



Australian Institute of Environmental Health

By-Laws & Standing Policies

October 2006

By-Laws

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By-Laws

Purpose

The organisational environment of the Institute is subject to sudden change which necessitates that a range of by-laws and policies are developed for the purposes of assisting the Board and Branch Councils to effectively and flexibly manage the day to day operations and services of the Institute.

In addition, these By-Laws and Policies have been developed to ensure that Institute operations are in compliance with Commonwealth, State/Territory legislation and with the regulatory requirements for Registered Training Organisations including the *Standards for Registered Training Organisations* under the Australian Quality Training Framework.

1. AUTHORITY

- 1.1 These By-Laws are made under the provisions of Clause 18 of the Constitution of the Australian Institute of Environmental Health and are to be read in conjunction with and subject to the Constitution.
- 1.2 The construction and interpretation of these By-Laws, approved by the Board of Directors, reduced to writing and recorded in the Minute Book, shall be conclusive and binding on all members of the Institute.

2. ALTERATION OF BY-LAWS

- 2.1 A notice to alter By-Laws may be submitted by any member or Branch Council together with the reasons for the alteration. The Board of Directors will consider the notice and make a decision on the notice at the subsequent meeting of the Board.
- 2.2 Proposed additions, alterations or amendments to these By-Laws are to be provided in writing to the Chief Executive Officer, together with the reasons for the proposed additions, alterations or amendments at least 60 days prior to the meeting of the Board of Directors at which the proposal will be considered.
- 2.3 Within fourteen days of receipt of the written notice the Chief Executive Officer shall notify the Directors of the text of the proposed alteration together with reasons for the proposal.
- 2.4 A decision to alter the By-Laws shall be passed by a two-thirds majority vote of the Board of Directors present at a properly constituted meeting of the Board of Directors.
- 2.5 All decisions to alter or amend these By-laws will be communicated by the Chief Executive Officer to members.

3. BRANCH COUNCILS

3.1 Composition

- 3.1.1 The composition of Branch Councils will be as determined by the Board of Directors but as a minimum for a Branch Council to be properly constituted there must be a minimum of a President, Vice-President and three other Branch Councillors;
- 3.1.2 In the event that a Branch Council is not properly constituted, the Board will act as the Branch Council and discharge the responsibilities of the Branch.

3.2 Election procedure

3.2.1 Appointment of Returning Officer

- 3.2.1.1 Branch Councils shall appoint a Returning Officer for the purpose of conducting an annual election for members of the Branch Council. The Returning Officer shall not be a candidate for any office being contested in the election.

3.2.2 Ballot procedure

- 3.2.2.1 The Returning Officer shall prepare the Nomination Form and send one Nomination Form to every financial member of the Branch including Life Fellows, but excluding Honorary Fellows, Retired members and Student members.
- 3.2.2.2 The Nomination Form shall clearly indicate:
 - a. That the person nominating must be a financial member with voting rights
 - b. That the Form shall be signed by two sponsors who are financial members with voting rights
 - c. The closing date and time for nomination, and

