

AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT INCORPORATED

CONSTITUTION

SECTION I: NAME, HEADQUARTERS, SCOPE AND OBJECTIVES

1. The name of this organisation shall be the AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING AND MANAGEMENT INCORPORATED, and referred to subsequently as "the Institute".
2. The headquarters of the Institute shall be maintained in such place as may be directed by the National Council.
3. The objectives of the Institute shall be:
 - a) to promote the positive and productive aspects of traffic and transport planning and management for the benefit of the whole community
 - b) to increase members' knowledge within the field
 - c) to foster research
 - d) to provide a central point of reference for members linked by a common vocational interest rather than academic qualifications
 - e) to encourage employers to accept membership as being desirable for persons working in the field.
- 3A. In pursuance of the above objectives the Institute shall be empowered;
 - (a) To conduct and carry on in the name of the Institute either solely or jointly, with another or other organisations with purposes and objectives similar to those of the Institute, such business or other activity or activities which in the opinion of the National Council is/are calculated directly or indirectly to enhance the reputation and status of the Institute and the profession of Traffic Planning and Management provided that -
 - (i) Such activity shall be conducted in such manner that no portion of the assets and income derived there from shall be distributed directly or indirectly to the members of the Institute; and
 - (ii) Such activity shall not be carried on with the object of securing pecuniary gain for its members,but shall be applied solely in furtherance of the abovementioned objectives.
 - (b) To do all such other acts and things as are incidental or conducive to the attainment of the objectives of the Institute.

SECTION II: ADMINISTRATION

1. The Institute shall be comprised of a National Council and State Branches.
2. The administration of the Institute shall be vested in the National Council.
3. The National Council shall be comprised of
 - National President
 - National Vice-President
 - National Secretary
 - National Treasurer

- Immediate Past National President
 - Branch Delegates — one nominated by each chartered Branch
 - Any member invited at the discretion of National Council
4. State branches shall operate under the charter issued by the National Council. Branches may be chartered in any State or Territory by the National Council. The National Council may revoke or amend any Branch Charter at any time.
 5. The National Council shall meet at least twice in each year. One meeting to be held at the time of the Annual General Meeting. A quorum of the National Council shall be fifty (50) percent of the voting members.
 6. The roles and responsibilities of the National Council shall be as specified in Article VI of the Bylaws.
 7. The term of the Immediate Past National President shall be that of the National President.
 8. In the event of a vacancy occurring in the office of the National President, the unexpired term shall be filled by the National Vice President. In the event of a vacancy occurring in any other office, the National Council shall appoint a voting member to fill the unexpired term.
 9. The terms of elected officers and the method of election shall be as specified in Article IV of the Bylaws.
 10. No member elected to the National Council shall concurrently hold the corresponding position in a State Branch.

SECTION III: MEMBERSHIP

1. The Membership of the Institute shall consist of Fellows, Members, Associates, Student Members, and Corporate Members. The honour of appointment as a Life Member of the Institute is at the sole discretion of the National Council in accordance with Article 1, Section 3 of the Bylaws. Any member appointed as a Life Member retains the grade of membership held at the time of the appointment.
2. Fellows and Members shall enjoy all privileges of membership of the Institute. Associates and Student Members shall enjoy all privileges of Membership except the right to vote and to hold elective office.
3. To be eligible for transfer to the grade of Fellow, an applicant shall:-
 - a) have had ten (10) years in active practice in the field of transport planning and/or traffic management; and
 - b) have had five (5) years in responsible charge of transport planning and/or traffic management work; or in lieu of b)
 - c) have had five (5) years in responsible charge of important scientific, educational or managerial activities of a calibre equivalent to that required in b); and
 - d) have held the grade of Member for at least five (5) years; and
 - e) be prepared to be interviewed to establish suitability.
4. To be eligible for admission or transfer to the grade of Member, an applicant shall:
 - a) hold formal academic qualifications associated with transport planning and/or traffic management gained from a recognised tertiary body approved by the National Council and have practised in the field of transport planning or traffic management for at least one (1) year; or
 - b) have had appropriate professional experience for a period of at least three (3) years in the field of transport planning and/or traffic management gained through a recognised organisation.

5. To be eligible for admission or transfer to the grade of Associate, an applicant shall:
 - a) be in active practice in the field of transport planning and/or traffic management; or
 - b) have an interest in the field of transport planning and/or traffic management.
6. To be eligible for admission to the grade of Student Member an applicant shall be:
 - a) enrolled as a student in a graduate or undergraduate tertiary body of recognised standing;
 - b) registered in at least one course in transport planning and/or traffic management; and
 - c) not otherwise eligible for another grade of member.

Student Membership shall cease at the end of the financial year if a Student Member graduates, withdraws from the required academic course, or fails to apply for transfer within one (1) year after graduation.

