with a Program Planning Committee and a wider Conference Committee. This latter committee will expose a more youthful group to a major planning exercise and the opportunity for contact with a wide range of activities. We are keen to return to basics and to that end will use higher education facilities within the inner city of Brisbane as the conference venue. The working title for the 2002 Conference is **Back to Basics**. The VCs of Griffith & QUT have been approached to act as joint hosts.

Queensland is still healthy financially but it is clear that will not overtake the \$100,000 income we achieved in 1999. We will continue to maintain our position that, in general, no seminar/course will run if it does not meet costs. There is an exception made for certain defined events which are budgeted for as membership support activities eg. tours of North Queensland. We continue to offer a number of free places for TMM & EYI Training Courses to remote Queensland members, South Pacific, PNG and most recently we have made an offer to Batchelor College, NT.

Paul Abernethy
President
Queensland Branch

South Australian Branch

Membership

The South Australian Branch has experienced a reasonably significant increase in its membership from some 55 members in 1998/99 to more than 80 in 1999/2000. To some extent this has been a consequence of the welcome decision of two of the universities to take out corporate membership of the Association, but there is some evidence of a widening membership base which augers well for the future.

Professional Enhancement

Branch activities are still centred on professional development or professional enhancement rather than training and development which is well covered by the Staff

development Units of the universities. A survey of members conducted by the Branch earlier in the year, which attracted a good response rate (>40%), largely confirmed that the Branch is “on track” with its professional enhancement program. A number of excellent ideas with respect to programs and issues of interest were, however, put forward by members and these will be followed up by the Executive in the course of the coming year.

The following events have been held in the past 12 months:

- The 1999 annual one-day conference, the “Higher Education Update”, was held on Thursday 21 October at Ayers House. The day was well attended by staff from the three South Australian universities. Topics covered during the day ranged from a discussion of the government’s political agenda post the leaking of the Kemp paper on University funding, an interesting account of recent developments with respect to the proposals contained in the Research Green Paper, a forum discussion on enterprise bargaining from both the employer (AHEIA) and union (NTEU) perspective, a paper on commercialisation and business enterprise within universities, and an analysis of the impact of GST on university operations.
- Christmas drinks were held at the University of Adelaide Staff Club on the evening of Wednesday, 8 December.
- A Breakfast session at the Botanic Gardens Restaurant held on Wednesday 22 March with the ATEM Patron, Emeritus Professor Fay Gale, as guest speaker attracted some 40 people . Professor Gale entertained the group with an interesting account of her experiences as Vice-Chancellor of the University of Western Australia and President of the Australian Vice-Chancellors’ Committee and reflected on the changes in university management and administration over recent years.
- Some 35 members attended an evening session held in the Banksia Room, Flinders University Club, on Thursday 21 June with John Bannon, Master of St Mark’s College, as guest speaker. John’s topic “From Students to Clients: Reflections on Changes in Higher Education” was followed by a lively question and answer session.
- The Branch AGM held on Wednesday 5 July 2000 attracted a small but enthusiastic group and was followed by a informal meal in Adelaide’s East End.
- The 2000 State Conference “Higher Education Update” was held on Thursday August 10 at Ayers House. A very successful event with some 70 persons in attendance with excellent speakers on a range of matters of topical interest; viz:

Professor Denise Bradley AO, Vice-Chancellor, University of South Australia
“Alliances and Partnerships in a Competitive Environment”

Professor Ian Chubb AO, President, AVCC

“The Role of the AVCC in shaping the future of higher education”

Professor Edwina Cornish, Deputy Vice-Chancellor(Research), University of Adelaide

“Initial Perceptions of Australian Higher Education from a Newcomer to the Sector”

Professor Dean Forbes, Pro-Vice-Chancellor (International), Flinders University

“International Education: Get Real!”

Ms Liz Wade, Students Interest’s Adviser, University of Adelaide

“Achieving Customer Focus and Customer Quality in a Higher education Setting”

Ms Liz Watson, Registrar, University of South Australia

“Student Consumerism and its Legal Implications“

John Emery Study Scholarships

Up to two study scholarships are awarded annually by the Branch Executive to assist Branch members to undertake studies related to their professional development. The Scholarships provide a grant of up to \$1000 . Full study scholarships of \$1000 each have been awarded by the Branch Executive for 2000 to the following members:

- ?? Allison DOLAN, Graduate Studies Officer, University of Adelaide (enrolled in the Master of Policy and Administration, Flinders University)
- Patricia BERRY, Administrative Officer, Flinders University (enrolled in Master of Business Administration, University of South Australia)

Membership Fees, Funding and Budgets

The Branch is in a reasonably healthy financial position for the medium term future which means that, for the present, it will continue with its general policy of not seeking to profit excessively from ATEM functions, and when appropriate, of encouraging attendance at Branch functions by providing a small subsidy to offset the cost to members.

