

## AUSTRALIAN COUNCIL OF DEANS OF AGRICULTURE

### Constitution

#### 1. NAME

The name of the association shall be "The Australian Council of Deans of Agriculture". The initials ACDA may be used as the short title for the association where abbreviation is appropriate.

#### 2. INTERPRETATIONS

In this constitution, unless the context otherwise requires:

"AGRICULTURE" includes but is not limited to agriculture, food science, agribusiness, plant and soil sciences and livestock sciences

"COUNCIL" means The Australian Council of Deans of Agriculture.

"DEANS OF AGRICULTURE" shall include such persons as each member university determines, normally representing the discipline of agriculture within the University, for example, Deans of Faculty, Heads or Deans of School, Heads of Department, and others who hold senior positions of responsibility for agriculture in Australian and New Zealand universities.

"STATE" includes territory.

#### 4. PURPOSE

The purpose of the Council is to promote the development of agriculture through study and research in Agriculture Faculties/Schools/Departments in universities throughout Australia and New Zealand by such means as:

- a. identifying and addressing national issues in agriculture, education, research and allied areas;
- b. promoting agriculture as a beneficial area of study for a wide range of people;
- c. promoting funding, recognition and the conduct of research and research training in agriculture;
- d. contributing to the development of agricultural policy and administration issues with a view to establishing national position statements;
- e. undertaking regular consultation with Commonwealth ministries, associated departments and boards, and national bodies representing state and federal ministers;
- f. representing universities on appropriate national committees on agricultural research and training;
- g. improving the public perception of science with a view to providing a widely based representative voice on national matters associated with science, especially those aspects of science relevant to the practice and improvement of agriculture

#### 5. MEMBERSHIP AND MEETINGS OF THE COUNCIL

Membership of the ACDA requires that the university must be involved in agricultural education and research

Members of the Council shall be financial member universities represented by a Dean of Agriculture.

Council will hold one meeting of the Council in each calendar year, called the Annual Meeting of the Council, and other meetings as required.

Each member university represented at the Annual Meeting may nominate one person as its voting delegate, provided that the university is a current financial member of the Council. Voting at the Annual Meeting shall be restricted to voting delegates.

The quorum for voting at the Annual Meeting shall be of one half plus one of the member universities of the Council.

Universities from other countries may attend by invitation as observers.

Council may recognise former representatives of member institutions, who have made a significant contribution to the Council, by conferring the title of Emeritus Fellow. Such status is by invitation of the Council and is normally only for three years, renewed annually. Emeritus Fellows have right of audience and debate but do not vote, and are not financially supported by the Council.

## **6. OFFICE BEARERS OF THE COUNCIL**

The office bearers of the Council shall be:

- a. President
- b. Vice-President
- c. Immediate Past President
- d. Secretary/Treasurer

The President and Vice President shall be elected from among the Deans of Agriculture representing Australian financial member universities of the ACDA and by the Council at its Annual Meeting.

The Secretary/Treasurer shall be elected by the Council at its Annual Meeting, and shall keep and maintain general records of the Council, including a Register of Council Members, and shall maintain communication with member universities through their representatives.

Nominations for office bearers shall be called at least one month prior to the commencement of the Annual Meeting. Nominations received shall be declared at the beginning of the first day of the Annual Meeting.

Office bearers shall hold office for the period of time between Annual Meetings of the Council. Incumbent office bearers of the Council are eligible for renomination and election.

If the office of President, Vice-President or Secretary/Treasurer becomes vacant, the Council shall elect from its members a person to fill the vacancy until the next Annual Meeting.

The quorum for conducting elections at the Annual Meeting shall be one half plus one of the member universities of the Council.

## **7. THE EXECUTIVE OF THE COUNCIL**

There shall be an Executive responsible for the conduct of the affairs of the Council. The Executive shall have the power, subject to this constitution, to regulate its own proceedings.

The Executive shall comprise the office bearers elected by the Council.

Ordinary meetings of the Executive shall be convened by the Secretary/Treasurer at least four times per year. The Secretary/Treasurer shall keep and maintain general records of the Executive. Ordinary meetings of the Executive may be held by electronic means such as teleconferencing.

The quorum for conducting business at meetings of the Executive shall be three members of the Executive.

## **8. SERVICES**

To fulfil the stated purpose of the Council, the Executive shall also organise the Annual Meeting of the Council.

## **9. SUBSCRIPTIONS**

The annual subscription fees to be paid by member universities shall be determined at the Annual General Meeting. Annual subscriptions shall be paid on a calendar year (January to December) basis, and must be paid on receipt of an invoice for a university to remain a financial member.

## **10. AFFILIATIONS**

The Council may affiliate with such other bodies (local, State, national or international) as may be desirable in order to further its purposes.

## **11. FINANCE**

Each member university shall bear the cost of attendance of its nominated representative at Council meetings. Secretarial and administrative costs of the Executive together with the cost of travel of the Office Bearers to Executive meetings shall be met by the Council. Such expenditures are to be reported to the Annual Meeting.

All disbursements of money other than petty cash shall be by internet banking by authorisation of two Executive members or by cheque on the Council's bankers signed by two members of the Executive.

The Secretary/Treasurer shall prepare a financial statement for presentation to the Annual Meeting

An appropriate person who is not a member of the Executive shall be appointed as the Council auditor at the Annual Meeting.

## **12. TRANSFER OF OFFICE**

All books, records and assets of the Council, with the exception of Council affairs in the process of being finalised, shall be handed over to the incoming Secretary/Treasurer within twenty-one days of the end of the Annual Meeting of the Council, and the remainder shall be transferred within two months of the same.

### **13. VOTING RIGHTS**

The President shall have both a deliberative vote and a casting vote at all meetings. In general, it is expected that the President, when exercising the right of placing a casting vote, shall vote in favour of the status quo. When this is not so, the President shall explain to the Meeting of the Council the reasons for the action taken.

### **14. WINDING UP**

In the event of changed circumstances in which continuation of the Council is no longer of interest or benefit to members, a two thirds majority of votes taken at the Annual Meeting may recommend to member universities disbandment of the Council. Such a recommendation shall be communicated to all member universities, and after the lapse of at least one month shall be considered at an Extraordinary Business Meeting of member universities of the Council. If disbandment is endorsed at the Extraordinary Business Meeting, the distribution of monies and other assets shall be according to financial contribution. The quorum for conducting business at an Extraordinary Business Meeting shall be one half plus one of the member universities.

### **15. AMENDMENTS**

Amendments to this constitution may be made only by two thirds of votes cast at the Annual Meeting of the Council. The text of proposed amendments must be presented in writing to the Secretary/Treasurer three months before the Annual Meeting of the Council so that they may be sent with recommendations from the Executive Committee to all member universities at least one month before such a meeting.

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