- d. That a person may nominate for one or more positions.
 - 3.2.2.3 If there are only sufficient nominations to fill all vacancies, at each level of office, the Returning Officer will declare those nominations as duly elected and no ballot is necessary.
 - 3.2.2.4 If there are more than the required number of nominations for any position the Returning Officer shall conduct a ballot which shall be counted on the first past-the-post system.
 - 3.2.2.5 The ballot shall be conducted in a manner approved by the Board.
 - 3.2.2.6 The order of the names on the ballot paper shall be determined by the drawing of lots by the Returning Officer. Three copies of the order of names shall then be produced, signed by the Returning Officer.
 - 3.2.2.7 The Returning Officer shall initial and post to every financial member of the Branch including Life Fellows and Honorary Fellows a ballot paper together with:
 - a. An instruction setting out the method of voting, details of returning the paper, the closing date and the date on which the result will be declared.
 - b. In the event of a postal vote, an envelope addressed to the Branch Returning Officer into which the member shall place the marked ballot paper.
 - 3.2.2.8 The Returning Officer may appoint Tellers to assist in the counting of ballot papers.
 - 3.2.2.9 The Branch Council shall determine the fee, if any, to be paid to the Tellers.
 - 3.2.2.10 A Scrutineer nominated by a candidate in writing to the Returning Officer may be present during the counting of the ballot.
- 3.2.3 Method of counting the Ballot**
- 3.2.3.1 The ballot papers shall be examined to determine their formality. The Returning Officer shall exclude any ballot paper he/she deems to be informal. The decision of the Returning Officer shall be final.
 - 3.2.3.2 If there is a ballot for the office of Branch President this shall be counted first.
 - 3.2.3.3 If the elected Branch President also nominated as a Branch Vice-President, the elected Branch President's name shall be excluded from the list of candidates for the two Branch Vice-President positions.
 - 3.2.3.4 The votes recorded for the candidates shall then be counted in order to elect the two Branch Vice-Presidents.
 - 3.2.3.5 If the elected Branch President and either/both of the two Branch Vice-Presidents have stood for the office of Branch Councillor, the name(s) shall be excluded from the list of candidates for Branch Councillor.
 - 3.2.3.6 The votes for each candidate for Branch Councillor shall then be counted.
 - 3.2.3.7 The Returning Officer shall prepare a statement which he/she and the Tellers, if any, shall sign. The statement shall set out the following:
 - a. The number of ballot papers distributed to the membership
 - b. The number of ballot papers returned
 - c. The number of informal ballot papers
 - d. The number of ballot papers counted, and
 - e. The number of votes cast for each candidate.
 - 3.2.3.8 The ballot papers, together with those excluded as being informal, and the statement of results shall be retained by the Returning Officer for a period of three months.
 - 3.2.3.9 The Returning Officer shall declare the ballot at the time and place decided by the Branch Council.
- 3.2.4 Unfilled positions and casual vacancies**
- 3.2.4.1 Should a position on a Branch Council remain unfilled at the declaration of an election, or should a position on a Branch Council become vacant during the year, Branch Council may appoint a financial member with voting rights to that position and any consequent vacancies.

3.3 Role and responsibilities of Branch Councils

The role of Branches is to provide service to members of the Branch within the approved budget on behalf of the Board.

The specific responsibilities of Branch Councils are to: -

- 3.3.1 Administer the Branch budget as approved by the Board and perform all functions delegated by the Board of Directors to the Branch.
- 3.3.2 Develop and implement Branch Business or Service Plans which are consistent with the approved Branch budget and progress the AIEH Strategic Plan by delivering membership services within the Branch.
- 3.3.3 Promote environmental health in the State and Territory and otherwise advocate on environmental health professional matters within the State/Territory.
- 3.3.4 Review State and National legislation and provide appropriate input and ensure liaison amongst members.
- 3.3.5 Provide advice on national professional and administrative matters and assist with the development of national proposals and items of possible national interest.
- 3.3.6 Liaise with academic institutions regarding professional courses and professional education.
- 3.3.7 Establish and maintain committees and special interest groups to provide opportunities for member participation in accordance with Board policies.
- 3.3.8 Administer professional development programs in accordance with Board policy.
- 3.3.9 Meet regularly to conduct the business of the Branch provided that it shall meet at least once in every two months.
- 3.3.10 Establish a Group of its Branch at any place in the State or Territory in which the Branch is established provided that any such Group is governed by the rules prescribed in the By-Laws and it may at any time discontinue such Group.

4. BOARD OF DIRECTORS

4.1 Term of directors and office bearers

The term of office of Directors is two (2) years commencing from the date of the Annual General Meeting at which the results of the ballot are declared.

5. ADMISSIONS AND ADVANCEMENTS

The Board may from time to time determine, or amend, the fees payable, services, and election and voting processes for any category of membership.

5.1 Student member

- 5.1.1 A person residing either in or outside of Australia who is enrolled as a full time student in an accredited degree course under the AIEH Accreditation Policy or enrolled as a full time student in a degree course of a related course may be admitted as a Student Member. For the purposes of these bylaws, 'full time student' is defined as a person undertaking a course on a full time loading as defined by the enrolling university.
- 5.1.2 Applications for membership are to be submitted on the prescribed form and accompanied by the admission fee, if any, and annual subscription. The Board of Directors may delegate to the CEO, or a Branch Council, the power to receive and approve such applications with such conditions as it deems necessary.

5.2 Associate member

- 5.2.1 A person with a qualification of Royal Society of Health Diploma, Associate Diploma or Diploma in Environmental Health, or such other qualification approved by the AIEH Course Accreditation Committee, may be admitted to or advanced as Associate member class upon application to the Chief Executive Officer, on the prescribed form and be accompanied by an admission fee, if any, and annual subscription where appropriate.