Until now, the membership fee levied on members of ATEM from South Australia has been out of step with the Association. From 2001, the Branch Executive has committed the South Australian Branch to conform with the Association standard on fees. To offset the increase in fees for 2001, it is the intention of the Branch to provide members with a voucher to the value of the difference, or \$20 whichever is the lesser, which may be used to meet the cost of attending Branch function(s) arranged during the year.

Branch Executive

The following were elected at the recent AGM to the South Australian Branch Executive for 2000-2001:

President:

Ion Wallace
Faculty Registrar
Faculty of Health Sciences
Flinders University of South Australia

Vice-Presidents:

Lee Jones
Acting Manager, Human Resources
Personnel Services Branch
University of Adelaide

Louise Renfrey
Manager, School Administration
School of Biological Sciences
Flinders University of South Australia

Secretary:

Alister Richards
Faculty Registrar
**Faculty of Agricultural & Natural
Resource Sciences**
University of Adelaide

Treasurer:

Colin Smyth
Division Manager, Student & Academic
Services
Division of Education, Arts & Social
Sciences
University of South Australia

Immediate Past President:

John Pryzibilla
Consultant

Committee Members:

Patricia Berry
Administrative Officer (Academic)
Faculty of Health Sciences
Flinders University

David French
Laboratory Manager
Faculty of Science and Engineering
Flinders University of South Australia

Denis Kildare
Human Resources Consultant
Personnel Services Branch
University of Adelaide

Ros Mitchell
Administrative Officer
Faculty of Agriculture and Natural
Resource Sciences
University of Adelaide

Glen Uzzell
Campus Registrar
Waite Campus
University of Adelaide

Vikki Hopwood
Manager, Curriculum Studies Centre
Magill Campus
University of South Australia

The Executive was pleased to welcome two new members amongst its ranks, namely Vikki Hopwood and Colin Smyth. Special mention of should be made of Vada Osborn

who stepped down after a term of two years as our Treasurer. Vada's advice and support has been invaluable and will be sorely missed.

Ion Wallace
President
South Australian Branch

Tasmania

The Tasmanian Branch held its Annual General Meeting on 24 May, on the Launceston campus of the University of Tasmania. The following people from the University of Tasmania and the Australian Maritime College, being the two main higher education providers in the State, were elected to the executive.

President : Ms Annabel Tyson
Vice President, Membership : Ms Yvonne Bottomley
Vice President, Programs : Ms Mariann Fee
Secretary : Mr Greg Behrens
Treasurer : Mr Peter Thompson
Immediate Past President : Ms Kathy Mumford
Executive Committee : Mr Richard Easther, Ms Tracey Thomas, Mr Tony Payne, Ms Caryl McQuestin, Mr Greg Parkinson, Ms Yvonne Shaw.

The meeting was followed by a tour of new Arts buildings on the campus plus the recent developments at the former Launceston Railyards complex, of which the University is part. The same evening, members were treated to dinner and the annual 'University Review' Show, a satirical look at the year's events in Tasmania.

In July, a lunchtime tour of the Tasmanian Aquaculture and Fisheries Institute at Taroona was held. This marine facility located in Hobart is part of a recent collaborative research thrust with the Tasmanian Government, in the field of Aquaculture. The tour was most successful.

The August activity was held on both the Hobart and Launceston campuses, with Professor Jeff Malpas speaking on the issue of "Ethics in the Workplace".

The September activity also has been offered on both campuses, with an informal lunchtime meeting with Professor Andrew Glenn, Pro Vice Chancellor Research from the University of Tasmania, speaking on the "New Research Environment".

The Tasmanian Branch numbers some 72 financial members. The current executive has the ambition of holding an activity monthly, with activities promoted on a bi-monthly basis. We are currently investigating further avenues of promoting our activities in an endeavour to widen our network of attendees and hopefully increase our membership. Unfortunately, TAFE in Tasmanian still has yet to be involved in our program. Previous

Executives in recent years have made overtures to TAFE but to date, have not had any success.

The Executive is keen to attract either an international or national identity to hold a workshop in Tasmania for members and as a vehicle for increasing the profile of ATEM in the local community.

Annabel Tyson
PRESIDENT.

Friday, 15 September 2000