7. A Life Member shall be a person who has performed notable and outstanding service for the Institute.
8. The National Council shall establish, and periodically review as necessary, standards and procedures for the admission or transfer of members.
9. Applications for admission or transfer of members shall be dealt with in the manner prescribed in the Bylaws.
10. Corporate Membership of the Institute shall be composed of Government and semi-Government instrumentalities, companies, partnerships, associations and other business entities working in or related to the field of transport planning and/or traffic management.
11. Membership shall be granted by the National Council or by a Branch under the terms of its charter.
12. When letters of affiliation are used to show membership of the Institute, the letters F or M or Assoc. shall be used by members depending on their grade of membership, followed by the letters AITPM. No forms of letters of affiliation are authorised for use by Student Members or Corporate Members.

for a Fellow	F. AITPM	or	F. A. I. T. P. M
for a Member	M. AITPM	or	M. A. I. T. P. M
for an Associate	Assoc. AITPM	or	Assoc. A. I. T. P. M.

13. Corporate Members are permitted to display on their corporate letterhead in any font style in a size not exceeding 12 point, using either upper case solely, or a combination of upper and lower case lettering, the wording; Corporate Member – Australian Institute of Traffic Planning and Management Incorporated (AITPM).

SECTION IV: BRANCHES

1. Branches shall be administered by a Management Committee comprised of the
 - State President
 - State Vice-President
 - State Secretary
 - State Treasurer
 - Immediate Past State President
 - At least two Committee persons
2. The term of the Immediate Past State President shall be that of the State President.
3. In the event of a vacancy occurring in the office of the State President, the unexpired term shall be filled by the State Vice President. In the event of a vacancy occurring in any other office, the

Management Committee of the Branch shall appoint a financial member to fill the unexpired term.

4. The terms of elected officers and the method of election shall be in accordance with Article IV of the Bylaws.
5. Members shall not be affiliated with more than one Branch at the same time.

SECTION V: AMENDMENTS

1. Proposals to amend this Constitution may be made by resolution of the National Council or by written petition signed by at least twenty (20) voting members. Formal action on such amendments shall be taken in the manner prescribed in Article VII of the Bylaws.
2. No amendments to the Constitution shall change the grade or status of a member who is financial at the date of adoption of the amendment.
3. Proposals to amend the Bylaws may be made by resolution of the National Council or by written petition signed by at least twenty (20) voting members. Formal action on such amendments shall be taken in the manner as prescribed in Article VII of the Bylaws.

SECTION VI: NON PROFIT CHARACTER

The assets and the income of the Institute shall be applied solely in furtherance of the objects set out in Section 1 of this Constitution and no portion shall be distributed directly or indirectly to the members of the Institute except as bona fide compensation for services rendered or expenses incurred on behalf of the Institute.

SECTION VII: DISSOLUTION

In the event of the Institute being dissolved the amount of the Institute's funds that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

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**AUSTRALIAN INSTITUTE OF TRAFFIC PLANNING
AND MANAGEMENT INCORPORATED**

BYLAWS

ARTICLE I: ELECTION OF MEMBERS

Section 1

An applicant for admission to membership or transfer of grade of membership shall submit a detailed statement of professional training and experience in such form and detail as may be prescribed by the National Council. It shall be signed by the applicant and shall contain an agreement to conform to all the requirements of the Institute. It should contain the names of at least two referees, preferably Fellows or Members of the Institute.

Section 2

Admission to the grade of Member, Associate or Student Member and transfer to the grades of Member or Associate shall be by a majority vote of the State Branch Management Committee. In the absence of a State Branch Management Committee, admission shall be by a majority vote of the National Council.

Admission as, or transfer to, the grade of Fellow shall be solely by a majority vote of the National Council after consideration of the submission prepared in accordance with the guidelines related to the grade of Fellow.

Section 3

The award of Life Member shall be made only by the National Council and at least three quarters of the members of the entire National Council must approve the candidate. The names of candidates for the award of Life Member may be submitted to the National Council by any member of the Institute.

ARTICLE II: RESIGNATION AND EXPULSION

Section 1

A financial member may resign by written communication to the State Branch Secretary, who shall forward the member's name to the National Secretary for consideration by the National Council.

A member who resigns, or is expelled, shall not use letters of affiliation, display a certificate or use any other means in any manner to indicate or imply membership of the Institute.

Section 2

The National Council may consider expulsion of any member if any of the following circumstances are in evidence at the time, namely -

- a) financial dues remain unpaid for more than one (1) year
- b) has knowingly and persistently acted in a manner contrary to the Constitution or Bylaws of the Institute
- c) has eroded the reputation and integrity of the Institute as a consequence of personal action or manner

In these circumstances the National Secretary shall advise the member in writing that the National Council is required by the Bylaws of the Institute to consider termination of the member's membership in the Institute and requesting the member to submit an explanation of

any extenuating circumstances for further consideration by the National Council. In the event that no acceptable response is received within twenty-one (21) days of posting membership of the Institute shall cease.