5.3 Member

- 5.3.1 A person who has successfully completed:-
 - i. an AIEH accredited environmental health degree at the undergraduate or postgraduate level; or
 - ii. an undergraduate or postgraduate degree in an environmental or health related field, may be admitted to or advanced to Member class upon application to the Chief Executive Officer on the prescribed form and accompanied by the prescribed fees where appropriate.
- 5.3.2 For the purpose of By-Law 5.3.1 persons having membership of the Institute in the class of Associate member or Member, as at 31 December 1993, shall be deemed to hold

qualifications equivalent to an AIEH accredited bachelor degree majoring in environmental health and would satisfy the requirements of By-Law 5.3.1.

5.4 Fellow

- 5.4.1 Any person being a member of the Institute of the class of Associate member or Member for a minimum period of ten years, and holding the status of Member, considered to be worthy of the honour on account of his/her ability or special service to the Institute, or distinguished service in the promotion of the objects of Environmental Health, shall be eligible, on payment of the prescribed fees, for advancement to the status of Fellow.
- 5.4.2 Any two members in the class of Associate, Member, Fellow or Life Fellow may nominate a Member to be advanced to Fellow. Such nomination shall be submitted to the Chief Executive Officer setting out the grounds upon which a Member is so nominated.
- 5.4.3 Advancement to the class of Fellow shall be either by resolution of the Branch Council, or the Board of Directors, passed by a three-fourths majority vote of Branch Councillors, or the Board of Directors respectively, present at a properly constituted meeting of Branch Council or the Board of Directors.

5.5 Life Fellow

- 5.5.1 Any Fellow, or in exceptional circumstances a Member, who is considered worthy of the honour on account of his/her ability or special service to the Institute or distinguished service in the promotion of the objects of Environmental Health shall be eligible for advancement to the status of Life Fellow.
- 5.5.2 Advancement to the status of Life Fellow shall be by resolution by a three-fourths majority vote of the Board of Directors present at a properly constituted meeting of the Board of Directors.
- 5.5.3 Life Fellows shall be exempt from the payment of membership subscription fees.

5.6 Honorary Fellow

- 5.6.1 Any person not being a Member of the Institute who is considered worthy of the honour on account of his/her ability or special service to the Institute or distinguished service in the promotion of the objects of Environmental Health shall be eligible for admission as an Honorary Fellow.
- 5.6.2 Election to the status of Honorary Fellow shall be by resolution of a three-fourths majority vote of the Board of Directors present at a properly constituted meeting of the Board of Directors or by a three-fourths majority vote of the Branch Councillors present at a properly constituted meeting of the Branch Council.
- 5.6.3 Honorary Fellows shall be exempt from the payment of fees. They shall not be eligible for election to any office or entitled to vote on any matter or at any meeting of the Institute.

5.7 Affiliate member

- 5.7.1 Each Branch may admit to Affiliate class of membership -
- 5.7.1.1. Any person who is:
- a. Interested in promoting the objects of the Institute, and is working in a related field of environmental health; or
 - b. Interested in promoting the objects of the Institute, is employed full time in the environmental health field and/or has qualifications acceptable to the Board but is not qualified to be a Life Fellow, Fellow, Member or an Associate member; or
 - c. Not qualified to be an Associate member or a Member and who has a qualification in environmental health and has been assessed by Branch Council or the Board of Directors as capable of satisfactorily performing in the duties of a Technical Officer.
- 5.7.2 Affiliate members shall be required to pay the admission fee and annual subscription.
- 5.7.3 Affiliate members shall not be eligible for election to any office but may vote on any matter or at any meeting of the Institute.

5.8 Retired members

Retired members may elect to continue receiving services from the Institute on payment of the prescribed fee set by the Board but are not eligible for election to any position of office.

5.9 Corporate member

- 5.9.1 Each Branch may admit as a corporate class of membership corporate organisations which undertake environmental health practice. Corporate membership provides for the

membership of employees as Members of the Institute in the following ratios 1-4, 5-10, 11-15 and more than 15 employees and allows attendance at Institute activities in the course of a financial year at membership rates on condition that:

5.9.1.1 The organisation undertakes to promote the objects of the Institute

5.9.1.2 Payment of the applicable corporate membership subscription fee

5.9.1.3 Nominate a person to cast one vote on any matter or at any meeting of the Institute on behalf of the corporate members.

