

1.0 AUBEA

1.1 The Australasian University Building Education Association shall be known as AUBEA. It is a non-profit making association of University and Institute of Technologies that are involved in teaching and research in the discipline of Building.

2.0 AIMS

2.1 The principal aim of AUBEA is to promote and improve teaching and research in building through communication, collaboration and scholarly events such as conference.

2.2 A secondary aim is to co-ordinate efforts to market the discipline of building within institutions to prospective students, research partners and clients.

3.0 BUILDING

3.1 Building for the purpose of AUBEA membership includes the following topics:

- 3.1.1 project and construction management,
- 3.1.2 quantity surveying,
- 3.1.3 construction economics and value management,
- 3.1.4 building science and technology,
- 3.1.5 building services, plant and materials,
- 3.1.6 building surveying and building control,
- 3.1.7 land economics,
- 3.1.8 facilities management.

4 MEMBERSHIP

4.1 AUBEA membership shall be at individual and institutional levels and available to those individuals and institutions based the Australasian region and involved in building education in the region. There is no limit to the number of individual and institutional levels.

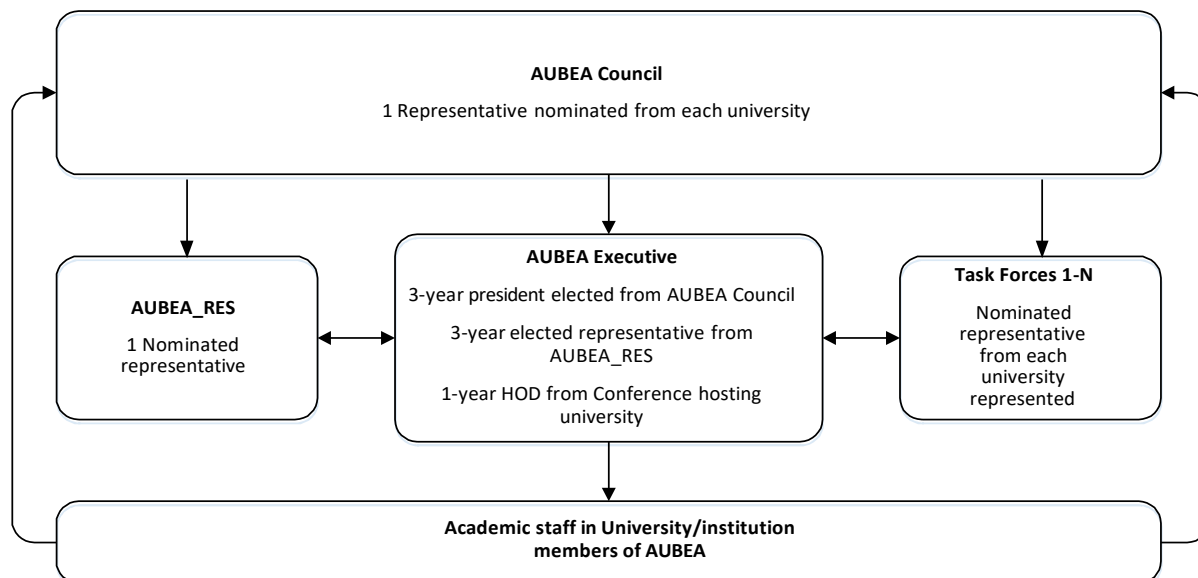
4.2 Institutions may become a member of AUBEA by application to Council. Membership shall be at the sole discretion of Council.

4.3 AUBEA Council, during the annual council meeting, decides the amount of membership fees to be paid by the members, which is payable when, and in the way, the Council decides.

4.4 Members may resign from AUBEA by notice in writing to the chair of AUBEA Council.

4.5 Members shall cease to be members if they fail to pay membership fees raised by AUBEA council after a formal request in writing. The decision of AUBEA Council in this matter will be final.

5.0 AUBEA ORGANISATIONAL STRUCTURE



6.0 AUBEA COUNCILATER

6.1 Authority shall be maintained through AUBEA Council consisting of one representative appointed by each member institution serving in the Council for 12 months. The same representative can be appointed by a member institution multiple times. A member institution may elect to have no representation in AUBEA Council by writing to AUBEA Council. AUBEA Council has the final decision to remove a representative from the Council at any time and request for a different representative from a member institution.