ARTICLE III: FEES AND DUES

Section 1

Admission fees and transfer fees related to membership shall be determined from time to time at a properly constituted National Council meeting. The initial year annual dues, payable with admission application fees, shall be based on the timing of the submission of the application.

Membership applications received and approved after January 1 in any calendar year shall be considered as financial until March 31 of the following year. Membership applications received and approved at any other time are not eligible for membership beyond March 31 of the following year. This requirement shall not preclude the offering of incentives to membership as a promotional activity provided that the incentive is associated with an activity approved by the National Council.

Section 2

Admission fees and annual for membership shall be determined from time to time at a properly constituted National Council meeting

Section 3

Admission fees together with the first year's annual dues or transfer fees shall be forwarded to the National Council with the application for admission or transfer. If the candidate is unsuccessful, the amount nominated as annual dues shall be refunded in full.

Section 4

Annual dues shall be paid no later than April 30 in each calendar year.

Section 5

Any member more than twelve (12) months in arrears in payment of annual dues shall be declared to be non-financial and shall lose the rights and privileges of membership.

ARTICLE IV: NOMINATION AND ELECTION OF OFFICERS

Section 1

The terms of elected officers shall be as follows:-

- | | |
|---------------------------------|-----------|
| • National President | Two years |
| • National Vice-President | Two years |
| • National Secretary | Two years |
| • National Treasurer | Two years |
| • State President | Two years |
| • State Vice-President | Two years |
| • State Secretary | Two years |
| • State Treasurer | Two years |
| • State Branch Committee member | Two years |

No member shall be elected to the office of National President for consecutive terms.

No member shall be elected to the office of State President for consecutive terms in any one State Branch. To ensure effective management continuity and transfer of responsibilities within the National Council and/or a State Branch, the term of a State President may be extended by one (1) additional year at the discretion of the National Council.

The term of office of all office bearers elected to either National Council or a State Branch shall commence immediately following the National Annual General Meeting of the Institute in the year of their election.

Section 2

In the event of the charter of a new Branch pursuant to Section II (4) of the Constitution, the National Council may appoint State Branch officers to the positions defined in Article IV Section 1 of the Bylaws. The appointees may hold office until the first Annual General Meeting of the new State Branch held in accordance with the requirements of the State Branch Charter.

Only financial members of the Institute with the grade of Fellow or Member shall be eligible for appointment.

The nomination and election of the officers at the first Annual General Meeting and thereafter shall be in accordance with the requirements of Article IV of the Bylaws.

Section 3

To provide for continuity within the State Branch Management Committee, half of the committee members shall be elected for one (1) year only, at the first election of the new Branch.

Section 4

a) National Elections

Election of the National Council Officers shall be by postal ballot. Only financial members of the Institute holding the grade of Fellow or Member may vote. The National Secretary shall provide to each member eligible to vote a list of the candidates nominated for office together with ballot papers to be returned by post not less than twenty one (21) days prior to the National Annual General Meeting of the Institute. Ballots must be received by the Returning Officer not less than seven (7) days prior to the date of the National Annual General Meeting.

b) State Branch Elections

Election of the State Branch Officers shall be by secret ballot at the State Branch Annual General Meeting. Only financial members holding the grade of Fellow or Member and meeting the residential requirements associated with the specific State Branch may vote. The State Branch Secretary shall provide to each member eligible to vote a list of the candidates nominated for office together with suitable proxy forms not less than seven (7) days prior to the State Branch Annual General Meeting.

Section 5

a) National Election Notification

Not less than forty nine (49) days prior to the National Annual General Meeting, the National Secretary shall send to financial members of the Institute a notice of the vacancies on the National Council to be filled by election together with suitable nomination forms.

b) State Election Notification

Not less than twenty eight (28) days prior to the State Branch Annual General Meeting, the State Branch Secretary shall send to financial members of the Branch a notice of

the vacancies on the State Branch Management Committee to be filled by election at the State Branch Annual General Meeting together with suitable nomination forms.

Section 6

a) National Nomination

Nomination of candidates for election as officers of the National Council shall be made in writing to the National Secretary and shall close on a date fixed by the National Council not later than thirty-five (35) days prior to the National Annual General Meeting. The nomination form shall be signed by a Proposer and a Seconder and by the Nominee indicating acceptance.

To be eligible for nomination for the office of National President, the nominee shall have served for at least one (1) term on the National Council in an elected office or as a State Branch delegate.