5.9.1 Corporate members are eligible for election to any position of office.

5.10 Special circumstances

5.10.1 The Board may, on the receipt of a request in writing from a financial member outlining special circumstances, place the member on the Temporary Inactive Membership List subject to any conditions imposed by the Board. Special circumstances refers to the member being unemployed for a period of two months or more, or if the member will be absent from employment due to employer approved family (i.e. maternity) leave.

5.10.2 Any member placed on the Temporary Inactive Membership List will continue to be eligible to receive all membership services following the payment of a prescribed fee but will not be able to stand for election, or be appointed to any position of office within the Institute.

5.11 Fees

5.11.1 The Board of Directors will prescribe a schedule of fees for admissions for membership, advancement and annual membership.

5.11.2 All fees will be applied on a pro-rata basis.

6. TRANSFERS, RESIGNATIONS AND RE-ADMISSIONS

6.1 A member may apply to be transferred from a Branch to another Branch and this transfer shall be approved if the member is a current financial member of the Branch from which the member is seeking transfer.

6.2 A member may resign from the Institute by tendering his/her resignation in writing to the Chief Executive Officer. Resignation will take effect from the time of receipt of the resignation by the Chief Executive Officer.

6.3 A former member may apply for re-admission to the Institute on condition that the application is on the prescribed form and accompanied by the prescribed fees as appropriate. The current requirements for class of membership will apply.

7. CHIEF EXECUTIVE OFFICER AND STAFF

7.1 There shall be a Chief Executive Officer (CEO) of the Institute appointed by the Board of Directors and shall hold office subject to removal by an affirmative vote of a majority of the Board of Directors present at a properly constituted meeting of the Board of Directors.

7.2 It shall be the duty of the Chief Executive Officer, under the direction of the Board of Directors, to conduct the ordinary business of the Institute in accordance with its directions, Corporate Law, the Constitution and the By-Laws.

7.3 The CEO may take part in the deliberations of the Board but shall not vote thereon.

7.4 The CEO, as delegated by the Board of Directors, appoint, suspend, dismiss, retrench or discipline Executive Officers, staff, officers and agents for permanent, temporary or special services in accordance with relevant legislation and contractual requirements.

7.5 All staff are required to implement the policies of the Institute and perform their responsibilities consistent with these policies, the Constitution and By-Laws, and legislative requirements.

8. GROUPS AND SPECIAL INTEREST GROUPS OF THE INSTITUTE

8.1 Formation of Groups:

8.1.1 The formation of any Regional Group shall be decided by the Branch Council in accordance with Board policy (see policy section).

8.1.2 The formation of any Special Interest Group shall be decided by the Branch Council or Board of Directors in accordance with the Board policy (see policy section.)

Standing Policies

1 Representing the AIEH Policy

1.1 PURPOSE

The purpose of this policy is to facilitate member consultation, engagement and contribution to a range of forums and ensure there is a consistent message delivered by the broader membership. The policy seeks to outline the expectations of members when they represent the AIEH on a committee or working group at either a National or Branch level, as well as identify and recognise members' contribution and active participation within the profession on behalf of the AIEH.

1.2 BACKGROUND

The AIEH is requested to provide representatives for a range of committees, working groups and reference groups at both Branch and National levels to provide input from an Environmental Health perspective or to represent the interests of Environmental Health Practitioners. While many members fulfil these roles, it is generally unknown the range of forums being contributed to by AIEH members on behalf of the membership and often information and outcomes from these groups is not communicated to the broader membership.

1.3 SCOPE

This policy is to apply to any member who represents the AIEH and provides guidance on the expectations of that member.

1.4 DEFINITIONS

Nil

1.5 AIEH POLICY

1.5.1 Organisations seeking AIEH representation.

Organisations seeking AIEH representation or input into a working group or forum must make the request in writing (email or letter) to the CEO for National issues or to the relevant Branch Executive Officer for Branch specific issues. Details of the representation required and the preferred skills and knowledge of the nominated representative would also be of assistance.

1.5.1 Representative Selection

Representatives may be selected in a number of ways and depending upon the nature of the representation required. For positions on National committees or working groups, a call for expressions of interest may be made via the website. Applicants would be considered in line with the selection criteria by an independent AIEH committee with at least one Director from the Executive Committee.