6.2 The Council shall elect a Council Chair for the term of up to 3 years.

6.3 The Council shall be responsible for achieving AUBEA's aims.

6.4 Sub committees may be established with delegated authority to address specified issues and report to AUBEA Council.

6.5 The annual schedule of AUBEA Council meetings shall normally be at least two meetings (one must be an attended meeting). AUBEA Council Chair, AUBEA President, or 50% of AUBEA Council members may call for additional 'virtual' meetings using text, electronic or video conferencing communication means to address issues deemed necessary to be dealt with by the Council outside the annual schedule of meetings. All meetings will be informed to AUBEA Council members at least 2 weeks in advance and cancellation informed at least 24 hour in advance.

- 6.6 A quorum of 25% Council members shall be required to amend and authorise policy, including commit funding decisions. These decisions made by AUBEA Council will be validated through written communications by the Council to all members.
- 6.7 The Council shall elect an AUBEA President from the council members for the period of 3 years to lead the AUBEA Executive Team. The position of AUBEA President is expected to rotate amongst AUBEA Council member institutions.
- 6.8 Each institution member shall have one vote in AUBEA Council with the Council Chair able to exercise a casting vote if necessary.
- 6.9 Nominated proxy representatives may vote at AUBEA Council meetings in place of the appointed representative from member institutions subject to AUBEA Council' s approval.

7.0 AUBEA_RES

- 7.1 AUBEA_RES is a sub-committee of AUBEA concerned with advancing scholarship with delegated responsibility for research policy, advising and collaborating on establishing conference themes and management of a refereeing process for any peer-reviewed papers produced under the banner of AUBEA.

8.0 AUBEA EXECUTIVE

- 8.1 AUBEA Executive shall comprise three persons appointed for management and representation. This shall comprise the elected AUBEA President as AUBEA Council representative and an AUBEA_RES member nominated by that subcommittee and ratified by AUBEA Council.
- 8.2 These representatives are appointed for a period of three years.
- 8.3 Additionally, the representative from the institution hosting the AUBEA conference in any given year shall also serve on AUBEA Executive.
- 8.4 AUBEA President may sign AUBEA correspondence, authorise payments and undertake other administration duties in taking actions under AUBEA Executive advice.
- 8.5 AUBEA President may appoint AUBEA Treasurer and AUBEA Secretary to support the AUBEA President and AUBEA Executive in performing their duties. AUBEA President may at any time remove a person appointed as AUBEA Treasurer or AUBEA Secretary.
- 8.6 AUBEA Treasurer can sign cheques on behalf of AUBEA as mandated by AUBEA Council. On behalf of the AUBEA, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- 8.7 AUBEA secretary' s functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) maintaining the register of members of the association.

8.8 AUBEA Executive must ensure the safe custody of books, documents, instruments of title and securities of the association at all times.

9.0 OPERATING EXPENSES

- 9.1 General operating expenses for AUBEA shall be met by participating institution's as direct or agreed in-kind contributions to cover such expenses as accommodation, travel etc.
- 9.2 Hosting institutions shall provide administration support for AUBEA Council meetings. The minutes of meeting must be circulated and agreed by all AUBEA Council members present in that particular meeting and kept in the record.
- 9.3 Audited accounts shall be maintained by the AUBEA executive and reported to Council annually.
- 9.4 The end date of the association's financial year is 30 June in each year.

10.0 AUBEA ANNUAL CONFERENCE

- 10.1 A self-financed conference shall be held annually.
- 10.2 The conference registration fee shall reflect the cost of mounting the conference.
- 10.3 The location of the conference shall be determined by the Council who shall attempt to balance a location that maximises potential attendance and provides equitable opportunity for each Australasian city to have the opportunity to attend at a relatively local venue.
- 10.4 Any income made from conducting AUBEA Conference and other events will be managed and distributed by hosting institution with a percentage of margin sharing between the hosting institution and AUBEA to be agreed prior to appointing an institution to be the host of the event. Such income for AUBEA will be deposited to AUBEA Bank Account and the use of the funds will be at the sole discretion of AUBEA Council in conjunction with clause 6.6 of this constitution.

11.0 DISTRIBUTION OF SURPLUS ASSETS

- (1) This rule applies if the association—

- (a) is wound-up under part 10 of the Associations Incorporation Act 1981 and
- (b) has surplus assets.

(2) The surplus assets must not be distributed among the members of the association.

(3) The surplus assets must be given to another entity—

- (a) having objects similar to the association's objects; and
- (b) the rules of which prohibit the distribution of the entity's income and assets to its members.

(4) In this rule— surplus assets see section 92(3) of the Associations Incorporation Act 1981.