To be eligible for the office of National Vice-President, the nominee shall have served for at least one (1) term on a State Branch Management Committee.

b) State Nomination

Nomination of candidates for election as officers of a State Branch Management Committee shall be made in writing to the State Secretary and shall close on a date fixed by the State Branch Management Committee not later than fourteen (14) days prior to the State Annual General Meeting. The nomination form shall be signed by a Proposer and a Seconder and by the Nominee indicating acceptance.

To be eligible for nomination for the office of State President, the nominee shall have served for at least one (1) term on a State Branch Management Committee.

c) Vacancies

In the event of any position on the State Branch Management Committee not being filled, the position shall be filled by appointment by a majority vote of the members of the State Branch Management Committee.

Section 7

A Returning Officer shall be appointed by the National Council and by each State Branch Management Committee to conduct an election for Officers of the National Council and each State Branch Management Committee respectively.

Section 8

a) The National Council may co-opt other members to attend National Council meetings and those co-opted members shall be entitled to vote at those meetings.

b) The State Branch Management Committee may co-opt other members to attend State Branch Management Committee meetings and those co-opted members shall be entitled to vote at those meetings.

Section 9

The office of any elected official of the Institute shall become vacant if the officer:-

a) becomes bankrupt or is convicted of a felony or indictable misdemeanour; or

b) becomes a mentally ill person within the meaning of the law relating to mental health for the time being in force, or

c) resigns from office by notice in writing; or

- d) is absent from three consecutive National Council or State Branch Management Committee meetings without leave of absence approved by the National Council or State Branch Management Committee respectively; or
- e) if for any reason the National Council resolves that it would not be in the best interests of the Institute for the member to continue to hold office.

Section 10

Applications for Corporate Membership of the Institute shall only be considered by the National Council.

ARTICLE V: MEETINGS

Section 1

- a) The National Annual General Meeting shall be held at least once in each calendar year and within the period of six months after the expiration of each financial year. The date and venue shall be set by the National Council.
- b) Any State Branch Annual General Meeting shall be held within the six (6) week period prior to the National Annual General Meeting. The date and venue shall be set by the State Branch Management Committee.

Section 2

Reports of the financial condition of the Institute and its Branches shall be circulated to members along with notices for National or State Annual General Meetings.

Section 3

Notice of National Council meetings shall be given to all State Branches at least fourteen (14) days in advance.

Section 4

A quorum of the State Branch Management Committee shall consist of half the voting members plus one additional member.

ARTICLE VI: ADMINISTRATION

Section 1

The National Council and State Branches shall manage the affairs of the Institute in conformity with the provisions of the Constitution and the Bylaws.

Section 2

- a) The National President shall have general supervision of the affairs of the Institute and shall preside at National Council Meetings of the Institute. In the absence of the National President, the National Vice-President shall preside at meetings. In the event that both the National President and the National Vice-President are absent, the Chair shall be elected by a majority of those present.
- b) The State President shall have general supervision of the affairs of the State Branch and shall preside at State Branch Management Committee meetings. In the absence of the State President, the State Vice-President shall preside at meetings. In the event that both the State President and the State Vice-President are absent, the Chair shall be elected by a majority of those present.

Section 3

- a) The National Council shall delegate to the National Secretary and the National Treasurer such individual duties, powers and responsibilities as it may from time to time prescribe.
- b) The State Branch Management Committee shall delegate to the State Secretary and the State Treasurer such individual duties, powers and responsibilities as it may from time to time prescribe.

Section 4

The National Council shall be responsible for the day-to-day running of the Institute and the implementation of policy.

Section 5

Cheques used for the payment of national accounts shall be signed by two Officers of the National Council, one preferably being the National Treasurer.

Section 6

Cheques used for the payment of state accounts shall be signed by two Officers of the State Branch Management Committee, one preferably being the State Branch Treasurer.

Section 7

The financial year of the Institute shall commence on April 1 and finish on March 31 in the next calendar year.

ARTICLE VII: AMENDMENTS

Section 1

Proposed amendments to the Constitution or Bylaws made by petition in accordance with the requirements of Section V of the Constitution shall be circulated to the elected officials of the National Council and shall be included in the order of business of the next National Council.. If the proposed amendments are accepted by a majority vote, including proxy votes, at the National Council meeting, then the proposed amendments to the Constitution or Bylaws shall be circulated to all Institute members with documents enabling voting on the changes within fourteen (14) days.

Section 2

Voting shall be by postal ballot. An affirmative vote of not less than three quarters of all ballots received shall be necessary to enable the final adoption of any proposed amendments to the Constitution or Bylaws. The National Secretary shall provide ballot papers to financial members of the Institute for return by post to the appointed Returning Officer.

ARTICLE VIII: AMENDMENT VOTING

Section 1

When ballots are required on any matter, a person who is not a member of the Institute shall be appointed as Returning Officer by the National Council (or State Branch Management Committee as appropriate) to conduct the ballot and decide the result.