For positions on Branch specific committees appointment may be made via the special interest group or Branch Council. For positions that have a number of members interested in being a representative the process followed for National appointments may apply.

Once a member has been confirmed as an AIEH representative they are bound by this policy.

1.5.3 Contact Details

National Representation

You will be required to register your contact details, including telephone, email and postal address, with the CEO who will then advise the committee / working group secretary of your representative role on behalf of the AIEH.

When providing the contact details, it is important that any conditions of use are provided, for example providing a different email address for after work hours or providing specific hours for use of telephone numbers.

Once appointed as an AIEH representative you will be provided with AIEH business cards to distribute with your contact details.

Branch Representation

You will be required to register your contact details, including telephone, email and postal address, with the Branch Executive Officer who will then advise the committee / working group secretary of your representative role on behalf of the AIEH.

When providing the contact details, it is important that any conditions of use are provided, for example providing a different email address for after work hours or providing specific hours for use of telephone numbers.

1.5.4 Attendance at Meetings

Upon receipt of the agenda for the meeting you will be required to contact the CEO or the Branch President according to the status of the committee (i.e. National/Branch) to discuss the agenda and any view that the Institute may want put forward.

Where there is a stated AIEH policy statement, representatives are to put forward this view. In the absence of a stated policy position, the opinion of the membership majority should be put forward until such time as a policy statement is developed and any comments provided should take into consideration the broader aspects of the membership, given the range of activities associated with rural and metropolitan areas of all sizes and the range of roles that members may be involved with. Notification of issues not covered by an AIEH policy statement must be reported back to the CEO/Branch President.

You will be required to attend all meetings. Should you not be able to attend the meeting, you will be required to contact either the CEO or the Branch President accordingly and advise them if an alternative representative will be required to attend based upon the agenda items.

1.5.5 Membership Consultation

In the first meeting, confirmation around the distribution of agendas and minutes to the general membership must be obtained, in addition to seeking permission to load them to the AIEH website.

Where there is no formal policy statement for the AIEH and broad member consultation is required, a forum on the AIEH website is to be established and electronic notification will be made to all members.

Following broad membership consultation, if there is no overall clear direction provided, further consultation should be made with the Branch President or CEO prior to providing a statement to the working group or forum.

1.5.6 Minutes & Agendas of Meetings

Upon receipt of any agenda or minutes of the committee or working group, a copy of these documents is to be forwarded to the CEO / Branch Executive Office to ensure that a full history of AIEH representation and member contribution can be retained by the AIEH and referred to in future events.

1.5.7 Report from Meeting

Within one week of the meeting, you will be required to provide a summary report for the CEO or the Branch President, according to the status of the committee (i.e. National/Branch), outlining the outcomes of the meeting and any implications for the AIEH to consider or actions to be taken. This report will be included in Board Meeting Papers or for Branch Council meetings.

If the topic of representation is relevant to a SIG, a copy of the summary report is to be provided to the relevant SIG Convenor.

1.5.8 Accessibility

Phone contact details will be required for both work and home hours to facilitate contact to discuss any aspects of the committee functions. Requests for information from members will be vetted by the National or Branch Office and only forwarded where direct contact is necessary.

1.5.9 Authority and Accountability

No undertakings may be given that may have a financial impact upon the AIEH without the approval of the CEO and National Executive.

If any doubt exists over the AIEH position on any matter, consultation with either the National or Branch President should occur prior to any statement or commitment being made.

All correspondence is to be signed off by either the Branch or National President respectively.

Where correspondence is required to be signed, the correspondence is to be provided with any background reference material or context paper to the Branch or National President, where possible, at least 14 days prior to the submission deadline.

Any submissions made by the AIEH are to be made available to the general membership and where possible prior to the submission deadline.

1.6 RELATED DOCUMENTS

Special Interest Groups Policy
Travel & Allowances Policy
Travel & Allowances Procedure

2. Special Interest Groups Policy

2.1 PURPOSE

The purpose of this policy is to outline the formation of Special Interest Groups and the role that they have in contributing to the policy positions of the AIEH and the professional development opportunities for members.

2.2 BACKGROUND

The Branches of the Institute have traditionally developed policy positions and designed professional training programs through group meetings of members. The Board has sought to formalise these groups within all Branches to enable the co-ordination and consistency of policy development and professional training design.

2.3 SCOPE

This policy is to apply to the operation of any SIG at Branch or National level.

2.4 DEFINITIONS

Nil

2.5 AIEH POLICY

2.5.1 What are the SIGs?

The AIEH framework for professional practice includes the opportunity for involvement in the development of policy positions, professional tools and training programs for the environmental health profession. Special Interest Groups (SIGs) are the formal group and meeting structure for members to become engaged in contributing to the following practice focus areas:

Professional Development

Contributing to the AIEH Accreditation process for undergraduate degrees, provides representation on External Advisory Committees for Accredited courses, advocacy position on employment of EHOs at a State level, general promotion of profession within the State.

Disease Control

Immunisation (& Vaccine), Outbreak Management, Investigation, Enforcement, Education, notifiable conditions, pediculosis (headlice), skin penetration, accommodation standards, vector borne disease.

Food Safety Management

Standards (FSANZ, GMO, Health Claims, Nutrition, Labeling, Codes of Practice, Enforcement).

Environment Management

Land, air, noise, water (waste, reuse, drinking), Health Risk Assessment, Toxicology, Catchment Management and Natural Resource Management.

Disaster Management

Preparedness, planning, response and recovery.

Healthy Settings

Tobacco, Shade, HIA, Planning (Community / Municipal Govt Planning, Town Planning Development), OHS, Health Promotion, Healthy Choices / Cities.

Indigenous Health

Specialist consideration of environmental health in indigenous community settings.

2.5.2 Purpose of SIGs

Special Interest Groups (SIGs) are networks of members that:

- provide the AIEH with groups of specialists that can lobby and comment on legislation and policies and advise government bodies at all levels;
- provide a data base on specialist areas that all members can access;
- provide a forum for members to meet and/or converse on their area of interest;
- develop professional standards of practice;
- develop professional tools;
- provide input into professional development opportunities; and
- identify and develop relevant practice policies;
- to increase the knowledge and skills of members in the specific professional practice areas.

A Special Interest Group comprises a Convenor and as many members that wish to join.

2.5.3 Operation of SIGs

Each Branch Council is to establish SIGs in the above practice areas and identify the topics that will be dealt with by the SIG, relevant to their Branch. A Branch SIG Convenor is to be nominated by the members of the SIG. The SIG Convenors from each Branch will form the National SIG within each professional practice area, with the CEO as the nominal National SIG Convenor until the SIG appoints its own.

Each Branch and National SIG is required to establish an appropriate meeting frequency and inform members of the details of the meetings including provision of agendas and minutes on the AIEH website. Branch and National SIGs can be conducted in a number of methods including face to face or via teleconference. It is the responsibility of each Branch and National SIG Convenor to determine in consultation with the members of the SIG the preferred meeting method. Branch and National SIGs are responsible for the formation of committees or working parties to address key issues as needs arise, including establishing the priorities and objectives of the group.

SIGs are responsible for the formation and yearly updates of a policy statement on their area of professional practice and investigating the need and funding for research in their area of interest. SIGs are responsible for the identification and development of professional training and the development of professional tools.

2.5.4 Responsibilities of Branch SIG Convenors

The Branch SIG Convenor is required to liaise with Branch Council and the Branch President regarding the strategic direction and priorities of the SIG. The Convenor is responsible for reporting on the activities (including financial) of the SIG to every Branch council meeting. The Convenor will also provide Branch Council with an annual report at the end of the Branch Council term.

The Convenor is responsible for co-ordinating the priorities and activities of the SIG according to the AIEH Branch business plan strategies and objectives and ensuring that any financial requirements are expressed so that they can be considered in the budget development for the Branch.

The Branch SIG Convenor is responsible for referring draft policies and issues on behalf of the SIG to Branch Council seeking formal adoption of all policies.

The Branch SIG Convenor will liaise directly with the Branch President regarding any media requests. The Convenor is responsible for providing the CEO with relevant contact details in accordance with the AIEH Representatives Policy.

2.5.5 Responsibilities of National SIG Convenors

The National SIG Convenor will hold quarterly meetings with the Branch SIG Convenors.

The National SIG Convenor is required to liaise with each Branch SIG Convenor and facilitates the co-ordination of national responses to national practice specific issues.

The National SIG Convenor is responsible for referring national draft policies and issues to the Board via the CEO for adoption.

The National SIG Convenor will liaise directly with the National President or CEO regarding any media requests.

The National SIG Convenor is responsible for providing the CEO with relevant contact details in accordance with the AIEH Representatives Policy.

2.5.6 Authority and Accountability

Either the Branch Councils or the Board of Directors holds authority for the operation of SIGs accordingly. The SIG or its Convenor does not have the authority to expend or commit funds or resources of the Institute without formal approval of the relevant parent body.

Policy direction should be developed consistent with any precedential policy established by a parent body and all care taken to ensure that the Institute does not become exposed to any litigious circumstance.

SIG Convenors and members are bound by the Code of Conduct to act in the interests of the Institute as expressed by the Board of Directors and any acts of negligence, misdirection or fraud will be deemed to be a breach of the Code.

2.6 RELATED DOCUMENTS

AIEH Representatives Policy
Travel & Allowances Policy
Travel & Allowances Procedure

3. Regional Groups Policy

3.1 PURPOSE

The purpose of this policy is to outline the formation of Regional Groups and the role that they have in contributing to professional development opportunities for members.

3.2 BACKGROUND

The Branches of the Institute have traditionally developed Regional Groups within Branches to enable local networks of members to be formed to discuss local issues and promote the consideration and discussion of all matters relating to environmental health.

3.3 SCOPE

This policy is to apply to the operation of any Regional Group in any Branch.

3.4 DEFINITIONS

Nil

3.5 AIEH POLICY

3.5.1 Regional Group Titles

- Each Regional Group shall be given a title corresponding to the area which it represents.
- The title of the Regional Group shall be approved by Branch Council and worded as shown in the following example: "North Western Group - Victorian Branch, Australian Institute of Environmental Health."

3.5.2 Use of Regional Group Title

- The use of the Regional Group title shall be limited to a member acting with the permission of a General Meeting of the Regional Group.
- Each Regional Group shall at a General Meeting appoint a member authorised to use the title of the Regional Group and make statements on behalf of the Regional Group.
- Regional Groups shall not communicate with persons or organisations and the like without the permission of Branch Council.
- Correspondence used by Regional Groups shall be on a letterhead bearing the approved Regional Group title.

3.5.3 Objects of a Regional Group

- To advise and assist the Branch Council on the implementation of the objects of the Institute.
- To develop a local network for members and promote the consideration and discussion of all matters affecting the profession of Environmental Health.
- To identify practice and policy issues and bring these forward for consideration of Branch Council meetings, General Meetings, and Extra-ordinary General Meetings of the Branch.

3.5.4 Regional Group Office Bearers

- Each Regional Group shall appoint a Group Secretary/Treasurer, who shall be responsible for the organisation of meetings, the recording of minutes of such meetings, the conduct of correspondence and the keeping of records including financial records.
- Each Regional Group shall elect a Chairperson who shall be either elected annually or alternatively by those present at each Regional Group meeting.

3.5.5 Regional Group Membership

- Every member of the Australian Institute of Environmental Health in the area covered by a Regional Group shall be entitled to be a member of the Regional Group.

3.5.6 Conduct of Regional Group meetings

- A quorum of the Regional Group meeting shall comprise not less than five, or a third of the members of such Regional Group, whichever is the lesser.
- Minutes of every Regional Group meeting shall be recorded and a copy of same forwarded to the Executive Officer and tabled at the next Branch Council meeting.
- The Group Secretary shall advise all members of the Regional Group of the dates of meetings.
- Each Regional Group shall advise the Executive Officer of the date of each Regional Group meeting fourteen days prior to such meeting and where possible provide a list of proposed meeting dates for the year, at the commencement of the year.
- Every financial member in attendance at a Regional Group meeting shall be entitled to vote.
- The Chairperson shall have a deliberate and casting vote in the event of an equality of votes at such meetings.
- The Chairperson shall be responsible for the orderly conduct of the Regional Group meetings.
- Each Regional Group may apply for funds from the relevant Branch Council and manage these in accordance with the policies of the Institute.

3.5.7 Relations with Branch Council

- Each Regional Group shall keep the Branch Council informed of its activities.
- A Regional Group may communicate with the Branch Council by general correspondence, or by bringing before an Extra-ordinary Meeting or General Meeting any motion or matter of business properly moved and seconded by any two members of the Regional Group and passed by the majority present at a properly constituted meeting of the Regional Group.

3.6 RELATED DOCUMENTS

AIEH Representatives Policy
Special Interest Groups Policy
Travel & Allowances Policy
Travel & Allowances Procedure